



Classified Unit Business Support Senate Meeting Minutes – November 20, 2019 Professional Development Building

CUBSS CUBE Members

Roxanne Braswell, Wynona Byrom, Stacey Cederquist, Tiffany Cooper, 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, Teri Ireland, Sandy Hulbert, Lisa Levatino, Cyndi Massa, Joan Matsunaga, Janelle McDonald, Sherry Motte, Cindy Norman, Dawni Peisch, Angela Perez, Jaylene Phillips, Karen Randall, Sheryl Revilla, Melinda Reyes, 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 our group at 2:05pm.

The CUBSS questions that were submitted at our last meeting regarding hiring were addressed by Barry. When we are applying for positions, we make sure that our hiring process follows the District's Standard Operating Procedure (SOP). This SOP guides us when hiring applicants regarding the interview process, testing, etc. The Classified Hiring Timeline was also put into practice to allow a trickle-down process supported by our Classified employees. Hiring can be delicate and it is site based and department based. It is not tenured based. Please continue to bring forward your questions to CUBSS.

One of the other questions included from our last meeting was regarding the CUBSS minutes and whether they should go to all of the employees. What came out of our last meeting was that we would send out our minutes to all CUBS Senators via email. Now we ask if they should go out to all employees and not just to our CUBSS? The feedback from our group indicated that they feel it would be better if the minutes went to our departments from people we know. It allows our site/department staff the ability to answer questions or add additional information as needed. We also have our minutes and agendas up on our CUBSS page that is available on our CUSD website.

Minutes

Minutes were approved with minor edits.

CUBE Report – Jeanette Garcia

The Strategic Plan will be reevaluated this year for 2020 through 2022.

Starting on Jan 1, 2020, the probation period for Classified employees will be changed from 1 year to 6 months. Barry clarified that we are working with legal counsel on language and how we will work to evaluate those probationary employees. It may be 6 months or 133 work days depending on their duty days. This takes into account LOAs, school schedules, etc. This will not impact our bargaining agreement employees at this time. We will pass along additional information as we confirm.

There is a video that is being shared that shows a student from Orazo who was born without a hand but expressed a desire to play the bass in orchestra. His music teacher contacted Clovis North High School to work with their robotics student team to come up with a plan to create a prosthetic tool that will allow him to play the bass instrument. The video was created by CUSD's Digital Communications team to highlight some of the positive things going on in the District. It is being shared with media and the community.

Raptor Update – Raj Nagra

We are working with Child Development on their forms for volunteers/preschool. They are working through the process to determine how this will work. There is a new event tab in Raptor that can be used with field trips and Technology is still in the process of defining the features.

The FAQ for our Raptor system is now on the CUSD Technology Page and we will continue to add to these questions as needed. Raj added that the TB tab in Raptor allows for four years before requiring the renewal. Next year we won't have everyone to add as those in the system will roll over from year to year. Only those who's TB's are expiring and people new to the system will need to be entered. You can also run reports to see when your parents' TB tests are expiring. They can also keep the same data when uploading new TB

information. Concern was raised about some of the school sites asking our own employees and our CTE students for their ID's. They only need their employee IDs. When we have specific agencies coming onto our sites, we have compromised to work with them on turning over their information that can be entered into our system. Employees do not need badges scanned but need to be entered into the system to show they are at the site in case of emergency. There was discussion on handling larger sites and where the Raptor machines are located. Students from PE, CTE/ROP need to be checking in at the office as visitors. PE has a roster but others do not. Again, in case of emergencies, we do need to be able to track who is on campus.

Microsoft licensing is being renewed and they have decided to change how they will license moving forward. If you are assigned a computer, you keep what you currently have. If you don't have an up-to-date refreshed computer, you will have access to the online version of Microsoft Suite. If your license is not renewed, you will be sent to the cloud to use that version. This will affect the availability of the free licensing that is currently available to our staff and students. We do not know how this will affect those who have downloaded the free version.

Classified Hiring Update – Barry Jager and Roxanne Braswell

Roxanne requested that staff contact their HR Specialist or Melissa Manion for assistance when you are involved in setting up a panel for interviews or your principal or department needs help with the process. Melissa can also help determine timelines for postings. Never hesitate to reach out to Roxanne, Melissa or your specialist with questions. There has been discussion on enhancing our pool of candidates via the sub route. As a sub they are gaining knowledge and increasing their skillset. You can make testing mandatory for positions. That is a site-based decision, not an HR decision. Where and how they test should be determined by Principal/GIS/Manager.

Shareen shared that we are holding the last-chance open enrollment for dental and vision coverage from December 2-6, 2019.

MiCare has 2 new providers and we are at 101% capacity for our staff at this location. Our no-show policy is in effect and we are now down to 6% of no shows. We are looking to credential our current doctors with Wellvia so we can speak to them directly.

There is a new training for diabetes that is provided in conjunction with the CA Health Collaboration (CAHC). There is a 12-month and a 6-week prevention program for the first 16 weeks, once a week, down to twice a month, and then once a month. The trainings will be at the PLC. These trainings will start on April 4th and 6th. They need to call the health center or CAHC to sign up. It is for all our employees whether they are on our plan or not. This training will give them tools to help them manage their diabetes or how to avoid becoming diabetic.

There was interest in the community about our health center and we held a tour for Valley Children's Hospital.

The Employee Benefits Committee will hold their first meeting of the year on Dec. 10.

Clerical Substitutes

Tiffany Cooper stated that our elementary sites sometimes do not want a specific substitute to come in but you're really putting your site at a disadvantage in case of emergency. You are encouraged to have subs come in and sit with you to learn parts of your job in case help is needed. We need to have people trained. There have been some people trained at Clark in the front office on the basics of attendance. If anyone needs training, Clark's staff is more than willing to train clerical subs.

Dana Parker-The sub process is currently only taking recommendations from office managers or secretaries. It is helpful for possible candidates for the sub list to come to the sites and shadow the position. There is no posting for clerical subs, there is a posting for co-curricular that they may fill out. Most subs would like to be a district-wide sub. An idea would be that once they are processed, we can have the subs head to a site to train. We need to research with technology to see if it's possible to get the subs a sign-in for entering attendance. If you come across a good clerical sub, perhaps send the info back to Dana letting her know so she can let other offices know.

I'd Like to Run Wild-Susan Wise and Sara Sanchez

With the stress of life, sometimes we forget to take care of ourselves. It's important for our health and well-being to remember the simple things in life that bring us happiness. Make sure you have some simple pleasures in/at work as well. Take a moment for yourself during the workday to make yourself happy. Sara passed out a little "Simple Pleasures are the Best" notepads for everyone. Susan passed out a copy of the Simple Pleasures list from the book. Great Job Ladies!

Classified Career Job Fair QIT

We will be working with CUBE and HR for the December 18th CUBSS meeting to draft a proposal for a Classified Career Job Fair to be held in spring 2020. All of the departments participating are in favor of making this a job fair vs. a workshop.

In the Know

Bond 2020 is in the works, absentee ballots come out in February. We have opportunities to direct individuals to accurate information via www.yes4clovisunified.org. We have not heard of any organized opposition at this time. Currently the bond does not have a letter assigned and we will not know what the letter will be until December.

Hugh Awtrey has joined our Governing Board. He is serving a one-year term. Those terming out next year will be campaigning for reelection if they choose to do so. The next Board meeting is December 11. We received a charter school petition from Clovis Global Academy who is looking to create a school within the boundaries of Clovis Unified. There will be a public hearing on December 11 where the group can make a presentation in front of the Board.

It is hiring season! Don Ulrich announced that he is retiring, and his position will be posted very soon. The Board will be approving the recommended candidate at the December 18 Board meeting.

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

There is a recommendation for a start time for the 2020-2021 school year calendar of August 17th, 2020. It will be an early report back for teachers and classified staff. There is a large group of calendar committee members who voted unanimously for the August 17th start date.

ECC does not meet until December, we have not met with ECC since October.

EBC meets December 10.

Next Meeting: December 18, 2019 in the Library at Clovis High

Respectfully submitted,

Tina Martinez

Executive Assistant, Human Resources