

**Classified Superintendent's
Roundtable Minutes
August 10, 2017**

Chairperson, Justin Finch called the meeting to order at 1:30 p.m. with the following representatives present:

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

Representatives absent:

District Office Representatives present:

Leighangela Brady
Yvette Olea
Raul Martinez
Leticia Hernandez

1. Approval of draft minutes from May 4, 2017. Justin Finch
Leighangela Brady moved and Mona Ribada seconded to approve the minutes of the May 4, 2017 meeting. With an addition to include “chairperson” in item 5. a) Communication, all were in favor, none opposed.
2. Election of Officers.
Justin Finch was nominated as Chairperson, Jackie Olea as Vice-Chairperson and Jocelyn Sandoval as Secretary. All were in favor, none opposed.
3. Bylaws - Review and Approve.
Chairperson, Justin Finch asked the group to review the roundtable bylaws. The Superintendent's Roundtable Bylaws were adopted.

Mona Ribada asked that the roundtable bylaws be shared with directors and assistant superintendents.
4. Night Custodian Hours During Break.

5. Custodian Equipment Not Working.

Salvador Gallo stated that there is equipment in all sites that is not working properly. Raul Martinez asked that anything that needs repair be reported so that it can be looked at in a timely manner. Larry Cron, Custodial Supervisor will be looking at the equipment to decide whether it can be fixed or would need to be replaced. Raul also shared that he will be taking inventory of all site's equipment in order to have better accountability of what is in use.

6. Extra Help for Day Custodians.

Salvador Gallo inquired about receiving extra help during busy times, when the school host events such as Back to School Night, Movie Night, Fall Festival, parent meetings and student awards ceremonies. Raul Martinez stated that when school sites want to pay for extra hours they provide their budget code in order to pay the employee. Dr. Brady mentioned that perhaps we can look at giving extra hours to custodians to use at their site's discretion just like the office staff receive every year.

7. Work Request System Update.

Justin Finch gave an update on the new work request system for M&O. The system called SchoolDude was chosen and we will be moving forward in taking it to the Board for approval and begin next steps.

8. New Office Hours-Feedback.

Dr. Brady asked for feedback on the new office hours. Jackie Olea shared that for the most part it hasn't changed much. Even though doors are locked and signs are posted, there are still parents requesting help and the office does not turn them away.

9. Open Forum.

a) Recycling. Evelyn Gonzales

Evelyn stated that paper is not being recycled at the District office. Dr. Brady asked Raul Martinez to follow up on this with the night custodian. Dr. Brady shared that we have a plan to work with Green Projects consultants to establish better practices.

b) Paging Issues. Jackie Olea

Jackie Olea stated that there was a paging system issue between El Toyon and Rancho. Justin Finch shared that the Technology department is aware and will be addressing the issue by the end of the week.

Justin asked that if there are still old phones out there to notify your technology technician so that they can pick them up. He also shared that we have not found a suitable headset and therefore are looking at the Plantronics newer model.

c) LMS Job Posting. Christina Fong

Christina Fong informed the group that the job description for the Library Media Specialist position stated "bilingual required," but to her understanding should be "bilingual preferred." Leticia Hernandez agreed and will be fixing the description and reposting the position.

d) Staff Uniforms. Rick Miller

Rick Miller inquired about the uniforms that maintenance and custodial staff are given to use. He stated they are not comfortable and most employees prefer to purchase other types of shirts. Leticia Hernandez will look into this.

The meeting was adjourned at 2:58 p.m.

Jocelyn Sandoval, Recorder

The next meeting of the Classified Superintendent's Roundtable will be on Thursday, October 12, 2017 in the District Board Room at 1:30 p.m.