



October 3, 2013

**MEETING MINUTES NO. 4
 VILLA PARK HIGH SCHOOL
 FOCUS GROUP MEETING
 CORE GROUP PLANNING MEETING 3
 LPA PROJECT NO. 13130.10**

DATE: October 1, 2013
TIME: 7:30am - 2:30pm
PLACE: Villa Park High School

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

PRESENT

Sarah Schmitt, Special Ed
 Haley Crowell, ROP & Athletic
 Kathy Law
 Chuck Jay, Performing Arts
 Christopher Nguyen, English
 Mark Kammerlohn, Counselor
 Gina Meissner, Career Tech
 Jeremy Bulcner, Counselor
 Chris Salio, Special Ed
 Vickie Dawson, Attendance
 Sharon Reves, Counseling
 Kim Healy, Counseling
 Leonora Will, English
 Sandy Benway, Spanish
 Yolanda Mitchell, Activities

PRESENT

Jeff Morgan, Activities/Spanish
 Ingrid Shine, Art
 Tom Gordon, Social Sciences
 Gregory Hill, English
 Dave White, Social Studies
 Sara Petrella, Math
 James Miline, English
 Connie Deuning, English
 Steve Stewart, P.E.
 Susan DeSio, English
 Mr. Corbett, Science
 Mary Blakley, Performing Arts
 Andy Edlund, Art
 Wendy Rogers, LPA
 Kari Kikuta, LPA

DISTRIBUTION

All Present
 Core Group Committee
 Gary Slump, Parsons
 Kerrie Torres, OUSD
 Sam Lim, LPA
 Don Pender, LPA
 Kate Mraw, LPA

DISCUSSION ITEMS

ACTION	ITEM NO.	DUE DATE
	4.00	The purpose of this meeting is to meet with all the departments at Villa Park HS to better understand how they work and collaborate as well as functional improvements that should be addressed in the Master Plan.
	4.01	LPA met with faculty and staff during their free period, rather than having a department meeting. In order to facilitate communication, large worksheets were posted in the meeting area allowing multiple faculty members from different disciplines to contribute their thoughts. Each group was asked two items. <ol style="list-style-type: none"> 1) List the three (3) most important areas to be addressed in your department. 2) Who do you collaborate? Most with? Least with? Why? The following items list each department's responses.



ACTION	ITEM NO.	DUE DATE
	4.02	
	Special Education (Important Areas):	
	Sarah	
	<ul style="list-style-type: none">• Ample space for instruction• Faculty space more proximate – bathrooms!!!• Appropriate universal technology• Vandalism a problem. Eat lunch in room. May have 3 different classes/period and kids are being distracted. 200's have poor acoustics.	
	Chris	
	<ul style="list-style-type: none">• Access to multiple modalities in the classroom (i.e. visual, hands on application)• Utilizing instructional assistant for best coverage and interaction with students.	
	Noted Information:	
	<ul style="list-style-type: none">• All spaces (classroom, library etc.) should provide visual/hearing/ physical capability.• 11 teachers, 215 students<ul style="list-style-type: none">○ 3 mild-moderate SOC (SDC – 15 students) 1 AM and 1 PM aide.○ 2 moderate-severe (autism) – 10 each, 3 aides all day.○ 6 RSP min 3 hours/day (28 case load mid RSP) – all have instructional aides.○ Drop off in front of the 300 building. 2 buses typical – 4 today. Autism room needs to be close. Speech part time. Workability – part time vocational assessment. Confidentiality is important.	
	4.03	
	Special Education(Collaboration):	
	Sarah	
	<ul style="list-style-type: none">• Collaborates via email with teachers. Need conference space, LOTS of meetings.• Least with ESL	
	Chris	
	<ul style="list-style-type: none">• Collaboration is minimal. The RSP program should be our main focus, RSP students should be in regular Ed classes with support from RSP teachers, instructional assistants. Regular education teachers view students with I.E.P as our students (Special Ed teachers) instead of another student in their room.	
	4.04	
	Other Services (Important Areas):	
	<ul style="list-style-type: none">• Photo – traditional lab – “perfect” new sinks (5 sections) 21st students, 21 dark room stations – light trap – <u>KEEP THE SPACE</u>, it's perfect.• Upgrade facilities/modernize/new floors!!! Remove broken fixtures, outlets.• Ceramics/glass kiln, outdoor painting space.• FUNDING (not your problem :)for supplies• Remove asbestos that is falling from the ceiling in the store room. Floor tiles are also asbestos and flaking.	

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- Walls are also shedding asbestos. Leaks in ceiling (11 years we have asked for this, DANGER, health concern)
- Video room – blowout wall between 402 & 404. Make 404 a video studio with green screen. Relocate RSP room.
- Outlets burned out (fire hazard). Work orders performed, no change.
- Sinks need to be larger and plumbing repaired.
- Kilns jewelry, 3D projects for a well-rounded experience in the arts. 3D printing lab.
- Should be all new. 50 kids/classroom. Sculpture, jewelry, “messy construction spaces”. Foods program is their CTE elective.

4.05 **Other Services (Collaboration):**

- Photo & Journalism & Art collaborate all of the time. Our subjects blend well together. We share ideas and talk about students and issues.
- Collaborate least with the math dept. No real reason why. Just not enough time to plan for collaboration. No shared meeting space that is functional or convenience (need new teachers’ lounge).

4.06 **Student Services (Important Areas):**

- Nurse/Health
 - ADA, sink, wired bathroom cabinets, 3 cots, office/workspace. Current exam with 2 cots and 1 in hallway. 2 exam rooms preferable.
- Counseling
 - Meeting with students, individually, small groups (10-12).
 - Confidentiality (sound proof).
 - Welcoming (non-institutionalized).
 - Technology – mobile counselor.
 - In one building, adjacent police (social services) – Confidentiality! Student and public lobby. Everyone should be together. Separate area (monitored) for discipline.
 - Meeting place for outside agencies (social services, police department).
 - Restroom separate from health office.
 - Public lobby separated from staff.
 - Student Lobby.
 - More parking for staff and separate entrance.
- Career Center Area (Gina)
 - Confidentiality (no provisions at this time). Need some kind of privacy and sound proofing as well for phone calls and confidential matters.
 - Definitely need more space, shelving display areas.
 - More room for college info would be nice.
 - There is currently no career center; the career tech is in the library (and also the backup library tech). Location in the library is good, she is not



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isolated and there is more space than a classroom. The Library is open 7:30-3pm and is always busy, especially on rainy or hot days!

- Acoustic sensitivity- library is loud (before nutrition and lunch).

- **Activities**

- More space for student, staff collaborations.
- Centralized on campus.
- Student Union.

4.07

Student Services (Collaboration):

- Nurse – vice principal, discipline and counseling good also
- Counseling – (most-least) students, parents, teachers, admins, community
- Career Center – Counselors all day, each day, counseling support staff, ROP teachers, & most importantly, students
- Counseling works most with Stanfield, Rappa, Roberts (AP's)
- Activities – (most-least) Athletics, admin, staff, students, community

4.08

P.E. (Important Areas):

- Locker room (security) theft (50 years old – it needs attention).
- Field and track below average - need new surfaces.
- Handball courts need to go (area trashcan) and unsafe activity.
- No A/C in gym, we need it!
- Parents driving near weight room during school - is not safe.

4.09

P.E. (Collaboration):

- Audra Smith, Jen Howerton, Dusan Ancich – P.E. Dept.

4.10

Athletics (Important Areas):

- CIF legal fields/facilities.
- Outdated training room – no running water!
- Training room should be proximate to fields.
- Storage (controlled) for paperwork and supplies.
- On campus golf practice
 - Short game, bunkers and driving range.
- Synthetic turf – track/field and softball infield.
- Provide restrooms for the fields.
- Pest control on softball field.
- Softball scoreboard.
- Storage for softball – sea container.
- Softball team room.
- JV field – left too short, not locked – over access – dead turf. Tough with overlay fields.
- Separate irrigation for fields (Baseball/Football have their own – softball on same).
- Outfield fencing is falling over at softball.



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	<ul style="list-style-type: none">• WiFi for scoring games at all fields.• Seating for softball.• Synthetic track with amenities outside of track (no pole vault in District).• 50M pool (Foothill) 35M (Yorba Linda & El Dorado)• Adjacent coaches room, team room, storage, pool equipment, concessions.	
	4.11 Athletics (Collaboration): <ul style="list-style-type: none">• Coaches, athletes, athletic director and nurse.	
	4.12 Performing Arts (Important Areas): <ul style="list-style-type: none">• Instructional/Rehearsal Spaces<ul style="list-style-type: none">○ Instrumental Music○ Vocal Music○ Drama○ Dance - 20 girls/ class adjacent to PE. Would rather be in the AVX Gym 5-6 sectors/day.○ All spaces have unique requirements that must be addressed.○ 150 students, 120 in band. Also for stage/performance.○ 120 marching band (0 period and after) and holiday concert 100+ onstage. 150 in program. Value instructional space vs. venue seating. Wants exterior space to march – size of football field.• Performance Venue<ul style="list-style-type: none">○ 500 seat capacity.○ 21st century sound/lighting/rigging.○ Reconfigurable.• Dedicated full size rehearsal field outside, preferably not on wet grass.<ul style="list-style-type: none">○ Marching band○ Drum and bugle corps○ Color guard○ Dance○ Drama○ Drum line	
	4.13 Performing Arts (Collaboration): <ul style="list-style-type: none">• None listed.	
	4.14 English/Foreign Language/History (Important Areas): <ul style="list-style-type: none">• Classroom size is small.• Technology usage. Provide better access to computers.• Projector from the ceiling.• Speakers from ceiling as well• Integrated technology.• Collaborative work space for small group discussions.• Technology (kid friendly).• Love the library – bright open, friendly, flexible, windows and skylight.	

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- Faculty workroom dispersed throughout campus.
 - Mailboxes, computers, soft seating, resource room.
- Provide good acoustics, usable wall surfaces and task lighting.
- Large group Speaker rooms for ±120 kids would be great.
- English with state of the art technology, wiring, A/C, make them functional!
- Better/more staff bathrooms.
- Actual cafeteria for students.
- Better or actual staff lounge more centrally located for faculty.
- Wants basic 9th grade courses together. Joint collaboration shared projects. “Common basics discussion”, department meetings once a month.
- “German” room is quite the hub. Could share a classroom with dedicated workspace. Love lockers in breezeway “quieter”. Discussed a more self-contained campus, tighter. LOTS of places to hide!
- 300 building always problematic, 40 kids in 1 class! “Lync” the freshman core classes.

4.15 **English/Foreign Language/History (Collaboration):**

- Hard – buildings too far apart
- Good – foreign language is connected by doors – Security “assistance” safe room and collaboration. Foreign language is always connecting.
- English/Journalism/Photo
 - Freshman teachers working together across all subjects.
 - Teacher collaborative list: C. Downing, Cyndi Hoffman, Susan DeSio, Shannon Tik, Carol Mooney, Leonora Will, Ulysis Garcia, Tricia Melton, Sarah Sarkisian.
- Social Science
 - Common subjects collaborative with each other.
 - Don’t collaborate much with other subjects mainly due to being spaced out across campus.

4.16 **Math (Important Areas):**

- Provide more space for my students; there are too many desks for space in the current classroom.
- Provide ceiling mounts for projector that would clear up floor space for student desks.
- Wireless connections for Smart board, tablet, projector, etc.
- Windows that open – fresh air!
- Better working faculty bathrooms and more of them.

4.17 **Math (Collaboration):**

- Science.
- Social science (for stats).



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	<ul style="list-style-type: none">• Other math teachers (at VPHS & other schools).	
	4.18 Science (Important Areas): <ul style="list-style-type: none">• Each teacher with lab/lecture room (sharing lab facilities would be difficult).• Security for chemical storage/ equipment storage.• Each teacher has own “storage room” for unique equipment.	
	4.19 Science (Collaboration): <ul style="list-style-type: none">• Honors/AP Chemistry teacher – Corbett.• AP Bio/ AP Physics teachers – Hunt & Fusco.• Similar.	
	4.20 Campus Comments: <ul style="list-style-type: none">• 2500 students.• 24% free & reduced lunch.• Groups of 20 for outdoor collaboration. Not typical but allowed.• Lack of planning for plant material.• Too much hardscape.• Front of school image – planting.• Lighting.• Stage/Amphitheatre tech.• Front of campus – vehicular and pedestrian circulation is congested. No drop off.• Attendance<ul style="list-style-type: none">○ Former VP office. Likes separation of glass. Would like to hear better (window design). Great location! Close to counseling and principal’s office (a lot of parents come in lieu of kids). Want to provide good customer service! Close to restroom. 8:30-12 part time (2) 12-4 one TA. 7:30-4. Good size (every student has a file audited and saved).○ Records are housed elsewhere (ask Sheryl). (ASB, attendance, registrar records).• Student Center ‘ASB’<ul style="list-style-type: none">○ 85% in activities/clubs. 1 section class, but huge social hub. Wants the center room multi-functional collaborative space.○ Cheer is 6th period, dance 1-5 (high ceiling).○ MPR – blood drive, parent nights, awards, banquets, large meetings.○ Clubs want small gym... 5-200 students per club. They average 40. Biggest is Key Club and Red Cross.○ Locate with athletic director. They share an assistant. Provide space for storage, props, etc. No safe required. Bookkeeper does dance sales.• Amphitheater<ul style="list-style-type: none">○ Each class has a section to sit in. This is a	



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- o cultural tradition of the school that must be maintained.
- o The amphitheater could be 6 rows smaller. Provide a bigger stage with outdoor speakers. Pep rallies at lunch. Student store must be manned, tough to audit!

Submitted by: Wendy Rogers