



Classified Unit Business Support Senate Meeting Minutes – September 16, 2020 Meeting via Zoom

CUBSS CUBE Members

Roxanne Braswell, Stacey Cederquist, Barry Jager, Michelle Fey, Donna Marr, Tina Martinez, Susan Wise

Attendees

Shayleen Ahman, Trisha Allen, Debra Arnold-Haro, Wynona Byrom, Debbie Cobb, ~~Shawna Cook~~, Tiffany Cooper, Shareen Crosby, Michelle Fey, Kelly Fourchy, Katie Froman, Josie Gallegos, Jeanette Garcia, Kristi Gilbert, Shelly Gingold, Debby Gossett, Vicki Gostanian, Andrew Hendricks, ~~Debbie Hunt~~, Amy Kraft, Katie Leal, Lisa Levatino, Heidi Lynn, ~~Nancy Major~~, Penny Manes, Cyndi Massa, Janelle McDonald, Laura Morton, Karen Nelson, Dawni Peisch, Angela Perez, Melinda Reyes, Jenny Righetti, Rebecca Rodriguez, Sandy Sanchez, Sara Sanchez, Ranae Sandoval, Nancy Sternfels, Sonna Swiderski, Janis Tatum, ~~Tam Tran~~

Welcome and Introduction

Barry welcomed everyone to our first meeting of the 2020-2021 school year and took a few minutes to recognize the new CUBS Senators and to thank our CUBSS CUBE members for their previous two years of service. He presented a crystal cube thank you to Jeanette Garcia who served as our CUBE Executive Senator for the last two years and who is turning the reins over to Michelle Fey.

Minutes

Minutes were approved with minor edits.

Climate Assessment QIT Team – Roxanne The CUBE group has met and are reviewing the feedback from the 2020 Climate Assessment. In future meetings will bring back some themes to this group for CUBSS to address as a topic on the monthly agenda. Communication is always a big topic. Barry shared that we need to continue to look at results and other topics such as trainings, staff development, hiring, etc. and to make sure info is received and passed on. Many CUBSS members are involved in many different meetings and trainings to assure that our work is valued within the District.

CUBE Report – Michelle Fey I have been fortunate to be involved and attending many meetings throughout the District and working with Barry to share our CUBSS voice. We have worked to get our Subs trained this summer to assist our teachers with online teaching. Our role is to get our information to all our Classified employees in a timely manner.

Welcome - Eimear Welcome to Michelle and her great voice that she has lent to CUBSS and shared throughout the District. This year with the beginning of school, CUBSS has stepped up and solved many, many issues that came about with our circumstances. As our Office Managers and Classified staff, we all recognize that it is very important for you to be in the know as you are the hub of the District. These last few weeks have been very important, and you have been the very best in your positions and we are very grateful to you.

Barry added that it is important for CUBSS to be at the table for important District decisions and following up to make sure this information gets to sites and departments. We were involved in the training for our subs because we knew that was going to affect our staff and students. Our subs are an important part of our staff s they ease the weight of our teachers.

Eimear stated that the Fresno County numbers are coming down and we are moving ahead in the next several weeks where we will be able to bring our kids back into our schools. As this happens, health and safety of our staff and students is the number one priority. In addition, with our bond measure coming up you may be receiving questions from our community and you need to feel comfortable sharing the facts including that we are out of money and space for new students. People come to this District so that they can get an excellent education for their children.

In the Know – Barry Jager

- We have worked on our annual trainings by adding two new training videos that cover COVID cleaning and how to protect yourself from COVID. Roxanne added that as of yesterday, Principals should have received the list of employees who have been marked as having incomplete training. In addition, those with outstanding trainings should have also received a notification of outstanding trainings.
- The Annual Acknowledgement process is set to begin again at the end of September. Look for an email to complete your form via Informed K12.

- Emergency CUBSS Zoom’s may need to happen as impacts to the District may directly affect our Classified staff. These meetings would allow CUBSS to receive and address information quickly as well as being included in decision making.
- Being a CUBS Senator, it is very important that we continue to communicate CUBSS information to our Classified staff. Minutes from our meetings will be distributed quickly, timely, and it is expected that this information will be shared with your departments and sites. We need to be sure this valuable information reaches our Instructional Assistants and Campus Club employees.
- Board elections will be on the November ballot with 4 seats up for election.
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- CUBSS CUBE – Can our Zoom links be public? Current members agree to a two-year term on CUBSS. We are looking for CUBE members and encourage our Senators to volunteer or nominate members who feel they would be a great addition to this group. Feel free to email M. Fey, B. Jager, or T. Martinez
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- Chain of Command – How do questions asked of CUBSS members get addressed in a structured manner? Roxanne shared that there are tools for you to use when approached by staff. This includes AR 9207 Formal Complaints Regarding District Personnel and Practices process. We have an informal process that we encourage everyone to start with, and from this point they can move up the chain of command. Human Resources is always here to answer questions about what employees might address when they are having an issue. This is a good policy for CUBSS to be familiar with to assist with possible questions from employees. Barry added that we want our Classified employees to come to CUBS Senators or other Classified employees when they may feel like they need additional support during a disciplinary process. We don’t have a CUBSS member at every site and to do so would be difficult to pull together meetings with 100+ people. Can a Classified employee bring another Classified employee to a meeting? Yes, if they are aware that this person would be a part of these conversations? We do not have a one point of contact but we can work to spread information so our employees know they can have an employee sit with them. Please call or meet with Roxanne if you have additional questions about this process. If you need additional clarification or assistance please contact Human Resources or Roxanne by email or phone.

Measure A Bond – Denver Stairs In most cases within our District you are the first line of communication to our parents and community and we want to be sure you have facts to share. The difference in the last bond measure request in March vs this measure includes the following:

- From \$408m to \$335m
- Grass Roots Effort - “Peer to peer communication”
- No phone banking
- No precinct walking
- Increased social media presence from staff/students/community
- Boundary Change Discussions
- Site Bond Teams
- Area Leads
- New Campaign Consultants
- Friday Text from PAC

We are extending the tax this year and not asking for an increase. We are also actively communicating that we will make boundary changes and look at moving to year-round school, however, the boundary change issue does not factor to our community that does not currently have children in the District. We are bringing this bond forward now because the next opportunity to do so will not be until March 2022. We also need to address COVID related health needs, safety improvements, giving our community a chance to avoid boundary changes while address money and space issues. This bond needs a 55% passing rate and the tax rate will say at \$155 per \$100k of assessed home value. All moneys will stay local and have District control.

If you are interested in keeping updated on the campaign via the Friday text messages, send an email to Nick Mele and add Friday Text and your cell number. You can also visit the bond website at www.yes4clovisunified.org for additional information and for yard and corner signs. With ballots getting mailed out the first week of October, it is important to get information out now.

Benefits Updates - Shareen Crosby Retiree rates for our health system have a change this year amounting to almost a \$20 decrease per member. The self-pay rate, (if you don’t qualify for the retiree rates) increased by 5% on their plan.

The letters for our Flu Shot clinics will be going out via USPS to retiree’s and to our staff via email. These clinics are not just for our benefited staff but for all our employees. If they are covered under our health plan, employees can also bring dependents to the clinics. This year we have added a clinic day reserved for only retiree’s and our at-risk employees. We will also be holding the clinics by appointment only and have added the ability to sign up for 15-minute time periods via Eventbrite. There is a consent form that will need to be signed in advance and brought with them to their appointment. They will need to bring two copies of this form. You can register

for a time from our benefits webpage [here](#). Also, for our employees on our health plan, we do have 150 available shots at our CUSD health clinic by appointment only.

Committee Reports

Calendar - Barry Meetings will continue in the fall of this year to start working on our 2022-2023 calendar.

SBC – Shareen SBC has met and they are looking at three cost saving options. Two of these options are prescription based and one is provider based. All three programs do not have a tremendous impact to our plan, but it does mean decreasing pricing to our members.

Hot Topics – Please email Michelle with issues and she will bring those forward and discuss those with Barry on a weekly basis. We want these questions to be answered.

Respectfully submitted,

Tina Martinez

Executive Assistant, Human Resources

Important CUBSS Communication Round Table Discussion from 2019.

1. *“What is the expectation of how to communicate CUBSS information out to teams?”*
“What are others doing: Sending via email, speaking at meetings?”
“Who is classified/ business support? All Classified employees or is there a Business Support specific subgroup?”
“How are others identifying their role as a CUBS Senate member? i.e., how do staff members know to come to them?”

Barry led the senators in a table talk and the responses from the table discussion were:

- At the secondary level communication is good.
- Send out minutes to all Office Managers and classified staff in your areas.
- All CUBSS members are listed on the minutes, this allows the names to be available.
- Send out minutes to all department employees. Share information from multiple meetings in our department meetings.
- Ask Special Ed teachers to post the minutes for their Special Ed IA's.
- Post for cafeteria and custodial employees. Barry reminded us that all Transportation, Campus Catering, Custodial employees are represented by CSEA Chapter 250. However, Child Development and SRL's employees would benefit from this information.
- Communication with all our classified staff via emails.
- Report out at cabinet and staff meetings.
- When sending out minutes, include language about the CUBSS mission.
- Ask for questions and possible topic questions to take back to CUBSS.
- Personally, speak to site Instructional Assistants.
- Highlight notes from minutes specific for Instructional Assistants. Offer incentives to those who read the minutes.