



## Classified Unit Business Support Senate Meeting Minutes – March 22, 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~~, ~~Mistic Burrow~~, ~~Wynona Byrom~~, ~~Brittany Cardwell~~, ~~Shawna Cook~~, ~~Tiffany Cooper~~, ~~Michelle Fey~~, ~~Kelly Fourchey~~, ~~Katie Froman~~, ~~Josie Gallegos~~, ~~Shelly Gingold~~, ~~Debby Gossett~~, ~~Shannon Gray~~, ~~Sheri Hawkins~~, ~~Andrew Hendriels~~, ~~Debbie Hunt~~, ~~Amy Kraft~~, ~~Peggy Lacy~~, ~~Cathy Laskarzewski~~, ~~Katie Leal~~, ~~Lisa Levantino~~, ~~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~~, ~~Janie Tatum~~, ~~Tam Tran~~, ~~Lussy Vang~~, ~~Sharon Vargas~~, ~~Genevieve Wilcott~~, ~~Lacey Wolf~~, ~~Kathy Zamora~~

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Meeting was called to order by Barry Jager at 2:00pm.

**Welcome-Barry**-Thank you for the work you are doing. We have shared district wide, an opportunity to reflect on what has taken place at Clovis West and Ft. Washington in relation to the “Swatting” phone calls. The schools were on numerous lockdown situations because of those phone calls. We will be talking about what we are doing with the substitutes, IA’s and other staff members in the future.

**Student Check In/Out-Raj Nagra**-At the school sites, we are pushing an Absent Today page for Catapult. The issue we had at Clovis West was not knowing exactly who was on campus. The Absent Today page pulls from Q directly and lists all the student ID’s. We needed a better way to track the kids that were checked out by their parents during the school day. The parent/guardian enters their phone number, all kids associated with that phone number will show up on the main screen. The parent marks the check box next to the child’s name on the list. Sometimes spouses use the same phone number as their primary contact, that’s acceptable. The parent selects the reason for checking the student out and hits submit. At the back end, the office manager can pull up the check in/out page to see all students who have left early or returned during the day. This process replaces the sign in binder. We continue to work on all case scenarios, for example if there is a custody situation for the student, their ID number will be in RED, you can click on the ID number and find the custody order information. Sometimes the parent doesn’t have the right to pick up the student on a certain day. We are hoping to refine the system to reflect this kind of information. It was mentioned that the Office Staff has to check if students were Campus Club. Some office managers share the form with Campus Club so they can see who has been checked out. For example, Nurses/Campus Club/Campus Catering, etc. will have to go to the name field and hit impersonate and enter the site ID number, in order to see the list of current students on campus. There was a question regarding when students are checked out from the nurses office when they are sick. There is a public version of this form via QR code where the parent can fill out the check in/out information. If you have students at multiple sites and a parent checks all kids out at one school then goes to another school to pick up, they still have to show their ID and go through the parent pick up process, meaning the student would still need to be called to the office to leave. We will be rolling this out district wide in the 23/24 school year. The main benefit of the app is the “Amber Alert sound”. If you have the app, even if your phone is silent, you will hear the notification. The benefit of the app is the GPS associated with it. If you are off site, you can still check in, it’s important that you respond to the alert.

Question: Can a sub be entered manually to Catapult for the day?

Answer: Go to tech.cusd.com, go to Catapult, click on add site, enter the name of the employee. You will need to remove the sub from the site once they are done with their sub job. If an employee is at your site regularly but goes to multiple sites, add them to your site, for the employee to get communication than not.

**Barry**-We did debrief after the first call to Clovis West, a takeaway from that was that we do not have a pure process for Subs or all IA’s in Catapult. We are working on getting it better as we are aware that if a substitute has accepted a job

prior to their day they work, they can be included on a Catapult notification. We are trying to include information on Catapult in all our new hire orientations. Dana Parker has already been incorporating this information into the Sub new hire orientation. It is not mandatory to have Catapult downloaded onto your phone.

**CUBE Report-Karen Nelson**-There have been a lot of staffing changes in the district, especially for Classified. If you are looking for a growth opportunity, please apply.

**Superintendent Hiring-Barry**-Dr Corinne Folmer has been appointed as the next CUSD Superintendent. President DeFrank came and talked to CUBSS about who we were looking for in the next Superintendent and we are happy that CUBSS had a voice in this. We are looking for a backfill for Associate Superintendent School Leadership and going through that hiring process. That posting closes tomorrow, with the recommended candidate going to the board on March 29<sup>th</sup>. We are having 3 board meetings in March and one on April 19<sup>th</sup>. There have been multiple Principal and Administrator positions going to the board, we will be having many backfills for those as well. There have been multiple Director positions posted as well as Office Manager positions. Tatum Toste will be our new Purchasing Director; she comes from Central Unified. There will be a recommended candidate coming for the Director of Transportation in April.

**23-24 Classified Calendar-Roxanne**-We talked about Juneteenth being added. On the 23-24 calendar, December 22<sup>nd</sup>, is an off day for teachers and clerical is working. There is a question about making that a day off for Classified employees. The answer is yes, however, if we change the holiday, it will need to be added back somewhere else on the calendar. It could be added to the beginning, or the end or employees can still just take a PN day. Question to the CUBSS committee, do you want to make this change? By taking a day away, it does affect the PERS service credit to not making a full year. There are calendar meetings scheduled, if there is an adjustment, we can make changes. Please take time and give feedback when you have it.

There was a request to amend minutes on Item 4 from February 22, 2023, minutes to reflect information on Juneteenth.

Classified are paid for Admissions day as it is part of the 13 paid holidays. Holiday pay for classified duty day employees is spread through the year so you get even checks. District office employees are monthly.

Question: Can the floating holiday only be made up at the beginning or end of the year or can it be taken during Spring break?

Answer: It would have to be consistent for all staff, we would need a consensus on the day.

There are modifications that will be made for the current and next calendar for where our quarter ends. Currently on the 22/23 Calendar there will be an adjustment. The quarter was to end after spring break, it will now end on March 31<sup>st</sup>. on the 23/24 calendar the quarter will end on April 25<sup>th</sup>, 2024. This will all be addressed in the Calendar Committee meeting. We are currently discussing the proposed calendar for the 24/25 school year. We will not be working right up to Christmas during the 24/25 school year. The calendar committee will have to bring a proposal to the governing board, we are hoping in May for the 24/25 calendar. We are doing calendars 2 years out so that staff and families can plan their school years.

**Climate Assessment-Barry**-This is underway. There was a piloted Special Education Climate Assessment as well. We are hoping to keep anonymity for everyone in their job duties. There were 1200-1300 sent out for Special Education IA. We are working to develop some QIT teams. The general employee climate assessment will close on March 31<sup>st</sup>. Please encourage all employees to participate in the Climate Assessment. We currently have about half of the employees who have responded to the Climate Assessment.

Question: Who all can see the responses, some Classified feel like they are not anonymous as there are not many Classified on some site?

Answer: Each site can see the responses; however, names are not included, nor are job titles. If you are concerned or would like to discuss it further, you can contact Barry.

**ECC-Barry**-The reclassification process is being discussed as mentioned in the Spring Update. The purpose is for those employees who feel like their job encompasses more than their job description, they will have an opportunity to have their job reviewed. The consultant will determine whether the position should be updated. The last reclassification process was done in 2008. The reclassification was implemented in 2013. Question on whether groups will need to request a review of their job. Answer: yes, but each consultant has a different method, there is more to come on this as we go through the process. Interviews will be conducted for clarification within the job classification. If there is a group application, they will interview employees from that group. The reclassification is open to all employees if you so choose. We will be working through ECC and go through an interview process and an RFP for the right consultant to conduct the reclassification.

**Classified Staff Development-Roxanne**-Sent out Eventbrite link yesterday for the Transportation Training on March 29<sup>th</sup>. This will be presented by Steven Mireles and Trish Yamagata. Please send out to Classified staff who should be attending this type of training.

The next training will be in April with the Technology department presenting. Next year, all Classified Staff Development trainings will be in the Technology Building on the 2<sup>nd</sup> floor, with more room for additional employees.

Katie Leal attended the last training. There were many employees from different sites, went over 4 items. ERMS, Scenario, ASB, and what's around the bend in Purchasing. Danny Cobb gave many tips and trips. We really appreciated the presenters taking time out of their day to show us everything. There was so much information, it may have been overwhelming for the newer Office Managers, perhaps split up the training in the future. The handouts were great, but it was a lot of information.