

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

**MINUTES for December 13, 2022**

<b>BOARD OF DIRECTORS</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Nancy Hall, Parliamentarian Shannon Reed, Member At Large Beatriz Cruz-Rivera, Member At Large	
<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**    **4:45 p.m.**    A quorum was established.

**CLOSED SESSION**

Nothing to report.

**REVIEW & APPROVAL OF MINUTES**

- **November 15, 2022 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Shannon Reed.  
Unanimously approved.

**OFFICER REPORTS**

**PRESIDENT'S REPORT**

The President reported:

- **Pro-ACT Training**
  - Melanie Rodriguez, our Professional Learning Coordinator, will be scheduling Pro-ACT training in January and February for interested classified employees. If you are interested, contact Karen Burns at PSEA.
- **Grievances**
  - **Extra Work:** Extra work is defined in an Article of our collective bargaining agreement. It should be offered on a rotating basis based on seniority. PSEA has discussed known violations of this agreement with the District. We have been unable to resolve it informally, therefore we have filed a grievance.
  - **Probation:** We are mitigating a situation where a probationary employee was released from employment, resulting in 7 grievances. There is plenty of language in the contract offering structures of support for employees within their first 6 months of employment. Any reason an employee may not pass probation is a good time to reach out to PSEA to ensure proper training and supports have been put into place. Employee success, training, and retention should be the District's priority given the current labor shortage in our District. Our grievances were filed last week, and the resulting conference with Human Resources is in January.
- **Interest-Based Bargaining (IBB)**

- PSEA participated in a joint training with the Superintendent and her cabinet. On November 29<sup>th</sup> & 30<sup>th</sup>, we reviewed an old MOU (Memorandum of Understanding) regarding “boot allowance” for identified classifications that require work boots. The results of this meeting will be sent out soon to Members. We are also actively looking into substitutes and how to increase the available pool. Money is being allocated to pay for employees from outside agencies; PSEA believes this money is better spent internally. We are also looking for an IA (Instructional Assistant) interested in joining the PSEA Negotiations Team. We do not believe that negotiations need to be adversarial – the traditional form of negotiating works in comparable school districts. We want trust, open-mindedness, and transparency.
- **Sunshine Agreements**
  - Our latest proposals went before the School Board this month and we plan to start negotiations in January.
- **Classification Review & Salary Study**
  - The external component of the Study is done, and we have a follow-up meeting with the Consultant this Thursday. The internal component for Years 3 through 6 is not complete. This was expected to be completed in December but is now more likely to be completed in January. Personnel Commission Director Rebecca Lee will be conducting meetings with employees to roll out the findings, starting with Year 3. We have requested an in-person meeting as well as virtual meetings to allow all interested to participate. PSEA has shared with the District that everyone has waited a long time for this information and patience is wearing thin, if any, after all these years.
- **School Board Election Results**
  - Heather Plotzke won her Board seat (Trustee Area C) by a small margin (199 votes). Every vote counts! She has reached out to us and is very supportive of classified employees. Our PSEA President and Vice President will meet with her soon.
- **PSEA Treasurer Seat**
  - The PSEA Treasurer, Courtney Brown, will be stepping down due to time constraints with personal commitments. If you are interested in filling this Board seat, contact PSEA.
- **Inclusive Practices Advisory Board**
  - PSEA is looking for Members to serve on this Board to look at inclusive practices and collaborate with other committee members. The Board meets every other month.
- **Site Representation Committee (SRC)**
  - From the Unit I Contract, Article 16: PSEA Organizational Rights

#### 16.14

*The District and PSEA agree to establish a joint committee at each school site to discuss matters of mutual concern. This committee shall meet at reasonable times upon the request of either the principal or Unit committee members representing various job classifications at the work site. Unit members on the committee shall be selected by PSEA. The principal and not more than two other administrators shall represent the District on the committee.*

*If at any time PSEA and PFT, in conjunction with the District, agree to a joint committee, i.e., PSU/UBC, the aforementioned SRC shall be incorporated into the new entity.*

- The purpose of this committee is to take in collective concerns and share information. We want committees that build communication. On-site employee concerns can be brought before the committee for discussion. Interested? Contact Our President, Courtney Martin, or our Director of Employee Relations, Pamela Contreras. This committee will go a long way at your site to address concerns and solve problems. It also brings supervisors and employees together to discuss issues.

### **VICE PRESIDENT'S REPORT**

The Vice President reported:

- A Member started a Facebook page for classified employees. Lately, we have seen questions about CLC's (Classified Learning Cooperatives), as not everyone knows what these are. Go to the PSEA website and learn about them, read the monthly Learning Letter, or visit the PUSD Professional Learning website to see what is available and enroll. These are great

opportunities for professional learning. Some Members have reached out recently regarding their latest paycheck and weren't clear on how to read it. If you need help, reach out to your Payroll Technician, and stay informed. Also, the additional retro pay came early – we were expecting it on the December paycheck.

### **TREASURER'S REPORT**

The Secretary reported:

Beginning Balance:	\$154,262.97
Deposits/Credits:	\$39,658.68
Withdrawals/Debits	\$31,714.44
Ending Balance:	\$162,207.21

The President ordered the Treasurer's Report be filed.

### **SECRETARY'S REPORT**

The Secretary reported:

- Nothing to report.

### **PARLIAMENTARIAN'S REPORT**

The Parliamentarian reported:

- The PSEA Bylaws Committee is excited about the progress we are making. We see what needs to be done to make the bylaws more user-friendly. There probably will be two more meetings. It's been fun.

### **MEMBERS AT LARGE REPORTS**

- **Beatriz Cruz-Rivera:**  
Nothing to report.
- **Shannon Reed:**  
We have been hearing lots of noise from classified staff curious to know about the latest negotiations. Our 2 Members at Large will be going out to sites to rally support. We are also seeing a lot of support from teachers, too.

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

Our General Counsel reported:

- We have a case that has been appealed to arbitration. A victory we won early on in PSEA's history was the right to binding arbitration, meaning we can appeal our cases to a third-party judge for final arbitration. The current case involves an employee's work schedule being in violation of contract, due to the lack of two consecutive days off.
- We have a ULP (Unfair Labor Practice) case in which PSEA made a request for information, which was not provided. We expect to resolve this case soon as the District provided additional information recently that requires review and verification prior to resolution.
- If you see anything at work that seems off, please contact PSEA. For example, if a classified employee is out sick and needs a substitute, time to time they will bring in a teacher sub for the Instructional Assistant at teacher pay. If the District is bringing in people and paying them in violation of contract agreements, this is a grievance and possible ULP. A settled situation doesn't enforce itself and may come back.

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

The Director of Employee Relations reported:

- The importance of documentation cannot be stated enough – put it in writing. When we deal with Members, we ask if there are written statements, texts, e-mails, etc. Often, Members will claim that they received a verbal arrangement only, but then weeks later, a supervisor doesn't remember the discussion or simply denies it. Documentation is very helpful to us to help recap what happened, so we can help you when the time comes.

### **COMMITTEE REPORTS**

- **Professional Learning – Melanie Rodriguez:**

- The latest Learning Letter has lots of information about CLC's, Pro-Growth Day, educational opportunities, and educational reimbursements. The committee that handles educational reimbursements meets 3 times a year and can offer up to \$500 per Member. Check out the PSEA website or contact Melanie Rodriguez for more information. She has been working hard to address the needs of more varied classified employees in her work.
- **Election Committee – Shannon Reed:**
  - We received 2 applications, one for Secretary and one for Vice President, that are yet to be reviewed by our chairperson of the Election Committee, Shannon Reed. It does not look like we will need to hold a traditional election.

### **GENERAL ORDERS**

None reported.

### **BOARD RESOLUTIONS**

The President reported:

- ~~BR2022-12-01: Approval of Policy & Process for PSEA Preferred Vendors.~~  
The President moved to revisit and revise this Board Resolution at the January Meeting.
- An attorney specializing in Workers' Compensation will be presenting at the January PSEA Board & Membership Meeting with plenty of good information to share that everyone should know and have.

### **NEW BUSINESS**

- None reported.

### **MEMBER QUESTIONS/COMMENTS**

The President reported:

- **COVID-19 Decision Tree**
  - A COVID-19 form was sent out to Members recently as part of a PSEA communication. You can check out the latest standards on the SDCOE (San Diego County Office of Education) website.
- **Winter Break**
  - Enjoy the break and remember that the Monday after the two-week break (January 2) is also a holiday. Have a wonderful holiday and take some time to relax!

### **EVENT CALENDAR**

- |                                       |  |
|---------------------------------------|--|
| • December 15, 2022                   | School Board Meeting                     |
| • December 19, 2022 – January 2, 2023 | District Recess – Winter Break           |
| • January 10, 2023                    | PSEA Board & Membership Meeting          |
| • January 16, 2023                    | Holiday – Dr. Martin Luther King Jr. Day |
| • January 30, 2023                    | Personnel Commission Meeting             |

### **ADJOURNMENT OF BOARD MEETING**

5:31 p.m.

ATTEST:

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

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

Next Meeting: January 10, 2023