

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

**MINUTES for October 19, 2021**

<b>BOARD OF DIRECTORS</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Nancy Hall, Treasurer Gale Ching, Member At Large Alberto Felix, Member At Large	Christine Robinson, Member At Large (excused)
<b>OTHERS PRESENT</b>	
Pamela Contreras, Director of Employee Relations Ricardo Ochoa, General Counsel List of other attendees on file in the PSEA office	

**BOARD MEETING**

**QUORUM/CALL TO ORDER**    **4:48 p.m.** A quorum was established.

**CLOSED SESSION**

Nothing to report.

**REVIEW & APPROVAL OF MINUTES**

- **September 14, 2021 Meeting Minutes** – *Motioned by:* Davin Erickson; *Second by:* Alberto Felix.  
Unanimously approved.

**OFFICER REPORTS**

**PRESIDENT'S REPORT**

The President reported:

- **Fall Membership Drive**
  - Announcing PSEA's Fall 2021 Membership Drive – Back by popular demand! Our office manager has created a new Membership form featuring an added incentive for this fall – a \$10 gift card for joining PSEA and a \$10 gift card if you, as a current Member, refer a new Member. Hard copies of the form will be sent to all Site Representatives, as well as being sent out via e-mail. Don't wait – this drive will end on December 31, 2021!
- **Vaccine and Testing Requirements**
  - The California Public Health Order (PHO) took effect October 15. This PHO required the District to survey all employees for their vaccination status – either vaccinated, unvaccinated, or decline to state. Some employees have expressed concern about uploading their vaccination cards to a Google form, so instead, they have shown the card to a supervisor for verification. Those who are unvaccinated or those who decline to state their status must submit to regular COVID-19 testing. The District is now using a third-party system, Qualtrics, to track testing results. There are many rumors that employees may face termination on January 1 if they are not vaccinated. This is untrue at this time (see below for detailed information regarding the Governor's recent announcement). Phamatech, the third-party company conducting the District's testing, is located near the District Offices and they automatically upload testing information to Qualtrics. We have received excellent feedback from our Members regarding the Phamatech service for those that need a test due to exposure or weekly test requirement. Click [here](#) if you need an appointment for you

or a family member. Please continue to contact us directly so we can assist you with your specific questions or concerns.

The General Counsel reported:

- **The Governor's Latest Announcement and the Impact**
  - As part of the Governor's latest executive order, the COVID-19 vaccine will be added to the list of mandatory vaccines for California students (this order does not affect staff). This will take effect the first academic term after the vaccine gains full approval for use with children. Currently, it is approved for use with students age 16 and up. If your job requires medical testing or procedures, you must be compensated for the time and mileage required. The District is challenging this on the grounds that it is the State mandating the order, not the employer, yet they are responsible for enforcing it as a condition of employment. We are exploring legal options. Best advice: document any time you spend getting tested or vaccinated. Currently, you may use sick or compelling reasons leave balances, but you should still document everything. There are many rumors regarding this latest executive order, but there are no laws forcing anything on employees currently. If this should ultimately become a vaccination mandate for all employees, we will be looking into all legal avenues to protect our Members' rights.

The President reported:

- **The Vote on the Recent M.O.U. (Memorandum of Understanding)**
  - Thank you to all Members who came out to vote on the recent M.O.U. with the District, which essentially maintains the status quo for current employees on our Health & Welfare model for plan year 2022.
- **Juneteenth Holiday**
  - Juneteenth (June 19) was observed officially for the first time this year on June 18 (because the actual holiday fell upon a weekend), a date which all employees worked, due to the modified pandemic year schedule. PSEA has successfully negotiated an additional holiday to be paid out on your January 31, 2022 pay warrant. Most Members will not be eligible for this paid holiday going forward because the holiday will always occur at a time when school is out of session. Next year, the holiday falls upon a Sunday, making only those employees who work on June 17 or June 21 eligible.
- **Wages**
  - Wages are at the forefront of our negotiations. There is a concerted effort by the District to attract applicants for classified positions with posters and signs posted outside many sites. There are still over 400 classified positions open; 908 were filled recently. The cost of living, inflation, and minimum wage are all going up in January 2022. The Classification Review Year-2 is going forward. It was originally planned to be put before the School Board at the August Board Meeting for a vote but was delayed. It is now back on track. Thanks to all our Members that have voiced their feedback.
- **Health & Welfare Benefits**
  - The above-mentioned M.O.U. put a Band-Aid © on the current Health & Welfare model for a year until we agree upon a model that is more sustainable.

Our General Counsel reported:

- **Contract Agreement**
  - Our goal is to reach a contract agreement with the District on a number of items before the end of the year. The District received a COLA (Cost of Living Adjustment) in the state budget of 5%. Meanwhile the District is facing increases in retirement contributions/payouts in STRS and PERS. ADA (Average Daily Attendance), which directly affects District funding, was maintained for the current year under a "hold harmless provision" – keeping the status quo using an average figure during the pandemic. This will return to reflecting actual attendance soon. The overall population of the District is down by approximately 900 to 1,000 students, so the District is looking at a drop in revenue. On the other hand, we know the District received a lot of COVID funds and we know the District has a recruitment and retention problem because our Members are underpaid, so these are all factors going in to the discussion of wage increases.

The President reported:

- **Staffing Shortages**
  - Short term concern: *staffing shortages*; long-term concern: *wages*. Many classified employees are experiencing increased workload expectations. Concerned? Keep PSEA informed. We are working on it.

- **Digital Schools**
  - Still in the works. This will be an online digital suite that will allow employees to have regular access pay rates, wage information, leave balances, etc.
- **Extra Holiday During Thanksgiving Break**
  - PSEA negotiated an extra paid holiday during the Thanksgiving Break that our Members ratified in the last contract. That means that 12-month employees will now only have to work Monday of that week. All other employees will receive an additional paid holiday.
- **October Vacation Payout**
  - This is the month to request a payout of excess accrued vacation pay by October 31.

### VICE PRESIDENT'S REPORT

The Vice President reported:

- **Advertising Open Classified Positions**
  - There has been some concern from Members about the wage information provided by the District in their recent efforts to attract more applicants for open classified positions. The wage information on the District website showed a salary that seemed unusually high. The amount shown represented a non-existent salary based on an entry level classified wage extrapolated into a full 8-hour day and a 12-month contract – a job which does not exist. Rest assured; new hires are not making more than veteran employees.

### TREASURER'S REPORT

The Treasurer's Reports were delivered by The Treasurer.

Beginning Balance:	\$234,941.47
Deposits/Credits:	\$35,899.44
Withdrawals/Debits	\$109,179.66
Ending Balance:	\$161,661.25

The President ordered the Treasurer's Report be filed.

The Year-End June 2021 PSEA Annual Financial Review is available on file at the PSEA Office.

### SECRETARY'S REPORT

- This is the beginning of the 2021 PSEA Officer Election cycle. There are 5 Board Officer positions up for election this year: **President, Treasurer, Parliamentarian, and 2 Members At Large**. More information will be available on the PSEA website and sent via e-mail next week on October 29. This will include the Candidate Declaration Form (a standard form where prospective candidates may write up a candidacy statement and garner the signatures of 5 fellow Members to vouch for that candidate's commitment and dedication). In the meantime, PSEA is looking for volunteers to join the Election Committee – a volunteer group that will assist with the election process such as working the polls and overseeing vote-counting. It is important to keep in mind that one cannot simultaneously be a member of the Election Committee and be running for a Board position. Those interested in running may research the duties of these Board Officer positions by viewing the PSEA website: look for "About" at the bottom of the main page, click there and then go to "PSEA Bylaws", and then view Article VI, which describes in detail the duties of all Officers. All Candidate Declarations are due in the PSEA Office no later than 3:30pm on November 30, 2021.

### PARLIAMENTARIAN'S REPORT

- Currently vacant.

### MEMBERS AT LARGE REPORTS

- **Gale Ching:**  
Nothing to report.
- **Alberto Felix:**  
PSEA is working hard on more dynamic Member outreach and visibility. An Instagram page has been created as an online space to share news, ideas, and pictures of Members at work. Also, a prototype PSEA bulletin board has been created as a bold and eye-catching information center with a uniform look across all our work sites to increase PSEA's visibility and make current information more immediately accessible.

- **Christine Robinson:**  
Absent. No report.

### **GENERAL COUNSEL'S REPORT**

The General Counsel reported:

- No new items to report. As always, inform PSEA of any changes in your working conditions or any violations of your rights.

### **DIRECTOR OF EMPLOYEE RELATIONS REPORT**

The Director of Employee Relations reported:

- **Workman's Comp:** This is a complex process and we have been processing an unusually high number of claims this year. Even the smallest injuries like a sprained finger to more extreme injuries should always be reported/documented using an Employee Injury Notice. By filling one out, an employee has up to a year to file a Workman's Comp claim if further complications arise due to that initial injury. It's very important to report injuries in real-time – preferably the day of the incident. The District contracts with three healthcare providers to handle the medical end of these claims: Sharp, Kaiser, and Palomar/Pomerado. If you do go to see a District-approved physician for a claim, be sure to bring back a doctor's note that will help determine any necessary work restrictions. You will also be assigned a time and place for your Interactive Accommodation Meeting to determine workplace accommodations, if any, that may be legally necessary. Employees are entitled to union representation at these meetings which is highly encouraged. It is wise to fill out an injury report every time there is an injury, even if you ultimately do not need to file a Workman's Comp claim. Further questions or concerns? Contact Pamela Contreras. Also, you can contact Beatriz Cruz-Rivera in the District's Workman's Comp department.

### **COMMITTEE REPORTS**

- **Professional Learning – Julianne Phillips:**
  - The recent Educational Financial Incentive Program met on October 7 to review applicants, 4 of whom will receive monetary awards.
  - Professional Growth Day returns on January 31, 2022 with 18 new classes in development with a strong focus on Special Education for all levels of classified staff; a Pro-Growth Day exclusively for Middle and High School will occur on October 25.
  - Special Education staff trainings have begun at the Mesa Verde Learning Center. Classes focus on de-escalation strategies and a refresher course on Pro-ACT Training.
  - The Professional Partner Program is a mentorship program with 12 Mentors who have, thus far, trained over 170 classified trainees.
  - CLC (Classified Learning Cooperative) is currently on pause. Stay tuned as our offerings for the year will be sent via Learning Letter soon.

### **GENERAL ORDERS**

- **GO2021-10-01:** Approval of the Manner and Means for Voting/PSEA Elections.  
*Motioned by:* Nancy Hall; *Second by:* Alberto Felix.  
Unanimously approved.
- **GO2021-10-02:** Approval of the Year-End June 2021 PSEA Annual Financial Review.  
*Motioned by:* Nancy Brundrett; *Second by:* Nancy Hall.  
Unanimously approved.
- **GO2021-10-03:** Approval of Purchasing New PSEA Lapel Pins.  
*Motioned by:* Nancy Hall; *Second by:* Davin Erickson.  
Unanimously approved.

### **NEW BUSINESS**

None reported.

### **MEMBER QUESTIONS/COMMENTS**

- **Forced Payout for Excess Vacation:** This practice has to do with the shift to Peoplesoft (the District's chosen payroll management software) that happened years ago and how the software

works. Any accrued excess vacation time is paid out at the end of the school year and does not carry over to the next academic year. It may seem illogical, but this is simply the way it is.

- **Governor's Order on Mandated Vaccinations:** This has been a source of confusion for many Members because the order proposes many changes with respect to vaccines and mandates, many of which do not have specific roll-out dates until other factors fall into place (such as full approval of the COVID-19 vaccines for children).

**EVENT CALENDAR**

- |                          |                              |
|--------------------------|------------------------------|
| • November 1, 2021       | Personnel Commission Meeting |
| • November 11, 2021      | Holiday – Veterans Day       |
| • November 16, 2021      | PSEA Board Meeting           |
| • November 18, 2021      | School Board Meeting         |
| • November 22 – 26, 2021 | Thanksgiving Break           |

**ADJOURNMENT OF BOARD MEETING**

6:08 p.m.

ATTEST:

\_\_\_\_\_  
Davin Erickson, PSEA Secretary

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

Next Meeting: November 16, 2021