

**Certificated Superintendent's
Roundtable
April 25, 2019
Minutes**

Chairperson, Kirsten Madueña called the meeting to order at 3:37 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 April 25, 2019.
Jean Howard moved, and Diana Whitaker seconded to approve the minutes of the April 25, 2019 meeting. All were in favor, none opposed.
2. Last Meeting Updates.
 - Bookcase orders
Chris Carson re-stated that bookcases or other furniture requested can be ordered through PeopleSoft.

- Teacher substitutes
Dr. Hernandez re-stated that substitutes are used appropriately, following ratios at all times.
 - Blind process
Chris Carson shared that they will be gathering input from teachers in the following weeks and will be presented to the Governing Board so they can make the decision if HH funds will be utilized for this purpose.
3. New dyslexia guidelines- Diana Whitaker
Diana shared that she was informed of new guidelines during a conference she attended. Dr. Kraft shared that the District is aware, and are they are being reviewed currently with the psychologists.
 4. Students with SDC or other behavior issues- Corey Couron
Corey wanted information regarding what kind of support is available to staff when dealing with students expressing violent or aggressive behaviors. Dr. Kraft shared that students with these types of behaviors are evaluated and protocols are followed. Training is offered bi-annually for staff, aides are also trained, and there is a Crisis Prevention Institute (CPI) group assigned to each site.
 5. Earbuds vs. Headphones- Jean Howard
Jean requested clarification of what type of listening equipment can be ordered for specific grade levels. Chris Carson informed that teachers can order the device they prefer regardless of grade level. He will touch base with purchasing to ensure both items are available for ordering.
 6. Clarification for volunteers and field trip chaperones- Jean Howard
Dr. Brady shared that long term volunteers and chaperones need clearance. Visitors do not. The issue will be discussed and defined by Cabinet, final decision will be shared at a future meeting.
 7. Tier 3 behavior student process- Diana Whitaker
Diana asked clarification on process and decision on school placement/transfer of students. Dr. Kraft shared that once legal protocols are followed, they adhere to contracts and look for openings available. A transition meeting is scheduled with receiving teacher and counselor if needed, which also includes an intervention plan before the student transfer. Parents may also request a specific school.
 8. New promethean board dimensions-Kirsten Madueña
Kirsten inquired about the decision of the new promethean board size chosen. Dr. Kraft shared that the chosen 65 inches was decided with the recommendation from the pilot teachers. There was a consensus at the Tech Committee where all options were considered including space, features, and cost. The 65 inch promethean board was the option chosen.
 9. Classroom airduct cleaning schedule- Kirsten Madueña
Kirsten would like to know how often airducts in classrooms are cleaned. Chris Carson shared that District standard of two years is followed. Currently, changing of filters is being conducted.

10. Landscaping/maintenance at Rancho- Kirsten Madueña

Kirsten shared that school staff would like to request regular landscaping/maintenance for the back playground area to designate for outside educational space. Chris Carson informed her that the area will be maintained.

11. Air Conditioning updates- Chris Carson

Chris Carson shared updates regarding air conditioning at different sites.

- Palmer Way had a massive fan failure. The system was down, temporary air conditioning at site is in place. All systems are being evaluated for maintenance.
- Las Palmas request for set temperature adjustment was resolved and request for Open House temperature adjustments will be addressed.
- Temperature adjustments for Open House will be reviewed and adjusted at all sites, as needed.

Open Forum.

a) UCI materials- Jean Howard

Last unit in geometry was not received causing the target to be missed. Dr. Kraft will follow up and informed the grout the scope and sequence will change for next school year. There will be an end of the year survey sent out to teachers. Feedback on receiving materials is welcome.

b) Lockdown and loud speakers down- Myrna Kahle

Myrna shared that there was an incident at Las Palmas where the school was placed on lockdown and the loudspeakers were malfunctioning. Chris Carson shared that Maintenance & Operations is aware, the issue is being resolved. Dr. Kraft will research if loud speakers can be accessed through cell phones.

The meeting was adjourned at 5:16 p.m.

Vanessa Ceseña, Recorder