

**Classified Superintendent's
Roundtable Minutes
March 17, 2016**

Chairperson Marc Salter called the meeting to order at 1:33 p.m. with the following representatives present:

Marc Salter, M&O
Salvador Gallo, Night Custodians
Ruby Sepulveda, Instructional Assistants, Preschool
Justin Finch, MIS

Representatives absent:
Carlos Guzman, Day Custodians
Laura Valverde, CSEA
Evelyn Gonzales, District Office Clerical
Karen White, Library Media Specialist
Blanca Carson, Clerical Staff-Schools
Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:
Chris Oram Cindy Frazee
Jocelyn Sandoval PJ Whitney

1. Approval of draft minutes from January 21, 2016 Marc Salter
Salvador Gallo moved and Justin Finch seconded to approve the minutes of the January 21, 2016 meeting. All were in favor, none opposed.
2. M&O Internet Access Follow-Up Chris Oram
Tests will be conducted around the M&O area and if there is a need to install additional internet access points a plan will be developed.
3. Clerical Substitutes Training Cindy Frazee
Human Resources recently conducted training for clerical substitutes focusing on providing customer service. The expectations for clerical substitutes is to be extra office support in general areas like answering telephone calls, helping the health office, receiving visitors, among other functions. We do not intend to provide access to district systems to any clerical substitute, because it is crucial that there is limited access to avoid system errors. The school may decide to give limited access to a certain substitute who regularly works at their site.
4. Manual for Clerical Substitutes Cindy Frazee
At the moment there has not been a need to create a manual for clerical substitutes. When a clerical substitute is in an office our expectation is to have the substitute interface with the public, while the office staff conducts school business.

5. Overtime for Administrative Assistants Cindy Frazee
If there is a need for overtime at a school site, the employee needs to notify their principal and the principal then needs to obtain clearance from the superintendent. There is additional support hours available to each site to use during critical times. Chris Oram explained that the extra help should be utilized to release the office technician and the administrative assistant to do office tasks and projects without many interruptions.

6. Open Forum. (discussion regarding items of general interest, questions members would like discussed, etc.) Marc Salter
 - a) M&O Matters. Marc Salter (M&O)
Marc spoke about various M&O issues, including a memo distributed to the department, which violates the required ten (10) day notice in the CSEA contract. There was also a question regarding comp time in the M&O department. Cindy Frazee and Chris Oram made note of the items and will look in to them.

Post Meeting Note: The situation that violated the contract in the memo was addressed with M&O so that the contract was no longer violated.

 - b) Reclass Study. Justin Finch (MIS)
Justin asked for a negotiations update on the reclassification study. Cindy Frazee shared that the salary study has been completed and it will be shared with employees. Recommendations for positions will also be presented, and job descriptions are being finalized. Justin inquired how the salary study was conducted. Cindy explained that an outside consultant conducted the salary study; there were seven comparable districts chosen to use in the study.

The meeting was adjourned at 2:20 p.m.

Jocelyn Sandoval, Recorder

The next meeting of the Classified Superintendent's Roundtable will be on Thursday, May 19, 2016 in the District Board Room at 1:30 p.m.