

Certificated Superintendent's Roundtable

**September 18, 2024
Minutes**

Chairperson, Jerie La Roche called the meeting to order at 3:48 p.m. with the following representatives present:

Jerie La Roche, Special Ed.
Annabelle Camba-Jones, Ira Harbison
Danielle Abrams, Central

District Office Representatives present:

Leighangela Brady
Vanessa Ceseña
Ryan Burke
Maritza Koeppen
Sharmila Kraft

1. Welcome and introductions- Jerie La Roche
 - a. Continuation/Election of Officers – Will be brought forth at the next meeting. Jerie will call principals and will possibly attend staff meetings to recruit staff or record a video to be shared with staff.
2. First meeting of 2024-2025 standing items – Jerie La Roche
 - a. Approval of January 31, 2024 draft minutes with corrections.
 - Jerie L. moved and Danielle A. seconded. All were in favor, none opposed.
 - b. Bylaws update and approval – Will be brought forth at the next meeting.
 - c. Meeting norms – The members present requested norm #6 to be deleted.
3. Roundtable Celebrations
Members shared celebrations items.
4. Classroom material follow up - Sharmila
 - Sharmila shared that she will be asking that additional resources to be allocated for teacher budgets. Budgets will vary from lower and upper grades. She encouraged teachers to also reach out to their school site council reps and inform them of the need.
5. Field Trips – Danielle A.
Danielle inquired about the process for field trip planning and communication with parents. These included permission slips, seating guidelines, communication with staff and parents, and training in Talking Points. She suggested a prefilled form available for teachers. Sharmila and Linnette shared the Transportation Department

process and guidelines. Sharmila will look into the process and adjust to needs.

6. Devices – Dannielle A.

Danielle shared that there are limited student devices in towers. Some broken devices have not been replaced, and some do not have chargers. Sharmila shared an update from the Technology Department and informed the group of the plan that is currently in development by DeWayne to address these issues. The purchase of new student devices will begin in October. She also shared that extra devices are available and can be requested by contacting the Technology Department.

7. Color printing - Angelica H.

Staff asked if colored copies were a site specific cost. Jerie shared that this cost is site specific and encouraged everyone to email documents as much as possible to cut down on cost and paper. Leighangela shared protocols developed based on Ryan's recommendations and reasoning. Sharmila will look into adding documents in Parent View.

8. Open Forum

- Sharmila shared that the Educational Services Department is currently following up Talking Points accessibility, making sure all information matches with Synergy and parents and staff can connect successfully.
- Annabelle shared that substitute requests have not been sent to teachers for the upcoming conferences. Maritza will follow up with HR to send out communication.

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

Vanessa Ceseña, Recorder