



## Classified Unit Business Support Senate Meeting Minutes – May 17, 2023 Professional Development Building

### CUBSS CUBE Members

Roxanne Braswell, Barry Jager, Donna Marr, Tina Martinez, Karen Nelson, Stacey Sawyer, Susan Wise

### Attendees

Shayleen Ahman, Trisha Allen, Debra Arnold-Haro, Mistie Burrow, Wynona Byrom, Shawna Cook, Tiffany Cooper, Michelle Fey, Kelly Fouchy, Katie Froman, Josie Gallegos, Shelly Gingold, Debby Gossett, Shannon Gray, Sheri Hawkins, Andrew Hendricks, Debbie Hunt, Amy Kraft, Peggy Lacy, Cathy Laskarzewski, Katie Leal, Lisa Levatino, Heidi Lynn, Nancy Majors, Penny Manes, Julie Magsig, Janelle McDonald, Angela Perez, Melinda Reyes, Jenny Righetti, Rosalba Riverarodriguez, Rebecca Rodriguez, Sara Sanchez, Teri Smart, Nancy Sternfels, Ashley Stout, Sonna Swiderski, Janis Tatum, Tam Tran, Lussy Vang, Sharon Vargas, Genevieve Wilcots, Lacey Wolf, Kathy Zamora

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Barry called the meeting to order at 2:04pm.

Barry shared the CUSD has entered into a continued contract for the State Track Meets and Swim/Diving Meets.

**Campus Catering Update, Jannette Garcia Zuniga** – Jannette discussed Universal Free Meals where all school meals are provided to students for free. There are also Community Eligibility Programs (CEP) schools where schools are eligible based on their demographics. This year we expanded the list of CEP schools which means they do not need to obtain income eligibility applications from parents for the free meals. When we do collect this education survey, it will be to gain the data for the school that may equate to more dollars for the school. Applications still need to be filled out. Once they fill it out, they will get a qualification letter and they can use this letter to get discounts from PG&E and Comcast. The sites get a lot of phone calls from parents regarding free and reduced status and we cannot give out that information. We can only give it to the parent. There must be consent to release information from the school site.

Refunds – Since there are no charges for the lunch program, how are we handling refunds? We started a district wide refund process in December for CEP sites. Currently we are processing refunds for non-CEP sites and in June we will process refunds for seniors. Funds can be used for a la cart items and there is a link on the website for those who want to request a refund.

They will be having planning meetings on how we will move forward to gain this information moving forward.

*How will lunch cards be handled next year?* They will have to continue to use a number or card to link to allergies for individual students. *Can we use an ID type of card that is laminated?* Yes, there are multiple options such as laminating or using tags from Graphic Arts. The principals can help determine what to use.

They will have hard copies of the eligibility forms available at the Campus Catering office.

**Karen Nelson** – There have been many retirements throughout the district and we will have our retirement Board recognition on June 14 at 4pm at the Mercedes Edwards Theater.

Please be sure to wear your badge when on any district campus. We require all people visiting our campus' to provide documentation to visit our sites.

**Barry Jager** – As of today, will have 15 new Office Managers this upcoming year. In addition, we will have 8-9 new principals. Positions continue to be filled throughout the district.

**Business Support Charge** – Business Support Charge (BSC) has evolved over the years. We want our Classified leaders involved in making the decisions regarding BSC. In the past, Classified staff comes to the Clovis North Performing Arts Center to hear the message from our Superintendent and then we transitioned into presentations and training. Based on feedback, we transitioned to a more professional development model with trainings offered after hearing from the Superintendent. Last year, we offered professional development with various classes offered. This year, Classified will

convene at the PAC to hear from Dr. Folmer and then those employees will be free to return to their sites. Feedback received from Classified staff has evolved into monthly trainings this last year.

Currently we have been meeting with School Leadership and Business Services to help determine training that is wanted and is needed for our employees. We want to front load this information. We are now going to have mandatory June training for our new Office Managers. We will continue this training moving forward and we need your feedback for topics, and timeframes.

Roxanne shared the agenda for our new Office Manager and Learning Director Secretaries training on June 20<sup>th</sup>.

**Donna Marr** – Shared information about the annual Registrar training that will be held August.

We asked the group to review the list of training that has been compiled. We also asked for them to provide information that we can use for upcoming trainings, timeframes, and positions.

We then asked tables to share the information discussed and it has been compiled into a list attached to these minutes.

**Tech Bootcamp – Chris Edmondson** – Tech Bootcamp is back this year and we have targeted this training to our Classified staff. This will be held on June 12 and 13 at the PLC. There will be nine classes on each day. They will be 1.5 hours long.

**Climate Assessment** – If you are interested in participating in Climate Assessment review over the summer, please let Tina Martinez know.

We are in the process of hiring administrators at our sites/departments. Including the backfill process starting with the opening of our Associate Superintendent.

ECC is meeting next Tuesday to discuss the outcomes from Governor's Revise.

Open Enrollment closes on Friday at 5pm. If employees do not complete it, this may affect their dependents. We have not increased our premiums for the last 5 years. We have American Fidelity in our office every day this week to help with getting staffed enrolled and reenrolled.

The minutes were approved as written.

The meeting was adjourned at 3:22pm.