

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

MINUTES for October 11, 2022

BOARD OF DIRECTORS	
PRESENT	ABSENT
Courtney Martin, President Nancy Brundrett, Vice President Courtney Brown, Treasurer Davin Erickson, Secretary Nancy Hall, Parliamentarian Shannon Reed, Member At Large	
OTHERS PRESENT	
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 **4:47 p.m.** A quorum was established.

CLOSED SESSION

Nothing to report.

REVIEW & APPROVAL OF MINUTES

- **September 13, 2022 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Davin Erickson.
 Unanimously approved.

OFFICER REPORTS

PRESIDENT’S REPORT

The President reported:

- **Negotiations / Classification Review & Study**
 - PSEA’s Negotiations Team was scheduled to meet with the District mid-September to review the initial findings of the external Salary Study. Your PSEA Negotiations Team met with the consultants to compare benchmark positions with like positions in other Districts. Our team posed many questions regarding how various components of compensation are factored in, such as health & welfare, salary steps, benefits, etc. We have additional follow up questions which we will address in further meetings with Management and the consultant. The process is moving along.
 - The Classification Review focus groups for Years 3 through 6 have been completed with employees. The consultants will need approximately 8 weeks to pull all the data together, combined with feedback from Management. At that point, the draft recommendations for job description updates will be sent to incumbents for review and feedback.
 - PSEA is still looking for an additional Member to join the Negotiations Team. We want to represent as many employee groups as possible – contact us if you are interested. We are currently putting together our sunshine negotiations topics, to be presented at the Board of Education meeting in November. Negotiations will begin in late January.
- **PSEA Officer Election Timeline**
 - The Board of Directors has 9 Board seats, with 4 up for election this year. Our President

has appointed PSEA Member at Large, Shannon Reed, to oversee the process due to the Secretary (who normally oversees the election process) being up for election this year.

- **COVID-19 Leave & Mandates**

- A newly passed bill extends SPSL (Supplemental Paid Sick Leave) to the end of the year, which is the second extension of Assembly Bill 95 (and thus the third iteration of this law). Formerly, this law was set to expire on September 30 and is now extended until December 31, 2022.

dir.ca.gov/dlse/COVID19resources/2022-COVID-19-SPSL-Poster.pdf

- We met with Human Resources recently; they are updating the District form to reflect the SPSL extension. Keep in mind that the extension is not a new bank of leave time – it is a continuation of the previous SPSL provisions. Therefore, if you already used up the allotted hours due to an earlier COVID-19 illness, the District would deduct your regular sick hours in the event of another COVID-19 illness. If you have questions, refer to the San Diego County Office of Education COVID-19 Decision Tree.

resources.finalsite.net/images/v1662144112/sdcoenet/vlt8kehqmlywtvonsmyt/COVID-19-Decision-Tree.pdf

- **Joint PSEA & Management Social Media Training**

- A few years back, a PUSD HR Director was found to have violated an employee's 1st Amendment rights by suppressing that employee's free speech rights on social media. To remedy this charge, PSEA and the District put together a training session for PSEA Site Representatives to discuss relevant cases, findings, rights, and workplace conditions. The training was presented jointly by PSEA and Associate Superintendent James Jimenez. Thank you to all who attended. Highlights of the training included understanding the differences between running a District-managed social media page and one's own personal page, clarification of procedures and District policy (e.g., PUSD's Adult-Student Interaction Policy: powayusd.com/PUSD/media/Board-Images/BoardPolicy/4000/BP-4119-24-Maintaining-Appropriate-Adult-Student-Interaction.pdf), breakout rooms to discuss scenarios regarding social media postings, and freedom of speech rights. Many situations are dependent upon context and details. Just because a supervisor does not like something an employee has posted on social media, that in and of itself is no recourse for District action.

- **Labor Relations**

- We were able to resolve a few issues lately, while plenty more issues have come to the forefront. This has been the busiest year thus far with employee representation and labor relations issues. A few of the new issues include the bidding process for Transportation routes, the investigatory process (we had 5 examples in less than 2 weeks), the heat illness prevention plan (there was no finalized plan in place for the recent heat wave), insurance of domestic partners (benefits have not been paid out as agreed), other pay and wages issues, and substitute pay. Even though it is difficult to calculate, it is always a good idea to check your paychecks for potential errors. Log in to Digital Schools (poway.digital-schools.com/dist/) to see what your pay rate should be.

VICE PRESIDENT'S REPORT

The Vice President reported:

- Our PSEA Vice President and President both attended last Saturday's Starstruck event, an event that recognizes and honors Classified Employees for their hard work. On another topic, if employees are being asked to hold an on-the-spot meeting with a supervisor, PSEA Site Representatives – please let your fellow employees know that they have the right to reschedule a meeting with a supervisor until Union representation is present.

TREASURER'S REPORT

The Treasurer reported:

Beginning Balance:	\$217,180.29
Deposits/Credits:	\$35,796.67
Withdrawals/Debits	\$101,715.55
Ending Balance:	\$151,261.41

The President ordered the Treasurer's Report be filed.

SECRETARY'S REPORT

The Secretary reported:

- Just a reminder that the upcoming PSEA Officer Elections feature 4 Board seats up for election: **Vice President, Secretary**, and 2 **Members at Large**. Further information will be coming soon from our Member at Large, Shannon Reed. If you or a fellow employee you know might be interested in further participation in your Union, start thinking about whether you might be interested in running for a Board seat. It's a great way to get more involved in PSEA.

PARLIAMENTARIAN'S REPORT

The Parliamentarian reported:

- In the recent meetings of the Bylaws Committee, we have looked deeply into the bylaws that govern PSEA. We're working hard on it and will be meeting again on Monday. More discussions of the inner workings of the bylaws makes it all make more and more sense. Members are welcome to contact our Parliamentarian, Nancy Hall, with any questions on this subject.

MEMBER AT LARGE REPORT

- **Shannon Reed:**
Looking for volunteers to help with this year's PSEA Officer Elections as part of the Election Committee. Interested? Contact PSEA Member at Large, Shannon Reed.

GENERAL COUNSEL'S REPORT

Our General Counsel reported:

- Nothing discreet to report. We have already covered negotiations, the salary study, and the bylaws committee earlier in this meeting.

The President reported:

- More ULP's (Unfair Labor Practice) may be coming due to the number of situations in Labor Relations.

DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- **Employee Relations Training**
 - We had a training session this morning to discuss the basics of Employee Representation and found 4 prospective Employee Representatives. It was very productive, led by our General Counsel and President. We covered the core information a prospective representative would need to take on representing employees in a variety of settings. Our office is "hopping" right now with a lot of concerns and reports from Members. Supervisors are telling employees that they do not need Union representation at a particular meeting where the outcome is potentially disciplinary. Others have reported meetings where a teacher, coworker, or others are present when the employee is not comfortable with these random attendees being present.

The President reported:

- The more we assert our rights collectively, the more of a voice we have.

COMMITTEE REPORTS

- **Professional Learning – Melanie Rodriguez:**
 - Our new Professional Learning Coordinator, Melanie Rodriguez, is very excited to be transitioning into the new job while continuing her work in the Personnel Commission. For any correspondence related to Professional Learning, it is best to use Melanie Rodriguez's PSEA email address. She is currently working on sending out a survey about Pro-Growth Day. There are several CLC's (Classified Learning Cooperatives) this week and next, all of which are full. She hopes to get our Professional Learning Committee up and running soon. Thank you all!

GENERAL ORDERS

The President reported:

- **GO2022-10-01:** Manner and Means of Voting for Upcoming Officer Elections.

Motioned by: Nancy Hall; *Second by:* Nancy Brundrett.
Unanimously approved.

- **GO2022-10-02:** Approval of Wage Increase for PSEA Office Manager.
Motioned by: Davin Erickson; *Second by:* Nancy Hall.
Unanimously approved.

Installation of Officer

- **GO2022-10-03:** Appointment to Vacant Member at Large Position – **Beatriz Cruz Rivera**.
Motioned by: Nancy Brundrett; *Second by:* Nancy Hall.
Unanimously approved.
Our newly installed Officer recited the PSEA Oath of Office. Congratulations!

NEW BUSINESS

- None reported.

MEMBER QUESTIONS/COMMENTS

- **Social Media Training**
 - Lots of notes from Members who attended – let's share at a future meeting.
- **COVID-19 Exposure**
 - What to do? Look to the COVID-19 Decision Tree (link can be found earlier in these Minutes). It's very convoluted. Ask us if you have questions. The third "tree" on the chart talks about close contact. Employees are asked to wear a mask for 10 days after an exposure – consult the tree because this depends upon other circumstances. Under the new standards of SPSL, the employer has the right to ask the employee to provide a negative test.
- **Out-of-Classification Work**
 - There is a tendency by classified employees to be "flexible", but you are entitled to be paid for the work you do. Out-of-classification work is defined in our contracts in the following sections: Unit I – Article 14, Unit II – Article 5. The definition of out-of-classification work is work assigned in a higher classification (more pay) for more than 5 working days within a 15-calendar day period. Under those circumstances, it is to be paid at the higher rate. If the out-of-classification work is in a classification with the same pay rate, consult the Personnel Commission because there is language that bars working out of class.
 - Being pulled into other duties takes you away from completing the duties of your actual position. Talk to PSEA – we have assisted employees with workload and completing the out of-classification forms and pursuing additional wages, where applicable. We can also assist you with workload concerns.
 - We are losing a lot of employees who are retiring or seeking work elsewhere. Working out of classification is contributing to some of the turnover.
- **Mandatory Trainings**
 - All mandatory trainings (including online trainings) are to be done on paid time. Email your supervisor to request release time or to request to do it during out-of-contract hours with pay on a time sheet or compensatory time. If you are assigned trainings unrelated to your job (we have received many reports from employees about athletic coach trainings assigned to employees who are not in coaching job classifications), please contact Beatriz Cruz Rivera and/or PSEA to determine if this was an error.
- **Asserting Your Rights**
 - A good point of advice: have a witness when you interact with a supervisor or when you are asserting your contract rights.
- **Salary Steps**
 - Steps are each one full year of service, and you move on to the next step automatically. Once you have been on Step 5 for one full year, you will move on to Step 6 after January 1, 2023.

EVENT CALENDAR

- October 13, 2022 School Board Meeting
- October 24, 2022 Personnel Commission Meeting
- November 10, 2022 School Board Meeting
- November 11, 2022 Holiday – Veterans' Day

- November 15, 2022 PSEA Board Meeting

ADJOURNMENT OF BOARD MEETING 6:35 p.m.

ATTEST:

Davin Erickson, PSEA Secretary

Date: _____

Next Meeting: November 15, 2022