

Los Angeles Unified School District  
**Lanai Rd. Elementary**  
SSC Meeting Notes  
11/18/11

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1. Call to Order

Principal Jeanne called to order the regular meeting of the SSC at 1:40 on 11-18-11 in Room 3.

2. Roll Call

Sharon Lazarow conducted a roll call. The following persons were present: Heather Jeanne, Neda Cohan, Elham Emrani, Sharon Lazarow, John Khouri, Amy Besser, Abby Reifman, Jennifer White, Gail Burns, Farnaz Simontob, and guests.

3. Approval of minutes from last meeting

The minutes from the last meeting were approved as read, unless indicated.

4. Open Issues

Item 1. Review of Officer Elections—Principal Jeanne held officer elections for replacement positions for Secretary (Sharon Lazarow) and Classified Staff (Gail Burns). Officers were unanimously approved.

Item 2. Single Plan for Student Achievement—The Principal, Neda Cohan and others went to a district meeting to learn how to write the plan, due Feb. 14, 2012. Key points for committees to address will be to a.) revise school vision and mission, b.) refine School Description and c.) understand School Performance meter and where Lanai performance can improve in academic areas and attendance.

Attendance is something the school needs to address as meter shows student attendance rate declining over the last 5 years, while staff attendance slowly increases. We must look at reasons why attendance is declining and address ways to improve it. It was discussed that SSC can make a sub-committee to better analyze what is attributed to decreases and increases in attendance rate.

Item 3. Safe School Plan addresses how students feel at school, attendance, and various features of the school itself. These features all impact the success of the students. School discipline and attendance are related. Lanai has no documented Behavior Plan/Expectations that are school-wide. Though our suspension rate is 0%, there is nothing formally in place. Staff has been discussing building a support team of teachers, classified parents to develop written goals for behavior, rewards, assemblies, etc.

Item 4. Homework Policy. Ours is posted on website, detailing time parameters for each grade level for Mon-Thursday homework assignments. It is noted that there is SOMETIMES homework assigned on Fridays, weekends and holidays.

5. Old Business. Nothing was discussed.

6. New Business

Item 1. Recommendation from teachers and admin to discontinue the service of teachers preparing homework for pick up in the office for absent students. The preparation of homework for absentee students is time-consuming and unnecessary for teachers to perform, since students are given time to make up any missed class assignments when they return to school

Item 2. We discussed how attendance rates result in "lost" revenue for Lanai. Last year we "lost" \$106k, based on our funding rate of approx \$31/per student per day. It is determined that we need to improve our attendance and tardiness rate, by first educating parents. We discussed having Principal write a brief explanation of what is absent/tardy/truant in the Principal's Notes and a more detailed article in the Lanai Leader.

Item 3 . ELAC also recommended that to improve attendance rates at Lanai, attendance are charted by class (with qualifying methods of computing) certificates/rewards are given on a monthly basis for 100% attendance. SSC approved this unanimously.

7. Public Comments. None

8. Principal Jeanne adjourned the meeting at 2:40. Neda Cohan seconded it.

Minutes submitted by: Sharon Lazarow

Minutes approved by: