

**Classified Superintendent's  
Roundtable Minutes  
December 14, 2017**

Chairperson, Justin Finch called the meeting to order at 1:37 p.m. with the following representatives present:

Rick Miller, M&O  
Mona Ribada, CSEA  
Carlos Guzman, Day Custodian  
Salvador Gallo, Day Custodian  
David Arciga, Night Custodians  
Ruby Sepulveda, Instructional Assistants, Preschool  
Carmen Medina Pidgeon, Clerical Staff, Preschool  
Jackie Olea, Clerical Staff, Schools  
Justin Finch, Technology  
Steve Zimmerle, Technology  
Luz Allshouse, Instructional Assistants, Schools

Representatives absent:

Evelyn Gonzales, District Office Clerical  
Christina Fong, Library Media Specialists  
Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:

Leighangela Brady  
Chris Carson  
Leticia Hernandez  
Paula Jameson-Whitney  
Raul Martinez  
Jocelyn Sandoval

1. Approval of draft minutes from October 12, 2017. Justin Finch  
**Mona Ribada moved and Jackie Olea seconded to approve the minutes of the October 12, 2017 meeting. All were in favor, none opposed.**
2. Last Meeting Follow Ups.  
**Updates from the October 12 meeting;**
  - **Timing of delivery of library supplies.**  
*Eddie Prieto and PJ will touch base on March 30, and then they will notify librarians of when they can begin entering orders and when the deadline will be.*
  - **Notification of new employees.**  
*Leticia Hernandez stated that the HR Department will begin this notification practice soon.*

- **Locking back doors of District Office.**  
*Raul Martinez will look at ordering a new locking mechanism that will require a key to open.*
- **Lincoln Acres KG playground.**  
*Luz Allshouse thanked Raul Martinez and Hector Goytia for taking care of this issue.*
- **M&O work shirts.**  
*Nothing has been determined yet. Chris Carson and Raul Martinez will get together to look in to this.*
- **Medical Assistants coverage during Vision & Hearing Screening.**  
*PJ will work with Rady Children's to see if they can add additional people to the screenings. The alternatives are to work with Rady or principals to add extra help with a substitute medical assistant during that time. We will work on establishing a plan for the 2018-2019 school year.*
- **Early release and late pick up policy.**  
*PJ reviewed with staff on what is regularly done in these types of situations. PJ will put together points on common practice and share with principals. It will also be shared with stakeholders for input to ultimately establish district procedures.*
- **Truancy letter process.**  
*Oscar Gil was in communication with the truancy officer so that an automation process can be put in place.*
- **Work Order issues.**  
*Raul Martinez informed the group that we are getting ready to move forward with a new work request system, SchoolDude. It will take time before the system is implemented because there is a lot of information that needs to be imported and updated. In the future we plan on offering training for staff.*
- **Break Time cleaning schedules.**  
*Raul Martinez stated that the School Board approved extra help for the winter break.*
- **Replacement of parts for custodians.**  
*Salvador Gallo continues to have issues with receiving replacement parts like brushes, vacuum bags and filters. Raul Martinez stated this is a work in progress.*
- **Open Forum.**
  - a. **Extra custodial help.**  
*We still need to brainstorm ideas.*
  - b. **Carpets in Special Education classes.**  
*This is a work in progress.*

3. District Mobile Phones (Transportation).  
**Bus drivers asked if their current cell phones could be updated to smart phones so they can access the GPS feature and text parents when necessary. Chris Carson agreed and will work on purchasing new phones.**
4. Field Trip Parent Permission Slip. (Jackie Olea).  
**Jackie Olea stated that student registration packets contain two different places where the parent/guardian can give permission for a child to attend a field trip. This creates an issue and confusion with teachers. PJ and Dr. Brady stated they will bring this up with leadership. We will follow up on this item.**
5. Procedure for Filling Unfilled Absences. (Jackie Olea).  
**Jackie Olea stated that to her understanding when unfilled sick leaves are entered on AESOP, substitutes from other sites may be pulled to cover that sick leave. She states that the office has a difficult time early in the morning finding a replacement since no one from the HR department is available to help that early. Instead of each school doing their own calls to pull could HR be able to help? Leticia Hernandez stated that they are working on putting together a priority triage list on which substitutes would be pulled first.**  
  
**Dr. Brady suggested that offering an orientation to substitute teachers to inform them that using the online system can be helpful in finding a job of their choice.**
6. Clerical Substitute Training. (Jackie Olea)  
**Jackie Olea spoke about recent clerical substitutes who have gone to sites and had little to no knowledge on basic office procedures. Dr. Brady stated it has been discussed whether to give substitutes read only access to the student system in order for them to obtain information, specifically with medical cases. Dr. Brady liked the idea of offering a paid half day orientation for new clerical substitutes.**
7. Open Forum.
  - a) Trash in Preschool. Ruby Sepulveda.  
**Ruby Sepulveda asked if Instructional Assistants are supposed to take care of emptying trash cans. Raul Martinez stated that the custodian or sub custodians are responsible for removing trash from classrooms.**
  - b) Night Custodian Coverage. Jackie Olea  
**Jackie Olea shared her site has not had a night custodian for a while, although substitutes have been assigned there are nights where no one shows up. Leticia Hernandez stated she was aware of the issue and that this was a particular situation that she will look into.**

The meeting was adjourned at 2:45 p.m.

Jocelyn Sandoval, Recorder

**The next meeting of the Classified Superintendent's Roundtable will be on Thursday, February, 1 2018 in the District Board Room at 1:30 p.m.**