

**Certificated Superintendent's Roundtable
September 23, 2020
Minutes**

Chairperson, Kirsten Madueña called the meeting to order at 3:36 p.m. with the following representatives present:

Kirsten Madueña, Rancho de la Nación
Dawn Salisbury, El Toyon
Diana Whitaker, Palmer Way
Eleanor Cruz, Olivewood
Annabelle Camba-Jones, Ira Harbison
Jean Howard, Central
Jerie La Roche, Special Ed
Tamlyn McKean, Palmer Way
Myrna Kahle, Las Palmas

District Office Representatives present:
Leighangela Brady
Vanessa Ceseña
Sharmila Kraft

1. Welcome and introductions
 - The members introduced themselves and unanimously agreed that currently elected officers will continue for one more year.

2. First meeting of 2020 standing items- Kirsten Madueña
 - a) Approval of December 19, 2019 minutes
 - Myrna Kahle moved, and Eleanor Cruz seconded to approve the minutes of the December 19, 2019 meeting. All were in favor, none opposed.
 - b) Bylaws update and approval
 - c) Meeting norms

3. Substitutes- Jean Howard & Annabelle Camba

Members asked what the procedures and expectations were and if there was a District-wide process. Dr. Kraft described the procedures that are in place and explained that these were developed based on teacher feedback. She elaborated on the different options teachers can choose from.

4. Reimbursement- Annabelle Camba-Jones

Annabelle inquired about the process for reimbursement for teachers during distance learning and shared that the teachers do not have time for purchase orders to be processed. Mr. Hansen communicated the process for purchases and reimbursements.

He elaborated on the reasons of why a purchase order is more beneficial for teachers and students.

5. UCI packet concerns- Annabelle Camba-Jones
Annabelle inquired on making accessible digital packets and needed clarification on the correct curriculum for social studies and science to be used. Dr. Kraft shared that all packets are available online and shared that the curriculum question was discussed and resolved at the specific site meeting.
6. iReady- Annabelle Camba-Jones
Annabelle shared technical issues teachers are having during testing. Mr. Yousuf Hussain explained ways of resetting the system and asked that teachers email the technology department when issues arise, they will be able to assist promptly.
7. Technology concerns-Annabelle Camba-Jones
Annabelle shared some technology concerns from teachers and parents and informed the group that these were resolved at her site meeting.
8. Computers for students- Kirsten Madueña
Kirsten asked if students were going to receive new laptops in upper grades. Dr. Kraft informed the group that student will be receiving new devices.
9. Enrichment teacher communication- Kirsten Madueña
Kirsten inquired on ways Enrichment teachers can communicate with students. Mr. Yousuf Hussain detailed the process of how emails are linked between teachers and other ways they can email students directly.
10. Schoology- Tamlyn McKean
Tamlyn shared that many teachers are confused on the expectation for communication through Schoology. Dr. Kraft shared that the expectation is that everyone will shift to Schoology with a transition period and gave different examples of what they can start the transition with.

The meeting was adjourned at 5:25 p.m.
Vanessa Ceseña, Secretary