

Classified Superintendent's Roundtable Minutes September 8, 2022

Justin Finch called the meeting to order at 2:08 p.m.

Luz Allshouse, Instructional Assistant, Schools
Evelyn Gonzales, Clerical District Staff
Justin Finch, Technology

District Office Representatives present:

Leighangela Brady
Arik Avanesyans
Vanessa Ceseña
Maritza Koeppen
Sharmila Kraft

1. Welcome and Introductions- Justin Finch
 - Members introduced themselves and unanimously agreed on the election of officers.
2. First meeting of 2022-2023 standing items- Justin Finch
 - a) Approval of March 3, 2022 draft minutes
 - Evelyn G. moved, and Luz A. seconded. All were in favor, none opposed.
 - b) Bylaws update and approval
 - c) Meeting norms
3. Reimbursement process brought back- Jackie O.
 - Office staff requested the reimbursement process to be brought back. Leighangela shared the process and internal control of why reimbursement cannot be brought back. Arik shared details of a possible pilot plan to alleviate ordering times.

Open Forum

4. Luz A. shared there was maintenance work order entered for the playground. Arik informed her that the work order is currently being fulfilled and M&O is waiting on supplies to finalize it.
5. Nathan Bland was acknowledged during the meeting for his help covering SDC.
6. Leighangela shared the plan for Instructional Assistant coverage.

The meeting was adjourned at 3:30 p.m.
Vanessa Ceseña-Secretary