

Classified Superintendent's
Roundtable Minutes
December 20, 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
Ruby Sepulveda, Instructional Assistants, Preschool
Viridiana Gallegos, CNS Assistant
Mona Ribada, CNS Management
Justin Finch, CSEA
Evelyn Gonzales, District Office Clerical
Mario Carrillo, Purchasing
Steve Zimmerle, Technology
Christina Fong, Library Media Specialist
Jackie Olea, Clerical Staff, Schools

Representatives absent:

Luz Allshouse, Instructional Assistants, Schools
Hugo Mitchel, Day Custodian
Rick Miller, M&O
David Arciga, Night Custodians

District Office Representatives present:

Leighangela Brady
Chris Carson
Vanessa Ceseña
Leticia Hernandez
Sharmila Kraft

1. Approval of draft minutes from October 18, 2018.
Mario Carrillo moved, and Mona Ribada seconded to approve the minutes of the October 18, 2018 meeting. All were in favor, none opposed.
2. Last meeting updates.
 - Library Room at El Toyon.
Chris Carson confirmed that the Library now has a room number.

- Library supplies and stores orders.
Christina gave an update on book order done before spring break, she still has not received order in full. Process will be reviewed.
 - D.O. parking follow-up
Chris Carson and Dr. Brady gave a follow-up from the last meeting. The issue was discussed at Cabinet and the search for a new parking lot for buses considered. Unfortunately, there is no resolution due to lack of space and more staff at all sites.
3. Work orders- Update
Chris Carson shared that we are aware of all the delays regarding work orders with the new School Dude system. He announced that the new M&O Director is experienced with this system and this will help alleviate issues. The processes will also be evaluated to lower completion time. The Director of M&O will be invited to the next meeting.
4. Reason for delay in uploading student pictures into system- Christina Fong
Christina asked why it takes so long for student pictures to be uploaded into system. Dr. Brady shared that we do not have access to the pictures until the photography company sends them to us. As soon as they are provided, our tech department uploads them into our system.
5. Department Updates
- New M&O Director
Chris Carson shared that our new Director of M&O is David Castillo from Palmdale, he will start mid-January 2019.
 - Obsoleting Materials
Dr. Kraft shared that the new Arts Curriculum was approved at the last Governing Board Meeting. Collection of old materials are being collected by various staff members, new material will be available after winter break.
 - January 14th Professional Development
Dr. Hernandez shared that professional development for classified staff will be provided at 2 different sites, divided into 2 sections. The first section will be a mandatory sexual harassment training, and the second will be provided by VEBA. District staff will have a different training day. Dr. Kraft shared that the schedule for certificated and classified will be shared before the winter break

with specifics.

6. Open Forum.

a) Late pick up for preschool- Jackie Olea

One preschool school site shared that occasionally, preschool students are being dropped off at the office for late pick up. Dr. Brady and Dr. Kraft will discuss and resolve if this is an ongoing issue.

b) Door Blocks- Christina Fong

Christina asked about door locks available. Chris Carson informed her there are two different types of door blocks available through stores orders.

c) School Office safety- Mario Carrillo

Mario shared that he noticed that in some schools, there is no barrier between the office staff and people walking into the school office. Chris Carson shared that the schools are keeping safety precautions to keep our students and staff safe while keeping the welcome feel for our customers.

d) Preschool fire drills- Ruby Sepulveda

Ruby shared that when there is a fire drill at LA, the Preschool Center is not able to hear. They only have one radio. Chris Carson will order one more radio and the Tech department will look into options for possible intercom. Issue will be brainstormed for resolution.

The meeting was adjourned at 2:33 p.m.

Vanessa Ceseña, Recorder