

Poway School Employees Association

Regular Meeting of
THE BOARD OF DIRECTORS
Wednesday, February 29, 2012 - PSEA Administrative Offices
13378 Poway Road, Poway, CA 92064
MINUTES

EXECUTIVE SESSION

The Board went into Executive Session at 5:00 p.m. and adjourned at 5:20 p.m. There was nothing to report.

QUORUM CALL/CALL TO ORDER 5:22 P.M. A quorum was established.

BOARD OF DIRECTORS	
PRESENT	ABSENT
Lynnette Turner, President Linda Farmer, Vice President Mary Jo Stollfuss, Treasurer Courtney Davis Martin, Parliamentarian	Yoenda Dornan, Secretary Heather Perry, Member at Large (3-Year) Doug Crooks, Member at Large (2-Year)
OTHERS PRESENT	
Jim Cunningham, Janet Alkema	

GUEST SPEAKERS

None present.

MEMBERSHIP COMMENTS

None presented.

REVIEW OF MINUTES

Motion to read and approve the minutes of the last Executive Board meeting: Motioned by: Linda Farmer; Seconded by: Mary Jo Stollfuss. Motion: Carried.

GENERAL ORDERS

None.

OFFICER REPORTS

President's Report

The President reported:

- On February 27th, the president attended the presentation of the awards to our Classified Employees of the Year: Cindy Hicks, Student Support Services Prevention Specialist, and Darryl

DuPlechain, Lead Custodian at PHS. It was a very happy occasion to congratulate these two outstanding individuals. Congratulations to ALL of PUSD's Site and Department Classified Employees of the Year as well. Job well done!

- Labor Relations meeting was also February 27th. Discussion items included:
 - Follow up on classified employees receiving stipends. There are no employees receiving payment for extra work via a stipend. It's all done on timesheets.
 - Follow up on certificated substitutes for classified positions. There are always unfilled classified positions every day (typically instructional assistants). The protocol is to use the Subfinder program and any classified employee listed there will be called for the absence. Certificated are only used when there is no other. T. Hogarth advises that all instructional assistants or other part-time personnel who wish to be considered for substituting jobs contact the desk of the Subfinder in Personnel and put their name in the system.
 - Follow up on the 11.5 position in Special Education. It was discussed at the Cabinet level and it was determined that this position cannot be made 12 month due to budget reductions.
 - Follow up on the buyer grievance and the Purchasing department reclassification study. Study is on hold until grievance is resolved. Grievance meeting on Monday was cancelled due to illness and family emergencies. To be rescheduled. Note: a buyer position opened in Purchasing, and a buyer who was laid off has been recalled to fill that position.
 - Follow up on the status of the 3+3 grievance. In process- next meeting date to be determined.
 - Question regarding whether or not vacation and sick leave accruals were added to the records when the 11-month AWOP grievance was resolved. Answer is yes, that adjustment was done in November. Member in attendance is not sure this is accurate information and requests president to follow up again.
- Reminder to the board that IBPS training, final session, is Friday. Hopefully after this training, we will be able to move forward with getting negotiation dates on calendar.
- February is the designated month for the Annual Report by the President. It will be late. Should have it finished for the Membership meeting on March 14th. President requests a brief statement from each Board member, containing brief bio information, what you feel we have accomplished and what you envision for the next year. Please provide no later than March 7.
- We are losing Tahne Gollwitzer, to retirement. She was a Classified Evaluation committee member. I would like to recommend that Christa McIntosh, at Stone Ranch, take Tahne's place on the Committee. Motion to accept the recommendation of the president to appoint Christa McIntosh to the Classified Evaluation committee. Motioned by: Linda Farmer; Seconded by Mary Jo Stolfuss. Motion: Carried.

Vice President's Report

The Vice President reported:

- Linda reports that she has obtained quotes for a safe. Move to unfinished business.
- Linda attended the Personnel Commission meeting. The Senior Publications Technician position was recommended by the Commission to increase the salary range from 29 to 32. It will now move forward to the Board of Education. Linda again discussed PSEA's dismay at

positions being posted to the outside as opposed to being promotional. She cited an example of the school administrative assistant position receiving 187 applicants, most from outside- not within. She expressed that people may feel that they don't stand a chance in the application process so they do not try. Personnel Commission says the purpose of the merit system is to hire the most qualified candidate. She asked for the Director, Debbie Wulff, to come to a membership meeting to talk about the Personnel Commission and how things are done to help us understand. Tests do not match job descriptions; the Personnel Commission says tests are generic and not specifically designed for PUSD but they are reviewed by people in our positions and are approved by our employees who know what should be in the tests. People trying for positions and not receiving the promotion can go to the Personnel Commission and find out some details about why.

- Linda reported on obtaining discount tickets. We have had no word from SBPEA, the association we were hoping to obtain tickets from. We are now looking for other options.

Treasurer's Report

Starting balance: \$131,213.77
Income: \$26,772.86
Expenses: \$20,968.97
Ending balance: \$137,017.66

The president ordered the Treasurer's Report be filed.

New Member total: 725

Secretary's Report

- None presented.

Parliamentarian's Report

- Courtney reports she has been working on a new website, but the templates are not worth using. She is looking at other options while working on the new site.

Members at Large Reports

- None presented.

GENERAL COUNSEL'S REPORT

- Jim Cunningham reports he is working with the president on creating another retirement seminar; 4-28-12 is the target date. The plan is to offer attorney and notary services to do powers of attorney, CalPERS and general, and to have a social security representative.
- Jim and the president need to set a meeting with Colonial Life and discuss direct deposit options when employees choose to buy services from them.
- Jim attended a presentation from the San Diego Foundation. They are an organization that does scholarship administration for various non-profits; which removes the need for

organizations like us to become a 501c3. They will manage the scholarship fund (as a third party) and they take 2% per month to handle it. Their status allows for donators to be able to deduct their contribution. They have a website where the applications can be done and submitted, using your criteria. They will make the selection decisions, again based on our selection criteria, and take the members out of the equation, which avoids any conflict of interest potential. We would have to have a minimum balance of 25k, and then we would do more fundraising if we wanted to increase the scholarships we award.

- Jim reported that the Unfair Practice Charge is still progressing as attorneys are finalizing the stipulations as to facts in the case. It is set for briefing; a date will be assigned when the stipulations are finished and sent to PERB.
- The buyer grievance is close to settlement; however, dates were cancelled due to incidents beyond everyone's control and will be rescheduled.
- The 3+3 grievance is in the process of finalizing the numbers of employees affected and preparing to do settlement agreements.
- Jim will set up training for the executive board for a 1 and 1/2 hour session regarding fiduciary responsibility, rules of parliamentary procedure. His staff will contact us to set a date.

COMMITTEE REPORTS

Scholarship Committee

We will be calling a meeting for the launch date of graduating seniors, which are to be awarded in May.

Classified Employee of the Year Committee

A proposal of the committee for a new process for selecting classified employees of the year has been submitted to the Superintendents Cabinet for consideration. The proposal includes selection more times per year, and also a team award.

UNFINISHED BUSINESS

- No updates on the Padre game. Yoenda to follow up.
- No updates on copiers.
- Update on employee welcome letter: Doug has created a draft; Lynnette is reviewing.
- Linda has quotes on a safe for specific documents that need protection and discount tickets and cash. Motion to approve up to \$500 for the purchase of a safe. Motion by: Linda Farmer; Seconded by: Mary Jo Stollfuss. Motion: Carried. Minute Order to be prepared for \$500.

NEW BUSINESS

- Linda reports that Padre game date is being sponsored by the Humane Society. She will provide information to the newsletter editor.
- Lynnette feels that there is a need for an additional computer for the office. She will obtain quotes and bring to the next board meeting.
- Lynnette brought up that it is time to consider adding staff to the organization, or obtaining release time for the offices, or both. There is too much work for it to be done via volunteers. The board should create a Personnel Committee to research staffing options to report to the board at the next board meetings. Motion to establish an ad hoc Personnel Committee to

investigate staffing options. Motion by: Linda Farmer; Seconded by: Mary Jo Stoll fuss. Motion: Carried. Lynnette, Linda, and Mary Jo volunteer to be on the committee. Anyone else interested should contact Lynnette.

Motion to break into second half of executive session at the end of this meeting. Motion by: Linda Farmer; Seconded by: Mary Jo Stollfuss. Motion: Carried.

Next Meeting Date: Membership is March 14th; Board is March 28th.

ADJOURNMENT

6:24 p.m.

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

EXECUTIVE SESSION

Board entered Executive Session at 6:10 p.m. and adjourned at 6:20 p.m. Nothing to report.

ATTEST:

Lynnette Turner on behalf of absent
Yoenda Dornan, PSEA Secretary

Date: _____