



Classified Unit Business Support Senate Meeting Minutes – October 16, 2019 Professional Development Building

CUBSS CUBE Members

Roxanne Braswell, Wynona Byrom, Stacey Cederquist, Barry Jager, Tiffany Cooper, Michelle Fey, Jeanette Garcia,
Donna Marr, Tina Martinez, Mary Mayorga, Sara Sanchez, Susan Wise

Attendees

Debbie Arnold Haro, Debby Bagdasarian, Edith Cantu, Tami Cogburn, Cindy Collier, Shawna Cook, Shareen Crosby, Katharina Dotson, Linda Elia,
Kelly Fourchy, Katie Froman, Kristi Gilbert, Shelly Gingold, Diane Giovannoni, Debby Gossett, Erin Gosswiller, Vicki Gostanian, Keven Haddix,
Andrew Hendricks, Valerie Hendrix, Sue Hirata, Trina Hooke, Sandy Hulbert, Lisa Levatino, Cyndi Massa, Joan Matsunaga,
Mary Mayorga, Janelle McDonald, Sherry Motte, Cindy Norman, Mike Olenchak, Dawni Peisch, Angela Perez, Jaylene Phillips, Karen Randall, Sheryl
Revilla, Melinda Reyes, Gonzalo Rivera Rangel, Sandy Sanchez, Ranae Sandoval, Teri Smart, Cyndee Smith, Lara Stinecipher, Sonna Swiderski, Janis
Tatum, Tam Tran, Leticia Valencia, Cynthia Woods, Kathy Zamora

Welcome and Introduction

Barry welcomed members at 2:06pm.

Barry reviewed the questions received in our CUBSS Suggestion box.

1. *“What is the process for evaluations this year? (This question was previously answered via email to CUBSS members)
HR is working with Informed K12 to develop an online model of evaluations for better record keeping, efficiency and effectiveness, and tracking purposes. The current process, timelines, and online forms will remain the same as we move towards a district wide model. This year we are working with a Certificated Development Group (one designated site per Area) to test the process before we go all in. The remaining sites not in the development group will continue status quo, hard copy process with the same timeline. The goal with the development group is to work out all of the technical kinks and to make sure that we have a smooth polished process moving forward. The input from the sites involved in the development groups will assure a smoother process for rolling out district wide. A classified model is in the works too.”*

Barry added that an Informed K12 Evaluation Process and Certificated Development Group is being headed up by Melissa Manion and Christina Azzarello in Human Resources.

The second question submitted was:

2. *“What is the expectation of how to communicate CUBSS information out to teams?”
“What are others doing: Sending via email, speaking at meetings?”
“Who is classified/ business support? All Classified employees or is there a Business Support specific subgroup?”
“How are others identifying their role as a CUBS Senate member? i.e., how do staff members know to come to them?”*

Barry led the senators in a table talk and the responses from the table discussion were:

- At the secondary level communication is good.
- Send out minutes to all Office Managers and classified staff in your areas.
- All CUBSS members are listed on the minutes, this allows the names to be available.
- Send out minutes to all department employees. Share information from multiple meetings in our department meetings.
- Ask Special Ed teachers to post the minutes for their Special Ed IA's.
- Post for cafeteria and custodial employees. Barry reminded us that all Transportation, Campus Catering, Custodial employees are represented by CSEA Chapter 250. However, Child Development and SRL's employees would benefit from this information.
- Communication with all of our classified staff with emails.
- Report out at cabinet and staff meetings.
- When sending out minutes, include language about the CUBSS mission.
- Ask for questions and possible topic questions to take back to CUBSS.
- Personally speak to site IA's.
- Highlight notes from minutes specific for IA's. Offer incentives to those who read the minutes.

Minutes

Minutes from the September 11th meeting were approved with minor edits.

PN Days Clarification

Roxanne and Barry explained that per AR 6504, Personal Necessity (PN) is a reason you can use to take your accrued sick time. You are reminded that PN time usage needs to be pre-approved for planned absences. PN usage is tracked in SmartFind and no auxiliary tracking is needed. Roxanne reminded people that their sick time may be used for service credit with PERS/STRS.

Clarifications for AR 6504:

- Any sick leave earned that is not used continues to accumulate.
- When an employee retires, the accumulated sick balance can be transferred to PERS/STRS for service credit.
- A district employee is allowed to use up to 7 of their sick days per fiscal year for Personal Necessity reasons stated in Admin Reg 6504.
- Previously three of the reasons in AR6504 had limited days. For example, there was a 2-day limit for the reason of Attendance at pre-approved school-related program for members immediate family.
- The limits were removed effective 7/1/19, so for 2019-20 employees can use up to 7 of their sick days per fiscal year for a personal necessity reason as stated in AR6504.

CUBE Report – Jeanette Garcia

Bond measure continues to be a big discussion. Raptor contractor module has been implemented. Vacant Board position is still in process.

Book Study/I'd Like to Run Wild

Jeanette and Tiffany chose chapter 19 titled Friendship. They discussed the friendships and relationships we build with those you work with. The book offered some great ideas to help build relationships. A party or gathering of strangers can quickly become friends.

In The Know – Barry Jager

Human Resources took time to visit Century and Gettysburg to participate in National School Lunch week.

The 23rd of October will be an exciting Board meeting where the Board will take action on the decision regarding a Bond Measure. Upon an approval, this will go to vote in March 2020. The Board continues to go through an interview process for Trustee Area 4. Five individuals interviewed for the Area 4 position. The Board will announce in open session, on October 23rd, who they will choose to replace retired Board Member President, Brian Heryford's term. In November of 2020, four Board members will be up for reelection.

There is a posting for a Learning Director position at Clovis North, this will go to the Board on the October 23rd. This will move us into November for the possible Admin backfills. This timeline will bump against pools that are set to open in November. Principal's and Deputy Principal will post on October 24th and close on November 22nd. Learning Director positions will post on October 24th and close on January 6th. The GLS, GLD, GIS, School Psychologist, Speech Language and Nursing pools will remain open until filled.

Teacher transfer process begins with the staffing of Young Elementary. Young will receive priority in the transfer process and then the transfer process will be opened to the rest of the District.

The Classified Hiring Timeline is now being utilized. Positions that are 112 and below can be posted at any time. Positions that are 113 and above will need to follow the process in being posted. We just posted 3-116 positions and 1-115 position this week. We give the same priority to our Classified employees that we give to our Certificated employees.

The question was asked why people who are in their positions longer are not given priority when applying for positions over someone who is 110. Barry gave several examples of site-based decision making and our district hiring practices. We currently post classified positions inside only for grade 113 and above giving inside candidates an opportunity before we post to the outside. Our interview process is competitive. We have developed a Standard Operating Procedure for our hiring process, that includes confidentiality within the process, clerical testing, and site-based hiring.

Classified Career Workshop

CUBSS CUBE has discussed the Classified Career Workshop and would like to evolve the opportunity to the next phase. In the past we have had our departments share what they are looking for in an open house format. We are looking at offering a classified job fair similar to our CUSD certificated job fair. We would like to have interviews at the job fair for various open classified positions. Eventbrite would be used to set up interview times and allow candidates to meet with supervisors with open positions. We have seen employees who have transitioned into other positions within CUSD via the Classified Career Workshop and hope that a Classified Job Fair will create more opportunities.

Red Rad Binder – Donna Marr

Donna had us review the Red Rad Binder “cheat sheet” printed on the back of this meeting agenda. The binder information is now housed electronically in DocuShare. This information was added at the beginning of the year and is updated as needed.

Committee Reports – SBC, EBC, ECC, Boundary Steering Committee, Bond Steering Committee

The Employee Benefits Committee is not meeting this month. Flu shots clinics are still underway, and the MiCare Health Center is also offering flu shots for no cost to benefitted employees. The Benefits department is still conducting their dependent audit for those that filed an extension.

The Employee Compensation Committee has met and presented an overview of our budget that explained the different pots of money that we utilized. We will continue with a priority list that includes Classified Longevity along with compensation.

The calendar committee met and will continue meeting to establish calendars for 2020-2021 and 2021-2022. There will be a survey for both Certificated and Classified employees. There will be 4-5 pertinent questions everyone will be asked about four main areas including summer school, a three-week winter break, elementary conference days, and staff development days. The committee is considering different options for staff development days, spring break, winter break, and elementary conference days.

There were questions asked about the new state law signed in regarding an 8:30am start time for secondary schools. Barry shared that we are just starting to look at the multitude of questions that come from this new law.

AB 1353 was signed by our governor and goes into effect on 1/1/20. The bill states that classified employees will have a six-month probation period vs the current 1-year period. Human Resources will start looking at how this will affect classified evaluations.

Kathy Zamora thanked Human Resources for holding monthly certificated substitute interviews. This is helpful to the sites and a big increase in substitutes districtwide.

Next Meeting: November 20, 2019

Respectfully submitted,

Tina Martinez

Executive Assistant, Human Resources