

Certificated Superintendent's Roundtable
August 14, 2019
Minutes

Chairperson, Kirsten Madueña called the meeting to order at 3:36 p.m. with the following representatives present:

Adriana Medigovich, Olivewood
Kirsten Madueña, Rancho de la Nación
Susana Benton, Preschool
Dawn Salisbury, Kimball
Joanna, Hartley, John Otis
Diana Whitaker, Palmer Way
Eleanor Felker, Olivewood
Annabelle Camba-Jones, Ira Harbison

Representatives absent:

Natalia Morales, El Toyon
Jean Howard, Central
Jerie La Roche, Special Ed
Corey Couron, Ira Harbison
Sandra Puentes, NCETA
Mathew Bandy, Las Palmas
Tamlyn McKean, Palmer Way
Myrna Kahle, Las Palmas

District Office Representatives present:

Leighangela Brady
Chris Carson
Vanessa Ceseña
Leticia Hernandez
Sharmila Kraft

1. Welcome and approval of draft minutes from April 25, 2019.
 - Eleanor Felker moved, and Diana Whitaker seconded to approve the minutes of the April 25, 2019 meeting. All were in favor, none opposed.
 - Membership and re-commitment of officers was reviewed, and changes noted.

2. Last Meeting Updates- Chris Carson

Anticipated Measure HH and blind process timeline:

 - Mr. Carson shared that the process will begin, and the project will be going out for bid after Board approval. If approved, installation will begin during spring break and continue during summer break. He informed that Preschool in modular classrooms should already be done and if not the case, he asked that a work order be placed. Mr. Carson described the steps needed to move forward and he ensured the group he is working on getting this process ready for Board approval.

3. Review of Bylaws- Kirsten Madueña/Dr. Brady

Bylaws were revised and recommended changes noted.

4. Review of items not on agenda- Kirsten Madueña/ Dr. Brady

1. American Reading Company 3rd grade baskets not received for 2018-19 school year.
2. Sixth grade camp overnight stipend.
3. Ear buds necessary o iReady/Classrooms
4. Exposed roots and maintenance on playground areas
5. Improvement of playground areas after construction
6. Computer rack cords not repaired from 2018-19 work order
 - Items were reviewed and staff recommended issues be addresses at individual sites.

5. Purchasing reimbursement process- Eleanor Felker

Eleanor asked what the process for reimbursement was. Mr. Carson explained that there are no guidelines, but reimbursable items are under the discretion of the Principal. Preferably, no more than \$100.00. There are certain items not reimbursed for example, items with a cost above \$500.00 or a life span of more than one year. Those items are considered assets and would need to be tagged. Mr. Carson informed the group that a list of non-allowed items may be developed and made a note that unique and/or necessary items may be appropriate.

6. Beginning of the year trainings/SWING substitutes- Annabelle Camba-Jones

Annabelle shared that some teachers feel that having trainings on the first week of school is overwhelming and, in many classes, the SWING substitutes did not follow the plans left by the teacher. Dr. Kraft shared that information gathered from teachers is what prompted the training dates. There were many requests for trainings to be prepared before lessons were rolled out. She will be gathering information regarding the substitutes and it will be shared with the company, positive or negative.

7. Update on digital program communication- Kirsten Madueña

Kirsten shared that teachers had trouble with lessons not available at the beginning of the year. The programs seemed to continue form the previous school year. Dr. Kraft explained that due to the way the research part of the program is designed, the Thrively and Imagine Learning software reset every two years. These issues have been reported to the companies and adjustments have been suggested to avoid delays for next school year.

8. Promethean board removal-Kirsten Madueña

Kirsten shared that not all boards have been replaced and inquired about the process. Dr. Brady explained the process and reasoning for the removal and delivery of boards. Once teachers are trained on their new board, the old one may be replaced. Work orders have been placed and the plan for roll out has begun. She informed the group that boards will only be mounted for specific/urgent needs.

Open Forum.

a) Computer and promethean board- Susana Benton

Susana shared that her laptop is not communicating with the promethean board. She was encouraged to place a work order with the technology department.

The meeting was adjourned at 5:05 p.m.

Vanessa Ceseña, Recorder