



Classified Unit Business Support Senate Meeting Minutes – April 6, 2022 Campus Catering Building

CUBSS CUBE Members

Roxanne Braswell, Stacey Cederquist, Tiffany Cooper, Barry Jager, Michelle Fey, Kelly Fourchy, 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~~, 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~~, Stacey Mansfield, ~~Nancy Majors~~, Penny Manes, Janelle McDonald, ~~Melinda Reyes~~, Jenny Righetti, ~~Rebecca Rodriguez~~, Sandy Sanchez, ~~Sara Sanchez~~, Ranae Sandoval, Nancy Sternfels, ~~Sona Swiderski~~, Janis Tatum, Tam Tran, Rees Warne, Lacey Wolf

Barry welcomed the group together at 2:05pm.

Minutes were approved.

The CUBE Executive Member report was given by – Susan Wise, Executive Assistant to Eimear O’Brien.

Board meeting highlights:

- In February, Tiffany Madsen was appointed president, David DeFrank VP, and Yolanda Moore Clerk
- Appointments:
 - Sara McAvoy was named principal of Orazo
 - Noelle Golling to the position of Deputy Principal of Buchanan
 - Karen Majchen and Rebecca Porcella were named learning directors at Clovis High School.
- Recognitions:
 - Celebrated March’s Music in Our Schools Month with multiple performances
 - Clovis Adult Education for Adult Ed Week – March 28-April 1
- Approved the Expanded Learning Opportunities Program Plan, a copy of which is available through the instructional services office
- School Site safety plans were approved
- A new Board Policy was created – No. 5146 regarding married, pregnant and parenting students. If this is applicable to your site or job and you haven’t seen the new policy it is available on CUSD’s website
- Approved a fee increase for the Sierra Outdoor School, effective with the 2022-23 school year, still very competitive with similar programs around the state and are less than many of them.
- Accepted implementation plans for the A-G Completion Improvement Grant, which is a \$2.5 million grant to increase the number of California high school students graduating with A-G eligibility and thus increase the number of students who get into CSU and UC schools.
- Construction:
 - Pre-construction management services agreement for multiple projects related to the Fowler/McKinley school site and new buildings at the Fowler/Herndon property.
 - Approved construction and construction management agreements for multiple maintenance and modernization projects at Clovis East High, Reyburn Intermediate, and Red Bank Elementary
 - Darden Architects to provide design services for the Clark/Mercedes Edwards Theatre modernization project

Supt Staff:

Lots of topics covered, many will be shared here in the CUBSS agenda but some highlights include:

- Granite Ridge Intermediate School and Woods Elementary School have been invited to apply to be National Blue Ribbon Schools.
- Home Covid tests would be given to staff and students for Spring Break
- Fentanyl PSAs and fentanyl awareness push before spring break
- District Theme was determined: “Building Tomorrow Today”

- Universal Transitional Kindergarten: just a portion of 4-year-olds can attend TK based on their birthdate, but in the next 5 years all 4-year-olds can attend TK.
- Discussed some upcoming (at the time) district wide events:
 - Crystal Awards, Students of Promise awards ceremony, Spring Update, District Leadership, Climate Assessment, Classified Leadership, National School Breakfast Week, March 7-11, 2022, Craig Sims cultural proficiency training
 - Student conferences:
 - Latino Student Success Middle School Conference, March 11 at Kastner, honored Officer Jesse Ceron, 200 students attended
 - CUSD High School Latino Success Conference
- Some fun stories out of Staff:
 - Clovis Online School held its very first “Kids at the Park” event at Bicentennial Park where all the students got to get together. This was unique for them because they don’t ever get to see each other. There were different sessions – kids in grades K-2, then grades 3-4, then grades 5-6. The turnout was incredible. Kids were laughing, holding each other’s hands, they were excited to see their best friend who they had never actually seen in person before. Parents were exchanging phone numbers. For some teachers, it was the first time they had seen their students in person. Everyone was asking when the next Kids at the Park event is taking place.
 - Clovis East student Samreet Gill started a Bhangra (*bang-gruh*) Dance Club at Young Elementary School. The Punjabi folkdance group has 35 students who performed a small showcase at the CE Area IDAC Meeting on March 15 and will be performing at the Districtwide LCAP Meeting on April 4. Samreet is hoping to make this an Area-wide dance group. Students from many different cultures are joining.
 - Volunteer students, families and staff from Fancher Creek Elementary School came together to beautify their community as they picked up trash in the school’s surrounding neighborhood on a recent Saturday morning. New Principal Carisa Cordova, who you met at the last Board meeting, partnered with Beautify Fresno to hold the community cleanup. Beautify Fresno provided the trash bags, paper pickers, vests and gloves; the school provided the manpower, *or kid power*, with 107 volunteers participating. Principal Cordova originally thought she would have 60 volunteers but was thrilled to have a much bigger turn out than expected! In total, the group gathered 834 pounds of trash that day! Principal Cordova noted that with the success of this year’s clean-up effort, she hopes it becomes an annual tradition for the school.

Mileage – Staff can put in for mileage reimbursement and submit it to their sites. Barry – It is expected that staff will put in for reimbursement when using their personal car. Shelly shared the process and asked them to work with their office managers. Roxanne added it is the same with overtime. Work with their sites to submit overtime requests. This was a CUBSS initiative for when the sites are busy. The reimbursement rate is set by the Federal Government and is changed annually.

Breaks – Staff are afforded breaks to be taken during the day in addition to your lunch as defined by the labor code.

Question – *Are you allowed to split up breaks?* Upon mutual agreement with staff and supervisor.

Business Support Charge will be held on Wednesday August 10th. The schedule for this event is usually 8:00am to 9:00am we hear from Eimear and our Leadership Team. From 9am to noon we need to look at the program we want/need for our staff. In the past we have had Keynote Speakers and lunch, or overview of department Hot Topics, In the Know sharing of information. This year we are looking at the best options for how this day will run. Shelly added that the last couple of years, we wanted a positive message and this year we are looking at more professional development including MUNIS training.

We need to have a conversation to develop a Business Support Charge QIT Team.

Area Superintendents are meeting with their office managers to also gather ideas for training needed for their staff.

CUBSS Mission Statement, Roles, Membership. Do we still want to have a two-year term to our senators?

Feedback

Michelle Fey – *If there are more people that want to be involved in an area, can we have more people from an area? Can we have more than 6? If we have some people who have committee two years, can we replace people? If you have more*

than several people at sites, then they will have to determine who can be gone at the same time at sites. *Term limits can people stay on longer? Can we have overlap?*

Donna – It is important to have people who want to come and be on CUBSS. *How do we divide up people from the areas between elementary and secondary?*

Jeanette – Allowing others to be on more than two years, and to have different levels of staff.

Sandy – Two-year term is good and if there are no other volunteers then they can stay on.

We will continue to process this through CUBE

Updates – Barry – The Calendar Committee has been meeting to discuss the 23-24 school calendar. This will determine when the first day of school will be. Right now they are considering Monday the 21st or Wednesday the 23rd. Below is a table with options the committee will have to consider. This is a proposed process that will go to the Governing Board.

Option	School Start Date	Teacher Report date	PD pre-institute-paid	Off days during year-unpaid	PD during year paid	
A	Monday 8/21	Monday 8/14	5	2	0	Similar to 21-22 SY year
A	Monday 8/21	Tuesday 8/15	4	1	1	Allows for 1 PD
A	Monday 8/21	Wednesday 8/16	3	0	2	Similar to 186-day calendars pre 2014
B	Wednesday 8/23	Wednesday 8/16	5	0	0	No PD/off days during year to make up student days
B	Wednesday 8/23	Thursday 8/17	4	0	1	1 PD would need to be on a day campuses are currently close, i.e. Thanksgiving or Monday after spring break.

If anyone is interested in being the next CUBE Executive Member, please email Michelle Fey.

Market Study Update – We will have the proposed documentation from KOFF on Friday, April 8th. From here the information will be brought to ECC to consider costs and potential compensation that will be brought forward to the Governing Board in June.

The question was asked, what were the 75 positions that were provide to KOFF. – Roxanne - They looked at all grade levels and then we worked with KOFF to choose the positions that would be comparable with other districts, to many of our positions. ECC did review all of the recommendations. Andrew – *You can't make changes to positions such as 2 without it affecting a 4.* Roxanne – They will be working with the salary schedule.

Bell Schedules – Barry and Roxanne will be discussing in Division. We currently have 30 minutes before the start of school and after the bell rings requirement for working at the sites.

Janis Tatum and Michelle Fey were the CUBSS representatives that both participated in the Bell Schedule Committee. Janis added that the bell schedule for our secondary sites would be determined with a site-based decision. At Clovis High they decided to have Classified work from 7:15am to 4:15pm. Barry added that at sites in the past, we had staggered start and ends times to accommodate what is needed for our students. Michelle Fey added that the elementary sites decided that start time was 30 minutes before school and 30 minutes after sports ended. Also noted was that sites would have roving individuals that would stagger their start and end times to be at the secondary offices until 4:30. Each of the sites need to have a conversation for start and ends times for their sites. Barry added that this topic will be going to Division tomorrow and that Barry and Roxanne would be leading the conversation. Division outcomes would work with area and site needs to support this change.

Climate Assessment – 50% of employees participated this year. Sites should be getting data points out to you. Regarding the comments, if there are negative comments about a person, then the name is removed. QIT teams will be developed at sites and departments and not just for certificated.

Spring Update – This is being shared with sites and departments. The big discussions are around compensation. There will be follow-up items including a video about Reserves. Be sure to ask questions that you may regarding information received.

Benefits Update – Shareen, we are having an online open enrollment starting next week. American Fidelity will have their in person meetings starting here at the District Office next week and packets will be handed out starting tomorrow. Our dates are April 12 thru May 24 to make changes to their plan. We are not doing a dependent audit this year, but people do need to complete their online enrollment. We are using an online scheduling system and we have a hybrid system with meetings online and in person. If employees do not complete their open enrollment, then their benefits will terminate on August 31. Have employees call us if you have people retiring.

August 31 is the cutoff date for our health spending accounts. Nothing with FSA is changing.

SBC and EBC – We didn't make any changes for the next plan year. We have a renewal process for our prescription services with CVS and are now looking to see if we are going to stay with them or move to another pharmacy benefit manager. We are in step 6 of 13. We will be meeting in SBC to discuss the results from the Request For Proposal.

Another Request For Proposal is going out for direct contracting for imaging services. However, this wouldn't change our current plan. If you used one of our contracted services for imaging, there would be no co-pay.

Meeting was adjourned at 3:26pm.