

# Poway School Employees Association

*Regular Meeting of*  
**THE BOARD OF DIRECTORS**  
**Wednesday, November 16, 2011 - PSEA Administrative Offices**  
**13378 Poway Road, Poway, CA 92064**  
**MINUTES**

**QUORUM CALL/CALL TO ORDER 5:04 P.M.** A quorum was established.

<b>BOARD OF DIRECTORS</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Lynnette Turner, President Linda Farmer, Vice President Yoenda Dornan, Secretary Mary Jo Stollfuss, Treasurer Courtney Davis Martin, Parliamentarian Heather Perry, Member at Large (3-Year) Doug Crooks, Member at Large (2-Year)	
<b>OTHERS PRESENT</b>	
Jim Cunningham, Tahne Gollwitzer, Marcelle Ouellet, Kim Muslusky	

## **GUEST SPEAKERS**

None present.

## **MEMBERSHIP COMMENTS**

None presented.

## **REVIEW OF MINUTES**

A motion to accept the minutes from the Board of Directors meeting on October 27, 2011, was made by Linda Farmer, seconded by Mary Jo Stollfuss. Motion carried unanimously. A second motion to accept the minutes from the Special Board of Directors meeting held on October 10, 2011, was made by Linda Farmer, seconded by Mary Jo Stollfuss. Voted unanimously, motion carried.

## **GENERAL ORDERS**

None presented.

## **OFFICER REPORTS**

### **President's Report**

The President reported:

- Labor Relations Meeting – Lynnette Turner spoke about the “cover one-cover all” dental plan that the district offers employees. As employees we are self-funded for our dental plan, which could present a problem if employees “cycle” family coverage. This will be discussed at a meeting to be held on November 18, 2011.

- Lynnette Turner discussed the liability of administering Diastat injections, and the liability to employees, the District is developing a letter to cover this liability. This would include anyone trained in administering medications of any kind. This letter has been seven months in development.
- Ricardo Ochoa is working on a letter regarding the 3 + 3 jobs for labor relations. A meeting with District Labor Relations, PSEA's Negotiation team, and PSEA Labor Relations representative, Courtney Davis Martin will be meeting on December 8 to discuss this in detail.
- Using the Zoomerang survey regarding requested discount item, there was 252 responses recorded.
- The District has requested for our Negotiation Team to have a Sunshine proposal ready for the January 11, 2012, Board meeting. The District is planning on presenting their Sunshine proposal at that meeting also.
- Lynnette Turner spoke about a resolution for the summer work for bus aides. When they go from a contract to a timesheet for summer month's work, the payroll department has agreed to extend the cutoff date for one week to turn in timesheets so that their paycheck for June will be greater. This could be extended to IA's who work summer school with Special Education also.
- Lynnette Turner reported on the classification studies. Personnel Commission states that they are close to being finished. Lynnette still has some concerns with the ISS/buyer/purchasing specialist position as the duties are merging and this could eliminate a job classification completely. Amanda Hansen is working on this issue for us.

### **Vice President's Report**

The Vice President reported:

- Linda Farmer continues to attend the Personnel Commission meetings, and continues to raise PSEA concerns regarding hiring from the outside when there are qualified employees in-house.

### **Secretary's Report**

- None presented.

### **Treasurer's Report**

- Mary Jo Stollfuss presented the current income and expense report. President Lynnette Turner ordered the report filed.
- Mary Jo Stollfuss also reported that our first audit had been finished and mailed to the auditors.
- Jim Cunningham commented that Mary Jo saved PSEA a huge amount of money by doing all of the work herself. He commended her efforts.

### **Parliamentarian's Report**

- None presented.

### **Members At Large Reports**

- Heather Perry offered her help to Doug for membership and to enlist site reps.

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

- Jim Cunningham explained about having a strict timeline on any filed grievance. This keeps everything moving in the right direction, and requires action. Regarding the 3 + 3 grievance that has been filed, it moved directly to step 3, we have given an extension to the District's response until December 13, 2011.
- Jim Cunningham is receiving many calls regarding injuries at the job site. Please inform all employees to file a worker's comp. report immediately, do not wait, as this may affect the outcome of any final settlement.
- Jim Cunningham will be working on an article to publish after the first of the year, explaining worker's comp. claims and what you need to know regarding this type of situation. Any worker's comp. questions please contact Jim directly.
- Jim Cunningham informed us that we have two preferred vendors who are interested in working with PSEA. Northwest Mutual and Colonial Life.

### **EXECUTIVE SESSION**

- None presented.

### **COMMITTEE REPORTS**

#### **Evaluation Committee**

- Tahne Gollwitzer reported that the second meeting on Nov. 2, 2011, they discussed if the current evaluation form represented job descriptions. The current evaluation form basically had district standards on them and does not relate to any specific job. Therefore the committee's next step is to read job descriptions, report suggestions for each job evaluation's change, and eventually develop a two page evaluation. The first page regarding the specific job, the second page having district standards.
- There was some discussion as to who completes the evaluation review. Supervisors are the only site personnel trained on how to evaluate not the certificated staff. Supervisors should observe the classified employee to be able to complete the evaluation. Only the supervisors should sign as the reviewer and all of this information must be relayed to supervisors to complete the process. Tahne will bring the Board's concerns to the committee.

#### **Legislative Committee**

- None presented.

### **UNFINISHED BUSINESS**

- The approval of a web designer was postponed for a month. No decision was made to accept one designer over another.
- The Strategic Planning Committee met on Tuesday, November 15, 2011, at the PSEA office and started planning a membership drive that will be held within the next 30 days. Doug Crooks is spearheading this as he is sending out information to site reps. with all of the site members.

- It was brought up that although the 11 month employees have been paid for their one missing day in August, the vacation and ill days accrual has not been updated. When asked about why this didn't automatically adjust, payroll explained that this must be done by hand and that they have not been instructed to do this. Lynnette Turner will ask for a report from payroll to see if this has been accomplished.

#### **NEW BUSINESS**

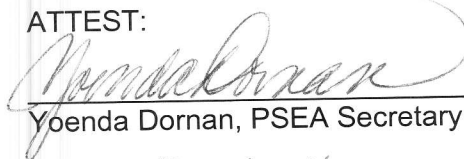
- Yoenda Dornan suggested that we have a PSEA Padre night at the baseball Petco Park. More information will be brought to the next board meeting in December.

#### **ADJOURNMENT**

- **6:15 p.m.**

It was moved by Heather Perry, seconded by Doug Crooks, to adjourn the meeting. **Meeting adjournment was approved by unanimous consent.**

ATTEST:

  
Yoenda Dornan, PSEA Secretary

Date: 11-16-11