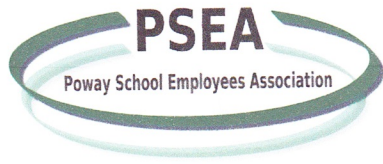


ORIGINAL



**Regular Meeting of
BOARD OF DIRECTORS**

PSEA Administrative Offices
13378 Poway Road, Poway, CA 92064

November 19, 2013

Minutes **Amended 12/17**

| Board of Directors Meeting 4:45 p.m. to 5:45 p.m. | BOARD OF DIRECTORS | |
|---|--|--------------------------------|
| | PRESENT | ABSENT |
| | Lynnette Turner, President | Susan Hartman, Member At Large |
| | Linda Farmer, Vice President | Ricardo Ochoa, General Council |
| | Courtney Davis Martin, Parliamentarian | |
| | Mary Jo Stollfuss, Treasurer | |
| | Yoenda Dornan, Secretary | |
| | Doug Nicoll, Member At Large | |
| OTHERS PRESENT | | |
| Janet Alkema, Marcelle Ouelette | | |
| <p>I. QUORUM CALL/CALL TO ORDER: 4:48 pm A quorum was established.</p> <p>II. REVIEW AND APPROVAL OF MINUTES OF BOARD OF DIRECTORS MEETING: Motion by: Mary Jo Stollfuss, Second by: Linda Farmer, Motion carried: unanimous</p> <p>III. OFFICER REPORTS: (Members will have the opportunity for questions and answers after each officer report.)</p> <ul style="list-style-type: none"> • PRESIDENT'S REPORT <ul style="list-style-type: none"> ○ School Board Meeting Update: On November 12, I attended the School Board Meeting. Of note: <ul style="list-style-type: none"> ○ Everyday Heroes were honored. These are our co-workers who have gone above and beyond their daily duties. Receiving awards were Sue Bartolini, Instructional Asst. at Abraxas; Michelle Testa, Health Tech at Mesa Verde; Ada Thompson, Instructional Asst. at Monterey Ridge; Carolyn Buckner, School Secretary at Bernardo Heights; Cheri Kellhofer, School Administrative Asst. at Tierra Bonita; JoAnne Larson, School Secretary at Black Mountain; Carolyn Lyons, Office Asst. at Sunset Hills; Jim Fitzgerald, Custodian at Willow Grove; Brent Focht, Lead Custodian at Willow Grove; and George Haughelstine, Custodian at Twin Peaks. ○ First Interim Budget was presented by Malliga Tholandi. The budget is required to forecast for the next two years. It was difficult due to several conflicting sources of information about the amount of increases the District can anticipate. That being said, the forecast for 14-15 and 15-16 show that there will need to be cuts of between 8 million and 16 million, depending on revenue actually received. This year, the County is requiring a specific plan in December of how these cuts would be made. The District is resisting this requirement because it could be that in January, the prognosis will change depending on the Governor's revisions. However, if the District does not provide a plan, it could greatly affect their credit rating and borrowing power, neither of which is acceptable. ○ Finally, the Board approved PSEA's appointee for the Personnel Commission, Mr. David Little. Mr. Little is a long-time proponent of fair hiring practices and promises to be a great addition to the Personnel Commission. His first meeting will be in December. | | |



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- Article 14.6.2 Ratification Update. Voting is now in progress. Votes will be counted Saturday, the 23rd, and we should be able to post results next week.
- Professional Learning on Professional Growth Day. I have been working on the Professional Learning team regarding bringing the District's goal of professional learning for all staff to reality. Recently, Personnel Commissioner Debby Wulff and I met with Kathleen Porter and Theresa Palzkill from Adult Ed to come up with a plan for offerings on Professional Growth Day, January 17th. Debby took to heart the comments that have been made by Linda regarding the potential for the Personnel Commission to take on some professional development. The Adult Ed crew was excited and was going to put out notice to their teachers seeking facilitators for that day. There are also some things being planned for Special Ed instructional assistants and ESS program aides. It's very encouraging to see so many people coming together to create a day of learning. Please mark Professional Growth Day in your calendar for January 17th, 2014. Watch for a listing of offerings and instructions on how to register for workshops to be coming in December.

- **Current Issues.**

- Lynnette Turner is now working at the PSEA full time and tending to the operations of the day to day business as well as employee issues and committees. Having the ability to respond immediately to concerns has made a huge difference in resolving issues and that is a direct result of having fulltime attention here at the office.
- Lynnette met with Tracy Hogarth to establish a plan around getting the Financial Incentive program up and running. I am modifying the form we used to use and will be getting back together with her to finalize. Agreed to allow some retro for workshops that have already taken place.
- Tracy and Lynnette set up a timeframe to begin the process of interest-based problem solving regarding increasing benefitted positions. Kate McKenna suggested that we run a survey to employees and managers asking a few questions about staffing needs, similar to what I did for the Admin Assts. At the elementary sites. This way we will have data when we come together. We agreed upon a timeframe of December early, create the survey and send out; January early, synthesize the data; and then January late, gather the big group to start discussing the issues.
- The Labor Relations team continue to meet in labor relations sessions regarding in and all employee issues and the working relationship between PSEA and the District continues to improve.
- Jan. 17 pro grow day/look for notice from Jessica Wakefield regarding professional growth opportunities for classified employees.

- **VICE PRESIDENT'S REPORT:**

- Personnel Commission Meeting Report: none to file/did attend PC meeting and thanked David Foster for his years of service.

- **SECRETARY'S REPORT:**

- **Election of Officers**

- Approval of Committee. The president is recommending the following persons to serve as the Election Committee for this round of officer elections: Yoenda Dornan, Courtney Davis Martin. May I have a motion to approve this recommendation? Motion by : Mary Jo Stollfuss, Second by: Doug Nicoll
Motion Carried; unanimous

- **TREASURER'S REPORT:**

- Membership: 780
- Financial report see report from Treasurer: Mary Jo Stollfuss

Beginning balance: 309,317.69

Income: 30,234.36

Expenses: 18,230.92

Ending Balance: 321,321.13

Lynnette Turner requested to have a mid-year budget review at our next meeting on December 17th. This is so we can review what our revenue and expenses are anticipated to be, and forecast where we'll be at the end of the year. Mary Jo and Lynnette will work to get that accomplished.

- **PARLIAMENTARIAN REPORT:**

- **Website Update:** website up and running but registration does not seem to be working correctly. Need to have everyone test the site. Make sure or put all posting public.
poway-psea.org

- **MEMBER AT LARGE REPORT:**

Communication U summit....Doug Nicoll was invited to attend. Whole day workshop and he took back the information to the committee.

IV. **GENERAL ORDERS**

- ~~MO2013-11-01 Approval of funds for computer software for data storage and document processing in an amount not to exceed \$500.00.~~
- -MO2013-11-01~~2~~ Approval of purchase of the Business Plan from Carbonite Business Cloud Backup in the amount of \$229.99 per year for data storage for all PSEA computers. Motion by: Linda Farmer, Second by: Courtney Davis Martin; Motion carried: unanimous
- MO2013-11-0~~2~~³ Approval of purchase of two ^{PDR} Converter Professional 8 software programs in the amount of \$69.99 each, plus tax, for conversion of documents into PDF format. Motion by: Doug Nicoll, Second by: Mary Jo Stollfuss; Motion carried: Unanimous
- MO2013-11-0~~3~~⁴ Approval of up to \$300 for the purchase of resource books and materials for employee representatives. Motion by: Mary Jo Stollfuss, Second by: Linda Farmer; Motion carried: unanimous

V. COMMITTEE REPORTS:

- **Scholarship Committee:** Yoenda Dornan, Nancy Schiffer, Courtney Davis Martin, Les Peabody, Lynnette Turner. First meeting will be in January 2014. Motion to accept committee: Doug Nicoll, Second by: Mary Jo Stollfuss; Motion carried.
- CSEA Chapter 313 last grant available. Applications are now online and must be received by December 12, 2013. Winners will be announced by no later than December 20th.

VI. UNFINISHED BUSINESS:

None reported.

VII. NEW BUSINESS:

- Computer Equipment: The Board discussed the need. Plan to gather cost information, what we want, priority list, then return to the board with information before purchase. Gather information as to what is needed; laptop...etc.
- SSC Governor's Budget Workshop is coming in January. It will be in Orange County. Lynnette would like to attend and she suggested that one other board member attend as well. The cost is \$175 per attendee and mileage will be needed as well.

VIII. ADJOURN TO CLOSED SESSION:

Closed Session
5:43 p.m.

- I. **CALL TO ORDER OF BOARD MEMBERS:** none reported
- II. **GENERAL COUNCIL: PERSONNEL, GRIEVANCE, AND LITIGATION REPORT**

- I. **RECOVENE TO BOARD MEETING:**
- II. **REPORT OUT ON CLOSED SESSION:** none reported

ADJOURNMENT:

5:45 p.m.

It was moved by Mary Jo Stollfuss, seconded by Courtney Davis Martin, to adjourn the meeting. **Meeting adjournment was approved by unanimous consent.**

ATTEST:

Yoenda Dornan
Yoenda Dornan, PSEA Secretary

Date: 12/17/13