

## **Weekly from Dr. Rudolph.**

**September 22, 2017**

### **Upcoming Events**

- September 25, 6:30 p.m. Crittenden Orchestra/Choir concert
- September 26, 4:00 p.m. Monta Loma School Site Council
- September 26, 6:00 p.m. Castro PIQE
- September 26, 6:30 p.m. Bubb PTA
- September 26, 7:00 p.m. Crittenden Band Concert
- September 27, 6:00 p.m. Landels PTA
- September 27, 6:00 p.m. Monta Loma ELAC
- September 28, 6:30 p.m. SIOP parent info night, Theuerkauf Library

### **The Superintendent's Calendar in Review**

- Met with six direct reports
- Led the weekly Cabinet meeting
- Attended the special Board meeting
- Lead professional development at the Leadership Team meeting
- Led the District Advisory Committee meeting
- Call with Board president
- Met with a Board member
- Superintendent's Office worked out of Bubb school on Thursday and Friday
- Met with a City Council member
- Led a special Cabinet meeting
- Participated in the regular Board meeting
- Met with CSEA union president
- Read to five classrooms while based out of Bubb

### **From the Public Information Officer**

- Media management and setup logistics for Google coding event at Landels on 9/18
- [Construction update postcard](#) mailed to Rex Manor neighborhood
- Staff business card order
- Middle school ThoughtExchange logistics, communication and rollout
- Attendance campaign content rolled out (parents and social media)
- Climate survey data pull and logistics
- SIOP parent night promo
- Video script and logistics for District video creation
- Media requests
- Social media updates
- Website updates
- Parent and staff e-newsletter
- Theuerkauf and Castro new website migration plans

### **From the Director of Technology**

- Completed move to new office location at Stevenson
- Visited Landels on Monday to see the Google CS first event
- Working with student services on developing new enrollment process using SchoolMint
- Resolved 85% of the 727 requests received in the last month

### **From the Chief Business Officer**

#### **Capital Projects**

The Castro new construction, Crittenden track and field and trail, Monta Loma MUR, and Huff/Bubb/Landels MUR - all projects are continuing work. The preconstruction meeting for Stevenson new school construction project was this week, and fencing around the new Stevenson campus will go up soon.

#### **Fiscal**

To provide better customer services, we are working with site principals to schedule site visits in October. During the site visits, we will review site budget/allocation, year to date expenditures, monthly financial reports, Q & A and other related items.

#### **Maintenance, Operations and Transportation**

District Office Smell Update: Scheduled plumbing contractor on 9/18/2017 to snake each accessible sanitary sewer pipe, drain, and clean out in and around the district office. The plumbers found minimal restrictions or blockage in the accessible piping that was snaked. Next steps: Scheduling with contractor who will video camera all interior piping to see if there are any collapsed or broken pipes that we do not know about. The date TBD when we get it. MVFD has recommended that we purchase a Hydrogen Sulfide meter to detect any odors or gases that may be venting through unknown sewer traps, sinks, and vents. We have identified one and will purchase and install ASAP.

Maintenance continues to address backlogged work orders at all of the school sites. There are currently 203 active and open work orders in the Maintenance Service Now database.

Mountain View Fire Department has conducted mandated Fire Inspections at Bubb & Huff last week; Landels & Theuerkauf are scheduled for this week. Our Fire Alarm contractor is also performing required fire alarm and fire device inspections at all campuses in the next few weeks.

Haz Mat contractors will conduct the mandated EPA Asbestos Hazard Emergency Response Act (AHERA) triennial inspections the week of Sept 25; comprehensive & full inspection will identify all components within the site and changes as needed due to renovations or demolitions and recorded and inputted into the District AHERA Management Plan.

### **From the Offices of Administrative Services**

## **Human Resources**

The team posted new positions to hire, mostly classified. They also continue to work on verifying new professional growth credits.

Workers' compensation issues continue, both new and ongoing. One of our team members has recently been safety trained, and well as attending ergonomic workshops. Karen visited several school sites, completing walkthroughs with principals at these sites, supporting them in their instructional and site leadership.

Carmen facilitated a discussion regarding monitoring school discipline at the Leadership Team meeting. She also attended a monthly Education, Labor and Employment Law Series presented by Dannis Woliver.

## **Student Services**

We continue to register and place students. In addition, we are working on attendance processes for the 2017-18 school year. Preparation for planning the new SchoolMint program is a priority, in addition to planning for Kindergarten registration presentations in late November.

## **Health Services**

Mandated vision and hearing screenings are taking place at sites.

## **From the Office of Educational Services**

This week Cathy Baur began goal setting meetings with certificated staff from the Educational Services Department. She had a coaching session with Pete Gorman and walked through classrooms at Monta Loma, Bubb, and Castro.

## **Curriculum, Instruction, and Assessment**

This week, Tara visited four sites to visit classrooms and meet with the principals to discuss RTI, data, curriculum, and instruction. She also worked with the state to monitor timelines for the CAASPP release and to review training materials for the upcoming year's CAASPP administration.

## **State and Federal Programs and Strategic Initiatives**

Department site visits this week to Theuerkauf, Landels and Mariano Castro schools. SIOP implementation/Site plans were supported and classroom walkthroughs were conducted with principals.

A district-wide SIOP parent information night is scheduled for September 28th, from 6:30pm at Theuerkauf in the library. Parents will be able to ask questions about this district initiative and EL strategy framework. [SIOP Information Night](#)

Interpreter training took place on Monday, September 18 with a focus on school terminology for parent conferences, confidentiality protocols and district expectations for professionalism. Spanish interpreters will be sent to each site to support parent conferences and select alternative languages may be supported (Russian and Mandarin). Additional interpreter interviews conducted this week due to shortage of qualified and available staff this year. One-third of interpreters did not return this year for employment due to a variety of reasons.

A SIOP implementation check-in meeting was conducted with instructional coaches by the entire Ed. Services team on Friday, September 22nd. The session focused on next steps for implementation and district support to coaches as needed.

Annual CELDT testing begins next week. Federal notification letters were mailed to families, and CEDLT tester hire steps completed to support sites with additional testing demands due to ELPAC transition (doubled testing needs).