

**Certificated Superintendent's
Roundtable
August 15, 2018
Minutes**

Chairperson, Kirsten Madueña called the meeting to order at 3:34 p.m. with the following representatives present:

Jerie La Roche, Special Ed.
Sandra Puentes, NCETA
Cristina Quiroga, Ira Harbison
Joanna Hartley, John Otis
Myrna Kahle, Las Palmas
Eleanor Felker, Olivewood
Diana Whitaker, Palmer Way
Kirsten Madueña, Rancho de la Nación

Representatives absent:

Jean Howard, Central
Natalia Morales, El Toyon
Dawn Salisbury, Kimball
Susana Benton, Preschool

District Office Representatives present:

Leighangela Brady
Jocelyn Gomez
Chris Carson
Jon Hansen

1. Welcome/Introductions. Kirsten Madueña
Representatives introduced themselves and shared what they did over the Summer.
2. Approval of draft minutes from April 4, 2018.
Myrna Kahle moved and Eleanor Felker seconded to approve the minutes of the April 4, 2018 meeting. All were in favor, none opposed.
3. Review Roundtable Bylaws.
Chairperson, Kirsten Madueña reviewed the roundtable bylaws with the representatives. Kirsten reminded everyone that the forum is an opportunity to facilitate communication when there are issues that cannot be resolved at site level. The Superintendent's Roundtable Bylaws were approved with amendments in Article III Section A and Section B.

4. Election of Officers.

Kirsten Madueña was nominated as Chairperson, Eleanor Felker as Vice-Chairperson. All were in favor, none opposed.

5. Last Meeting Updates.

• Classroom Blinds.

Jon Hansen gave an update on the installation of blinds in district classrooms. One bidder had come forward to do the work, even touring the sites at one point. Eventually when the bid was opened the contractor did not submit their bid on time. The contractor, Budget Blinds stated they were not capable of fulfilling the production of the project.

The plan now is to put in place a pilot on a few classrooms at each site to test the blinds by this fall break. In doing so, we have to maintain the cost at \$45,000.

We will ultimately put out another bid and hopefully have more contactors including Budget Blinds come forward with a proposal. The work would continue during winter break, spring break and hopefully finished by summer 2019.

6. Air Conditioning issues at Palmer Way.

Diana Whitaker stated that Palmer Way classroom modules have inconsistent air circulation. Chris Carson stated that Palmer Way is on a chiller system, which means water is running throughout the school. There was a fault in a mechanical piece that was recently replaced in the main section of the unit. The system had to be restarted manually. The service provider did replace the faulty piece and provided additional services.

Next steps are to have a district staff assess the temperature. Then, we could bring in a vendor to measure air pressure. With the results of both assessments know if the vents in the classrooms need to be adjusted.

7. Palmer Way/Olivewood parking upgrades.

Chris Carson shared plans to upgrade the parking and add additional spaces at both Olivewood and Palmer Way Schools. Meetings with parents and staff will be scheduled to inform them of the plans. The district's Governing Board has seen the plans and we are currently undergoing the California Environmental Quality Act Report, which measures the impact of the construction on the community. Next steps is to conduct a traffic study, get this approved by the city and sent to the Division of State Architect for their approval. We project working on the projects next summer.

8. Substitutes.

Dr. Brady shared with the group the current substitute rates, which are \$143 for regular and \$153 for special education. The district continues to track substitute usage via Google Document. The new HR Office Technician, Vanessa Gutierrez starts work at 7:00 a.m. In the morning Vanessa assists sites with substitute placement. When the system calls a substitute four times without a pickup it will automatically stop calling. Therefore, Vanessa can call substitutes directly and that seems to help in getting acceptance for sub jobs.

A two hour compensation at the committee rate is being offered to teachers that lose their substitute.

9. Open Forum.

a) Sixth grade camp money collection.

Eleanor asked about the protocols for sixth grade money collection. Chairperson Madueña stated it was decided that it was left to the discretion of each site.

b) Pest control.

Elanor brought up concern of cats at Olivewood and Diana Whittaker stated there was a skunk issue at Palmer Way. Dr. Brady said this will be looked into.

c) Communication with teachers.

Cristina Quiroga expressed concern with not receiving information or updates on happenings at the site. Dr. Brady said that leadership is aware there has been communication concerns and are working towards making improvements.

Dr. Brady shared that all exterior water stations have a led filter and will be tested annually.

d) Palmer Way modules.

Diana Whitaker stated that the modules at Palmer Way have an unsafe lock system. Dr. Brady stated that the district is looking into better and safer locking mechanisms for all sites.

e) STEAM training.

Item will be brought up at the next meeting.

The meeting was adjourned at 5:11 p.m.

Jocelyn Gomez, Recorder