

**Certificated Superintendent's  
Roundtable  
February 20, 2019  
Minutes**

Chairperson, Kirsten Madueña called the meeting to order at 3:33 p.m. with the following representatives present:

Jean Howard, Central  
Jerie La Roche, Special Ed.  
Adriana Medigovich, Olivewood  
Kirsten Madueña, Rancho de la Nación  
Susana Benton, Preschool  
Corey Couron, Ira Harbison  
Sandra Puentes, NCETA  
Mathew Bandy, Las Palmas  
Tamlyn McKean, Palmer Way  
Dawn Salisbury, Kimball  
Joanna, Hartley, John Otis  
Myrna Kahle, Las Palmas

Representatives absent:

Natalia Morales, El Toyon

District Office Representatives present:

Leighangela Brady  
Chris Carson  
Vanessa Ceseña  
Leticia Hernandez  
Sharmila Kraft

1. Approval of draft minutes from December 19, 2018.  
**Eleanor Felker moved, and Joanna Hartley seconded to approve the minutes of the December 19, 2018 meeting. All were in favor, none opposed.**
2. Last Meeting Updates.
  - Share plan for IEPs and testing prior to leaves  
**Dr. Brady re-stated that all IEP's should follow the correct and designated timeframe and should not be finished early due to a teacher being on a leave.**

3. Math Manipulatives- Jerie la Roche  
**Jerie shared that El Toyon teachers are requesting that before new manipulative materials are sent to the classroom, they are asked first what is needed to avoid having too many unused or duplicate materials. She shared that teachers are trying to avoid waste and storage is also an issue. Dr. Brady shared that now that the equity of materials has been stabilized, a protocol and inventory sheet are to be developed. She will share suggestions and requests with Dr. Kraft and Ms. Hayes, after development, she will ask them to share the plan the Roundtable for consultation prior putting in place.**
  
4. Stores Orders- Diana Whitaker  
**Diana asked if stores orders could be entered online vs. paper forms. Chris shared that with our system, that would not be possible due to access credentials and the system not being user friendly for all users. Extensive training is needed to navigate it successfully. He will meet with the Purchasing Director and Supervisor and brainstorm a possible solution. For the moment, the school secretary will continue to enter orders for sites.**

#### Open Forum.

- a) Copy machine codes at IH- Corey Couron  
Corey asked if Bench Mark assessments could be sent to the teachers pre-printed from the District to avoid using their copy codes at their site. Dr. Brady said yes, Ed. Services will be taking up the cost and explained the process of requesting copied materials from our Production department.
- b) Students in SDC or with other behavior issues threatening other students and aggressive with teachers at IH- Corey Couron  
Corey asked how the needs of these students can be met. Eleanor added that she has noticed a higher level of these and other serious types of behaviors increase from last year. Per Kirsten's request, this item will be followed up at the next meeting as an agenda item with the appropriate staff to address these issues.
- c) 2018-19 Calendar- Eleanor Felker  
Eleanor asked when the calendar will be available to staff, she was informed it was Board approved on February 13, 2019 and is available on the NSD website.
- d) Report Cards- Eleanor Felker  
Eleanor requested directive form the District office for report cards. Dr. Brady will follow up with Wendy to get the process started and possibly only conference with parents per student needs.
- e) Hot water in staff restrooms at OW- Eleanor Felker  
Eleanor requested the staff restrooms have hot water in the sink. Issue will be investigated by M&O.
- f) Bookcase orders- Eleanor Felker  
Eleanor asked if ordering book cases was a site expense, Chris Carson explained that it is. Dr. Brady suggested only ordering what is needed due to possible new furniture being ordered in the near future.

- g) Override control in portable classrooms-Jean Howard  
Jean shared that the teachers no longer have override control. Request was sent from Teachers and Principal to M&O, but request was denied. The heater starts but feels like it turns off after a while. Chris Carson will follow up with M&O.
- h) Blinds installed- Jean Howard  
Jean shared that her input on how that blinds are working in her class has not been requested. Chris Carson and Dr. Brady shared that currently, information from classrooms where blinds were installed is still being collected. She will be contacted sometime during the spring. There was also a survey sent to staff for input. After the Board reviews the results, there will be a better understanding on what the safety needs are. The final decision on what products will be purchased has not been made.
- i) IEP prep time- Jerie la Roche  
Jerie shared that teachers would like to know the break down of funds used for IEP prep time and if it was retroactive. Leticia explained that it is not retroactive, teachers are paid 1 ½ hours per month for collaboration and 1 ½ hour from Special Ed., for a total of 3 hours per month.
- j) Teacher subs for safety- Jerie la Roche  
Jerie shared that teachers would like to know if they are allowed to have a sub when no aide is there, for safety. Leticia shared that no class is over the cap. Ratios are followed, safety is not an issue. They would also like to know if a teacher sub can cover for an aide. Leticia will investigate and follow up.
- k) Light copies at ET- Jerie la Roche  
Jerie shared that the copies at El Toyon are too light. Chris shared that this is a site issue and informed them that at the end of the remainder of the copier contract will be bought out and it will be replaced.
- l) Heater and cooler set points LP- Myrna Kahle  
Myrna asked what the set points for heating and cooling were. Chris will follow up and inform.
- m) Request for AC for after school nigh LP- Myrna Kahle  
Myrna asked if a request could be made for the AC to be turned on for back to school night at sites. Chris will set up request with the schools.
- n) After school activities policy KM- Dawn Salisbury  
Dawn shared that the teachers would like to have input if a student should not participate in an after-school activity after they have received a tier 1 or 2 referral. Dr. Brady shared that she will clarify with Principals and re-iterate that they have the last word and can prevent a student from attending an activity if they should not.

The meeting was adjourned at 5:01 p.m.

Vanessa Ceseña, Recorder