



Classified Unit Business Support Senate Meeting Minutes – October 12, 2022 Professional Development Building

CUBSS CUBE Members

Roxanne Braswell, Wynona Byrom, ~~Tiffany Cooper~~, ~~Barry Jager~~, Donna Marr, Tina Martinez, Karen Nelson, Stacey Sawyer, Susan Wise

Attendees

Shayleen Ahman, Trisha Allen, ~~Debra Arnold-Haro~~, ~~Mistic Burrow~~, Brittany Cardwell, Shawna Cook, Michelle Fey, Kelly Fourchy, ~~Katie Froman~~, Josie Gallegos, Shelly Gingold, Debby Gossett, ~~Shannon Gray~~, ~~Sheri Hawkins~~, Andrew Hendricks, ~~Debbie Hunt~~, Amy Kraft, ~~Katie Leal~~, Lisa Levatino, Heidi Lynn, Nancy Majors, Penny Manes, ~~Janelle McDonald~~, Angela Perez, ~~Melinda Reyes~~, Jenny Righetti, Rosalba Riverarodriguez, ~~Rebecca Rodriguez~~, ~~Sara Sanchez~~, Nancy Sternfels, Ashley Stout, Sonna Swiderski, Janis Tatum, Tam Tran, Lussy Vang, ~~Sharon Vargas~~, Genevieve Wilcots, Lacey Wolf, Kathy Zamora

Meeting was called to order by Roxanne Braswell at 2:01pm.

Minutes were approved as read.

CUBE Report – Karen reported out from Superintendent’s Staff.

- There are 285 programs in Special Ed. This translates to a lot of classified employees working in Special Ed.
- Last Friday, Barry Jager, Susan Wise and I went to Nelson Elementary and Garfield Elementary to celebrate Monica Brewer and Diane Thompson for working with CUSD for 30+ years.

Munis Updates – Danny Cobb – Everyone now has access to Munis, and we have come across some bugs in the system. The system is slow and are working with Munis now on that issue. Technology has diverted more memory to the server and would advise you to use Chrome to access Munis. If you have having issues logging in, call departments that they would refer to, such as Budget and Finance, Purchasing and Technology.

Trip Tracker – Dark mode is now available to everyone, and it is linked to your windows settings. If you like dark mode, set it to everything in your Windows settings.

Hub Page – I added Catapult, CCMS and Public School Works. If you booked marked the Tyler Hub Link, you will be able to access without it crashing. If you have other links you would like to add to the hub page, please let me know.

Annual Acknowledgements – As soon as we have the updated forms, we will begin the process for our Annual Acknowledgements by emailing out a link to access.

Trainer of Training – The Senators broke out into groups, and we collected feedback from CUBSS on several areas including Training Needed, Online Resources, Professional Development Timeline, and Trainers.

Training Needed

- Carving out time for training
- Training with paper handouts
- Open labs
- Training by positions
- Technology Bootcamps
- Training in all systems including Revtrak, Q, ERMS, SFE, Munis, CCMs, SchoolDude, ERMS, Scenario, Trip Tracker, Google Docs and Docushare training
- Videos for Munis and Q

Online Resources

- Google Docs & Google
- Quicklinks
- DocuShare Clean Up
- SSSA Phone List (including mentor training)
- OneNote
- Making DocuShare more user friendly

Professional Development Timeline

- Every Wednesday, 2 sessions for 5 weeks (similar to Munis Training)
- Staff Development Days
- Technology Bootcamp
- Training should be ongoing especially when just hired
- Large groups
- By appointment with every new hire

Trainers? Who?

- Representatives from each department
- Will subs be secured and paid for to cover staff time out of the office?
- Volunteers (rehires or current employees)
- Stipend positions (1 for elementary and 1 for secondary)
- Schedule training through Area's
- Who's who to call phone list (all topics, one list)
- Department experts to train

Transportation – Sue Rutledge – There is a nationwide shortage of bus drivers, and we have fewer drivers than we had during COVID. Our Director of Transportation has been driving busses daily. It is a critical situation. Charter companies are even feeling the shortage. Please have patience and if you are working with Trip Tracker and use the reports to make sure the dates and student counts are right. Make sure you are aware of what you are ordering regarding trips. Please help us with checking the reports and look at communication within your departments and sites. We have our own trainers here with CUSD and we are looking for drivers. If you have anyone that is currently retired that would like to be a bus driver, we offer classroom and behind the wheel training.

Is the District doing anything to raise the rate of pay for our drivers? Sue – According to the Market Study, the drivers were only 2% below average in comparison to other districts. It will continue to be something for ECC to look at as they review, and study compensation.

Regarding the training to become a bus driver, we do not pay them for the classroom time, but we do pay them for the behind the wheel training. We also are looking for Sub drivers if someone wants to drive but are unable to work daily.

If a teacher has a bus driver certificate, they can drive for us if they keep their license valid.

Committee Updates – ECC continues to discuss data from the Market Study and is processing proposals for changes to the salary schedule.

EBC is discussing HIPPA Guidelines and confidentiality. An email from Benefits was sent on October 3rd to employees 55 and older regarding retiree pricing. We had a change in providers at MiCare. Our new PA is Shawn Luna who will replace Sylvia Acosta. A CVS Survey is coming out soon via USPS. Flu Shot clinics will continue through Monday, October 24th. These Immunizations are free to all full-time employees, part-time employees, and retirees of Clovis Unified School District.

Submitted by Tina Martinez