



## SUPERINTENDENT'S HIGH SCHOOL SUPPORT TEAM VISITATION SUMMARY / TASK SHEET

School: Mann Middle School

Visitation Date: January 22, 2007

	FINDINGS	RESOLUTION	RESPONSIBLE PARTY	MONITORING PARTY	TIMELINE	COST
<b>Educational Services</b>	Staff needs training in discipline policies & procedures	Provide training	Greg Vallone Hector Madrigal	Carolyn Bright	Initial contact will be made by 1/26/07	
	Staff needs training in attendance policies & procedures	Provide training	Greg Vallone Hector Madrigal	Carolyn Bright	Initial contact will be made by 1/26/07	
	Need full time PSA	Identify funding for 2 additional days for PSA	Greg Vallone	Carolyn Bright	Initial contact will be made by 1/26/07	



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<b>Facilities</b>	School would like Bungalows (20-23) removed. Termite problem.	Remove bungalows to allow a greater area for physical education.	James Moton Richard Tsuno Vicki Montez	Neil Gamble Grace Strauther Earl Perkins	1/22/07 Funding not available. LDFD and LD Superintendent to meet and determine process and time in which bungalows would be removed.	
	Ceiling beam in Bungalow 14 needs to be repaired.	Repair ceiling beam	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Project going to DSA. Will be in DSA for 2-3 months. Anticipated repair completed by August 2007.	
	Room S4B needs renovation of floor and air conditioning	Repair floor and air conditioning system	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 The flooring work has been completed. A/C work to be completed. Job is currently in progress. James Moton to send Earl an estimated date that project will be completed by 1/26/07.	
	School marquee has been purchased. Waiting for installation.	Install marquee	James Moton Richard Tsuno	Earl Perkins	1/22/07 Project is going to DSA. Installation and completion date scheduled for 3/1/07.	

<b>Facilities</b>	Safety concerns after hours indicate that school needs to install a wrought iron fence around campus.	Install wrought iron fence and remove conventional fence.	James Moton Richard Tsuno	Grace Strauther Neil Gamble Earl Perkins	1/22/07 LD Superintendent and LDFD to meet and determine needs.	\$500K Funding Source not identified
	Elevator in the "A" building is inoperative.	Evaluate needs and repair elevator in "A" building.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Neil Gamble to submit results of elevator evaluation by 2/2/07.	
	Room 211 has water damage in the walls; is in need of dedicated telephone line; and needs the computer network system replaced.	Assess problems in room and make recommendations.	James Moton Pamela Anderson Richard Tsuno	Patrick Luce James Alther Earl Perkins	1/22/07 James Moton to have water damage assessed. A crew from M & O will do work during Spring Break in 4/2007. E. Perkins to contact Patrick Luce in ITD concerning meeting with administration on technology needs by 1/26/07.	
	Auditorium is in need of renovation. Heating is not working. Screen needs to be replaced. Lighting needs to be improved. Spotlight needed, and seats need to be replaced.	M & O to assess needs and repair heating, lighting, and make recommendations on seats and spotlight.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Repair of heating unit is complete. Moton and Tsuno to obtain estimate for lighting project. M & O and Tsuno to report findings on lights and seats to the school by 2/2/07.	

<b>Facilities</b>	Outside emergency escape stairs in "A" building are not safe.	Evaluate and repair emergency stairs.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Repairs are in progress. Completion date scheduled for 3/30/07.	
	Whiteboards are needed to replace old chalk boards.	Purchase and install whiteboards. A-Building rooms: 301-307, 200-216, 113-116, 11. C-Building rooms: 244, 141-149, B-9, B-20, B-21, S-5, and S-6.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Neil Gamble to take back to facilities for funding and installation. Findings will be reported by 1/26/07.	
	School would like murals painted on blank walls in the "A" and "C" buildings.	Communicate with LA City Beautification Grant Department. Assess and make recommendations.	Cynthia Arceneaux S. Gaston, AP Tracy Triplett-Murray, AP	Earl Perkins	1/22/07 E. Perkins to retrieve and get information to the school on the Los Angeles City Beautification Project Grant by 1/31/07. School will then communicate with the source.	
	School is in need of display cases in the "C" building.	Assess the situation and make recommendations.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 CPM to meet with school administration, determine location, and provide estimate of cost to E. Perkins for funding by 2/2/07.	
	Water drains in "A" and "C" buildings are clogged.	Assess and clear blockage.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Trouble call made. Work is in progress. James Moton to contact E. Perkins by 1/26/07 advising him of the completion date.	
	Boys and Girls gymnasium roof needs repair.	Repair damage to roof.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Trouble call needs to be made. Plant Manager Pratt to make the call by 1/31/07. Follow-up will occur following the trouble call.	

<b>Facilities</b>	Area outside "A" building (north) floods in rainy weather. Safety concerns.	Evaluate and make recommendations.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Trouble call needs to be made by 1/31/07. Follow-up after call is made.	
	Lockers in Boys and Girls gyms need to be refurbished.	Assess and repair lockers.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Work is in progress. Currently a crew is on campus. James Moton to contact E. Perkins with estimated completion date by 1/26/07.	
	Drinking fountain in the Boy's locker room is not working.	Repair drinking fountain.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Work is in progress. Currently a crew is on campus. James Moton to contact E. Perkins with estimated completion date by 1/26/07.	
	Surveillance cameras installation needs to be complete.	Complete the installation and training on use of system.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 All complete. Training for staff has been scheduled and completed.	
	Library is in need of renovation.	Analyze and make renovations.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Work to start 2/25/07 and be completed by 8/07.	
	Enclose 3 <sup>rd</sup> Floor Breezeway in "A" building.	M & O to conduct an analysis and make recommendations.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 James Moton to meet with administration and do an analysis of the project. Information to be sent to E. Perkins by 1/31/07.	
	Curtains in Room 100 are in disrepair.	Replace curtains.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 James Moton will supply name of vendors who will assist the school in purchasing new curtains.	School funding

<b>Facilities</b>	School is requesting re-seeding in grassy area.	Evaluate and make recommendations.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 James Moton, CPM will work with the school and determine the date that the field will be re-seeded during Spring Break. Information due to E. Perkins by 2/2/07.	
	Master Scheduling Board is not in the proper location.	Assess and move to new location.	James Moton Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 Trouble call to be made by Plant Manager by 1/31/07. Work to commence immediately by M & O. James Moton will monitor.	
	Telephone lines are needed in B-8, B-11, and Intervention Room. Rooms also need to be painted.	Evaluate the needs and make corrections.	James Moton Pamela Anderson Richard Tsuno	Earl Perkins James Alther	1/25/07 – Communication made with ITD. Awaiting response.	
	Telephone equipment on 1 <sup>st</sup> floor "A" building is not working properly.	Evaluate and fix telephones.	James Moton Pamela Anderson Richard Tsuno	Earl Perkins James Alther	1/25/07 – Communication made with ITD. Awaiting response.	
	Room 10 is in need of renovation.	Assess the problem and make recommendations.	James Moton Richard Tsuno	Michelle King Bob Collins	1/22/07 Trouble call to be made by Plant Manager by 1/31/07. Michelle King to talk to Bob Collins concerning additional technology and equipment by 2/2/07.	
	School needs current lines repainted and additional lines painted for "Hopscotch" on blacktop and near "A" building.	Re-paint lines on blacktop.	James Moton James Williams Richard Tsuno	Neil Gamble Earl Perkins	1/22/07 M & O will handle immediately.	



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<b>Finance</b>	Staff needs training to align school finances with instructional needs and priorities	Analyze school budgets and provide training	Greg Vallone Sean Kimbrough Grace Strauther	Earl Perkins Chuck Burbridge	Initial contact made by 1/26/07.	



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<b>Instruction</b>	Staff wants to increase scope and number of electives	Investigate options for increasing elective offerings	Roni Parker	Bob Collins Karen O'Reilly	Initial contact by 1/26/07	
	Staff wants new teachers & Literacy Coach to be trained in OCR	Provide OCR training for new teachers and Literacy Coach	Alma Sanchez	Karen O'Reilly	Initial contact by 1/26/07	
	School determined needs may not reflect instructional data	Provide assistance with analysis of school data and align both human and fiscal resources to address identified instructional needs	Greg Vallone Sean Kimbrough Grace Strauther	Bob Collins Michelle King Chuck Burbridge Karen O'Reilly	Initial contact by 1/26/07	
	Low percentage of academically at risk students attending intervention programs	Investigate ways to incentivize students to attend intervention programs	Greg Vallone Joan Mezori	Larry Tash Grace Strauther	Initial contact by 1/26/07	

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<b>Operations</b>	School needs 2 storage containers to house pertinent supplies for emergencies.	Investigate and order.	James Moton Richard Tsuno	Earl Perkins Neil Gamble	1/22/07 James Moton, CPM, to investigate, put together an order and get to E. Perkins by 2/2/07.	\$8,000. COO to fund.
	Base Station is not performing properly.	Radio Unit to do an analysis and make recommendations.	Radio Unit	Earl Perkins	Complete 1/26/07 – Base station if now working. Technicians installed a magnetic mount antenna.	
	School is short 4 walkie-talkies.	Order additional radios.	Jasmin Malinao	Earl Perkins	1/22/07 Order 4 radios by 1/26/07.	COO
	School has 3 certificated vacancies.	Contact HR and send candidates to be interviewed in Social Studies, 6 <sup>th</sup> Grade Core, and Special Education.	Roger Buschmann	Jeri Durham Dan Isaacs	1/22/07 HR contacted and candidates will be sent to be interviewed.	
	School has 2 classified vacancies.	Contact Classified personnel and send candidates for an interview. 1- Custodian (8 Hrs.), 1-Cafeteria assistant (6-hrs.), 1-Clerical (3 hrs.)	Kathryn Butler	Wendy Macy	1/22/07 Classified Personnel to be contacted by 1/26/07.	

	School Police Officer on 5-8 but leaves at 3:05 p.m.	Meet with Sgt. Sandoval and make recommendations.	Sgt. Sandoval	Jeri Durham	1/22/07 Sgt. Sandoval to meet with school administration and resolve the concern by 1/31/07.	
	School is in need of 4 scanners for testing.	Evaluate and make recommendations.	Bette Medina	Donnilyn Anton	1/22/07 Bette Medina, Administrator Special Ed. will investigate and make appropriate decision by 1/31/07.	

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School Redesign						