

**Classified Superintendent's
Roundtable Minutes
February 1, 2018**

Vice-chairperson, Jackie Olea called the meeting to order at 1:32 p.m. with the following representatives present:

Rick Miller, M&O
Mona Ribada, CSEA
Carlos Guzman, Day Custodian
Salvador Gallo, Day Custodian
David Arciga, Night Custodians
Ruby Sepulveda, Instructional Assistants, Preschool
Carmen Medina-Pidgeon, Clerical Staff, Preschool
Jackie Olea, Clerical Staff, Schools
Steve Zimmerle, Technology
Luz Allshouse, Instructional Assistants, Schools
Evelyn Gonzales, District Office Clerical
Christina Fong, Library Media Specialists

Representatives absent:

Justin Finch, Technology
Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:

Leighangela Brady
Leticia Hernandez
Paula Jameson-Whitney
Raul Martinez
Jocelyn Sandoval

Welcome.

Jackie Olea, Vice-Chairperson welcomed everyone and shared that she will be taking over roundtable until Chairperson, Justin Finch is back from sick leave.

1. Approval of draft minutes from December 14, 2017.
Mona Ribada moved and Steve Zimmerle seconded to approve the minutes of the December 14, 2017 meeting. All were in favor, none opposed.
2. Last Meeting Follow Ups.
Updates from the December 14 meeting;
 - District Mobile Phones.
Post Meeting Note: The Transportation department received new cellphones for all bus drivers on February 2.

- Field Trip Parent Permission Slip.
PJ Whitney worked with Veronica Calzada and looked into what the district bylaws were on permission slips. It was decided not to include a permission slip in the take home packet. Teachers will need to send a permission slip home for each field trip.
 - Procedure for Filling Unfilled Absences.
Leticia Hernandez shared that the new Human Resources Office position has been restructured to begin work at 7:00 a.m. By having someone in the office that early they will be able to assist school sites with unfilled absences.
 - Clerical Substitute Training.
Leticia Hernandez shared that new staff have been offered two day trainings before starting a new position.
 - Uniforms.
Raul Martinez shared that he received samples of new uniforms this past Tuesday. He will be sharing five types of shirts with all stakeholders and take in to account their preference to then move forward with ordering.
3. Open Work Requests.
Carmen Medina-Pidgeon shared that she has 32 open work requests. Raul stated he is unable to see all of her requests. Raul will work with Carmen and cross reference which have been taken care of and which still need to be addressed.
 4. Communication on Work Requests.
Carlos Guzman asked if when a work request is submitted can there be communication between the custodian and the M&O staff assigned to the job. Raul Martinez indicated that the best way of communicating is via email.
 5. Open Forum.
 - a) Access to print. Carlos Guzman
Carlos asked if custodians should be able to print using their sites printer/copier. Dr. Brady stated that all custodians should have their work computers connected to the nearest printer so their able to use this feature. Steve Zimmerle will make sure the custodians computers are linked to a working printer.
 - b) El Toyon Library. Christina Fong
Christina mentioned that the El Toyon's Library Media Specialist shared her room did not have a number; therefore constantly being missed by custodians and not having carpets vacuumed or trash taken out. Raul Martinez stated he will make sure a number is assigned to the library room.
 - c) Dr. Vasquez Retirement. Christina Fong
Christina asked what changes will be coming from the recent retirement announcement of Cindy Vasquez. PJ answered that between herself and Deborah Hernandez, they will be divide Dr. Vasquez's work. PJ will oversee the Library Media Specialists for the time being.

d) Issue with Late Busses. Luz Allshouse

Luz stated that when busses are running late, most of the times she is not aware making it difficult to keep student's occupied for a longer period of time. She asked if bus schedules could be shared with teachers. Antonio Perez stated that yes teachers will be sent bus schedules, as well as home to school routes.

e) NSD Logo on Vehicles.

Why don't district vehicles have the district logo like they had in the past? Rick Miller shared that a past M&O Director had removed the logo due to several instances.

The meeting was adjourned at 2:33 p.m.

Jocelyn Sandoval, Recorder

The next meeting of the Classified Superintendent's Roundtable will be on Thursday, April, 12 2018 in the District Board Room at 1:30 p.m.