

**Certificated Superintendent's  
Roundtable  
November 2, 2022  
Minutes**

Chairperson, Jerie La Roche called the meeting to order at 3:29 p.m. with the following representatives present:

Jerie La Roche, Special Ed.  
Annabelle Camba-Jones, Ira Harbison  
Diana Whitaker, Palmer Way  
Eleanor Felker, Olivewood  
Danielle Abrams, Central

District Office Representatives present:

Leighangela Brady  
Arik Avanesyans  
David Castillo  
Vanessa Ceseña  
Maritza Koeppen  
Sharmila Kraft

1. Welcome and approval of draft minutes from September 7, 2022- Jerie La Roche
  - Eleanor F. moved and Diana W. seconded. All were in favor, none opposed.
2. Continuation/Election of officers- Jerie La Roche
  - a) Vice Chair nomination- Diana Whitaker
    - Jerie L. moved and Eleanor F. seconded. All were in favor, none opposed.
  - b) Meeting norms established by members.
3. Roundtable Celebrations  
Members shared celebrations items.
4. Discussion of notes, minutes, correspondence, etc.  
Dr. Brady asked for suggestions on how to share information from meetings. Jerie L. suggested representatives communicate directly with family groups regarding the outcome of agenda items after each meeting.
5. Door stops- Diana Whitaker  
Diana inquired about doorstops being removed. Arik explained a new State code and fire codes which do not allow doorstops.

## 6. Open Forum

- Leighangela reviewed/verified topics from the last meeting.
- Diana shared that her room door was left unlocked, asked if custodian can make rounds at the end of the day. Arik will send an email to Principals regarding procedures. Leighangela shared there are keyless options being explored but will take some time.
- Diana asked about the furniture pilot options. Leighangela shared that the furniture models are no longer available for viewing and gave a summary of the furniture chosen. Arik shared that the timeline may take some time due to big furniture demand.
- Eleanor asked that the custodian at Olivewood be a consistent person. Arik explained the staff shortages affecting all school districts and shared that they are currently in the process of hiring new custodians.
- Eleanor asked that the new administrative assistant at Olivewood have experience. Maritza shared that the most qualified person will be hired for the position.
- Eleanor shared that a personal piece of property was damaged in her classroom. Sharmila will share safety protocols with staff and Eleanor was encouraged to fill out the form for personal item use.
- Annabelle shared there are not sufficient Campus Student Supervisors at Ira Harbison. Maritza shared that they are in the process of hiring staff, Ira Harbison is currently staffed correctly according to the staffing formula.

The meeting was adjourned at 4:50 p.m.

Vanessa Ceseña, Recorder