

School Site Leadership Team Minutes

11.9.2011

Arcadia High School

Conference Room 1, Administration Building

Chairperson: Terri Darr tdarr@ausd.net

Members Present: Terri Darr, Kathy Yamane, Catherine Merel, Julianne Curry, John Finn, Jennifer Lashier, Joan Stevens, Michael Feraco-Eberle, Oliver Beckwith, Robert Ilgenfritz, Ray Mynster, Jon Kwok, Amy Wang, Brian Zurla

Minutes from October meeting were distributed via email and corrections were sent to Mr. Zurla, our 2010-2011 SSLT facilitator.

Meeting called to order: 3:05p.m.

Action Items from last meeting:

Officers for 2011-12

- Secretary by consensus: Kathy Yamane
- Chairperson: Terri Darr
- Vice-Chairperson: Joan Stevens

FOLLOW-UP TOPICS

1. **SSLT Meeting Date Change Proposal:** by Joan Stevens- would like to change to 4th Wednesday of the month as she states "Staff meeting on 2nd Tuesday of the month necessitates that she needs rush out 2 days in a row to attend meetings causing her stress". Looking at the AHS meeting schedules it is noted that department meetings fall on the 4th Tuesday, which would still give some people stress on that week.

- **Consensus: Leave meeting dates as noted on general calendar sent out by Mrs. Schreiner**

2. **Department Copy Totals:** by Brian Zurla- There have been a lot of questions and discussion from the AHS staff. Last month it was noted that the academic teams and clubs do not have a cap on paper usage. They are now being monitored and will be checked on November 15th. The staff has complaints about the system of allotment of caps. As of October 15, the last date that Mrs. Harvey checked on the numbers used on the copy machines, it appears that many are close to the caps already.

A very long discussion ensued with this information. It was noted that we have been monitoring paper usage since JUNE 15th, but some copy numbers have been changed in the following months, so that some people were charged even when they didn't use as much paper as is noted by Mrs. Harvey. There were several proposals on how to deal with this issue.

Ray Mynster then noted that the Gestetner was also being used heavily since people didn't think that they were being monitored with this machine. However, Jennifer Lashier noted that one master copy is 91 cents. Mr. Mynster is in favor of shutting down the Gestetner. Mrs. Lashier notes that though we are paying for the toner with this machine (unlike with the copiers), copying large amounts over 30 copies per master will save money...please note that we can only make about 220 masters, each roll of master is about \$40, and we have already spent \$3000 on masters & toner. Once that is done, we will no longer be able to use the Gestetner. This \$3000 will process 115 boxes of paper Total Cost for Gestetner including service agreement is \$3,750 . (After this side note, we resumed discussion on the issue of paper)

We have already been using paper the past few years over and above the budget. Mrs. Lashier has been "robbing Peter to pay Paul and now Peter is stone cold broke" (in the broad budget of the school). Staying within the paper budget is 60% of what "Paul" was using, which is why there is only 8 cases/day in the copy room.

- Teachers are about to run out of paper soon, and the semester is not even over.
- Students are downloading more and more

Question: Why can't teachers scan pdfs and post online? There are some teachers who do that and they remain under quota, so soon they will be donating to their fellow department peers.

- ✓ Art department complaints-Kids are downloading assignments from other departments (World Language) and using their paper for WL.
- ✓ Mrs. Lashier reminds everyone that they were only allotted one cartridge of toner.
- ✓ Joan Stevens volunteers to teach teachers how to reduce paper usage. Talk to her!
- ✓ When you reach your cap, they will cut you off; it may not necessarily be the 15th of November however there will be DEACTIVATION OF CODE!!!

ACTION PLAN:

- 1. Mrs. Lashier will follow-up on the caps and plan of donating cases of paper to up individual teachers' quota of papers. She will ask Mrs Harvey, what type of paper can be donated. We already know that the copy machines will NOT take recycled paper**
- 2. Mike Feraco and Ray Mynster will make a presentation video of a demo on how to upload pdf files and how to upload to fusion pages. First they will email this video to all of the SSLT members for their critiques and input, and with their approval they will send it to all of the AHS staff. Mr. Mynster says that he can do this on his iPhone and have the video be a minute to a minute and a half in length.**
- 3. Jonathan Kwok, Terri Darr, Joan Stevens will meet with David Vannasdall re: Paper Drive by ASB.**

NEW TOPICS

- AHS SSLT Role
- WASC Action Plan

New topics were tabled, but Terri is asking all of the SSLT members to **review Appendix E of the ATA Contract regarding SSLT and the WASC Action Plan**. What is our focus this year? Curriculum, School Calendar, Discipline/Attendance, Personnel????

SSLT needs to determine how to coordinate follow-up on the WASC Action Plan. Oliver Beckwith will follow-up with Catherine Merel to review WASC Action Plan item due January 10th. Catherine will present at the next meeting.

Meeting adjourned at 4:01p.m.

Respectfully Submitted,

Kathy Yamane
Secretary

Approval by Consensus and Correction: November 16, 2011

Next meeting: December 14, 2011, 3p.m.