



## Classified Unit Business Support Senate Meeting Minutes – September 14, 2022 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, ~~Katie Leal,~~ Lisa Levatino, ~~Heidi Lynn,~~ Nancy Majors, Penny Manes, Janelle McDonald, Angela Perez, ~~Karen Randall,~~ 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 Wilcox,~~ Lacey Wolf, Kathy Zamora

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Meeting was called to order by Roxanne Braswell at 2:03.

Minutes were approved as read.

**CUBE Report** – Karen reported out from Superintendent's Staff.

- SSSA enrolled 3,000 students and 1,466 were new to the District. Both Clovis High and Clovis East are at capacity. In addition Karen recognized all the hard work our Registrars and Data Processors performed to place these students in classes on the first day of school
- Tuesday was the hottest day of the year and our facilities team came to turn on our air conditioners a day early so we could come in to cool classes. There was over 40 air-conditioning issues and only 5 staff to repair them. They were able to get most of the units up and running by the end of the day.
- Kudos to Cherie Guinn, Special Ed Secretary, for going above and beyond by posting Instructional Assistant positions on Indeed. She received 319 applications and personally responded to each applicant with instructions to apply on EdJoin.
- Barry, Susan Wise and myself went on a road trip to recognize several of our 30+ Classified employees. We were able to meet with Dana Parker, Alejandra Cuevas, Ysidra Lopez, Janis Tatum, Michelle Fey and Diana Rouse.
- COVID Leave SB 114 has been extended through December 31<sup>st</sup>. This leave is only for allocations that have not been previously used. Forty hours can be used for your own illness and 40 hours for your family.
- Karen thanked everyone involved in the employee requisition approval process.

**CUBE Membership, Roxanne Braswell** – We will take nominations for CUBE until Friday, September 16<sup>th</sup>. Wynonna was nominated during the meeting.

**All Clovis Week, Shelly Gingold** – All Clovis Week is October 21<sup>st</sup> thru the 28<sup>th</sup> and end with the Hall of Fame tailgate. During this week a wall in the District Office West is decorated by each of the areas and the drum lines come perform.

**Business Support Charge, Tina Martinez** – Feedback received from the after-event survey was shared with CUBSS. The feedback was positive and we look forward to taking this information to incorporate into future training opportunities.

**Benefits Update, Megan Quillen** – the 2022 Flu Shot Clinics will be starting on October 3<sup>rd</sup>. This schedule is similar to last year and will include a Saturday clinic at the Campus Catering building. We are partnering with Costco and is available to all employees, not just employees are covered under our health plan. These clinics are available on a walk-in basis. MiCare is also available, with appointments, for our benefited employees. The MiCare cost is just under \$20.00 per shot, the Costco pricing is \$24.99 and CVS is \$50.00 per shot. The age requirement for Flu shot clinics through

Costco is 9 years old. For those under 9 years old, MiCare can give shots to those 2 years old and up. This information will be shared with our Retirees. Retirees also have the opportunity to get their flu shots for free through Medicare.

Every year, retirees received a letter from benefits regarding costs. We will now include an email to those employees who are 55 and older who may qualify for lifetime benefits.

**Construction Updates, Denver Stairs** - The new Terry P. Bradley Ed Center will be located on Highland and Leonard where Clinton dead ends. It is located 1.5 miles south of Clovis East. We are building in phases with the first phase starting in November 2022. This facility will open in phases starting in August of 2025 with the intermediate school. In the future there will be an elementary school on the southeast corner of the campus, but this is 5-7 years out. Barry added that the job posting for the Area Superintendent for the Bradley Center will take place starting in November.

Denver also shared site plans for the Herndon and Fowler future construction project that is currently slated for the Online school and Special Ed Administration. In addition to these two buildings, there is additional space for future growth as it is needed.

Our next new elementary school on Fowler of McKinley will open in 2024.

**Trainer of Trainers, Barry Jager** – We are starting to look at a new program we will call Trainer of Trainers. Our goal with this program would be to identify a lead by area or department (veteran or recent hire) that has the skill set to train, support, and lead trainings.

This could be a way to incorporate training throughout the year and an opportunity to lead by area or department. This resource would be available online or through teams where questions asked can be answered on a shared site that is accessible to everyone. It is a resource to help sites/depts know who to call. We could also allow for release time for these trainings. We are looking at Stipends for these designated people. Feedback was collected from the group below.

- It was suggested to have online training recorded so it could be accessed at a later date.
- SSSA or Technology could send out a list of mentors but when you start in a position and you have personalized training, it is difficult to pick up. People don't know who to call. I like the idea of a roving trainer.
- If we have designated people who we can call and who are expecting your call, that would be great.
- If there was a person who has been a registrar that can training the new ones it would be great to have someone sit with you.
- We need someone to sit with someone in real time.
- I love the idea of a Rover.
- I like the idea of creating a relationship so that I can easily call someone.
- We can start now by recording trainings such as the new Munis Training.

**The Market Study – Barry Jager** - ECC proposed a 7% in salary increase to our salary schedule and reserved 12+M for additional solves based on the Market Study. On September 27<sup>th</sup>, ECC will continue to meet to discuss additional outcomes. The Market Study is currently online at [www.cusd.com](http://www.cusd.com).

Roxanne – We are going to look at classified lower grades that are affected by minimum wage. Some solves might be rolling some grades together, but ECC will be looking at various solutions. ECC has members representing Classified staff and from CUBSS.

The COVID Self-screening on our computers is still in place until Jan 2023 to comply with OSHA. The weekly testing for unvaccinated individuals will end September 17<sup>th</sup> per CDPH.

Substitutes for Certificated staff have been greatly improved. We did an overhaul of our process to hiring every 1.5 weeks. Our available Certificated subs are 800. The current rates long term subs is \$175 and \$165 for daily subs.

It was recommended that our student teachers use raptor at least once and then they can use a “student teacher” badge that is distributed by HR.

Our next scheduled CUBSS meeting is Wednesday, October 12, 2022.

Submitted by Tina Martinez