



Classified Unit Business Support Senate Meeting Minutes – October 14, 2020 Meeting via Zoom

CUBSS CUBE Members

Roxanne Braswell, Stacey Cederquist, Barry Jager, Michelle Fey, Donna Marr, Tina Martinez, Susan Wise

Attendees

Shayleen Ahman, Trisha Allen, Debra Arnold-Haro, Wynona Byrom, ~~Debbie Cobb, Shawna Cook~~, Tiffany Cooper, Shareen Crosby, Michelle Fey, Kelly Fourchy, ~~Katie Froman~~, Josie Gallegos, Jeanette Garcia, Kristi Gilbert, ~~Shelly Gingold~~, Debby Gossett, ~~Vicki Gostanian~~, Andrew Hendricks, Debbie Hunt, Amy Kraft, Katie Leal, Lisa Levatino, Heidi Lynn, Nancy Majors, Penny Manes, Cyndi Massa, Janelle McDonald, Laura Morton, Karen Nelson, ~~Dawni Pesech~~, Angela Perez, ~~Melinda Reyes~~, Jenny Righetti, ~~Rebecca Rodriguez~~, Sandy Sanchez, ~~Sara Sanchez~~, Ranae Sandoval, ~~Nancy Sternfels~~, Sonna Swiderski, Janis Tatum, Tam Tran

Welcome and Introduction – Barry welcomed all Senators, new members and guests at 2pm.

Minutes – Minutes were approved as submitted. Barry stressed that it is important to share out the CUBSS minutes to all of our Classified employees, posted, emailed, discussed, and shared out in meetings. Communication must be our best friend.

CUBE Executive Member Report, Michelle Fey – I have been busy attending various meetings including Superintendent's Staff, weekly Reopening Planning Meetings and weekly meetings with Barry for updates and follow-up. We also meet with CUBSS CUBE the week after this meeting and I am now attending the Board Meetings as a representative of CUBSS. I am so thankful that I get stay involved with all our Classified employees via Zoom, emails, texts and phone calls.

Barry Jager – We have asked for feedback as it is needed to allow us find areas, topics, and concerns that need to be addressed. We need to have a louder voice and these emails, calls, texts and conversations are all funneling through Michelle and the answers will come back from CUBSS and then back to our Classified employees. We have developed and improved since March and we ask ourselves what we can do better. We are better this week vs where we were last month. CUBSS aims to stay involved and included by actively participating district wide via our sites and departments.

In today's meeting we will be hearing from Steve Ward and Nick Mele to discuss the reopening of our county and what impact that means to CUSD and our return to school. With our recent Classified survey, we did not have every single question answered but we hope to use time today to answer those questions and focus on areas being addressed. These are continued steps in the right direction. The essential work being done on our Classified side is different than with our Certificated staff. We will continue to focus on safety, guidelines, PPE, and social distancing.

- Questions - Do we know how kids will enter and exit our classrooms?
- Well we are still developing a plan and those plans will come back to be discussed at the site level. We will not compromise our staff safety.

The FAQ's that were shared prior to the meeting have been shared with our employees. Please read, reflect and share with your Classified staff at sites and locations. The first survey for Classified staff was for us to determine a direction for us to head in. We want to make sure questions get answered. We need to find the "why behind the what" and make sure staff is not put in a place where their safety is compromised. There have been conversations that allow us to speak up on behalf of CUBSS that address the benefits and wellbeing of our Classified employees. The CUBSS voice is loud and proud and the voice is at the table. We will provide the necessary additional voices at the table. Additional information will come to your way to make sure employees are being valued. We know there are needs and we need even better lines of communication.

Contact Tracing, Roxanne Braswell – We have developed a process to help the District keep track and to keep up with reporting back to FCDOH and Workman's Comp. This allows us to know how we are tracking everyone and to make sure everyone is contacted in a timely manner. This form will be completed only by a site administrator. We are not going to send to all employees to fill out. Administrators will have a conversation with people who has a positive test and answer the questions. This includes gathering information on contact with fellow employees. Employee will get referred to Human Resources for leave information and Grounds will be notified for sanitation procedures at the site or location. This form is located within Informed K12 and once completed will be routed to our Nursing Services. Nurses will be monitoring the people at their sites.

Barry shared that contact tracing is necessary to take care of our employees and for clear communication. We want the information to get out on a global way to avoid further exposure. There is confidentiality but we do need a line of communication. We need forms complete when there is a positive test. For someone needing to come back to work they need a negative test.

There is daily sanitation happening at all our locations but if we have an exposure of a positive case, there is a trained team from plant operations/custodial that will come in to disinfect the area, room, or department. We are continuing to follow the CDC and DPH guidelines.

When our schools reopen, the Fresno County Department of Health will be conducting surveillance testing. This testing will start in November and it requires us to test 10% of our employees that work with students. Tested employees must be working face to face with student. They will be tested at the County for free and they do have the ability to opt out. The purpose of this testing is to look for asymptomatic individuals. The District would be aware of the results and allow us to follow through with contact tracing if needed.

- Question - Will you only need to do it once in November and only with teachers and employees with classes with students?
- Yes, and for now they can also opt out of the testing.

PPE, Nick Mele – Nick shared the Clovis Unified School District PPE document. This document includes information about ordering PPE and to clarifying the types of PPE. This document lists all the items available in the PPE warehouse and the ability to request them through Munis. There are no costs to the sites or departments. There are specialty PPE items that are only available to certain departments. For example, the N95 masks are only for our Nursing Services. Gloves are also considered a specialty item since they are hard to obtain. These items are only available to Special Education, Nursing, Custodial and Transportation. There are additional items that do have a cost are also available for purchase. This document helps to clarify what is free and/or available.

- Question - Regarding plexiglass, can we get more shields for our desks?
- Yes, every position with the public should have a shield. Now we are getting requests for student shields. What is free has already been given out to sites and departments but they are still available for a cost. CARES Act Funds can be used for these. Please work with Purchasing or Nick to get you what you need.
- Question - What will our teachers be doing during transition times with students?
- Every space will have bottles of disinfectant for intermittent cleaning. They will be disinfecting all door handles, restrooms, handrails. We will need our staff to disinfect spaces. Our classrooms will need to be cleaned before a new group of students can come into the class. Our custodians do not have time to fog the rooms but the teachers will need to spend 2 minutes disinfecting students area.

Barry – We are going to have our teachers have accessibility to their own cleaning materials as we are not sending in our Classified Staff to do this cleaning. Every evening there will be a thorough cleaning. Looking at the Return to Campus Facilities Checklist, this is a running list of everything that needs to be considered when coming back to campus.

Nick – The third document is a Hot Topics sheets. This sheet is a compilation of answers to questions that are being asked. From water fountains, signage, sick rooms and bathroom care. We will continue to update this form. This form is with all Principals and Office Managers. Donna asked that when this form is sent out that it is also sent out to all Area Administrative Assistants.

- Question – Is it ok to spray the disinfectant on the copy machines and phones?
- Do not spray on something you are going to drink out of. You can use it on a laptop.
- Question – Face shields are never allowed, does this pertain to all that have contact with students?
- The shields with a neck guard further can be used when you are more than 6 feet away from another individual but if you are within six feet of another employee you must use a face mask. Nick added that a face shield alone is never allowed.

Reopening of our County, Steve Ward – The State of California determines when we can open certain facets of counties. Four tiers have been established by the State with specific data points which must be attained for a County to move from one tier to the next. COVID-19 data from the previous 7 to 14 days (NOTE: not the prior 7 days) are used to generate three specific data points which are then used to assign a tier number based on each county's weekly data.

Each Tier has its own color: Tier 1 is purple (the most restrictive), Tier 2 is Red, Tier 3 is Orange, and Tier 4 is Yellow (the least restrictive).

Three data points are used to determine Tier levels:

- 1) Positivity Rate: Average daily number of Positive tests per day divided by the total number of cases tested...presented as a %
- 2) Positivity Rate "Lowest Health Places": Region of County with the "highest % testing positivity"
- 3) Case Rate for Tier Placement: Average daily number of new COVID cases per 100,000 people

Currently, four counties in our valley are in Tier 2 Red (Fresno, Kern, Kings, Merced) and thus may begin the opening process for schools. Tulare and Madera counties are still purple.

These are the current State rules which establish when counties may expand or shutter components of their counties. Most counties are moving forward towards Tier 4 Yellow, some at a slow pace, others much faster. Our valley is making progress, but not at the same rate as other areas of the state. The State, at any time, can and has made adjustments to their re-opening criteria over the past few months.

Annual Acknowledgements – This process is going well with many sites at 95% completion.

Emergency Zooms – Many of us are ready to be involved in Zooms and being involved in committees. We will continue to communicate with this team should emergency Zoom's come about.

Survey Update – The deadline for the survey is today. Classified Survey results will be given to CUBSS Senators

Remote Work Options – This is our way to responding to requests. We are continuing with current remote work agreements. The agreements are voluntary and can be terminated at any time by the employer and the employee. This can change with students coming back to campus and childcare options being available to employees. If remote working is not available, we will work with employees using an interactive dialog. We also have different options for Leaves, FFCRA and FMLA, both can be accessed via the HR link. Employees still have the ability to use PN/sick days intermittently.

EBC, Shareen Crosby – EBC met yesterday and reviewed what the EBC role is and their authority. We went over all financials and compared to years past. We discussed flu shots and possible COVID testing at our Health Center. Also discussed how we can reduce costs.

Meeting adjourned at 3:26pm

Please see below for questions and comments that we submitted to the chat during our meeting.

Tina Martinez

Executive Assistant, Human Resources

Zoom Group Chat

From Andrew Hendricks to Everyone:

I'm here!

From Lisa Levatino to Everyone:

Is this form when an employee has symptoms without a test yet?

From DonnaMarr to Everyone:

Can employees volunteer for the surveillance testing? Do we only need to do this once?

From JanisTatum to Everyone:

Is it okay to spray Oxyvir on the copy machines, phones, etc

From Senior SRL Strosnider to Everyone:

Face Shields are never allowed, does this pertain to all employees that have contact with student/athletes?

From DonnaMarr to Everyone:

Thank you, ALL, for what you are doing for your staff, Admin., and students as we return to school. Your essential work is greatly appreciated during these COVID times. Safety first and if we can assist do not hesitate to contact us. Thank YOU!