

Classified Superintendent's Roundtable Minutes September 10, 2020

Chairperson, Justin Finch called the meeting to order at 2:05 p.m. with the following representatives present:

Justin Finch, CSEA
Luz Allshouse, Instructional Assistant, Schools
Mona Ribada, CNS Management
Jackie Olea, Clerical Staff, Schools
Viridiana Gallegos, CNS Assistant
Carmen Medina-Pidgeon, Clerical Staff-Preschool
Brenda Prieto, Clerical Staff-Preschool
Jennifer Reynolds, Library Media Specialist
Steven Zimmerle, Technology

District Office Representatives present:

Leighangela Brady
Vanessa Ceseña
Leticia Hernandez
Sharmila Kraft

1. Welcome and introductions

- The members introduced themselves and unanimously agreed that currently elected officers will continue for one more year.
- Motion for Justin Finch to continue as chair passed with a motion by Mona Ribada and a second by Carmen Medina-Pidgeon.

2. First meeting of 2020 standing items- Justin Finch

- a) Approval of September 10, 2020 minutes
 - Mona Ribada moved, and Carmen Medina-Pidgeon seconded to approve the minutes of the September 10, 2020 meeting. All were in favor, none opposed.
- b) Bylaws update and review
 - Vote to amend Article 3 of bylaws passed with a motion by Mona Ribada and second by Steven Zimmerle.
- c) Meeting norms

3. Purchasing card- Jackie Olea

Jackie shared that staff would like to use purchase card, with a limit decided by the District, instead of a purchase order, for rushed purchases. Dr. Brady shared a presentation on the purchasing process and Mr. Jon Hansen also spoke about restrictions

on purchasing. Dr. Brady suggested sites make a list of things that are usually purchased with a card and order with a purchase order to have in stock. Mr. Hansen invited staff to email him directly with special requests.

4. Open Forum

- a. Work week for Library Media Specialists and Instructional Assistants- Jennifer R.
Jennifer shared that these positions could work remotely and not need to be at the school site five days a week. Dr. Hernandez explained that the District is currently in the re-opening stage and staff are expected to work at their site five days a week, as stated in the MOU with CSEA. Staff can communicate with their direct supervisor if more clarification is needed. Special accommodations are set on a case by case basis after review from Human Resources.
- b. Communication during school closures- Jackie O.
Jackie suggested the District have more communication with the public regarding school closures. Parents and visitors are constantly showing up at the sites even after they have been informed of the closed status. Justin suggested staff reach out to other staff members, principals, and other supervisors for support in communicating closures.

The meeting was adjourned at 3:36 p.m.
Vanessa Ceseña, Secretary