

## Classified Superintendent's Roundtable Minutes August 16, 2018

Chairperson, Justin Finch called the meeting to order at 1:34 p.m. with the following representatives present:

Veronica Hernandez, Campus Student Supervisor  
Carmen Medina-Pidgeon, Clerical Staff, Preschool  
Viridiana Gallegos, CNS Assistant  
Mona Ribada, CNS Management  
Justin Finch, CSEA  
Evelyn Gonzales, District Office Clerical  
Luz Allshouse, Instructional Assistants, Schools  
Ruby Sepulveda, Instructional Assistants, Preschool  
Christina Fong, Library Media Specialists  
Mario Carrillo, Purchasing  
Steve Zimmerle, Technology

Representatives absent:

Jackie Olea, Clerical Staff, Schools  
Carlos Guzman, Day Custodian  
Rick Miller, M&O  
David Arciga, Night Custodians

District Office Representatives present:

Leighangela Brady                      Leticia Hernandez  
Jocelyn Gomez                          Joe Ferris  
Chris Carson  
Sharmila Kraft

1. Welcome/Introductions.

**Representatives went around the room and introduced themselves.**

2. Approval of draft minutes from April 12, 2018.Last meeting follow-ups.

**Carmen Medina-Pidgeon moved and Mona Ribada seconded to approve the minutes of the April 12, 2018 meeting. All were in favor, none opposed.**

3. Review Roundtable Bylaws.

**Chairperson, Justin Finch reviewed the roundtable bylaws with the representatives. The Superintendent's Roundtable Bylaws were approved with amendments in Article II, Section A and Article III.**

4. Election of Officers.

**Justin Finch was nominated as Chairperson and Rick Miller as Vice-Chairperson. All were in favor, none opposed.**

5. Last Meeting Updates

- Library Room Number at El Toyon  
**El Toyon's library does not have an assigned room number; Chris Carson will look into this.**
- Bus Schedules  
**Per Antonio Perez: Office staff were sent the School to School Schedule. The schedule is also sent to the student support services department for distribution to SDC teachers and principals.**
- List of Rooms  
**After school programs are not occupying kindergarten and special education classrooms.**

6. Technology Department Remodel.

**Steve Zimmerle asked about a remodel in the Technology Department that would better accommodate all staff in the building. Chris Carson suggested this type of project be put on the list of priorities for bond monies. Dr. Brady shared that staff will have the opportunity to comment and make suggestions on priorities for the district, construction and remodels can be included in these.**

7. Pest Control

**Steve Zimmerle stated the Technology Department has a problem with ants. Joe Ferris thanked Glenn Whitaker for placing traps. Maintenance will continue to monitor the area and continue to make efforts in diminishing the problem with other possible solutions.**

8. School Dude Update.

**Joe Ferris gave an update on the work request system, School Dude. There will be two sections within the program, one for the M&O necessities and another for the Technology feature. The system has been built but won't go live until after Labor Day.**

**After meeting note: School Dude went live on September 4, 2018.**

9. Open Forum.

- a) Classroom Carpet. Luz Allshouse.  
**Luz asked for an update on her classroom carpet. Chris Carson stated that carpet replacement is prioritized depending on their deficiency.**
- b) Library Supplies/Stores Orders.  
**Christina inquired about the delivery status of supplies ordered. Dr. Brady said she would look into this.**

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c) Recycling Bins. Evelyn Gonzales

**Evelyn stated that staff were asking for recycling bins at their work stations. Dr. Brady said she will talk with the M&O department about this.**

The meeting was adjourned at 2:55 p.m.

Jocelyn Gomez, Recorder