

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

MINUTES for February 2, 2023

BOARD OF DIRECTORS	
PRESENT	ABSENT
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Nancy Hall, Parliamentarian Shannon Reed, Member At Large Beatriz Cruz-Rivera, Member At Large	
OTHERS PRESENT	
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

- **January 10, 2023 Meeting Minutes** – *Motioned by:* Nancy Hall; *Second by:* Nancy Brundrett.
Unanimously approved.

INSTALLATION OF OFFICERS

The President reported:

- **Installation of Officers:**
 - **Nancy Brundrett** was sworn in by acclamation as PSEA Vice-President.
Unanimously approved.
 - **Davin Erickson (Madam Secretary)** was sworn in by acclamation as PSEA Secretary.
Unanimously approved.
 - All newly installed Officers recited the PSEA Oath of Office. Congratulations!

OFFICER REPORTS

PRESIDENT'S REPORT

The President reported:

- **Groundhog Day**
 - Happy Groundhog Day! Punxsutawney Phil saw his shadow today in Pennsylvania, so it looks like we will have 6 more weeks of winter!
- **Tentative Agreement**
 - Through the process of IBB (Interest-Based Bargaining), your PSEA Negotiations Team has negotiated a new wages *Tentative Agreement* (TA) with the District for a 5% wage increase effective July 2, 2023. This TA will be put forth for a vote for approval by the Membership in the next week. If the State Budget ultimately indicates that more revenue is available, we will go back to the table to negotiate for a greater increase. If any other bargaining unit receives more than 5% across the board, the TA includes language that states we will

receive the difference between 5% and the higher wage increase given to the other unit.

- **Interest-Based Bargaining (IBB)**

- Presentation of the Wages TA included a detailed process of the IBB negotiations. Governor Gavin Newsom's January Budget Report just came out – the first draft in January is typically unstable, and we usually need to wait for the May Revision to discuss wages. This current budget seems stable as state experts are not predicting a recession or any major changes to the Governor's proposal for K-12 funding. In IBB with the Superintendent's Cabinet there was a willingness to discuss wages. We looked at District expenses and revenues to determine how much money is actually available. The 5% increase was the maximum increase allowed at this time based on the revenue available without the District going into the red. It's a different process than traditional negotiations. We will meet again through IBB to talk through substitutes, outside agencies filling in for vacant positions, and the money being spent, as well as remaining Articles in our Successor Negotiations.

- **Ratification Vote**

- Voting starts tomorrow (February 3) – the details and locations were sent out via email to Members. Voting is on Friday, Monday, and Tuesday at various sites. Thank you to all the Members who volunteered to assist at voting locations. In the past, we had separate Unit I and Unit II ballots, which were two different colors. We did away with separate ballots because of the confusion, but we do sort them here at the PSEA Office because they are two separate contracts and vote tallies are based on which Unit the voting Member is in. Members are always encouraged to attend the counting. Don't forget to vote – it is vital to have every Member voice their thoughts on our Agreements. Thank you to all our Members who stand together, whose voices we push forward to let Management know we are strong. We always give it our best to get what we can for you. Our Members do the lion's share of the work out there, so it's up to you to be solid and act collectively.

- **Classification Review Cycle**

- The draft job descriptions were supposed to be sent to employees in Year-3 back in December. We have had to pressure the consultants to expedite the process. Year-3 of the Classification Review was supposed to be put forward last August and just went forward this week. It must be rolled out in phases, one year at a time, because of the volume of classifications in years 3-6. If you are in Year-3, you should have received your updated draft job description to review and sign by next Friday. If you have received an updated job description from this process, please attend the upcoming Zoom meeting hosted by Personnel Commission that will further explain the work the consultants did in reviewing and changing the job descriptions and next steps.

- **Questions/Next Steps**

- How do you know how the changes will affect your responsibilities/workload?
- What if you don't agree with the changes?
- What are the Internal Salary Study recommendations regarding these changes?
- Years 4-6 are the next targets starting July 1. When they look at the external component, they look at benefits, holidays, and comparable Districts. Years 1-2 were done with a different process and a different consultant. The first Zoom meeting happens tomorrow. Go to it; it is essential.

- **Labor Relations**

- There is a lot going on. We will share updates regarding labor issues we are working on at our meeting next month due to time constraints.

- **COVID-19 Close Contacts**

- Is the District still required to report when employees have been in close contact with an individual infected with COVID-19? PSEA receives the regularly updated list.

Our General Counsel reported:

- Yes. The District is still required. When the State adopted the Cal/OSHA **ETS** (Emergency Temporary Standard), State employers were required to report close contacts in a timely manner. Now there is a **Non-ETS** in place. The Non-ETS has been submitted to the Office of Administrative Law – it has not been officially adopted yet, and therefore, not yet enforced. The new regulations do still require notifications of close contacts (for more information, read the details of the ETS and Non-ETS below).
 - **Emergency Temporary Standard:** 8 CCR § 3205(c)(3)(B)

- **Non-Emergency Temporary Standard:** 8 CCR § 3205(e)
- <https://www.dir.ca.gov/title8/3205.html>

VICE PRESIDENT'S REPORT

The Vice President reported:

- We are still receiving a lot of reports that Members are routinely being asked to do more at their sites. It's best to read your job description and know what you're paid for. Reach out to your supervisor – at a school site, that's the Principal or Vice-Principal, **NOT** the teacher. Don't get trapped with "you're not being a team player."

TREASURER'S REPORT

The Secretary reported:

- Due to our monthly Board Meeting being moved to an earlier date than previously planned (originally, February 7), the monthly report is not yet available. This topic will be revisited at next month's meeting.

SECRETARY'S REPORT

The Secretary reported:

- Madam Secretary just finished Pro-ACT training – and it's great! Pro-ACT is the District's approved curriculum for crisis aversion to best avoid injuries when working with students. If you work with students, it is highly recommended that you take this training when it is next available.

PARLIAMENTARIAN'S REPORT

The Parliamentarian reported:

- The Bylaws Committee has not met recently and is currently in limbo. We will set up a meeting soon to keep up the good work.

MEMBERS AT LARGE REPORTS

- **Shannon Reed:**
It has been a busy month. Shannon would like to thank all the Members of our Negotiations Team. There are reports that Members are being denied when they turn in their Reclassification Forms for Out-of-Classification work. Look up your contract and don't be afraid to invoke it. Go to PSEA. Don't feel defeated. Everyone is working above their workload – take advantage of the tools at your disposal. If you are denied, document it and report to our Director of Employee Relations, Pamela Contreras. "If it's not in writing, it didn't happen."

The President reported:

- If you need to file a grievance with the District, you may file on your own within 10 days of an incident; PSEA may file on your behalf within 25 days.
- **Beatriz Cruz-Rivera:**
Nothing to report.

GENERAL COUNSEL'S REPORT

Our General Counsel reported:

- Nothing to report.

DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- Our Director of Employee Relations has been inundated with calls from Members saying they are being told to change their work schedule. Look to *Article 5.3* of our contract. Your daily duty schedule is assigned by your immediate supervisor. This is **NOT** the teacher or Lead. We have many new administrators who don't know the contract. We encourage you to brush up on this part of the contract (*Article 5*). Know your rights under Article 5. A change in your daily schedule (more than an *hour change for Unit I*, more than a *half-hour change for Unit II*) needs to be in writing 14 days in advance during the school year.

COMMITTEE REPORTS

- **Professional Learning – Melanie Rodriguez:**

- Thank you to everyone who ran trainings and CLC's (Classified Learning Cooperatives). We had 69 classes with 1420 registrations from over 700 individual employees. Lots of feedback is coming in. There are 3 CLC's next week.

- **Scholarship Committee – Gale Ching:**

The Secretary reported:

- Check the PSEA website for the scholarship information once the PSEA Board approves it at our March meeting.
- Application dates: April 10 – May 12, 2023.
- Applicants will be notified on June 2, 2023.
- Checks will be mailed on June 9, 2023.

GENERAL ORDERS

The President reported:

- ~~GO2023-02-01: Approval of Process and Dates for the Scholarship Committee~~

The President moved to revisit this General Order at the March meeting.

Board Members are invited to review the above dates prior to next month's meeting.

NEW BUSINESS

- None reported.

MEMBER QUESTIONS/COMMENTS

- None reported.

EVENT CALENDAR

- | | |
|--------------------------|-----------------------------------|
| • February 9, 2023 | School Board Meeting |
| • February 20 – 24, 2023 | District Recess – Presidents' Day |
| • February 27, 2023 | Personnel Commission Meeting |
| • March 7, 2023 | PSEA Board Meeting |

ADJOURNMENT OF BOARD MEETING

5:57 p.m.

ATTEST:

Davin Erickson, PSEA Secretary

Date: _____

Next Meeting: March 7, 2023