

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

MINUTES for April 20, 2021

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

BOARD MEETING

QUORUM/CALL TO ORDER **4:46 p.m.** A quorum was established.

CLOSED SESSION

Nothing to report.

REVIEW & APPROVAL OF MINUTES

- **March 9, 2021 Meeting Minutes** – *Motioned by:* Phil Benedict; *Second by:* Gale Ching. Unanimously approved.

OFFICER REPORTS

PRESIDENT'S REPORT

The President reported:

- **Re-Opening Schools:**
 - San Diego County is currently in the “orange” tier, and The District is moving forward with reopening the various levels of schools.
 - Staffing and vaccinations are still the main issues. The District sent out an email earlier saying all employees must return to work and that accommodations have ended. PSEA has voiced that accommodations cannot be unilaterally halted because some employees have medical reasons protected under the Americans with Disabilities Act. If you have a medical reason not to return to in-person work and you have been informed by a supervisor that you must return, please contact PSEA.
- **Vaccines:**
 - COVID-19 vaccines are now available to all individuals over the age of 16. The situation is slowly returning to normal as restrictions begin to relax. PSEA wants employees to be comfortable returning to work. If you have concerns or problems, contact us.
- **Site Walks:**
 - PSEA Site Representatives should be involved in monthly walk-throughs of their sites/departments with their Site Supervisors to check for Cal-OSHA compliance.
- **Senate Bill 95 (SPSL):**
 - The 2021 COVID-19 Supplemental Paid Sick Leave bill has passed in California. This bill provides supplemental sick leave benefits to certain employees needing to take leave for various reasons prompted by the COVID-19 pandemic, such as being quarantined in a situation where it is not possible to work remotely. This bill continues where the Families First Coronavirus Response Act (FFCRA) left off and is therefore retroactive to January 1,

2021. It includes accommodations for child-care ONLY if the child care situation was shut down due to the pandemic. Because of the bill's retroactive nature, there is a form that an employee may fill out in order to be reimbursed for past usage of sick leave, only if the employee's own sick leave was used January 1, 2021 and beyond to cover COVID-related illness, exposure, or quarantine. PSEA will have additional information in the near future.

- **Classification Review:**
 - More information can be found on the PUSD District website under the "employment" section. There you can find a presentation and a chart showing where your job classification lies within the cycle. PSEA and The District are currently reviewing Year 2 of the 6-year cycle. PSEA has been very actively involved in ongoing meetings with the Personnel Commission.
- **Benefits Committee:**
 - The Benefits Committee meets several times each year before Open Enrollment, usually in April. Sandie Garrett and Diane Zimmermann are our PSEA representatives on the Committee. Contact PSEA if there are disruptions in your coverage due to the recent switch in health care providers. Additionally, if you have had difficulty with prescription coverage, let us know.
 - Currently, there is a One-Time Open Enrollment period to make any changes to your flexible spending account. An email communication was sent out recently with additional information.
- **Negotiations:**
 - Current topics are Wages, Leaves, and Health & Welfare.
 - PSEA's team presented a document to The District concerning good-faith ground rules for negotiations that intend to foster a better tone of mutual understanding, resulting in more beneficial and productive negotiations.
 - The District's priority is Health & Welfare; PSEA's priority is Wages and adequate compensation for each classification.
- **Labor Relations:**
 - PSEA will soon provide Members with a viewable log on our website for the purpose of keeping our Members informed about current Labor Relations.
 - Evaluations – please call Pamela Contreras (PSEA Director of Employee Relations) if you are having an evaluation. It is better to contact her prior to an evaluation meeting rather than afterward.
- **Wage Discrepancies:**
 - PSEA is engaged in active grievances with The District regarding errors in wages. The District is obligated to provide prior notification to an employee and PSEA of the error and verification if there is a payroll correction for over-payment and underpayments, especially if the correction creates a financial hardship. If you have received notification of incorrect pay, please contact us.
 - If you use unaccrued leave time, it should be deducted from your appropriate leave bank, resulting in a negative leave balance, and not taken from your paycheck unless it is your final paycheck upon separation from the district.
- **Special Education Labor Relations:**
 - Meetings with SPED Labor are beginning again (the first will commence tomorrow, April 21), with a focus on staffing concerns.
 - PSEA will be sending out a survey to our Instructional Aides in the near future after all sites are open to better gauge overall concerns from IA's.
 - In SPED Labor, we will be revisiting the "3+3" employees (those employees who work 3 hours contracted, then an additional 3 hours on a time sheet, daily) to identify where 6 hour positions should be created.
 - PSEA sent a survey similar to the one mentioned above to custodial staff.

GENERAL COUNSEL'S REPORT

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

- **Unfair Labor Practice Charges:**
 - **Adult-Student Interaction** – Settled. A communication regarding this was sent by Associate Superintendent James Jimenez.
 - **Social Media** (from 2015) – Settled. The District will send a communication soon. Site

Representatives will have a training in the fall.

VICE PRESIDENT'S REPORT

The President moved The Vice President's Report to the end of the Agenda, to be reported during Member Comments.

TREASURER'S REPORT

The Treasurer's Report was delivered by The Parliamentarian.

Beginning Balance:	\$249,933.17
Deposits/Credits:	\$43,855.72
Withdrawals/Debits	\$114,861.16
Ending Balance:	\$178,927.73

The President ordered the Treasurer's Report be filed.

SECRETARY'S REPORT

Nothing to report.

PARLIAMENTARIAN'S REPORT

The President reported:

- The Parliamentarian will be retiring in 10 days. This is her last PSEA meeting. Our Parliamentarian, Nancy Schiffer has been involved in PSEA since its inception. We will miss her. Thank you, Nancy!

The Parliamentarian reported:

- Nothing to report, but she would like to say "thank you" to everyone and that it has been a worthwhile journey. What we do works because people step up, get involved, and support each other.

MEMBERS AT LARGE REPORTS

- **Phil Benedict:**
Nothing to report, but he commented that Members should be careful and protect themselves out there because a lot of people are acting like the pandemic is over. It's not.
- **Gale Ching:**
Nothing to report.

DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- Site Representatives – be wary of writing anything down, anything that could come back to haunt you in the future. Watch out for a supervisor or management asking you to write down your account of an event. It's best to say you will get back to them and contact PSEA.

COMMITTEE REPORTS

- **Professional Learning – Tania Rowe:**
Continue looking at the Professional Development page of the PSEA website. We will be running 2 or 3 new CLC's in the near future. We will also be creating a survey to see what Members would like to see in the way of trainings or suggested topics for CLC's.
- **PSEA Scholarship:**
To qualify, you need to be a PSEA Member. May 14, 2021 at 1:00 pm is the deadline for submissions (they can be dropped-off at the PSEA Office or post-marked by this deadline). PSEA's Member At Large, Gale Ching, is our Chairperson. Contact Courtney Martin if you are interested in serving on the Scholarship Committee.

GENERAL ORDERS

INSTALLATION OF A BOARD OFFICER

- **GO2021-04-01:** Appointment of PSEA Member At Large – **Alberto Felix.**
Motioned by: Nancy Hall; *Second by:* Davin Erickson.
Unanimously approved.
The Secretary delivered the Oath of Office to Alberto Felix. He has been confirmed.

The President reported that there are still 2 open seats on the Board of Directors:
Parliamentarian and one Member At Large.

OTHER GENERAL ORDERS

- **GO2021-04-02:** Purchase of Listserve Subscription.
Motioned by: Nancy Hall; *Second by:* Nancy Schiffer.
Unanimously approved.

NEW BUSINESS

None reported.

MEMBER QUESTIONS/COMMENTS

- **District COVID-19 Testing Center** – This is no longer happening and has likely been abandoned as the focus is now on vaccinations, rather than testing.
- **Bias Training** – This is being offered to many employees. If you attend a training outside of your contract hours, you should submit a timesheet to LSS. This training is not currently required and is being presented as a District initiative. This training has been talked about at each School Board Meeting to discuss progress.

VICE PRESIDENT'S REPORT

The first part of the Vice President's Report was delivered by The President.

- The Vice President would like to acknowledge the latest classified employees to be recognized by their supervisors – **Chris Gold** (Benefits Specialist) and **Stacey Davis** (Learning Support Services). The Vice President presented slides for each employee giving a shout out for their outstanding work!

The Vice President reported:

- Everything is changing as we return to a status that looks more and more like normal, but there are still many concerns from Instructional Aides. The Vice President commented that everyone is showing so much grace toward one another and that it is best to be patient, go out, and love one another.

EVENT CALENDAR

- Personnel Commission Meeting April 26
- School Board Meeting May 13
- PSEA Membership Meeting May 18
- Personnel Commission Meeting May 24
- Holiday – Memorial Day May 31

ADJOURNMENT OF BOARD MEETING 5:42 p.m.

ATTEST:

Davin Erickson, PSEA Secretary

Date: _____

Next Meeting: May 18, 2021