



## Classified Unit Business Support Senate Meeting Minutes – February 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, Mistie Burrow, ~~Wynona Byrom~~, ~~Brittany Cardwell~~, ~~Shawna Cook~~, Tiffany Cooper, ~~Michelle Fey~~, ~~Kelly Fouchy~~, Katie Froman, Josie Gallegos, ~~Shelly Gingold~~, Debby Gossett, Shannon Gray, Sheri Hawkins, Andrew Hendricks, ~~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 2:03pm.

The minutes were approved as written.

Karen Nelson introduced the two Board members David DeFrank and Hugh Awtrey. David shared that we have opened up the process to accept applications for the Superintendent position. We have a thought exchange available to CUBSS. They have asked the following questions regarding what values, qualities and priorities do you want the next Superintendent to have? Hugh added that we have had three community meetings, IDAC, SART and LCAP where they have requested that the groups share their thoughts on the qualities required for the new Superintendent. Some of the thoughts shared were;

- Someone who gets the Clovis Unified culture.
- Look at our campuses to see the quality of what we have and the pride we share.
- That they are genuine, personable, approachable and relatable.
- Someone that encompasses and embodies Docs Charge.
- Someone who has global experience within the District.
- Keep the momentum coming out of the pandemic.
- Someone who is a natural leader.
- Someone who is ready to take care of the big upcoming items coming up such as the bond measure, new high school, board elections, etc.

We are aware that our internal candidates know our core values and want to continue our legacy. We want our Board members to dig in deep with the candidates to compare who has achieved and led throughout the District.

Hugh - We want you to share with our employees that the Board wants to hear their thoughts on this process. A lot of the input we are receiving is that we want someone who knows our culture. We want to get feedback from every angle, positives and negatives.

Regarding the other feedback shared from other groups, they have said many of the same things shared here today. The Board wants communication skills and someone who will be able to communicate with the Board. Being able to be personably and have the knowledge required. David – We are looking for what is in the job description. Our culture has to be actively maintained and there is a growing gap between the Clovis way and the way of the world. Strength of character and charismatic.

The minutes were approved as written.

Karen Nelson – Josie Gallegos has been awarded the CCAE Classified Excellence in Support Services award. This award recognizes the outstanding service to adult education sites and at the CCAE at the chapter, section, or state levels by a Classified Support. Josie will receive her State award during the CCAE State Conference in Oakland on Saturday, April 15, 2023.

Please share any topics you would like discussed in CUBSS please send to me prior to our next meeting.

Roxanne shared information about the upcoming training on March 1<sup>st</sup>. This training will include ERMS/Budgeting/Payroll/Accounting Reminders and Best Practices along with a ASB High Level Overview. We want people to attend that would most benefit from the training. We also want to hear from you if you have topics we can use for future training opportunities.

Warehouse Updates – David Garcia – A few projects that we are currently work on are the laptop refresh and Amazon deliveries. We are working on processing those deliveries as quickly as possible. We are also looking to have the new school site coming onboard and changes this will require to District office movement. I have stressed with my staff about communication and encourage them to reach out to more sites to let them know what we do and how we can support them. Heidi Lynn shared how much we appreciate all that the warehouse does with accommodating staff. Shredding is in June and December.

Barry Jager – The calendar committee is meeting tomorrow and CUBSS is on the committee. We will be working on the 2024-2025 calendar. We will be looking at start and end dates for the school year.

Roxanne Braswell – Monday June 19<sup>th</sup> is the first time we are recognizing Juneteenth. The duty days changed slightly for some as they have one less duty day and one more holiday.

There was clarification on Juneteenth and how it will fall on the calendar. This will also impact summer school duty days.

Hiring – Barry shared the Superintendent hiring process is continuing and at the same time we are working on additional retirements that are simultaneously taking place. We have 3 board meetings in March where we will have naming of positions followed by backfill postings. We will share out the CUBSS document of the Posting and Hiring Guidelines.

Climate Assessment - For the first time we have a Special Education specific Climate Assessment. There are 1,200 people who will receive this specific Climate Assessment. There is no connection to sites, it is more geared to positions. The regular Climate Assessment for the rest of the employees will go out on March 13 through March 31. We have growing participation in this survey over the years and we are now up to almost 60% of our employee participating.

Catapult – Raj Nagra – We have learned a lot of things from the Clovis West and Fort Washington lockdowns. We found out that our phones didn't work due to the kids and staff using their phones. After speaking with Verizon and AT&T they saw spikes in service but there are still capacity issues due to upgrades needed to their systems. We also found rooms where there was no phone or Wi-Fi service available not to mention emergency supplies. We are looking at adding phone lines where they are needed. Discussion at sites needs to include where exactly where staff and students would shelter in place. We are also looking at an AT&T booster specific for our sites. Every classroom should have a wireless access point and each point can handle 100 connections. We are also updating the messages within Catapult and the tones so it is more unique. We will also improve the paging systems on the sites. You should get a text message and/or email and if you have it installed on your phone, you will also receive it from the app. If a site has an incident, all the schools within 3 miles will also get an alert to make them aware. There are also plans to share the info with CART and other places where kids may be during the day. You also have to contend with our subs since the system doesn't know a

sub is on your campus if it isn't updated by 11:45pm the night before. The training doesn't just apply to the subs, but to all new employees on your sites. All new staff needs to be trained. There was a question about the message that goes out with drills from catapult and if it was possible to have the message repeats. Starting this summer, we will have the system updated to have the message to play three times. We have also requested that Catapult allow us to send more than one message but we don't have that ability to do that now. We also looking at adding speakers to the fields to have a horn sound. If we have a camera or phone in a building, that means we have connectivity and can add additional components. Raj also reminded members to wear their badge on the school site. This is the easiest way for law enforcement to identify you.

Market Study – Barry shared that Phase 1 will appear on their February paycheck and this includes being paid at your new salary. Phase 2 is the retroactive check that we will receive in April 2023. The KOFF Market Study is still online. They only looked at one position from each grade. ECC is continuing to have discussion looking at a possible classified reclass.

A question was posed about a day off for Classified Employees in December 2023. Roxanne was going to research Admissions Day and speak with the District's attorney regarding using this day off for Classified.

Roxanne explained the crosswalk where steps 1-3 were eliminated as there was no one on those steps. We also eliminated a step at the end of the grades. We squared up the schedule by adding grades to make the percent even between each level. We are preparing to send out a letter to everyone who was affected by these changes.