

**Classified Superintendent's
Roundtable Minutes
October 12, 2017**

Chairperson, Justin Finch called the meeting to order at 1:31 p.m. with the following representatives present:

Rick Miller, M&O
Mona Ribada, CSEA
Evelyn Gonzales, District Office Clerical
Carlos Guzman, Day Custodian
Salvador Gallo, Day Custodian
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, Technology
Steve Zimmerle, Technology
Christina Fong, Library Media Specialists

Representatives absent:

Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:

Leighangela Brady
Chris Carson
Leticia Hernandez
Paula Jameson-Whitney
Raul Martinez
Larry Cron
Yvette Olea

1. Approval of draft minutes from August 10, 2017. Justin Finch
Mona Ribada moved and Carmen Medina Pidgeon seconded to approve the minutes of the August 10, 2017 meeting. All were in favor, none opposed.
2. Timing of delivery of library supplies (Christina Fong).
Christin Fong mentioned that library orders are completed in June, however, the supplies are not delivered until two months after the start of school. She would like the supplies delivered by the time staff returns so the library media specialists can have time to sort the supplies prior to students starting. PJ Whitney will look into this and will work with Eddie Prieto to get the materials delivered earlier. She will also remind principals of the ordering deadlines.

3. Notification of new employees (Evelyn Gonzales).
Evelyn Gonzales stated that in the past, emails were sent out to all staff, welcoming new staff. Leticia Hernandez will ensure that this happens after every board meeting.
4. Locking back doors of District Office (Evelyn Gonzales).
Evelyn Gonzales raised a safety concern with the back doors being left unlocked. Chris Carson will work with M&O to ensure that the back doors are kept locked.
5. Lincoln Acre KG playground (Luz Allshouse).
Luz Allshouse stated that the sandboxes continue to be used by stray cats as litter boxes. She also stated that the covers provided do not fit the sandboxes, therefore, students and cats can still get into the sand boxes. Raul Martinez stated that he will get the sandboxes cleaned and new covers ordered.
6. M&O work shirts (Rick Miller)
Rick Miller shared that the work shirts they currently have are uncomfortable and hot. He would like the District to look at shirts made of a different material. Chris Carson stated that the District will look at alternative shirts while also taking laundering/replacement costs into consideration.
7. Medical Assistants coverage during Vision & Hearing Screening (Jackie Olea).
Jackie Olea asked about coverage for the nurses office when the medical assistants are pulled for Vision & Hearing screening. Evelyn Gonzales shared that it is up to the school administrator to approve a sub for the medical assistants, which comes out of the site budget. PJ Whitney stated that she would review the schedules.
8. Early release and late pick up policy (Jackie Olea).
Jackie Olea asked for clarification of the policy for early release and late pick up of students. She stated that there seem to be different practices at different schools. PJ Whitney stated that she would look into the policy and get information out to the schools. Carmen Medina Pidgeon mentioned that at some of the school offices, they will not call for late pick up of preschool students. Leticia Hernandez stated that perhaps the office staff was unaware of what the procedure is for preschool students. Yvette Olea shared that the procedure is the same for any student regardless of program and that this information has been shared on multiple occasions with the office technicians and administrative assistants.
9. Truancy letter process (Jackie Olea).
Jackie Olea stated that much of Myrna Ramirez's time is spent printing individual truancy letters. She asked if there was any way an automated letter could be generated through Synergy. Yvette Olea mentioned that when the District first began using Synergy, this was something that was available. PJ Whitney stated she would check with Oscar Gil to see if this was still the case.
10. Work Order issues (Carlos Guzman).
Carlos Guzman stated that there are still many pending work orders and asked who is in charge of following up on those. Raul Martinez stated that he follows up on work orders and will be more careful about following up. Chris Carson stated that an email

should be sent to Raul Martinez if a work order is not completed in a timely manner. Jackie Olea mentioned that sometimes, a “band-aid” fix is done and the problem in not truly fixed causing the schools to make multiple calls to M&O for the same issue. Raul Martinez stated that he would look into this.

11. Break Time cleaning schedules (Carlos Guzman).

Carlos Guzman stated that since there are only ten actual work days during break, losing classroom cleaning time to blow trash outside affected the schedule. Larry Cron stated that extra custodial help is sent to the schools to assist during breaks. Leighangela Brady suggested getting extra help for the schools when they have big events such as movie nights. Raul Martinez stated that he would look into getting more extra help for the larger schools.

12. Replacement of parts for custodians (Salvador Gallo).

Salvador Gallo shared that replacement parts have been limited and would like to know what process to follow to get more as needed. Raul Martinez shared that supplies are ordered by the custodians. He stated that replacement parts for vacuums can be obtained by contacting Larry Cron. Raul Martinez stated that he will share this information at the next custodial meeting. This topic will be revisited after winter break.

13. Open Forum.

a) Extra custodial help (Salvador Gallo).

Salvador Gallo asked about getting extra help for school events. Chris Carson stated that custodians should work with their site administrator since this is a site expense.

b) Carpets in Special Education classes (Luz Allshouse).

Luz Allshouse shared that the carpets in the Special Education classrooms need replacement due to the smell. Chris Carson and Raul Martinez will work on getting the carpets replaced with tile flooring.

The meeting was adjourned at 2:53 p.m.

Yvette Olea, Recorder

The next meeting of the Classified Superintendent’s Roundtable will be on Thursday, December 14, 2017 in the District Board Room at 1:30 p.m.