

Classified Superintendent's
Roundtable Minutes
October 18, 2018

Chairperson, Justin Finch called the meeting to order at 1:35 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
Hugo Mitchel, Day Custodian
Mario Carrillo, Purchasing
Steve Zimmerle, Technology
Rick Miller, M&O
David Arciga, Night Custodians

Representatives absent:

Ruby Sepulveda, Instructional Assistants, Preschool
Christina Fong, Library Media Specialist
Jackie Olea, Clerical Staff, Schools

District Office Representatives present:

Leighangela Brady
Leticia Hernandez
Sharmila Kraft
Chris Carson

1. Approval of draft minutes from August 16, 2018.
Richard Miller moved and Evelyn Gonzales seconded to approve the minutes of the August 16, 2018 meeting. All were in favor, none opposed.
2. Last meeting updates.
 - Library Room at El Toyon.
Bring back to the next meeting.
 - Library supplies and stores orders.
Bring back to the next meeting.

- Recycling Bins.
Dr. Brady shared that staff was surveyed on what they would like the Green Consultants to focus on. The two areas most mentioned were waste diversion management and gardens. The PAWS group from Palmer Way School formed by students and monitored by BCK Green Consultants will be working in rolling out a district wide plan to help with these areas. Recycling projects will be coming soon.

- 3. Response time on M&O work requests.
Christina Fong previously shared that the time for work orders is taking longer than usual. Mr. Carson updated group in Christina's absence, that School Dude is still in the first phase, training will be provided to M&O staff for process of work orders. Challenges in the system will be addressed. Principals will also be in-serviced in the approval process.

- 4. Door Blocks.
Christina Fong previously shared that she has a hard time with the T door lock, Mr. Carson updated group in Christina's absence, that we have two kinds of door blocks available for use in the classroom through stores orders.

- 5. Educational Services Communication.
Evelyn Gonzales shared that the Educational Services Department was having issues with communications within their department but informed that these concerns were addressed in a previous meeting and resolved.

- 6. District Parking.
Evelyn Gonzales shared concern regarding new employees not having a parking space available at the District Office. Mr. Carson explained that this issue has been reviewed many times before, but unfortunately, there is not enough space at the District to make new parking spaces for new staff. The issue will be discussed at Cabinet.

- 7. Open Forum.
 - a) Staff lounge refrigerator- Evelyn Gonzales
Evelyn shared the condition of the staff lounge refrigerator and the need to be cleaned. Mr. Carson informed that he will be contacting the staff with a reminder to take their belongings before Friday cleanup by custodian.

 - b) Access to safety handbooks- Viridiana Gallegos

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Viridiana inquired about access to safety handbooks when substituting at different sites in an event of an emergency. Mr. Carson informed that safety is priority. Safety data sheets are available at every site and upon delivery, emergency procedure flip books will be installed at every site and the D.O.

- c) Key tumblers- Steve Zimmerle
Steve informed that tumblers at sites can be opened with any key. Mr. Carson informed that new locks have been ordered, awaiting delivery to be replaced.

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

Jocelyn Gomez, Recorder/
Vanessa Cesena