

Poway School Employees Association

Regular Meeting of

THE BOARD OF DIRECTORS and MEMBERSHIP

PSEA Administrative Offices – 13378 Poway Road, Poway, CA 92064

MINUTES for Wednesday, February 13, 2013

MEMBERSHIP MEETING:

CALL TO ORDER 4:49 p.m.

BOARD OF DIRECTORS	
PRESENT	ABSENT
Lynnette Turner, President	
Linda Farmer, Vice President	Susan Harman, Member At Large
Mary Jo Stollfuss, Treasurer	Courtney Davis Martin, Parliamentarian
Yoenda Dornan, Secretary	
Doug Nicoll, Member At Large	
OTHERS PRESENT	
Ricardo Ochoa, Marcelle Ouellet, Patricia Rice, Janet Alkema, Peggy Tang, Christa McIntosh	

REVIEW OF MINUTES:

Motion to read and approve the minutes as amended of the last Membership and Executive Board meeting: Motioned by: Linda Farmer; Seconded by: Mary Jo Stollfuss; Motion: carried unanimously.

OFFICER REPORTS:

President's Report:

Current Issues

The president reported that she attended the Employee Recognition Dinner at the RB Inn the other night. It was a highlight and very special. Recognition is so beneficial to moral. She took input from members in attendance regarding the Everyday Heroes recognition program to bring to the next Committee Meeting.

Labor Relations Meeting

At labor relations, we discussed the following items:

- Safety/Security Issues: David Hall reported that the District has contracted with Mark Miller to visit the sites and review all safety policies and procedures. The unlocked door at the District Office that accesses the Café is part of the review. A lot of brainstorming is taking place regarding new safeguard measures. At the District Office, some are already in place (i.e., locking bathroom entrance into the building, from receptionists controlling entrance into main halls). Student Services has been reviewing all procedure binder information and going out to sites to review their needs. Much more to come.
- Negotiation Dates: We have set the following dates for negotiations-
 - March 1, 9:00 am to 4:00 pm

- March 8, 9:00 am to 4:00 pm
- March 13, 9:00 am to 12:00 pm
- March 18, 12:00 pm to 5:00 pm
- March 20, 9:00 am to 5:00 pm
- Contract Finalization: Done and printed!
- Negative information coming from Managers: Employees at several sites have reported that managers/supervisors are calling in their instructional assistants who are currently time-sheeting extra hours on top of their contract hours. They are informing the I.A.'s that they are losing the extra hours and because the site will be hiring for that position. Further, and more importantly, they are telling employees that it is PSEA who is to blame. This is untrue- PSEA's stance is that positions with increased hours (such as 6 or 6.5) should be created and given to those working the extra hours. It is the wish of the District to fill 3 hour positions so as to avoid the extra cost of benefits. PSEA asked for the anti-PSEA talk to cease; Tracy Hogarth agreed this in unacceptable and will address all managers.
- Office Assistant at Valley ES: PSEA expressed concern over the recent loss of an Office Assistant at Valley and asked for follow up on the work load there; specifically, what might be causing such an unpleasant departure of an employee? David Hall will follow up.
- Hourly Information: PSEA requested follow-up information on the lifeguard/swim instructor and the crossing guard positions which are currently hourly substitutes and outside of the classified service. One issue raised is that the swim instructors did not appear to be substituting for anyone. Another issue is interpreting the difference in Ed Code between merit districts and non-merit districts. The District agreed that some swim instructors should be brought into the classified service but will have to determine which will qualify. With regard to crossing Guards, the District agreed that they should be in the classified service. It will need to be determined which unit to place them in. Issues shall be worked out by March 1.
- Personnel Commission and the addition of an AED requirement: PSEA questioned the ability of the Personnel Commission to make a job duty change by adding AED certification to the CPR/First Aid certification required for several jobs within the unit. The Personnel Commission ruling was that new employees would need to have the certification, while the existing employees would be decided on through the negotiation process. PSEA asked why the subject was not worked out through negotiation before the Personnel Commission changed the description. Gerry Conradi and Ricardo Ochoa will look at information on Personnel Commission rules and authorities.
- New Evaluation Process: Tracy reported that the new performance evaluations process has been finalized and is ready to try out. The new evaluations are closely linked to the actual job descriptions, thus helping to evaluate employees in a more meaningful and relevant way. Employees and supervisors will have an opportunity to add things to the evaluation that occur outside of the job duties, which occur on an ongoing basis. PSEA's evaluation committee members are in support of the new evaluations and will be taking a sampling to the Board of Directors at the next meeting for their approval. PSEA is anxious for the new evaluations to get started.

- Leave of Absence guide-posts: Tracy will follow up with Ricardo to provide some guide posts that she uses to determine what does and does not qualify for granting of a leave of absence request.

Negotiations update

Both Sunshine Proposals have been read into the School Board record. The negotiation team has met several times to make preparations. We are reviewing CBA's from other districts for ideas on language.

Newsletter update

Heather Perry has stepped up to do a Newsletter for us. She is trying to put one out for March. She will be contacting Board members for articles and give you deadlines soon.

Vice President's Report:

- None reported

Secretary's Report:

- None reported

Treasurer's Report:

Starting balance: 180,640.96

Income: 56,479.73

Expenses: 13,883.83

Ending balance: 223,236.86

New Member total: 726

LEGISLATIVE ACCOUNT:

Starting balance: 126.20

Income: 0.01

Expenses: Check issued to PSEA 126.01

Ending Balance: 0

Parliamentarian's Report:

- None reported

Members at Large Reports:

- Doug Nicoll is working on how members can contact him.

GENERAL COUNSEL'S REPORT:

Ricardo Ochoa shared:

- General Counsel stated that our negotiation meetings will start on Friday, March 1, 2013.
- PSEA grievance regarding a probationary issue has been settled.
- Working on additional positions moving into our unit.
- Ricardo followed up on the Treasurer's report, stating that all election reports are filed and are now closed.

GOOD OF THE ORDER:

- Marcelle's daughter, Julia Conway has been accepted to Oregon State.

ADJOURN TO CLOSED SESSION AT 5:42 P.M.

CLOSED SESSION: 5:45 p.m.

The Board went into Executive Session at 5:13 p.m. and adjourned at 5:53 p.m.

BOARD OF DIRECTORS MEETING:

QUORUM CALL/CALL TO ORDER 6:18 p.m. A quorum was established.

MEMBERSHIP COMMENTS: None.

REPORT ON CLOSED SESSION: No action items reported.

GENERAL ORDERS:

- Minute Order for purchase of printer and scanner in an amount n.t.e. \$400.00: MO2013-02-01
Motioned by: Linda Farmer; Seconded by: Mary Jo Stollfuss; Motion: carried unanimously.
- Minute Order for a Paralegal to take notes during negotiations; \$100.00 per hour: MO2013-02-02.
Motioned by: Doug Nicoll; Seconded by: Linda Farmer; Motion: carried unanimously.

COMMITTEE REPORTS

Legislative Committee	no report
Hospitality Committee	no report
Bylaws Advisory Committee	no report

UNFINISHED BUSINESS:

None reported.

NEW BUSINESS:

None reported.

ADJOURNMENT: 6:31 p.m.

It was moved by Mary Jo Stollfuss, seconded by Linda Farmer, to adjourn the meeting. **Meeting adjournment was approved by unanimous consent.**

Next meeting: March 13, 2013

ATTEST:

Yoenda Dornan, PSEA Secretary

Date: _____

unapproved