

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

**MINUTES for June 13, 2023**

<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**

- **May 16, 2023 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Beatriz Cruz-Rivera.  
Unanimously approved.
- **May 24, 2023 Special Meeting Minutes** – *Motioned by:* Nancy Hall; *Second by:* Nancy Brundrett.  
Unanimously approved.

**OFFICER REPORTS**

**PRESIDENT'S REPORT**

The President reported:

- **Classification Reviews**
  - This is the most time-consuming hot topic issue we have been working on. It's been a busy month behind the scenes. The Consultant took in all the info regarding your job descriptions, and the latest revisions were sent out last week for a two-week appeals process. The Review covers job descriptions under Years 3 through 6. Not everything was updated based on the feedback received. Make sure you send in an appeal for them to review if you are not satisfied with the updated job description or feel that it does not accurately capture your workload and job expectations. PSEA did secure an agreement with the District that if the outcome of the appeal is a recommendation for a different salary grade, then it will be retroactive to July 1, 2023. It will take time, especially if a "desk audit" is warranted. Given the large number of appeals, the Personnel Commission is targeting December 2023 for all appeals to be addressed.
- **Salary**
  - Keep in mind that the main factor driving salary is job responsibilities, not workload. Future Classification Reviews need to be ongoing and continuous. We have an agreement from

management via negotiations that a committee will be established this school year to determine what the ongoing classification review cycle will look like and to mitigate delays going forward. In the meantime, PSEA will be surveying IA's (Instructional Assistants) in evolving job scenarios with changing job expectations, like those working in TK (Transitional Kindergarten), to pursue next steps for next year. The reclassification request window through the Personnel Commission will continue to be October 1 – December 31 each year.

Our General Counsel reported:

- San Diego Unified secured a 10% raise, retroactive to this past school year, and 5% in the new year. We already effectively locked in 10% for this year, by getting 5% across the board and a new Step 6, and we also locked in an additional 5% in the new year. This is in addition to the salary increases that went forward as a result of the classification review.

The President reported:

- **Negotiations**
  - We are in the process of solidifying agreements through IBB (Interest-Based Bargaining). We secured the 5% salary increase in February for next school year and are finalizing other agreements in an effort to wrap up successor negotiations. Once complete, tentative agreements and bylaws updates (approved last year) will be put forward to our Members for a vote when we return in the new school year. When negotiations resume in January 2024, the focus will be on continued increases in wages along with health & welfare and other items of interest and concern by our Members.
- **Labor Relations**
  - We have been addressing lots of employee representation situations, including OSHA/safety, finalizing the new year work calendar, and how to manage the Juneteenth holiday (the final revision to the calendar finally went out recently). PSEA addressed an additional day added to the calendar for employees at Abraxas. We have two ULP charges (Unfair Labor Practice) over Worker's Comp. We also discussed a grievance from a while back regarding extra work not being offered on a rotating basis and we are addressing another potential grievance where a supervisor is not offering extra work in a PSEA classification to regular employees and taking the work for themselves at a higher pay.

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

The Vice President reported:

- The Vice President wishes all our Members a happy summer. She suggests that you find some time to do something fun, even our 12-month employees.

### **TREASURER'S REPORT**

The Secretary reported:

Beginning Balance:	\$120,945.49
Deposits/Credits:	\$58,092.98
Withdrawals/Debits	\$28,158.68
Ending Balance:	\$150,879.79

The President ordered the Treasurer's Report be filed.

### **SECRETARY'S REPORT**

The Secretary reported:

- *“Enjoy your summer. Make it a good one.”* – Madam Secretary

### **PARLIAMENTARIAN'S REPORT**

The Parliamentarian reported:

- The Parliamentarian will be working hard all summer.

### **MEMBERS AT LARGE REPORTS**

- **Beatriz Cruz-Rivera:**  
There has been a change in Worker's Comp (regarding the company that handles it) from Keenan to San Diego County Schools Risk Management Joint Powers Authority (JPA) and Athens Administrators (Third- Party Administrator "TPA" for Workers' Compensation claims). If you have a current injury situation from June 30 back, it will remain with Keenan. All cases from

July 1 forward will be with Athens. However, if the date of injury was June 30 or earlier, it's still with Keenan. Questions? Contract Beatriz Cruz-Rivera, a 12-month employee – she'll be there.

- **Shannon Reed:**  
Shannon wishes everyone a great summer. Get refreshed and ready to come back in August.

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

Our General Counsel reported:

- **ULP's (Unfair Labor Practices)**
  - Same 2 ULP's still pending:
    - 1) Company Nurse
    - 2) Unilateral change to Drug Testing

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

The President reported:

- Common theme: self-care. Take the time to do the things to rejuvenate this summer. We have been checking in with sites and we really want to have site rep committees up and running next year. We want to bring solutions to problems early on. Do the things that bring you joy.

### **COMMITTEE REPORTS**

- **Professional Learning – Melanie Rodriguez:**
  - Ed Financial Incentive: 3 applied; awards in September. Find info on the PSEA website.
  - We brought more mentors on board to help out.
  - Today is the registration kick-off for summer CLC's.
  - We are updating the CLC manual for next year and hoping to approve another CLC for this summer.
- **Scholarship Committee – Gale Ching:**
  - We are happy to report 3 very deserving scholarship winners: 1 staff member and 2 children of staff. Their names and pictures are on the PSEA website.

### **GENERAL ORDERS**

The President reported:

- **GO2023-06-01:** Approval of Moving Expenses (not to exceed \$10,000)  
*Motioned by:* Nancy Hall; *Second by:* Nancy Brundrett.  
Unanimously approved.
- **GO2023-06-02:** Approval of Monthly PSEA August Meeting Date (August 21, 2023)  
*Motioned by:* Nancy Brundrett; *Second by:* Nancy Hall.  
Unanimously approved.

### **NEW BUSINESS**

- None reported.

### **MEMBER QUESTIONS/COMMENTS**

- None reported.

### **EVENT CALENDAR**

- |                   |                              |
|-------------------|------------------------------|
| • June 15, 2023   | School Board Meeting         |
| • June 19, 2023   | Holiday – Juneteenth         |
| • June 26, 2023   | Personnel Commission Meeting |
| • July 4, 2023    | Holiday – Independence Day   |
| • July 31, 2023   | Personnel Commission Meeting |
| • August 21, 2023 | PSEA Board Meeting           |

### **ADJOURNMENT OF BOARD MEETING**

5:31 p.m.

ATTEST:

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

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

Next Meeting: August 21, 2023