

**Certificated Superintendent's  
Roundtable  
December 19, 2018  
Minutes**

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

Jean Howard, Central  
Jerie La Roche, Special Ed.  
Adriana Medigovich, Olivewood  
Kirsten Madueña, Rancho de la Nación  
Susana Benton, Preschool  
Corey Couron, Ira Harbison  
Sandra Puentes, NCETA  
Mathew Bandy, Las Palmas  
Tamlyn McKean, Palmer Way  
Dawn Salisbury, Kimball  
Joanna, Hartley, John Otis

Representatives absent:

Natalia Morales, El Toyon  
Myrna Kahle, Las Palmas

District Office Representatives present:

Leighangela Brady  
Chris Carson  
Vanessa Ceseña  
Leticia Hernandez  
Sharmila Kraft

1. Approval of draft minutes from November 7, 2018.  
**Jerie La Roche moved and Sharmila Kraft seconded to approve the minutes of the November 7, 2018. All were in favor, none opposed.**
2. Last Meeting Updates.
  - Olivewood Parking lot closed to public  
**Previously staff requested the Olivewood parking lot be closed to the public. Chris Carson shared that the request was taken in consideration but unfortunately, cannot be fulfilled at this time due to the size of the parking lot**

**and the amount of staff, this could potentially leave empty parking spaces. If issues continue to be on-going with the new parking lot, the topic can be revisited at any time.**

- Preschool Sub- Susana Benton  
**Susana re-capped from the last meeting that preschool has a sub shortage and staff are being pulled from regular duties to cover. Charmaine shared she is currently working with Dr. Kraft and Human Resources to alleviate the issue. At the moment, lunches are being covered with the onsite staff and ratios are being kept. They will be working to post new positions and re-post for subs. Dr. Brady restated that if teachers do not get a lunch break, they have to call their Principals for coverage. If coverage is not provided, they should call the DO.**
3. Special Ed- Jerie La Roche
- **Completing IEPs and testing prior to medical leave.**  
Jerie shared that teachers at 3 different sites are under the impression that IEP's have to be completed before they go out on any kind of leave. Dr. Kraft stated that all IEP's should follow the correct and designated timeframe. She will investigate what the practice has been and make corrections for the process, if needed. She will share her plan at the next meeting.
  - **Materials: Delays.**  
Jerie shared that orders for ink are taking months for be filled. She is requesting that the ink needed for the year be provided in bulk at the beginning of each school year. Chris Carson shared that they will follow up with Special Ed. Department regarding this and noted that having a year's supply of ink ahead of time can possibly dry out. He suggested that they order a spare cartridge and order a new one as soon as it is used. Other issues will be discussed at open forum.
  - **SDC Students: Science and Engineering days.**  
Jerie shared that SDC students were not being included in the Science and Engineering day but issue has been resolved and all students will be included.
4. Engineering Teachers- Kirsten.
- **Better communication with general education teachers.**  
Kirsten requested communication with General Education Teachers be standardized after all projects, Dr. Kraft agreed, will set in place.
5. IEP- Diana Whitaker/Tamlyn McKean
- **IEP Scheduling availability challenges for Principals and Psychologists.**

**Tamlyn shared for Diana that they are having conflicts with Principal and Psychologist schedules to set up IEP meetings. There are limited times, early start schools are impacted the most. Dr. Kraft will look at training calendars to look for possible changes, she will re-visit the topic and share the solution at the next meeting.**

6. Illuminate- Eleanor Cruz/Diana Medigovich

- **Manual input of student's responses on illuminate.**

**Adriana shared that section for the student's response is extremely difficult for students and it has too many steps for the teacher. Manual input is needed for grading and can take up to 15 minutes per student. Many other technical difficulties have come up. Dr. Kraft shared that she is looking into this and will be meeting with her team to discuss possible changes. Nathan Bland is also working on positive modifications. She will send out a survey to get teacher feedback.**

Open Forum.

a) Boiler system at PW- Tamlyn McKean

Tamlyn shared that the heating and air conditioning systems have not been working properly since Thanksgiving. Chris Carson shared that this is an ongoing issue with School Dude, he informed the group that the new M&O Director has experience with this system, and he anticipates these work order communication issues will be resolved.

b) Coverage for custodians on leave- Adriana Medigovich

Adriana asked if it was possible for the substitute custodians that are covering long term leaves, be left at the same site for consistency. The issue will be discussed at a future meeting after the new Director of M&O is on board.

c) M&O work orders- Kirsten Madueña

Kirsten shared that work orders are taking longer than usual, and there is a pest/bug problem that has not been resolved. Jean asked why student areas cannot be fumigated, Chris Carson will investigate and follow up with answer. He will also work with the new M&O Director regarding work order oversights.

d) Website- Kirsten Madueña

Kirsten shared that there is confusion with the new website and information kept in the old website. Dr. Brady shared that the old website is being kept in the meantime as reference. Eventually, the information on the old website will be ADA compliant and will be able to be uploaded to the new one.

The meeting was adjourned at 4:56 p.m.

Vanessa Ceseña, Recorder