

Classified Superintendent's Roundtable Minutes November 5, 2020

Chairperson, Justin Finch called the meeting to order at 2:07 p.m. with the following representatives present:

Justin Finch, CSEA
Luz Allshouse, Instructional Assistant, Schools
Mona Ribada, CNS Management
Carmen Medina-Pidgeon, Clerical Staff-Preschool
Brenda Prieto, Clerical Staff-Preschool
Jennifer Reynolds, Library Media Specialist
Ruby Sepulveda, Instructional Assistants-Preschool

District Office Representatives present:

Leighangela Brady
Lisbeth Johnson
Jon Hansen
Adriana Orendain
Jocelyn Gomez

1. Welcome and approval of minutes from September 10, 2020

- The members introduced themselves and shared how many years they have been a part of the Superintendent's Roundtable.
- Carmen Medina-Pidgeon moved, and Brenda Prieto seconded to approve the minutes of the September 10, 2020 meeting. All were in favor, none opposed.

2. Roundtable and District Updates- Justin Finch

Dr. Brady thanked all Classified staff for their support during the Coronavirus pandemic and distance learning. She shared that the Board delayed the official start of hybrid instruction model until January 11th. As early as November 9th there will be students returning to campus for academic supports. Additional help will be hired to assist with student care. The district is targeting students under the following criteria to participate in the support on campus: special needs, homeless/foster care, English learners, and students with chronic absenteeism. There will be no more than 28 students per AM and PM shifts on site.

3. Las Meeting Updates- Justin Finch

Chairperson, Justin Finch asked the representatives about someone filling the vacant position of vice-chair. The decision was made to keep it status-quo for now.

4. Update on Purchasing Card Protocols

Jon Hansen shared a draft for "Helpful Hints in Entering and Managing Requisitions."

5. Open Forum

- a. Dr. Brady shared information regarding a consultant hired to review the budget, as a proactive approach during declining enrollment and the COVID pandemic. She also shared they are in the process of hiring a new Assistant Superintendent of Business Services.

The meeting was adjourned at 3:36 p.m.
Jocelyn Gomez, Sub-Secretary