

## Classified Superintendent's Roundtable Minutes August 15, 2019

Chairperson, Justin Finch called the meeting to order at 2:06 p.m. with the following representatives present:

Ruby Sepulveda, Instructional Assistants, Preschool  
Viridiana Gallegos, CNS Assistant  
Mona Ribada, CNS Management  
Justin Finch, CSEA  
Jackie Olea, Clerical Staff, Schools  
Luz Allshouse, Instructional Assistant, Schools

District Office Representatives present:

Leighangela Brady  
Chris Carson  
Vanessa Ceseña  
Leticia Hernandez

1. Welcome/Introductions
2. Approval of draft minutes from April 18, 2019.  
Mona Ribada moved, and Jackie Olea seconded to approve the minutes of the April 18, 2019 meeting. All were in favor, none opposed. Bylaws were updated.
3. Last meeting updates.
  - John Otis Traffic-  
Staff shared that the issue had gotten better this year. If conflicts continue, Mr. Carson will follow up further.
  - Recycling update-  
Student report shared with the group.
4. Work request system.
  - Justin reviewed the steps for filling out an appropriate work order and reviewed the timelines.
5. Locks; update/needs.
  - Justin reviewed the District's goal of having one key open all gates, common areas, lounges, and hallways. He reminded the group that master keys are only to be distributed to specific staff members.

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### 6. Committee updates.

- Agenda item collection- Justin reminded the group the process for bringing items to be discussed at Roundtable.
- Representative groups- The group decided to keep the representation groups the same.

### 7. Professional Growth Day Schedule input.

- Dr. Hernandez will follow up on request for CSEA staff to receive professional growth.
- Library Media Specialists to be added to list.

### 8. Open Forum.

- Dr. Brady requested feedback on welcome back event, staff suggested a different venue.

The meeting was adjourned at 3:52 p.m.

Vanessa Ceseña, Recorder