

**Classified Superintendent's
Roundtable Minutes
April 12, 2018**

Superintendent, Leighangela Brady called the meeting to order at 1:30 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
Steve Zimmerle, Technology
Luz Allhouse, Instructional Assistants, Schools
Evelyn Gonzales, District Office Clerical
Christina Fong, Library Media Specialists
Maragaret De La Paz, Transportation

Representatives absent:

Justin Finch, Technology
Jackie Olea, Clerical Staff, Schools
Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:

Leighangela Brady
Jocelyn Sandoval
Leticia Hernandez
Paula Jameson-Whitney

1. Approval of draft minutes from February 1, 2018.

Carmen Medina-Pidgeon moved and Evelyn Gonzales seconded to approve the minutes of the February 1, 2018 meeting. All were in favor, none opposed.

2. Last meeting follow-ups.

- Permission slips.

PJ shared that starting next school year permission slips will require a positive approval.

- Unfilled absences.

Leticia Hernandez shared the new staff in Human Resources; Vanessa Gutierrez begins work at 7:00 a.m. and checks all unfilled absences. Vanessa then goes through many steps to have absences filled.

- M&O uniforms.

Rick Miller showed the choices of new uniforms for custodians and maintenance staff. Dr. Brady suggested having female and male staff test them for a day.

- Work requests.

We have begun the process of building SchoolDude, and hopefully launch beginning of next school year. PJ stated the tech department will run a trial before launching.

- Access to print.

The tech department has gone to the sites and given custodians access to print.

- Follow-up on library room number at El Toyon.

- Follow-up on bus schedules.

3. Use of rooms by after school programs.

Carlos Guzman asked how the rooms are assigned to be used by after school programs. PJ stated that principals work with teachers and rooms are chosen on a rotation basis. Carlos stated the rooms being used are kindergarten and special education, which typically take extra time to clean. PJ stated she would ask for those classrooms not to be considered. This concern will be brought up at the next leadership meeting.

4. Contractors' cleanup after work is complete.

Carlos Guzman asked how contractors can be made accountable for clean up after they complete a job. Chris stated that the custodian needs to communicate with Raul Martinez and share their concerns. Raul will then be the one to contact the contractors.

5. Extra clerical help hours.

What is the reasoning for the difference in extra clerical help hours based on the size of the school? Leticia Hernandez stated she will look into this. To her understanding this is decided by the number of students at each site. Chris Carson shared that additional hours have been given to the sites with new clerical staff.

6. Open Forum.

a) District Office fence.

Margaret De La Paz thanked the district for putting up the fence on the bottom lot. Dr. Brady shared that they are still looking at better solutions to solve the safety concern.

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

Jocelyn Sandoval, Recorder