

**Certificated Superintendent's
Roundtable
January 31, 2018
Minutes**

Chairperson, Kirsten Madueña called the meeting to order at 3:32 p.m. with the following representatives present:

Jean Howard, Central
Jerie La Roche, El Toyon
Corey Couron, Ira Harbison
Joanna Hartley, John Otis
Dawn Salisbury, Kimball
Myrna Kahle, Las Palmas
Diana Herrera, Olivewood
Kirsten Madueña, Rancho de la Nación
Matthew Bandy, Special Ed.
Tamlyn McKean, NCETA

Representatives absent:

Mike Monfort, Lincoln Acres
Susana Benton, Preschool

District Office Representatives present:

Leighangela Brady
Jocelyn Sandoval
Chris Carson
Raul Martinez
Meghann O'Connor
PJ Whitney

1. Approval of draft minutes from October 4, 2017. Kirsten Madueña
Myrna Kahle moved and Meghann O'Connor seconded to approve the minutes of the October 4, 2017 meeting. All were in favor, none opposed.
2. Policy and Procedures for Donors Choose. Chris Carson
Chris Carson stated that at the moment these types of crowdsourcing methods are not authorized. We are looking at Donors Choose as a potential source for the future.
3. Curtain and Window Audit. Chris Carson
Myrna Kahle asked for a status update. Chris Carson shared that we are in the process of ordering blinds for classrooms that did not have them. Existing blinds will not be replaced, unless there is a work order because they are damaged or problematic blinds were found during the audit.
4. Lockdown/Active Shooter Procedures. Meghann O'Connor
Tamlyn McKean raised concern on lack of practice for emergency situations, like active shooter. How is the district helping prepare? Dr. Brady stated the past Professional Learning Day on Student and Staff Safety was the first step in addressing

this issue. We will be working with principals to plan accordingly to their site. Dr. Brady concurs there needs to be more practice and discussion.

5. ELD. (follow-up) Paula Jameson-Whitney
PJ Whitney followed-up on last meeting's inquiry on how ELD schedules overlap and the difficulty to get all students into the classes. So far, all ELD schedules have been collected from the principals. Next, we will have conversation with principals at the upcoming Leadership Meeting. From that conversation we will create general statements and guidelines on how to proceed with scheduling. The English Learner population varies from school to school; therefore each site will have a unique system. PJ will meet with each principal separately at their spring meeting to work on this.
6. AGE Notification. (follow-up) Paula Jameson-Whitney
PJ Whitney stated that all AGE, sexual harassment and sensitive trainings should align with our Board Policies. The notification to parents is required by law and it is usually sent at the beginning of the school year. We must notify parents prior to the event, giving parents time to view the material. Currently the District Office hosts the viewing of materials. PJ proposes that parents be able to view materials at their school site.

Next school year we will begin a positive parent permission slip practice.

7. Preschool Watering Schedules. (follow-up) Raul Martinez
Raul shared that the sprinklers at Palmer Way's Preschool have been readjusted; it waters four times a week for twenty minutes. Watering will eventually be reduced to three times a week once the grass starts growing.
8. RTI Process/Tier I & Tier II. PJ Whitney
Joanna Hartley mentioned that teachers are observing students remain in the same tier level for years with minor improvement. Teachers are also commenting that the six to eight weeks meetings are not happening. PJ Whitney stated she will look into the schedule, because it was previously established to meet every seven to eight weeks.

Tamlyn McKean and Joanna asked how the district is providing math and behavior support to teachers. Meghann O'Connor stated that Amalia Hernandez, District Social Worker has come on board to lay a foundation in setting Universal Screener for classrooms. We have teachers take surveys on social emotional status, with reports from the surveys we can pin point specific areas of needs for the classroom. The goal is to increase the two internes currently working to ten interns, so that each site receives extra help with Tier I and Tier II. We have also provided Restorative Practice trainings to school sites based on their implementation of Positive Behavior Intervention Support (PBIS). PJ Whitney stated that the RTI book was reviewed with principals and Language Arts Specialist, if no change is coming from that we need to provide further training.

9. RSP Trainings/In-service. Meghann O'Connor

Joanna Hartley asked about having RSP trainings on the same day of the week. Meghann O'Connor stated previously that was not possible.

Joanna asked if substitutes are provided for RSP teachers. Meghann stated that if RSP's are attending official school business to the District Office they usually don't call for a substitute. If an RSP is out sick, attending a conference or training they should request a substitute.

10. President's Picture. Leighangela Brady

Kirsten Madueña stated that on January 17 all schools were emailed the official picture of the President. Dr. Brady stated that having the picture posted on school offices was not required under Education Code. Each site should make their own decision on whether to post it.

11. Open Forum.

a) Illuminate.

Tamlyn McKean asked if there is an Illuminate app. PJ will look into this. Jean Howard asked if the level of a behavior is automatically input into Illuminate. PJ will work with Meghann O'Connor to investigate how the levels feature in Illuminate work. As a Technology Liaison, Kirsten suggested having training in Illuminate.

b) Inclusion Program.

Dawn Salisbury asked why site visits to see RSP inclusion programs were canceled. Dr. Brady stated that because of state law, the process in which we have been placing students in Special Education classes must change. Tamlyn shared that NCETA demanded to bargain these changes since it will alter working conditions for teachers. There was an MOU created, yet there has been no agreement between both sides.

c) Math Training.

Jean Howard asked about math training with Joanie. PJ is working on alternate plans to continue collaboration.

d) Emergency Situations.

Tamlyn asked to add this item to the following meeting – Emergency Situations at sites (i.e. Palmer Way flood)

The meeting was adjourned at 5:09 p.m.

Jocelyn Sandoval and Yvette Olea, Records

Note: The next Certificated Roundtable meeting will be held on Wednesday, April 4, 2018 at 3:30 p.m. in the Board Room.