

**Poway School Employees Association**  
**Board of Directors Meeting**  
**12245 World Trade Drive, Suite H**  
**San Diego, CA 92128**  
**WEBINAR**

**MINUTES for March 9, 2021**

<b>BOARD OF DIRECTORS</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Courtney Martin, President Nancy Brundrett, Vice President Nancy Hall, Treasurer Davin Erickson, Secretary Nancy Schiffer, Parliamentarian Phil Benedict, Member At Large	
<b>OTHERS PRESENT</b>	
Pamela Contreras, Director of Employee Relations List of other attendees on file in the PSEA office	

**BOARD MEETING**

**QUORUM/CALL TO ORDER** **4:47 p.m.** A quorum was established.

**OFFICER REPORTS**

The President moved the Treasurer's Report and the Installation of a Board Officer (General Order **GO2021-03-01**) to the top of the Agenda.

**TREASURER'S REPORT**

Beginning Balance:	\$234,270.87
Deposits/Credits:	\$37,749.32
Withdrawals/Debits	\$22,087.02
Ending Balance:	\$249,933.17

The President ordered the Treasurer's Report be filed.

**INSTALLATION OF A BOARD OFFICER**

- **GO2021-03-01: Appointment of PSEA Member At Large – Gale Ching.**  
*Motioned by:* Nancy Hall; *Second by:* Phil Benedict.  
 The Secretary delivered the Oath of Office to Gale Ching. She has been confirmed.  
 The President is excited that Gale Ching has stepped forward in this capacity.

**CLOSED SESSION**

Nothing to report.

**REVIEW & APPROVAL OF MINUTES**

- **February 10, 2021 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Nancy Schiffer.  
 Unanimously approved.

**PRESIDENT'S REPORT**

The President reported:

- **Today's Theme – "Sayings":**
  - "Flying by the seat of my pants."

- “You always miss 100% of the shots you didn’t take.”
- Members were invited to share their favorite sayings in the virtual chat.
- **Re-Opening Schools:**
  - San Diego County is still in the “purple” tier, but we are hopeful to move into the less-severe “red” tier soon.
  - E-mail from Superintendent Phelps – the District’s recent application to expand in-person teaching and learning for middle and high school students was not approved by the California Department of Public Health. Current standards dictate that a County must be in the “red” tier for 5 days before such a re-opening can occur.
  - Over 60 short-term Instructional Aides have been hired.
  - In a recent Principals’ Meeting, a plan was proposed that would include non-split cohorts at the Secondary School level (all students on-site simultaneously). As a follow-up, there was a joint meeting with representatives from PFT and PSEA to discuss the lack of substitute teachers/aides and general staffing concerns. PSEA’s President, as well as our Director of Employee Relations attended this meeting.
  - PSEA will create a survey to field the concerns of classified employees working on-site who would be impacted by the potential changes a re-opening plan could create. PSEA is working to slow the process until staff concerns are addressed, as well as waiting until more staff have been vaccinated. PSEA wishes to avoid “*putting the cart before the horse.*”
- **Cal/OSHA Temporary Standards Document:**
  - This document, which addresses ongoing compliance with health and safety standards during the pandemic, has resulted in a designated monthly walkthrough and checklist for every site, including departments and the District building itself, to check for compliance. Principals/Site Supervisors will reach out to PSEA Site Representatives to participate in this monthly walkthrough.
- **PSEA Concerns:**
  - PSEA has expressed to the District that classified staff is fatigued as they have been working non-stop during this pandemic. Our primary concerns are the need for substitutes and more staffing.
  - The District has agreed that before any changes are made to the current Elementary model, they must address PSEA’s staffing concerns.
- **Classification Review:**
  - Year Two is moving forward. Affected employees have received an e-mail and are invited to meetings this week. For more information, look to the District website under “Personnel Commission”. The District has committed to completing Year Two by the end of the school year and move forward with year three next year.
- **Retirement:**
  - PSEA distributed an informational flyer via e-mail, with a focus on the PERS retirement plan. A seminar will be held virtually on Saturday, March 13 at 9:00am.
- **Wage Errors:**
  - It has come to PSEA’s attention that there are still a high number of errors in wages. Contractually, the District must remedy these errors within 5 days. If there is to be a wage deduction to an employee’s pay (to correct over-compensation in wages), the District must give prior notification and detailed verification to the employee and discuss arrangements for a payment plan if this deduction creates a financial hardship. If you are in this situation, contact PSEA for help.
- **Payroll Calculator:**
  - PSEA and the District have agreed to create an online portal for employees to check and verify wages. This should be available in August.

## **GENERAL COUNSEL’S REPORT**

The General Counsel’s Report was delivered by The President.

- **3 Current Unfair Labor Practice Charges:**
- **Adult-Student Interaction** – The PERB (Public Employment Relations Board) charge has been pulled because of an informal settlement agreement. Associate Superintendent James Jimenez distributed an updated Board Policy via e-mail on February 22. The President would like to acknowledge the work and contributions of PSEA’s former Vice President, Kimberly Carroll and all her efforts and work in resolving this dispute.

- **Social Media** – Still moving forward. There will be a Power Point training in the spring for principals and site representatives.
- **Substitute Pay** – No resolution.

### VICE PRESIDENT'S REPORT

The Vice President reported:

- The Vice President has created a Google Form online, available to Directors, to allow them a space to recognize outstanding classified employees. She would like to acknowledge the latest recipient of this recognition – **Alexis Knapek** (Department: Career, Technical, and Adult Education). Congratulations from PSEA. Watch for new recognitions each month.
- The remaining four NSH (Non-Severely Handicapped) Special Education classes across the District are being closed. Approximately 130 students will be relocated back to their home schools as a result. PSEA is working on training related to these changes. We will also work with Instructional Aides who have been displaced in this process with respect to preferred placements elsewhere.
- There are still a few sites without PSEA site representatives. If you are interested or know someone who might be, contact Nancy Brundrett or any PSEA Board Officer.

### SECRETARY'S REPORT

Nothing to report.

### PARLIAMENTARIAN'S REPORT

Nothing to report.

### MEMBERS AT LARGE REPORTS

- **Phil Benedict:**  
Nothing to report.
- **Gale Ching:**  
Nothing to report.

### COMMITTEE REPORTS

- **Professional Learning – Tania Rowe:**  
Five mentor positions are open through March 15. Many CLC's (Classified Learning Cooperatives) are still available, including courses presented by PSEA Board Members Nancy Brundrett and Gale Ching.
- **Pro-ACT Training:**  
Pro-ACT Training is being offered in the upcoming month. Ten participants have already signed up with more seats available. This is intended for Instructional Aides and Bus Staff and is presented by PSEA President, Courtney Martin. If you sign up, notify your supervisor. Details are in this month's Learning Letter (distributed via e-mail).

### GENERAL ORDERS

- **GO2021-03-01:** Appointment of PSEA Member At Large – **Gale Ching**.  
Moted for approval at the top of the Agenda (see President's Report above).

### NEW BUSINESS

- The President proposed a new regular report on the Agenda – a Director of Employee Relations Report. The Board has agreed.

### DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- **Weingarten Rights:**
  - In 1975, the Supreme Court upheld a National Labor Relations Board decision, which established a series of rules protecting union employees, known as *Weingarten Rights*. Under these rules, employees have the right to access union representation when called into a meeting by a supervisor or management that is investigatory, disciplinary, addresses accommodations, involves workman's compensation, or is an evaluation.
  - You have a right **not** to hold a meeting if union representation is not present.
  - It is advised to request an Employee Representative to be present prior to attending a

- meeting, rather than after the fact.
- You have a right to stop a meeting if it becomes disciplinary or investigatory in nature.
- Text or call Pamela Contreras at PSEA if you have questions or concerns.

**MEMBER QUESTIONS/COMMENTS**

- The District policy regarding time off for COVID-19 vaccination or recovery from side effects – Unit 1 has up to 3 hours for time off for vaccination without any leave usage; Unit 2 is the same. If you experience side effects that may require more time off, use sick pay. We are currently monitoring legislation that would allow additional paid leave for COVID-19 related impacts which would be similar to what was called FFCRA leave.
- Pay issues – Contact Payroll and/or PSEA to verify your appropriate compensation.
- There are reports of Instructional Aides running a classroom for as long as 3 hours without a credentialed teacher present. This raises many safety and liability concerns, as well as being non-compliant with SDCOE Education Code. The Director of Employee Relations is working on addressing this. Credentialed teachers must be present in class **and** on all Zoom virtual classes. Take the upcoming PSEA survey to express any concerns at your site.
- Compelling Reasons Leave – These are leaves of absence due to any reason of compelling reason to the member. Each classified employee has 2 days of Compelling Reasons Leave at full pay and 1 additional day at half-pay. There is concern from the Membership that one's remaining bank of Compelling Reasons Leave is not displayed on the paycheck. PSEA is working to include this information in the upcoming online Payroll Calculator.

**EVENT CALENDAR**

- School Board Meeting March 11
- Personnel Commission Meeting March 29
- School Board Meeting April 8
- Spring Break (District Recess) April 12 – 16
- PSEA Board Meeting April 20

**ADJOURNMENT OF BOARD MEETING** 5:41 p.m.

ATTEST:

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Davin Erickson, PSEA Secretary

Date: \_\_\_\_\_

Next Meeting: April 20, 2021