

**Classified Superintendent's
Roundtable Minutes
January 21, 2016**

Chairperson Scott Harms called the meeting to order at 1:30 p.m. with the following representatives present:

Marc Salter, M&O
Scott Harms, CSEA
Laura Valverde, CSEA
Carlos Guzman, Day Custodians
Salvador Gallo, Night Custodians
Ruby Sepulveda, Instructional Assistants, Preschool
Justin Finch, MIS
Karen White, Library Media Specialist
Evelyn Gonzales, District Office Clerical

Representatives absent:
Blanca Carson, Clerical Staff-Schools
Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:
Chris Oram
Jocelyn Sandoval
PJ Whitney

1. Approval of draft minutes from November 19, 2015. Scott Harms
Marc Salter moved and Laura Valverde seconded to approve the minutes of the November 19, 2015 meeting. All were in favor, none opposed.
2. Election of Officers (Chairperson, Vice-Chairperson and Secretary). Scott Harms
Marc Salter was nominated as Chairperson, Justin Finch as Vice-Chairperson and Jocelyn Sandoval as Secretary. All were in favor, none opposed.
3. Open Forum. (discussion regarding items of general interest, questions members would like discussed, etc.) Scott Harms
 - a) Last Meeting Updates. Laura Valverde
Laura asked if there were updates on the items that were discussed at the last meeting. Scott Harms referenced item 4 of the 11/19/2015 meeting and updated the group regarding the construction calendar. Division of State Architect (DSA) should be informing us within the next month if the plans are approved.

PJ Whitney and Carlos Guzman discussed updates and changes that have or have not occurred in accordance with item d. of the 11/19/2015 meeting.

PJ Whitney informed the group that the Leadership Survey will be sent out soon via email. Hanover Research will send the email containing a link to the survey. Group representatives stated they had not received the email yet. PJ made note of this and will contact Hanover Research.

(Post meeting note: An email to all staff was sent on January 27 with the link to the survey: <http://www.surveygizmo.com/s3/2475559/District-Evaluation-Survey-Teachers-and-Classified-Staff>)

Dr. Oram stated he spoke with CSEA president regarding the access to email for employees. We are looking at providing time and devices for employees to be able to complete the Leadership Survey, and therefore increase employee representation.

Dr. Oram indicated that gate keys for Instructional Assistants have been made and Raul Martinez will be distributing them soon. It's important to note these keys do not belong to individual employees but to the classrooms and should stay in the room.

b) Extra Clerical Help. Salvador Gallo

Salvador asked if the new substitute clerical hires are going to be assigned for extra help or are only to cover leaves from the office staff. Dr. Oram stated there has never been a roving employee to provide additional clerical support. When we've had extra funds we would hire extra help. Schools do have extra hours in their budget to hire additional support at their discretion. Larger schools have more time (hours) to use for extra help than smaller ones.

c) M&O Internet Access. Marc Salter

Marc Salter stated that to this day there are areas in the M&O department where there is no connectivity to the internet. He asked if there is a plan to fix these issues. Dr. Oram commented it has been the first time he heard of the issue and he will look in to it and discuss with Cabinet.

The meeting was adjourned at 2:16 p.m.

Jocelyn Sandoval, Recorder

The next meeting of the Classified Superintendent's Roundtable will be on Thursday, March 17, 2016 in the District Board Room at 1:30 p.m.