

# Classified Superintendent's Roundtable Minutes March 3, 2022

Dr. Brady called the meeting to order at 2:02 p.m.

Ruby Sepulveda, Instructional Assistants, Preschool  
Mona Ribada, CNS Management  
Jackie Olea, Clerical Staff, Schools  
Luz Allshouse, Instructional Assistant, Schools  
Evelyn Gonzales, Clerical District Staff  
Justin Fitch, Technology  
Steven Zimmerle, Technology  
Brenda Prieto, Clerical Staff-Preschool  
Jennifer Reynolds, Library Media Specialists

District Office Representatives present:

Leighangela Brady  
Arik Avanesyans  
Vanessa Ceseña  
Leticia Hernández  
Sharmila Kraft

1. Welcome and approval of minutes from September 9, 2021

- Mona R. moved, and Justin F. seconded. All were in favor, none opposed.

2. Extra clerical help hours- Jackie O.

- Jackie inquired about the process for requesting extra hours for office staff. Dr. Brady shared the process for requesting extra help and explained the changes that have occurred.

3. Potential restructure of Roundtable- Dr. Brady

- Dr. Brady asked input regarding the course/path of future Roundtable meetings. She shared that prior to the pandemic, less items are added to agendas and less participation of members. Members discussed possible ways to communicate the purpose of roundtable to staff and to encourage participation. They also discussed the formality of the meetings and possible changes moving forward, including the purpose and bylaws. Item will be discussed further at the start of the new school year.

4. Open Forum

- Luz A. inquired about posting timeline of open positions. Dr. Hernandez shared timeline and processes with members.
- Jennifer R. inquired about translation needs for parents and process for requesting. Dr. Hernandez explained the process and shared information of the District translator.

She clarified that translation is not to be done by staff.

- Jennifer R. asked if masks were continued to be required by all. Dr. Brady shared that a correspondence will be sent out to staff and parents with new mask mandates, following guidelines.
- Jennifer R. inquired about COVID tests for staff. Dr. Brady shared that at the moment, the District is only providing tests for students.
- Jennifer R. asked for the process of office staff receiving payments for devices from parents. Mr. Avanesyans explained the process of receiving payments and shared that administrators are the main responsible party.

The meeting was adjourned at 3:38 p.m.  
Vanessa Ceseña-Secretary