

**Poway School Employees Association**  
**Board of Directors Meeting**  
**12265 World Trade Drive, Suite E**  
**San Diego, CA 92128**  
**WEBINAR**

**MINUTES for August 21, 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**

- **June 13, 2023 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Nancy Hall.  
Unanimously approved.

**OFFICER REPORTS**

**PRESIDENT’S REPORT**

The President reported:

- **Welcome Back!**
  - The President would like to welcome back all our Members to the 2023-2024 school year and hopes that everyone had some time to relax and restore.
- **New School Year Reminders**
  - Something to bring to everyone’s attention – please check out the PSEA website (<https://www.poway-psea.org/>). The Poway School Employees Association (PSEA) has been an independent Union since 2010. SEIU (Service Employees International Union) joined us in 2016. We currently represent just over 2,800 classified employees. Members are welcome to ask questions at the end of our meeting.
- **New PSEA Location**
  - We have moved into our new location, just behind the old site (new address: *12265 World Trade Drive, Suite E, San Diego, CA 92128*). We are planning to have an open house in October for our Members to see the new office. Although we are still settling in, we are fully open for business.
- **Online Training & Workers’ Comp**
  - Online training, including the annual mandated reporter training, has switched providers from Keenan to the San Diego County Office of Education (SDCOE), through their JPA (Joint Powers Authority – part of their Risk Management department).

Our Member at Large, Beatriz Cruz-Rivera, reported:

- The transition to the SDCOE JPA is a work in progress. Some trainings have gone out to employees' personal email boxes or not at all (contact PUSD's Risk Management if this applies to you). Sexual harassment training is no longer every two years – everyone will need to complete this training this year, even if you already completed it last year.
- Workers' Comp will be handled by a new group, Athens, from July 1 forward. Any pending situations filed on June 30 and earlier will still be handled through Keenan. If you have not received the email for the mandated reporter training, email Beatriz Cruz-Rivera and include: Legal Name, Employee ID #, Job Title, and the Site/Department where you work.

The President reported:

- All mandated training should be done during paid time since it is a condition of employment. If it cannot, work it out with your supervisor to do it on your own time with pay on a time sheet. Any issues, contact us.
- **Contracts**
  - Contracts can be found under "Member Resources" on the PSEA website. Amendments and changes are listed separately. Below are some frequently referenced Articles in our Collective Bargaining Agreement (CBA).
- **Adjustment of Assigned Work Time**
  - If your daily work schedule is adjusted for time (start and end time, not work hours), prior notice in writing is required from a supervisor. Prior notice must be at least a 14-days' notice, or 10 days during the summer. If you work 30 minutes or more on a part-time contract for at least 20 days, the terms of your hours need to be changed to a longer contracted agreement.
- **Irregular Work Hours**
  - This refers to work hours that are not the same each day. If this applies to you, talk to your supervisor to ensure they submitted to payroll because it might affect your holiday pay and leave balances.
- **Extra Work**
  - Some sites aren't necessarily following the CBA. Extra work must be offered to current staff on a seniority basis and on a rotating schedule.
- **Compelling Reasons**
  - This leave balance does not roll over from year to year. You receive 3 days at the beginning of each school year (2 at full pay, 1 at half pay).
- **Out-of-Class Pay**
  - If you are being asked to work 5 days in a 15-day period in a higher classification, you likely qualify for out of classification pay. Contact PSEA if this is the case.
- **Voluntary Medical Procedures (Regarding Students)**
  - Employees who are asked to perform medical procedures on students outside basic first aid can be trained on a *voluntary basis* with a release of liability from the District. These procedures are normally performed by a Nurse or Student Health Care Specialist.
- **Adult/Student Interaction Policy**
  - We negotiated a supplemental document to the Adult' Student Interaction Board Policy that outlines several frequently asked questions, such as being one-on-one with a student. We will send this out again in our next PSEA newsletter.
- **Classification Review**
  - Most of the tentative job descriptions went out in June for classification in years 3-6. The email contained an appeals process for those who disagreed with the recommendation. So far, the Personnel Commission has received over 158 appeals. Because of the high volume of appeals, the Personnel Commission anticipates review and response for all by the end of December. If an appeal results in a pay rate that is higher, it will be retroactive to July 1.
- **July Paycheck**
  - You will see the 5% increase that we ratified in February on your July paycheck, or August paycheck if you work fewer than 12 months per year.
- **Negotiations**
  - In IBB (Interest-Based Bargaining), we have an opening on the PSEA Negotiations Team. Once agreements are finalized, they will be presented to Members for ratification. We will simultaneously move forward with the Bylaws revisions, also up for a ratification vote. In

IBB, we broached the subject of employees who do 2 jobs simultaneously (“subbing” for one while working the other). We will pursue this issue on behalf of our Members in upcoming negotiations.

- **Substitutes**
  - This is an area of concern. We recently negotiated an agreement in an effort to retain more subs. Subs who work for years will now see an increase in daily pay, a “step” in salary.

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

The Vice President reported:

- Welcome back, everybody! If you worked this summer, our Vice President hopes you found some time for yourself. We are hearing from sites that they are no longer allowing teacher substitutes to sub for IA's (Instructional Assistants). It's a step in the right direction that some administrators are following legal agreements. It is sad for students, but a good thing for employees. If you hear that a credentialed substitute is filling in for an IA and receiving teacher pay, please contact us with the details. If there is a change in your hours, job, pay rate, or classification, it's sage advice to reach out to your payroll technician to check in.

### **TREASURER'S REPORT**

The Secretary reported:

*June Report:*

Beginning Balance:	\$150,879.79
Deposits/Credits:	\$39,013.26
Withdrawals/Debits	\$26,999.57
Ending Balance:	\$162,893.48

*July Report:*

Beginning Balance:	\$162,893.48
Deposits/Credits:	\$39,835.53
Withdrawals/Debits	\$15,541.33
Ending Balance:	\$187,187.68

The President ordered the Treasurer's Report be filed.

### **SECRETARY'S REPORT**

The Secretary reported:

- The September PSEA Board & Membership Meeting has been changed from September 19 (as stated on this month's agenda) to September 20, pending Board approval later this meeting.

### **PARLIAMENTARIAN'S REPORT**

The Parliamentarian reported:

- Just a comment about pay – The Parliamentarian's sources say that the July pay (for 12-month employees) should see the new 5% increase and that September's paycheck will feature any retro pay (for applicable classification via the salary study). PSEA was initially informed that the retro pay (for applicable classification via the salary study) would be on the August check, but has since confirmed it will be on the September check due to county payroll deadlines.

### **MEMBERS AT LARGE REPORTS**

- **Beatriz Cruz-Rivera:**  
Welcome back to the new school year! Having been a full year in this position, Our Member at Large, Beatriz-Cruz-Rivera, is now looking forward to our planned site rep meetings. She will be going out throughout the District as part of her District job, but also in her role as Member at Large, to make our Union stronger. It is your supervisor's job to figure out when and how to give you the time to complete trainings by allotting the time or approving additional pay for training done on your personal time because some trainings have deadlines set by legislation.
- **Shannon Reed:**  
Our Member at Large, Shannon Reed, is hoping to make it out to all sites this year and will coordinate with Beatriz Cruz-Rivera to foster more active engagement with our Union.

**GENERAL COUNSEL'S REPORT**

Our General Counsel reported:

- **ULP (Unfair Labor Practice)**
  - Last meeting, we reported on pending ULP's. Since then, there have been developments on one, regarding unilateral changes to the District's drug testing policy.
    - We had a settlement conference last Friday.
    - Conversations continue with the District.

**DIRECTOR OF EMPLOYEE RELATIONS REPORT**

The Director of Employee Relations reported:

- Welcome back. Our Director of Employee Relations hopes you all had a restful summer. She suggests that we all be as proactive as possible to get ahead of issues and address them when they surface, not lingering for years. We want Members to resolve issues at the lowest level, but we always want to do what we can to help. We prefer that you take conversations of issues to your supervisor first; you may also CC your Union when sending email communications. The Unit I SRC (Site Representative Committee) and the Unit II SCC (Site Communication Committee) are in the contracts – we want to see this implemented on site. Some sites have already jumped on board, so if you are interested, let us know. We will help get it going. On a related topic, The Director of Employee Relations and The Secretary will be presenting on Pro-Growth Day (September 18) on how to use “assertive language”.

**COMMITTEE REPORTS**

- **Professional Learning – Melanie Rodriguez:**

The Secretary reported:

- Professional Growth Day is September 18, 2023. The schedule will go out September 1. If you have an interest in facilitating, please reach out to Melanie Rodriguez with your topic of interest. We already have lots of new classes planned, including Workplace Ergonomics, Assertive Communication, and Music in Elementary Schools. Please be aware that this is considered a workday, but staff choose what trainings to attend.
- Financial Incentive applications are due September 28. Staff can apply to be reimbursed up to \$500 per year for classes related to classified employment. Applications can be found on the PSEA website under Professional Learning.
- A learning letter will be sent out on Wednesday, August 23, with information about upcoming CLCs as well as links to the scholarship application. We will be doing an information session for people who want to learn more about what a CLC is, and how to participate in and/or facilitate a class. We are in need of trainers for classes starting after 4pm. Details will be included in the learning letter.
- **Scholarship Committee – Gale Ching:**
  - Nothing new to report.

**GENERAL ORDERS**

The President reported:

- **GO2023-08-01:** Appointment of PSEA Treasurer – Christina Abosamra  
*Motioned by:* Beatriz Cruz-Rivera; *Second by:* Nancy Brundrett.  
Unanimously approved.
- **GO2023-08-02:** Approval of PSEA Board and Membership Meetings, September 2023 – June 2024 (September meeting date updated).  
*Motioned by:* Davin Erickson; *Second by:* Nancy Brundrett.  
Unanimously approved.

**NEW BUSINESS**

- None reported.

**MEMBER QUESTIONS/COMMENTS**

- **Site Rep Meetings**
  - These will be in-person, not virtual. The monthly PSEA Board and Membership

meetings will continue virtually.

- **Toileting**
  - It is in the IA I & II job descriptions.
- **Labor Relations**
  - We are discussing the presence of IA I's, IA II's, and BIIA's all in the same space, but many are expected to perform the same duties. What are the differences between IA I's and II's? We are aware that there is a lot of fluidity and confusion that needs to be clarified in the job descriptions that come forward from the Classification Review process. These job descriptions have not yet been sent to incumbents as further differentiation needs to be included. The recommended salary increases (increase in range) have already been approved and should be included in your paycheck.

**EVENT CALENDAR**

- |                                |                                 |
|--------------------------------|---------------------------------|
| • August 22, 2023              | School Board Meeting            |
| • August 28, 2023              | Personnel Commission Meeting    |
| • September 4, 2023            | Holiday – Labor Day             |
| • September 14, 2023           | School Board Meeting            |
| • September 18, 2023           | Professional Growth Day         |
| • September 20 (updated), 2023 | PSEA Board & Membership Meeting |

**ADJOURNMENT OF BOARD MEETING** 5:53 p.m.

ATTEST:

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

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

Next Meeting: September 20, 2023