



Classified Unit Business Support Senate Meeting Minutes – September 28, 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, ~~Mistic Burrow~~, Wynona Byrom, ~~Shawna Cook~~, Tiffany Cooper, ~~Claudia Dickie~~, Rebecca Escalante, Michelle Fey, Kelly Fourchy, Katie Froman, Josie Gallegos, ~~Darla Thompson~~, ~~Shelly Gingold~~, Debby Gossett, Andrew Hendricks, Jennifer Hunt, Peggy Lacy, Cathy Laskarzewski, Katie Leal, Lisa Levatino, Heidi Lynn, ~~Julie Magwig~~, Nancy Majors, ~~Janelle McDonald~~, Cynthia Nobuhiro, Melinda Reyes, Jenny Righetti, ~~Rosalba Rivera Rodriguez~~, ~~Rebecca Rodriguez~~, Jeanette Garcia, Loree Sisterson, Nancy Sternfels, Lara Stinecipher, Ashley Stout, Jaime Stuart, ~~Sonna Swiderski~~, ~~Janis Tatum~~, Darla Thompson, Tam Tran, Lussy Vang, ~~Sharon Vargas~~, Lacey Wolf

The meeting was called to order at 2:01pm.

Registration Fail Safe, AnnMaura Cervantes – This process helps us to plan for the upcoming school year. All of our departments come together and work to assure that all of the information added to the Q program is correct. They must also prepare the system to accept school schedules, calendars, instructional minutes and bell schedules. The business office must work on salaries, operating costs and supplies. Human Resources handles teacher transfers and hiring. We need to project the number of possible students which is complicated as it deals with birth rates, rental rates, building permits, etc. We also estimate the number of kindergarten enrollment over the past 15 years and analyze the data to help calculate how many students may be starting in kindergarten. This also includes course development at the sites and requests for transfer of students. Student Services currently handles 10K transfers per year. Facilities is involved in this process because portables have to be ordered almost a year in advance. Facilities is in charge of attendance boundaries. All of these parts come together to plan for the next school year.

The New Year Initialization Process includes open enrollment, SIS Data Integrity, facilities, student enrollment, development of the new school year in Q, Teaching positions needed, APU calculations, open enrollment & transfers, grade level & classroom capacities, secondary class registration, new student registration, elementary master schedule building, inter and intra district transfers, course requests entered into SIS and the secondary master schedule building.

This process starts with our school site Registrars and Data Processors. They are so important in confirming and entering in student information such as keeping our student addresses up to date, confirming that siblings are tied together in Q, that everyone is at the correct schools, notifying SSSA if a transfer is no longer valid and moving students that have been overflowed.

We are now scheduling mandatory Registrar and Data Processor training. (see sheet attached). We want to have systems in place to help our employees be successful. Currently we have almost 600 students over projection.

Q Training – Donna Marr – Attached to these minutes is the training schedule. At the beginning of December we will submit our data to CalPads. With the upcoming boundary changes, we need to ensure we have the most accurate information available. On November 15, 2023 there is a mandatory meeting with our Office Managers in the morning and followed by an afternoon training for our Registrars. We want to provide the staff training and up to date accurate information to our Classified employees. The first 4 dates in November will be small group trainings and it may only take one hour. They may also group the trainings by experience. If there are any conflicts, reach out to your Area Assistant.

Reclass Process – Barry Jager – Barry shared the timeline for the Reclassification approval.

- Request for Proposal – September 27, 2023
- Deadline to Submit – November 3, 2023
- Selection of firms for interview – November 2023
- Interviews of firms – November 2023.
- This will go to the Board for action on December 8, 2023.

The scope of the work for this process includes 300+ job descriptions that includes 6,266 positions of which 2,120 are teachers.

We have a webpage available at CUSD.com with up to date information regarding this process and it will be updated as needed.

Our goal is for our employees to participate in the process either as an individual or as a group. There is also an appeal process. We want to also state that no one will move backward in their salary.

Construction Updates – Nick Mele – We are in the process of construction at three locations. Terry P. Bradley Center, Hirayama Elementary and the location at Fowler and Herndon. Last week was the TBEC groundbreaking ceremony. This center is close in size to Buchanan High School. Dirt is being moved and the underground construction is happening. The campus will open in 2025 with 7, 8 and 9 grades. Rising costs continue to be a challenge. The boundary changes will happen and we are in the process of discussing the options for maps. There is a team of 15 looking at those statistics now. In January this will be communicated to the community. With Clovis East currently at 1,000 students over capacity, we know that as soon as we build TBEC, the housing developments will come. Once we receive input from the community, we will go to the Board with proposed map. We will then develop the middle school name, along with the colors and mascot.

Hirayama Elementary will be opening up for the 2024 school year.

The property on Herndon and Fowler is getting ready to start moving dirt in January. It will house Clovis Online School, The Adult School and Special Education. We hope to move Plant Operations there in the future. We are starting this project now because the District Office is becoming crowded. Online School, Transportation and Special Education will all require additional space for future growth.

Hiring, Barry Jager – You will see a posting soon for our Clovis South Principal position. This posting will be in addition to positions for our Classified positions. We want to take the strain off the Clovis East area while minimizing change to our students and families.

Melinda Reyes shared that SSSA has received calls regarding boundary changes. Lara Stinecipher asked that we inform parents that they will hear more at the end of January 2024 and all information will be shared on www.cusd.com.

Barry mentioned that there might be confusion with Trustee Area Maps that are currently being rolled out.

Karen Nelson recognized the new CUBSS members and asked our Senators to share the information from this meeting to our Classified staff at sites and departments.

Barry and Karen went out to two sites this week to recognize our 30+ year Classified staff.

Crystal Awards, Barry Jager – The Crystal Award nomination timeframe has closed. We received a record number of nominations. The judges currently have the nominations with Certificated staff reviewing the Certificated nominations and Classified staff reviewing the Classified nominations.

Updates – Roxanne reviewed the upcoming Classified trainings on November 8, 2023, where the topic will be ERMS 2.0 and CCMS and the November 29, 2023 training that will be provided by Business Services/Risk Manager.

Donna reminded everyone about the Hall of Fame ceremony this Saturday, October 28 at the Clovis North PAC.

Roxanne shared the new Human Resources Technicians that will now take over our Substitute system SFE and Substitute hiring. They are Karla Garcia and Elizabeth Mondragon.

Katie Froman shared that schools are celebrating Lights On afterschool at the elementary schools this week.

Barry also briefly addressed the Fresno Unified upcoming strike and how we are preparing to handle possible shortages of Substitutes. We are reaching out to our retirees and Roxanne referred to the email sent out from Dr. Folmer last week regarding upcoming Substitute needs. We will send out the current guidelines for Substitute. In the case of people who make more money with us that is more than the Substitute rate, they can work with their sites to move into those positions.

The meeting was adjourned at 3:06pm.