

# **Poway School Employees Association**

*Regular Meeting of*  
**THE BOARD OF DIRECTORS**  
**Thursday, September 29, 2011**  
PSEA Administrative Offices  
**MINUTES**

**QUORUM CALL/CALL TO ORDER 5:05 P.M.** A quorum was established.

<b>BOARD OF Directors</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Lynnette Turner, President Linda Farmer, Vice President Kim Muslusky, 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, Janet Crews, Katie Allos, Janet Alkema	

## **GUEST SPEAKERS**

None.

## **MEMBERSHIP COMMENTS**

Janet Crews, from the Payroll Dept. expressed concerns about the 2011-12 Approved Budget and asked questions about the office expenses and the need for confidentiality on the lease agreement. The Board addressed her questions and concerns.

Katie Allos asked about the rental agreement for the PSEA offices.

## **REVIEW OF MINUTES**

A motion to accept the minutes was made by Linda Farmer, seconded by Doug Crooks. Motion carried unanimously.

## **GENERAL ORDERS**

1. BR 2011 09-01 Financial Auditor Selection  
The motion to approve the firm of Rogers, Anderson, Malody and Scott, C.P.A.'s to conduct the 2011-12 Association Audit was made by Linda Farmer, seconded by Mary Jo Stollfuss. The motion was approved unanimously.
2. BR 2011 09-02 Preferred Vendors Policy  
The motion to approve the establishment of Preferred Vendors, with the modification that the Board retains the right to revoke Preferred Vendor status at any time by a vote of the Board, was made by Doug Crooks, and seconded by Mary Jo Stollfuss. The motion was approved unanimously.

3. BR 2011 09-03 Records Request Policy

The motion to establish the policy for membership request of records and other disclosures was made by Mary Jo Stollfuss, seconded by Linda Farmer. Motion to amend the motion to correct policy item 6a., changing the time from 30 to 20 days, was made by Linda Farmer; seconded by Doug Crooks. The motion was approved unanimously.

**POINT OF ORDER**

Parliamentarian Courtney Davis Martin reminded the Board that it had forgotten to vote on the approval of the two insurance vendors preferred status applications. Mary Jo Stollfuss made a motion to approve Preferred Vendor Status for Northwestern Mutual and Colonial Life Insurance Companies; seconded by Linda Farmer. The motion was approved unanimously.

**OFFICER REPORTS**

**President's Report**

The president reported:

- Labor Relations Meeting – Ricardo, Courtney and Lynnette attended the meeting on Monday September 26th. On the agenda were:
  - Contract required committees, like the evaluation, labor relations, and sub-contracting review committees. – Committee to be organized quickly
  - ASES layoffs (2 employees) – lost funding of grants
  - CPR/First Aid compensation – contend all should be paid, they say 2
  - Epi-Pen and Diastat training – indemnify and defend letter coming
  - 11 month AWOP in August – sending out to the SDCOE accounting people for review and comment
  - 3 + 3 issue – found 45 people who are entitled to increased hours due to the extended length of time they worked.
- Renovate Website – Now that we have a logo, the president is seeking proposals to renovate the website. She presented one from Chuck Algin.
- Discount ticket arrangement with SBPEA – the president presented a proposal from the San Bernardino Public Employees Association to include PSEA in their discount ticket program. The proposal allows for PSEA to obtain discount tickets without an upfront cost. All unsold tickets would be returned to SBPEA. A motion to send out a survey to the membership to ascertain which tickets they prefer and move forward with SBPEA to create an agreement to sell tickets to the membership was made by Heather Perry; seconded by Mary Jo Stollfuss. The motion was approved unanimously.
- Electronic Survey Tool- Turner told the Board that she had investigated the use of an electronic survey tools called Zoomerang and Survey Monkey. The cost of using this tool is approximately \$19 per month or \$149 per year. Courtney Davis Martin motioned that the president further investigate the tool and purchase one month for a trial usage for the membership ticket preferences. Seconded by Heather Perry. The motion was approved unanimously.
- Paraprofessionals – Turner would like to create a new position of a representative specifically for Paraprofessionals. In the past there had been a Vice President of Paraprofessionals. She requested that the Board consider how this might work and bring back thoughts and ideas to the next meeting.
- PSEA General Procedures – the president presented some general procedures on meetings listing some processes that would help streamline the noticing requirements and agenda/minutes preparations.

- Turner reported she had finally gotten AT&T to give PSEA a quote not to exceed the budget of \$250 a month to include local, long distance calling, web hosting, data backup and the phone lines. The quote came in right under budget; the board was agreeable to that choice for phone/Internet service.

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

Linda Farmer and Yoenda Dornan attended the budget presentation by Malliga Tholandi at PUSD District Office. The information is tentative because we do not know how state revenues will be in January.

Farmer attended the Personnel Commission meeting, and again raised PSEA concerns regarding hiring from the outside when there are qualified employees in-house. She brought up the Job Fairs being held for SPED Instructional Assistants and questioned the compliance with usual process for interviews and hiring. Farmer also voiced issues about tests not matching job descriptions.

### **Secretary's Report**

K. Muslusky asked for a copy of the new logo for the newsletter.

### **Treasurer's Report**

M. Stollfuss presented the current income and expense report. President Turner ordered the report filed.

### **PARLIAMENTARIAN REPORT**

Courtney reminded the Board that there needs to be a person checking members in at the door for the meetings. Heather Perry volunteered to be the check-in person. Courtney will create procedures for this.

### **MEMBERS AT LARGE REPORT**

(Reported during the president's report due to Doug Crooks' need to leave the meeting early.)

D. Crooks reported that he has compiled a list of existing representatives. He will email to them next week and ask them to do an inventory to ascertain whether there are Association bulletin boards at the sites. He will also send them lists of membership for their sites so that they can begin recruiting.

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

Jim Cunningham spoke about applying for tax-exempt status. There are three different options to consider which the firm is sorting out. Tax-exempt status will allow PSEA to accept donations without tax consequences. Jim is still working on the retirement seminar and having difficulty securing the Social Security expert. There will be training for the Board and selected employee representative before the end of this calendar year.

### **COMMITTEE REPORTS**

#### **Scholarship Committee**

The committee will meet Oct. 5, 2011. Jan Williams will be added as a member of the committee.

#### **Legislative Committee**

None.

**EXECUTIVE SESSION**

The meeting went into Executive Session at 7:10 p.m. Executive session adjourned at 7:25 p.m.

**UNFINISHED BUSINESS**

Heather Perry reported that Katie Allos won the PSEA logo contest, Vicki Crotz won second place and Karen Rockefeller won third. Their checks will be presented at the next membership meeting in the amounts of \$100, \$50, and \$25.

**NEW BUSINESS**

Heather Perry will send her comments on classified evaluations to the District.

President Turner asked to change the date of the Oct. Board meeting to Thursday, Oct. 27 to accommodate Doug Crook's attendance. Heather Perry made the motion to change the date to October 27<sup>th</sup>; seconded by Linda Farmer. The motion was approved unanimously.

**ADJOURNMENT 7:30 p.m.**

It was moved by H. Perry, duly seconded by L. Farmer, to adjourn the meeting to a date, time, and location to be determined by the President. **Approved by unanimous consent.**

ATTEST:

\_\_\_\_\_  
Kim Muslusky, PSEA Secretary

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