

**Classified Superintendent's  
Roundtable Minutes  
May 19, 2016**

Chairperson Marc Salter called the meeting to order at 1:34 p.m. with the following representatives present:

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|---|---|
| Marc Salter, M&O                                    | Karen White, Library Media Specialist     |
| Carlos Guzman, Day Custodians                       | Evelyn Gonzales, District Office Clerical |
| Ruby Sepulveda, Instructional Assistants, Preschool |   |
| Justin Finch, MIS                                   |   |

Representatives absent:

Salvador Gallo, Night Custodians  
Laura Valverde, CSEA  
Blanca Carson, Clerical Staff-Schools  
Maria Del Carmen Gutierrez, CNS Management

District Office Representatives present:

|                  |              |
|------------------|--------------|
| Chris Oram       | Cindy Frazee |
| Jocelyn Sandoval | Chris Carson |

1. Approval of draft minutes from March 17, 2016. Marc Salter  
**Justin Finch moved and Carlos Guzman seconded to approve the minutes of the March 17, 2016 meeting. All were in favor, none opposed.**
2. Office Assistant Position. Cindy Frazee  
**Cindy Frazee stated that the Office Assistant position has not been brought back since those employees were laid off, because it has not been a priority within the District's Local Control and Accountability Plan (LCAP). Compared to other districts of the same size, NSD has sufficient office staff to operate.**
3. Office Work/Substitutes Unavailable. Cindy Frazee  
**Depending on the need for overtime; principals first need to get approval from the Superintendent to make overtime available. There are also extra hours available for a substitute to staff the office and manage basic tasks while the other staff completes essential work without minimal interruptions.**
4. Classification Study. Cindy Frazee  
**Cindy Frazee stated that the classification study is close to being completed. Before staff goes on summer break, CSEA will be bringing forward what they have negotiated. Job descriptions and recommendations from the consultant have been discussed as well. Cindy asked the group what CSEA has shared with them in regard to the study; the group stated they have not received much information.**

5. Internet Access/M&O. Chris Carson

**Chris Carson informed the group that at this moment the M&O department will not be updated with wireless or Ethernet connectivity. The upgrade would cost several thousands of dollars and the department has few devices that would benefit from it.**

6. Leadership Survey. Chris Oram

**A District Evaluation Survey Analysis packet created by Hanover Research as a result of the District wide survey taken earlier this year was distributed and reviewed by Dr. Oram. Dr. Oram selected several points from the analysis to discuss with the group and asked for input in such matters. Each school site will receive individualized summaries of their results and review them with staff. The purpose is to continue with this type of survey and focus in improving on one or two things.**

7. Open Forum. (discussion regarding items of general interest, questions members would like discussed, etc.) Marc Salter

a. Classification Study Concerns/Questions

- **Evelyn mentioned there were appeals submitted in regard to the Classification Study and a response has not been received.**
- **There has been talk that salaries will increase, not because they are going to be reclassified but because there was increase elsewhere. Dr. Oram stated that was true, the salary study was done in terms of competitiveness of similar positions in the comparable districts, and if positions were underpaid, adjustments were looked that for those positions. This has not been shared with the impacted positions because it is still on the table.**
- **Marc Salter stated he was told his job description was going to stay the same; although he heard it was being looked at for modifications. His concern is that he was not consulted for input.**
- **Marc also asked: What does it mean when a position is not listed on the survey?**

The meeting was adjourned at 2:56 p.m.

Jocelyn Sandoval, Recorder

The next meeting of the Classified Superintendent's Roundtable will be on Thursday, September 8, 2016 in the District Board Room at 1:30 p.m.