

**Certificated Superintendent's Roundtable  
December 18, 2019  
Minutes**

Chairperson, Kirsten Madueña called the meeting to order at 3:32 p.m. with the following representatives present:

Kirsten Madueña, Rancho de la Nación  
Myrna Kahle, Las Palmas  
Joanna Hartley, John Otis  
Cristina Quiroga  
Tamlyn McKean, Palmer Way  
Diana Whitaker, Palmer Way  
Jean Howard, Central

Representatives absent:

Susana Benton, Preschool  
Dawn Salisbury, Kimball  
Adriana Medigovich, Olivewood  
Natalia Morales, El Toyon  
Jerie La Roche, Special Ed  
Corey Couron, Ira Harbison  
Sandra Puentes, NCETA  
Mathew Bandy, Las Palmas  
Eleanor Felker, Olivewood  
Annabelle Camba-Jones, Ira Harbison

District Office Representatives present:

Leighangela Brady  
Chris Carson  
Vanessa Ceseña  
Leticia Hernandez  
Sharmila Kraft

1. Welcome and approval of draft minutes from August 14, 2019.
  - Myrna Kahle moved, and Joanna Hartley seconded to approve the minutes of the August 14, 2019 meeting. All were in favor, none opposed.

2. Last Meeting Updates- David Castillo

Removal of promethean boards

- David Castillo gave an update on how many boards have been removed up to date and what the next steps for disposal are. He asked that for the remaining boards, principals submit a work order.

3. Tier 3 behavior school transfer student process- Joanna Hartley

- Follow up discussion from 4/25/19 meeting regarding process of transfers, Joanna and Myrna informed that the process was not followed, and they were not informed before receiving a transferred student. Dr. Brady will review procedures with principals to find where the breakdown happened and improve communication in the future.

4. Rady's Children's protocol for sending sick students home- Tamlyn McKean

- Tamlyn inquired about what protocols are followed for students vomiting and/or with fevers. Dr. Brady and Dr. Kraft will follow up with Rady's and a representative will be invited to the next meeting.

5. District meetings for principals- Annabelle Camba-Jones

- Cristina shared that teachers are concerned the principals are not available when attending meetings at the District office. Dr. Brady informed the group that principal meetings are usually scheduled after 2:00 p.m., after students have been dismissed and avoid keeping them away during the school day. She will ask the principals to have more communication with teachers and let them know in advance if meeting offsite.

6. Synergy access and master keys- Annabelle Camba-Jones

- Cristina shared that teachers are requesting for enrichment teachers be provided keys and access to synergy to avoid having them wait for the Admin. Asst's. to help them. Kirsten informed the group that this was a site issue specific to Ira Harbison, Dr. Bray will follow up with principals. Enrichment teachers are able to use the sub keys, master keys will not be issued.

7. SWING substitutes- Tamlyn McKean

- Tamlyn shared that substitutes sometimes do not show up for their shift. Dr. Hernandez will follow up.

### Open Forum.

- a) Length of iReady diagnostic test- Kirsten Madueña  
Kirsten asked if this diagnostic test could be shortened. Dr. Kraft ask Nathan to follow up with iReady to see if this is possible. She will follow up at the next meeting.
- b) Lines and circles on playground- Jean Howard  
Jean asked if possible, for M&O to paint these on the playgrounds. David Castillo informed the group that this is possible, submitting a work order.
- c) Pacing guide added to teacher's manual- Jean Howard  
Jean requested pacing guide be added to the teacher's manual. Dr. Kraft informed her that it's currently available in PDF but not in the manual. It will be added moving forward.
- d) UCI translation- Jean Howard  
Jean shared that the translation is not correct and sometimes hard to understand. Dr. Kraft will work with a group of teachers and the District translator to correct.
- e) Furniture- Diana Whitaker  
Diana asked what stage the project is in and what options will be available for teachers to choose from. Dr. Brady gave an update on the progress of the project and shared steps that are being taken at this time, she also shared reasons for delays. Jon Hansen and Wendy O'Connor are actively working on the project.
- f) Association restorative practices- Tamlyn McKean  
Tamlyn shared that they are looking into deep training and would like to have background information training before principals as it would be very helpful as support.

The meeting was adjourned at 5:01 p.m.

Vanessa Ceseña, Recorder