

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

MINUTES for May 18, 2021

BOARD OF DIRECTORS	
PRESENT	ABSENT
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Phil Benedict, Member At Large Gale Ching, Member At Large Alberto Felix, 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	

MEMBERSHIP MEETING

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

FROM THE VICE PRESIDENT:

- WELCOME EVERYONE & HAPPY CLASSIFIED EMPLOYEES WEEK!
- The Vice President, Nancy Brundrett, would like to express her gratitude as we celebrate all Classified Employees within PUSD and their dedication to students across the District. PSEA appreciates you and all that you do!
- In February, PSEA initiated a program allowing supervisors to recognize outstanding Classified Employees through an online Google Form. We have received over 60 recognitions so far!
- Members were treated to the random drawing of names for a round of Gift Card Give-Aways.
- Member At Large, Alberto Felix, presented a video he produced, expressing PSEA's appreciation of Classified Employees of all job classifications.
- Members At Large, Alberto Felix and Gale Ching, presented a Trivia Game to Members through the chat feature, testing Members' knowledge on a range of District-related topics.
- The Vice President presented her "shout-outs" to Classified Employees, collected from her Classified Employee recognition program, by displaying the names of recognized individuals from 11 different sites and departments. Here is the link to the presentation:
https://docs.google.com/presentation/d/1MUJKU_dT4Q7qzP_rJm--Puq_fTPU4kNElqI6E6-mE8E/edit?usp=sharing
- This portion of the Membership Meeting concluded with a final round of Gift Card Give-Aways.

MEMBER QUESTIONS/COMMENTS

- None at this time (see The President's Report below for further details).

ADJOURNMENT OF MEMBERSHIP MEETING

5:20 p.m.

***** 10-MINUTE BREAK *****

BOARD MEETING

QUORUM/CALL TO ORDER 5:32 p.m. A quorum was established.

CLOSED SESSION

Nothing to report.

REVIEW & APPROVAL OF MINUTES

- **April 20, 2021 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Phil Benedict. Unanimously approved.

OFFICER REPORTS

PRESIDENT'S REPORT

The President reported:

- **Member Questions/Comments**
 - There will be another opportunity at the end of the Board Meeting to address Member questions and comments.
 - A big “thank you” to our Vice President, Nancy Brundrett, and our Members At Large, Gale Ching and Alberto Felix, for the Classified Employees Appreciation presentation. Thank you to all our Classified Employees for going above and beyond every day! Special recognition for your outstanding flexibility and commitment since the pandemic began. You are the glue that holds the District together!!!

VICE PRESIDENT'S REPORT

The Vice President reported:

- Nothing to report, other than she would like to restate PSEA's appreciation of all our Classified Employees. You are what keeps the District running – it couldn't be done without you. Your flexibility and grace are outstanding and are not unseen.

TREASURER'S REPORT

The Treasurer's Report was delivered by The Secretary.

Beginning Balance:	\$178,927.73
Deposits/Credits:	\$39,724.88
Withdrawals/Debits	\$26,010.10
Ending Balance:	\$192,642.51

The President ordered the Treasurer's Report be filed.

SECRETARY'S REPORT

Nothing to report.

PARLIAMENTARIAN'S REPORT

The President reported:

- Currently vacant – if you or any Member you know is interested in this Board position, please contact PSEA.

MEMBERS AT LARGE REPORTS

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

GENERAL COUNSEL'S REPORT

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

- **Substitute Pay:** No progress in settlement talks for a few months now. Currently stalled and if we don't settle, we will move forward into litigation. PSEA will continue trying to reach an agreement with the District.
- **Wage Discrepancies:** The conversation with the District continues between our attorney and theirs. If there is a wage error, the affected Employee must be notified in advance and in the event of a wage correction that causes a financial hardship (such as an overpayment that requires the Employee to reimburse the District), the District is obliged to work out a reasonable payment plan with the Employee. So far, there is some progress on this issue.
- **Online Wage Calculator:** Per our agreement, Digital Schools will be rolled out in August and

employees will have access to a web interface that allows them to view and verify their pay unlike our current paystub and system.

DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- **Compelling Reasons Eligibility for Use:** “Eligibility for this leave shall be based upon instances of compelling personal importance which require the Unit member to be absent from the work site during duty hours. Legitimate reasons for requesting the leave include legal or business transactions or matters involving the Unit member’s household or family, or other matters deemed by the Unit member to be of compelling personal importance.” Each Member has 3 days of leave time classified as “Compelling Reasons” per school year – 2 at regular full pay, and 1 at half pay. If a supervisor requests the reason for this leave, stating that it is for matters of “compelling personal importance” is sufficient. If you need help, please contact Pamela Contreras at PSEA. Compelling Reasons leave balances do not carry over from year to year, rather they reset each year. Unit 2 formerly had stricter language governing its allowable use, but that has since been negotiated by PSEA.

GENERAL ORDERS

INSTALLATION OF A BOARD OFFICER

- **GO2021-05-01:** Appointment of PSEA Member At Large – **Christine Robinson.**
Motioned by: Nancy Brundrett; *Second by:* Phil Benedict.
Unanimously approved.
The Secretary delivered the Oath of Office to Christine Robinson.
She has been confirmed.

OTHER GENERAL ORDERS

- **GO2021-05-02:** Approval of Catastrophic Committee Members.
Members who have volunteered are Nancy Brundrett, Nancy Hall, and Gale Ching.
Motioned by: Phil Benedict; *Second by:* Alberto Felix.
All Officers present moved to approve, with the exception of Nancy Brundrett (Vice President) who abstained.
Any other Members who may be interested in joining this Committee are welcome to contact Courtney Martin, PSEA President, for further information.
- **GO2021-05-03:** Approval of Scholarship Committee Chair and Members.
Members who have volunteered are Courtney Martin, Nancy Hall, Susan Thomas, and Gale Ching as Committee Chair.
Motioned by: Nancy Brundrett; *Second by:* Phil Benedict.
All Officers present moved to approve, with the exception of Gale Ching (Member At Large) who abstained.
Any other Members who may be interested in joining this Committee are welcome to contact Courtney Martin, PSEA President, for further information.

COMMITTEE REPORTS

- **Professional Learning – Tania Rowe:**
Thank you to all Classified Staff. You are so overqualified and a benefit the District in all you do. The recently emailed May 13 Learning Letter included a link for a survey – fill it out if you would like to let us know what you would like to see in CLC's and Professional Learning in the upcoming school year.
- **Scholarship Committee Report – Gale Ching:**
Final decision of recipients will be released on June 11. Checks will be disbursed on June 18.

NEW BUSINESS

None reported.

MEMBER QUESTIONS/COMMENTS

- **Unemployment During the Summer:** Prior to COVID-19, employees that work less than 12 months per year received a Letter of Reasonable Assurance over the summer that disqualified them from applying for or receiving unemployment benefits. There has been a recent court case challenging whether or not non year-round employees are eligible for unemployment benefits, so we will refer to our Counsel to report any new developments in this case next month. Will report out on this at our June 9 meeting.

- **Classified Employee Calendar:** PSEA submitted a preliminary 2021-2022 Calendar to Human Resources in February. PSS should be sending out the calendar soon.
- **Compelling Reasons Leave Time:** If you are told by a supervisor that you cannot ever use Compelling Reasons leave balances, or if you are denied, or if you are told to provide additional reasons, please contact Pamela Contreras at PSEA. It is a negotiated benefit.
- **Getting a Substitute:** Lately, substitutes have been hard to come by. However, if you take a day off, you are not required to obtain a substitute. You are entitled to leaves of absence, whether you can get a substitute or not. It is a District Management problem, not yours.
- **NSH Aides:** Classes are being closed and PSEA is working diligently to find placements. The President, Vice President, and Director of Employee Relations have had meetings with Heather Schauder (Director in Special Education) to further discuss this. The President and Brian Morris (Human Resources) are meeting on Monday. We hope to have additional information available early next week.
- **Vacation Accrual and Carryover Questions:** Vacation accruals, carryover, and payouts can be confusing. Feel free to call the office and we can walk you through your individual accruals based on years of service.
- **“Bumping” by Displaced NSH Aides:** There won’t be any bumping with IA’s. 12 aides will be placed in one of 185 open positions. They will be filling out surveys of their top 5 choices of schools to help with appropriate placement.
- **Limited-Term Instructional Aides:** These positions are starting to phase out as more employees return back to campuses. Their purpose was to get through the more dire needs of the COVID-19 period, and only through June. Tania Rowe offers orientation presentations to help equip Limited-Term Aides with the skillset to better prepare them, should they choose to apply for more permanent positions. Of the approximately 70 Limited-Term Aides, about 30 have gone through the process to fill permanent IA SpEd positions.
- **Classification Review:** The Second Year Classification Review is going forward. Attend a Personnel Commission Meeting to find out more information.

EVENT CALENDAR

- | | |
|--------------------------------|--------|
| • Personnel Commission Meeting | May 24 |
| • Holiday – Memorial Day | May 31 |
| • School Board Meeting | June 3 |
| • PSEA Board Meeting | June 9 |

ADJOURNMENT OF BOARD MEETING 6:10 p.m.

ATTEST:

 Davin Erickson, PSEA Secretary

Date: _____

Next Meeting: June 9, 2021