



Classified Unit Business Support Senate Meeting Minutes – September 15, 2021 Meeting via Zoom

CUBSS CUBE Members

Roxanne Braswell, Stacey Cederquist, Barry Jager, Michelle Fey, ~~Kelly Fouchy~~, Donna Marr, Tina Martinez, Karen Nelson, Angela Perez, Susan Wise

Attendees

Shayleen Ahman, Trisha Allen, Debra Arnold-Haro, Genevieve Barnes, Wynona Byrom, Debbie Cobb, ~~Shawna Cook~~, Tiffany Cooper, ~~Shareen Crosby~~, Katie Froman, ~~Josie Gallegos~~, Jeanette Garcia, Kristi Gilbert, Shelly Gingold, Debby Gossett, ~~Andrew Hendricks~~, Debbie Hunt, Amy Kraft, Katie Leal, Lisa Levatino, Heidi Lynn, Nancy Majors, Penny Manes, Janelle McDonald, Melinda Reyes, Jenny Righetti, Rebecca Rodriguez, Sandy Sanchez, ~~Sara Sanchez~~, ~~Nancy Sternfels~~, Sonna Swiderski, Janis Tatum, Tam Tran, Lacey Wolf. Guests – Candace Boswell

Welcome and Introductions - Michelle Fey welcomed the Senators and opened the meeting at 2:02p.m. Michelle asked everyone to introduce themselves and share an experience they had from the summer.

Minutes – Minutes were approved as written.

CUBE Report – Classified staff are the first impression for community members and students. Classified staff has been assisting with the return to campus and helping with the transition from summer to back-to-school. We want to thank nurses with quarantine, contact tracing, all while managing bumped heads and scraped knees. I want to commend everyone for working so hard; many of us are doing other jobs in addition to our own. Nurses, custodial, district office, IA's, etc.

Communication from CUBSS – Last year a lot of emails were sent out with information being non-stop. There is less to send out this year, but it is still important to get information out. If you have a topic for future CUBSS agendas, please email Michelle. We are looking at doing a bi-weekly newsletter, so we need questions, information, and kudos. We need information to get out to our classified staff to let them know how appreciated they are. If you have ideas and/or format to share, please reach out to Michelle as we want this to be something staff wants to read and is important to everyone.

Benefits - Candace Boswell reported that Shareen Crosby and/or Megan Quillen will join this meeting going forward. There will be flu shot clinics this year. Last year was by appointment only, this year will be open time frames. Flu shots are free to all full-time or part-time employees and retirees. Dependents of employees and retirees covered under the CUSD Health Plan are also eligible to receive the immunization free of charge. Children under 9 years of age will need to be seen by their family physician. A listing of the types of vaccines that will be used was sent out from Shareen. The specific flu shot for 65 and older will not be available. Employees and dependents can also receive the flu shot at any CVS pharmacy.

There is a ton of hiring happening and Benefits wants to make sure those that qualify have coverage. Retiree rates did go down this year and this information went out to retirees. Where can future retirees get information? Go to the CUSD website, under the Employees tab, there is a Benefits section. Go to the Retirement Benefits option to find Retiree 101, current rates and more. Worked with EBC to get the rates down.

Climate Assessment QIT – Please email Michelle if you are interested in reviewing the Climate Assessment and would be willing to report out at next meeting.

Business Support Survey Feedback – Barry reported the biggest piece was recognizing the work of classified staff. Wanted to provide an opportunity to hear from our Superintendent and enjoy the speaker. It was a chance to uplift classified staff in person for supporting the work of our District, supporting staff, and sites. We have received requests for information to be included at future Business Support Charges. CUBE will look into what changes can be made for the future. Applause to the staff who pulled it together.

COVID Safety Plan Acknowledgment – Roxanne reported that we are at 84% completion of the COVID Safety Plan Acknowledgment. Public School Works training went out July 1 and is due next week. We will be sending out additional reminders via email. Lists will be going out to site principals and office managers for those who have trainings that need to be completed.

Additional trainings will launch in October relating to COVID prevention and staying healthy. One training is 10 minutes and the other is 15 minutes.

Also, our Annual Acknowledgement documents that are updated once a year will go out later in September. This includes the update to emergency contacts, PIT Driver Acknowledgement and Technology Agreement.

Raptor Update - Barry provided an update on Raptor. This system is a volunteer check to provide safe clearance for anyone on our facility. We have not had volunteers on site in a while. Working together with School Leadership, it has been decided that one volunteer per classroom will be allowed; the individual must be vaccinated. We collaborated with Raptor to check the current status of volunteers and we were able to retain TB document for our volunteers. It is still a work in progress. The last thing we want to do is add to site workload.

Roxanne added that if there are any questions that Roxanne can take back about Raptor, please let Roxanne or Raj know.

Committee Reports – Michelle is advocating to get CUBSS on committees. Will work with sites and departments to have CUBBS reps on those.

Barry added that the District is working on a procedure that will assist in getting information out to all employees. We are preparing to have information uploaded to the Vaccine Verification Process before the October 15th deadline. Once those individuals who are vaccinated are identified, we will work on conducting weekly tests. Thank you to Leeann and her team who are working to gather supplies while continuing to explore the possibility of having a nasal and saliva test. Will not send people away from work to do the testing and we will work to fulfill the requirements of the law.

A market study on salary schedules will be conducted per the request brought forward by ECC. The Request for Proposal will close on 9/24. Once these are received, they will be vetted and all associated costs for this study will be taken to the Board for final approval. The timeline we are working towards is for this to be completed before March in order to get the information to ECC for further processing.

SB95 - The COVID Supplemental leave is due to expire on September 30th. Moving forward we will share what employee options will be. Want to be supportive of employees, however, please understand this information changes regularly. Information will be going out to all employees as it pertains to all certificated and classified employees.

Meeting adjourned at 2:43p.m.