

**Certificated Superintendent's
Roundtable
November 7, 2018
Minutes**

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

Jean Howard, Central
Jerie La Roche, Special Ed.
Eleanor Felker, Olivewood
Kirsten Madueña, Rancho de la Nación
Susana Benton, Preschool
Myrna Kahle, Las Palmas
Corey Couron, Ira Harbison

Representatives absent:

Sandra Puentes, NCETA
Natalia Morales, El Toyon
Cristina Quiroga, Ira Harbison
Dawn Salisbury, Kimball
Joanna Hartley, John Otis
Diana Whitaker, Palmer Way

District Office Representatives present:

Leighangela Brady
Jocelyn Gomez
Chris Carson
Sharmila Kraft
Leticia Hernandez

1. Approval of draft minutes from August 15, 2018.

Eleanor Felker moved and Susana Benton seconded to approve the minutes of the August 15, 2018 meeting. All were in favor, none opposed.

2. Last Meeting Updates.

• Pest Control

Chris Carson stated that the district has to use the Integrated Pest Management System, which is to a non-lethal manner to alternatively control pests. There has been success in trapping cats at Olivewood, and the skunk issues at Las Palmas will be worked on.

Mosquitos issue: **Chris Carson** stated that because San Diego has had high levels of humidity, the rise in mosquitoes has also increased. Staff

can protect themselves by using the anti-mosquito sprays. County Vector Control is contacted when there is noticeable issue being our control. The Maintenance staff sweeps sites for any standing water to reduce places where mosquitos could breed.

3. Engineering Impact Teacher Update.

Dr. Kraft shared that to help with the constant substitute issue; the Impact Teachers will be giving lessons on engineering, literacy and Thrively. These Impact Teachers will help release each grade level in order for teachers to receive training in the ELA and ELD framework. Training will be presented by the District Resource Teachers. Teachers will not need to create sub plans for the Impact Teachers. Students will receive a day focused around gardening, engineering and subject based activities.

4. Sixth Grade Camp Money.

There are two ways that the district can collect money at a school site, through the student activities account or PTA. PTA has their own money collecting protocols and bylaws on the handling of funds. In order to collect money through the student activities account, there is a form that needs to be completed. Principals are aware of the different forms and know the procedures for collection.

Sixth grade camp is a student activity; therefore, we must follow the same procedures as other activities. First fill out the student activity form, take the form and money to the office, the money will be stored in the safe and should be deposited as close to the day of collection as possible, if not that same day. Chris Carson purchased safes for every school that did not have one available.

Teachers cannot collect money and store it in their classrooms. Teachers should never write a personal check or use a personal credit card to pay for the field trips or materials.

It is up to each site to decide which staff, certificated or classified, will manage the money collection.

5. Pay Stub.

Staff wanted to know if they could receive their pay stub a week before payday in order to have time to review it. Chris Carson stated that since the district utilizes SDCOE's payroll system that was not a possibility.

6. Rate of pay.

Eleanor Felker shared that several teachers asked about the rate of pay for attending the two-day fall break training. Leticia Hernandez stated the standard hourly pay is \$34, unless "per diem pay" is stated. Per Diem pay is the hourly rate of each individual teacher. If you are working with students,

before or after school the rate is step 1 column 1. For preschool the rate of pay is \$22/hr outside of the work time.

7. Extra Time Pay.

The pay for extra time is \$34.

Open Forum.

a) Locks. Susana Benton

Susana Benton shared that locks around the sites are seemingly easy to open. Dr. Brady stated that we will try to fix the faulty locks that are installed now. We anticipate the bond HH will include and prioritize locks for the entire district. Currently, we are collecting information and costs. Dr. Brady shared that a Safety Committee has been put in place and will be meeting throughout the year. Locks are a topic that will be discussed at the Safety Committee meeting.

b) Emails- Kristen Madueña

Kirsten stated that staff is receiving more emails than usual and the thread when staff “reply-all” is overwhelming. Dr. Brady stated that an email to all staff will be sent out about Email Etiquette that will include helpful tips to a better email experience.

c) Parking Lot

Eleanor Felker stated that staff at Olivewood asked if they could potentially have the staff parking lot closed to the public. Chris Carson said he would look into it.

d) Classroom Blinds.

Jon Hansen shared that the installation of blinds was delayed because the vendor initially provided the wrong type of chain and caused change in the initial timeline.

e) Preschool Sub. Susana Benton

Item will be brought back at the next meeting.

The meeting was adjourned at 5:08 p.m.

Jocelyn Gomez, Recorder