



# Classified Unit Business Support Senate Meeting Minutes – January 15, 2019 Professional Development Building

## Attendees

|                          |  |                                |   |
|--------------------------|--|--------------------------------|---|
| <b>Buchanan Area</b>     | Michelle Fey, Kathy Zamora   | <b>Clovis North Area</b>       | Kelly Fourchy, Cindi Massa                    |
| <b>Clovis High Area</b>  | Diane Giovannoni, Wynona Byrom   | <b>Clovis East Area</b>        | Debby Bagdasarian                             |
| <b>School Leadership</b> | Tiffany Cooper, Jeanette Garcia, Shelly Gingold, Dawni Peisch, Sandy Sanchez | <b>CUBSS Support</b>           | Stacey Cederquist, Barry Jager, Tina Martinez |
| <b>Operations</b>        | Debby Gossett  | <b>Special Ed</b>              | Vicki Gostanian                               |
| <b>Legal Counsel</b>     | Sara Sanchez   | <b>Superintendent's Office</b> | Donna Marr, Carole Johnson                    |
| <b>Communications</b>    | Karen Randall  | <b>Operations</b>              | Debby Gossett                                 |
| <b>Benefits</b>          | Shareen Crosby   | <b>Adult Education</b>         | Mary Mayorga; Jaylene Phillips                |
| <b>SOS</b>               | Janelle McDonald   |                                |   |

## Welcome and Introduction

Barry called the meeting to order at 3:31.

## Review and Approve Minutes

The minutes from the October 9, 2018 meeting were approved.

## In the Know – Barry Jager

As we continue to process the 2018-19 CUBSS action items, the following are our hot topics: CUBSS membership, Business Support Charge, Classified Professional Development, along with the Classified Career Workshop.

Our 6<sup>th</sup> annual Teacher Job Fair will be held on January 23<sup>rd</sup>, 2019. We will be looking to hire multiple subject, single subject, special education, preschool teachers, language speech pathologists and psychologists. We currently have 300 candidates signed up for this event.

The teacher transfer process is ramping up with positions becoming available due to growth, retirement, transfers, and backfills. This process will begin in February and go through June. Last year we had 30+ transfers that went through the process.

Climate Assessment is upon us and will kick off on January 25<sup>th</sup> with an email to all employees. This process will conclude on February 20<sup>th</sup>. We are conducting this survey a little earlier this year to enable sites/departments the opportunity to process the information received. The email goes to all employees but does not include substitutes.

The new elementary school on Shields and Locan is moving forward. Kacey Gibson was chosen to be the new principal and the Board is currently processing a selection of names that were provided by employees, parents and staff in the Clovis East area. The final school name will go to the Board in February.

## Raptor Update – Jeanette Garcia

We are moving forward with a new visitor/volunteer management system called Raptor. Gateway, Clovis High, Clovis West, Clovis Elementary, Maple Creek, Copper Hills, Orazo, TK and Garfield will be our pilot schools and they will begin using this system in February. The program will be rolled out to the rest of the schools in March. This will be a school-based system and not used at the District Office or Departments. The pilot sites will allow us to work through the hardware and software training with the remainder of the sites. We will also work with purchasing on orders of materials and supplies. The training will be video recorded and shared with employees who want to review this information at later dates. HR will create an SOP to determine how the system and establish the program and how it will be utilized. This system can also be used to hold custody information on students. If someone does scan their ID and it comes back with a Megan's law hit, the principal

and leadership at the site will immediately be notified and will come and meet with the individual. All sites will receive face-to-face training.

### **Membership QIT Meeting – Carole Johnson**

Looking to the future of CUBS Senators, a QIT team was assembled in June 2018 to discuss the format and membership of CUBSS. The team met and agreed that CUBS Senators should represent each of our school areas and departments. The notes from the QIT determined that there should be a maximum of 40 voting members and that the group would consist of a minimum of 2 elementary and 2 secondary Senators from each area (24 total), with a maximum of 6 Senators per area. We would also have 7 representatives from the HR/Admin departments and 7 representatives from School Leadership. These Senators would be permanent voting members with no alternates.

We will look to have conversations with the Area Superintendents to gather feedback on who they would like to participate as Senators in CUBSS.

Barry will meet with the Areas in Division and give them a hard deadline to determine who the individuals will be. He will then work with the membership to determine roles and responsibilities.

We would not have alternates to this membership with SOS being the only exception to this rule. These Senators would serve for the rest of this school year and for the 2019-2020 school year. These changes will be effective starting at the February meeting.

CUBSS meetings will continue to be open for all Classified employees to attend.

### **Business Support Charge QIT – Shelly Gingold**

Shelly shared that we will have Business Support Charge in August 2019. The QIT will meet Wednesday, January 30. The current plan includes having Classified support staff stay in the PAC after the Superintendent's opening message to hear a keynote message.

The QIT will continue to meet to determine who will be invited and what messages will be shared. They expect staff to be released by noon that day to return to their sites. Professional development may also happen according to the needs of the areas.

### **Classified Career Workshop – Barry Jager**

We are looking at March 26<sup>th</sup> for the Classified Career Workshop. We are developing a QIT team planning committee that will meet to plan the marketing of the event and training that will be offered. Please contact Tina if you are interested in participating.

### **Professional Development – Barry Jager**

Roxanne will work with our sites and departments on updating our trainings. Classified staff are required to attend a minimum of two trainings per school year. We will report back at the next meeting on updates.

### **Accolades**

Jeanette Garcia shared the District is piloting an online kindergarten registration this year and all elementary schools will be participating.

### **Committee Reports**

After an in-depth review by our executive staff and multiple departments within CUSD, a decision was made to not participate in the California Summer Assistance Program this year.

EBC has been holding meetings and they are discussing possible premium increases for next year. They will continue to look at data and utilization of our CUSD insurance programs and will make a recommendation for possible changes to the 2019-

2020 premiums. It is critically important for all EBC members to attend all scheduled meetings. Decisions will most likely be made by May of this year and changes would take place in September. SBC is also meeting to discuss these topics.

ECC had recently met with their members. Michael Johnston attended the Governors Proposal and he will be bringing that information back to ECC for processing. ECC will also be looking at Personal Necessity days and any impact to current benefit programs.

The Boundary Steering committee recently met and Carole Johnson shared that the feedback received regarding the new school at Shields and Locan has been taken into consideration and the boundaries have been adjusted slightly. A recommendation was made to the Board for Information on February 6 and Action on February 20, 2019. The new school will break ground on February 5, 2019. Carole went on to share that the Principals in the Clovis East Area did a great job in getting feedback and sharing information with parents who will be affected by this boundary change in the elementary sites.

The Bond Steering Committee meeting is TBA per Jeanette.

CUBE met yesterday and they want to look at clerical sub training at our meetings going forward.

Respectfully submitted,

*Tina Martinez,*  
*Executive Assistant, Human Resources*