



Classified Unit Business Support Senate Meeting Minutes – September 11, 2018 Professional Development Building

Attendees

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| Buchanan Area | Michelle Fey, Cindy Norman, Kathy Zamora | Clovis North Area | Kelly Fourchy, Cyndi Massa, Lara Stinecipher |
| Clovis High Area | Diane Giovannoni | Clovis West Area | Debbie Zimmerman |
| School Leadership | Felicia Bower, Tiffany Cooper, Shelly Gingold, Teri Ireland, April Morris, Sally Palermo, Dawni Peisch, Sandy Sanchez | CUBSS Support | Roxanne Braswell, Barry Jager, Tina Martinez, Nancy Porter |
| Budget & Finance | Sherry Motte | Special Ed | Vicki Gostanian |
| Campus Catering | Sheryl Revilla | Child Development | Katie Froman |
| Benefits | Shareen Crosby | Superintendent's Office | Carole Johnson, Donna Marr, Sara Sanchez |
| Supplemental Services | Trina Hooke | Operations | Debby Gossett |
| SOS | Sonna Swiderski | Adult Education | Mary Mayorga, Jaylene Phillips |

Welcome and Introduction

Barry Jager welcomed all in attendance at 3:32pm. This is the 15th anniversary for CUBSS and our “Crystal Year”. Our members are in a leadership capacity to bring about positive change in our positions and within our departments. He shared the purpose and objective for CUBSS moving forward.

Review and Approve Minutes

The minutes from the May 8, 2018 meeting were approved.

Barry shared that Jeanette Garcia has been chosen as our new CUBE Executive Member and she will serve for the next two years.

In the Know – Barry Jager

Congratulations to everyone on a great start of the school year. Many kudos to our many departments that came together to including plant operations/grounds/custodial/transportation/clerical teams/campus catering/graphic arts/and SSSA. Each of the departments play an important role in our district and we all come together to get open and ready for students.

Enrollment numbers are up but we are under our projections. Our projections were at 500 but we are at about 250 new students.

We have hired 145 teachers for this school year and 50% of those hires are CUSD graduates. In addition, of the 145 teachers hired, 47 were veteran teachers. Human Resources continues to recruit people from surrounding states and school districts.

We have also hired 69 people into classified positions and we currently have 47 open positions. These do not include the pools we keep open year around for Campus Catering, Special Ed IA’, etc.

This year we are implementing credential clinics. These will serve our new certificated staff (77 interns 30 in Stips 30 in Pips EL?) who need some follow-up and support through the process to finalize their credential.

Administrative Pools will open on Monday, September 17th. They will include high school principals, intermediate principals, elementary principals, deputy principals, learning directors, and GLD/GLS. These will open inside/outside and will close on October 14th.

Board Election – We have three seats on our Board that are up for election this year. Mr. Van Volkinburg is retiring from the Board leaving his seat open. The other two seats have current members who are running for reelection.

The Classified Professional Development page is up and running on the CUSD website. This page offers our current classified training by month with links to sign up. If you have trainings that you would like to include, please contact to Tina Martinez for direction.

Membership QIT Meeting – Carole Johnson

The QIT Membership group met over the summer to discuss the CUBSS role the CUBSS membership going forward. The group recommended that we balance the membership by having members who want to serve. Carole looked back at how CUBSS started and reviewed our goals and objectives. After much discussion, the group wanted to go back to having permanent members and eliminate the alternate members. They recommended two elementary and two secondary members per area (24 minimum). The Area Superintendent's would work with the areas to determine who would serve on CUBSS. They also discussed having the CUBSS member attend and report back to the area meetings. They also discussed moving the meetings to Wednesdays from 2pm to 4pm in the afternoon. (but not the first Wed due to payroll deadlines).

Additional Feedback from CUBSS – They want CUBE to set the meeting agenda and they want to go back to reviewing the classified survey. They want members to feel as though they have a stake in the meetings. The CUBSS membership brought up additional questions they want to discuss including stipends for CUBS Senators, have the meetings that run like faculty senate meetings, and have our Senators meet with departments and with focus groups. The group went on to share that they don't have stipends because our meetings occur during regular work hours. With recommended members they would not have open meetings for classified staff to attend.

It was suggested that next month we break out into groups to gather plus deltas. We need to process and get everyone's input to re-establish our membership. We want to be sure we do not get stuck doing things the same way we have in the past. What are the options to make this group better.

Moving forward we will change the meeting time to 3:30.

Business Support Charge QIT – Shelly Gingold

Shelly shared that we want to look at Charge 2019-20 and work on a schedule that allows our classified staff to get together for training and teambuilding on the first day back. We will put a group together that will work on that this during the year and if you are interested in participating, please contact Shelly.

Do's and Don'ts – Roxanne Braswell

Roxanne went over a list of Do's and Don'ts for the upcoming political campaign season.

- Don't access your personal email from your work computer for campaign purposes.
- No campaign buttons at work
- Share only facts and not opinions during work hours
- Educate yourself for conversations that may happen outside of work.

The question was asked whether bumper stickers supporting candidates would be allowed on cars of employees who park at the District. Roxanne will look into an answer and report back.

Additional Information – Roxanne Braswell

The Mandated Reporter deadline is coming up on September 24th. Staff will be able to access this testing through their email or through the CUSD website where they can access the School Works page. Starting next week HR will run reports and get those to areas, office managers and principals for those who still need to complete this training.

The Annual Acknowledgements are going out the week of September 24th. This request will contain the same 4 forms as last year.

It was asked when sites will have access to emergency contacts for their employees. Roxanne stated that they are currently working on this report and expect it to be available in October.

Clovis Hall of Fame will be on September 15th and this year our former Superintendent Janet Young is being honored.

The CUSD Athlete Hall of Fame is scheduled for October 27th at the Clovis North PAC.

We have a CalPERs retirement meeting for December 12th.

The CalPERs of Power of Attorney is a very important document to have filled out and on file in you don't have a healthcare Power of Attorney. This form is available on the CalPERs website with instructions on filling it out. Roxanne also shared that it is an HR practice to have a cautionary retirement form in an employee file when someone goes on a Leave of Absence. This is done in an effort to allow a family to choose retirement benefits should something catastrophic happen during their time off.

SBC has not met.

EBC is meeting with retirees tomorrow. They will discuss their premium structure change.

ECC has not met since last May and will meet again in October.

Shareen shared a benefits update and handout that included information on our Flexible Spending Account Plan Year, Costco Flu Shot Clinics, as well as a MiCare Encounter and Utilization reports.

Carole recognized Sonna for making the trip down to attend CUBSS. We would still like to have a CUBSS retreat at SOS.

Respectfully submitted,

Tina Martinez,
Executive Assistant, Human Resources