

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

**MINUTES for November 14, 2023**

<b>BOARD OF DIRECTORS</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Christina Abosamra, Treasurer Shannon Reed, Member At Large Beatriz Cruz-Rivera, Member At Large	Nancy Hall, Parliamentarian (excused)
<b>OTHERS PRESENT</b>	
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**

- **October 17, 2023 Meeting Minutes** – *Motioned by:* Nancy Brundrett; *Second by:* Shannon Reed.  
Member at Large, Beatriz Cruz-Rivera, requested the change of the spelling of “comradery” in the Minutes to the more proper “comraderie”.
- **October 17, 2023 Meeting Minutes w/ amendment** – *Motioned by:* Christina Abosamra; *Second by:* Nancy Brundrett.  
Unanimously approved.

**OFFICER REPORTS**

**PRESIDENT’S REPORT**

The President reported:

- **Employee Rights & Representation**
  - We have been very busy since last month. This time of year is usually not this busy. The busiest time is typically in Spring. Davin and I are tag-teaming employee representation issues. Common themes include missed lunches and breaks, working out of classification, workload, and incorrect pay. There are a lot of layers to employee rights. If you receive info that does not seem correct, contact us.
- **Open Enrollment**
  - Open enrollment has ended. The contract between Anthem and UCSD is still being negotiated. Information was sent out recently by both Benefits and PSEA. Since their negotiations aren’t finalized, there is no guarantee you can still use UCSD services after March 2024. This has nothing to do with PSEA negotiations (it is Anthem and UCSD’s own internal negotiations).
- **PSEA Negotiations**
  - Had two IBB (Interest-Based Bargaining) sessions recently. First was to focus on open

Articles. We already ratified a 5% increase in pay before other priorities were considered. It's locked-in and was implemented on July 1, 2023. Wages will be the priority for the upcoming school year. We spent a lot of time talking about workload and how employees need to be included in the decision-making process prior to a change being implemented that affects their scope of work.

- **Classification Review**
  - Appeals are underway. The SPED department is working with the Personnel Commission. They are almost ready to send out the SPED job description drafts to affected employees to provide feedback and comments. Should be coming shortly. PSEA Site Reps, make sure IA's, BIIA's, and BIT's are watching their emails. 168 appeals are being looked at by the Personnel Commission. PSEA is looking at all the data points and hearing the concerns. We will take more questions on this during Member Comments later in this meeting.
- **Site Rep Meeting & Open House**
  - We had a good Site Rep Meeting and Open House here at the PSEA Office. We will schedule another after Thanksgiving. We had several site reps schedule meetings for staff at their own sites. These meetings can be scheduled on minimum days. The content can be a simple Q&A session or professional development. Reach out if you want to schedule one.

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

The Vice President reported:

- Let's share some happy news – Christina and I have been doing a ton of Professional Development for IA's. We've seen great turnout at these events. The principals were helpful in coordinating this. The focus was on how to make our interactions with students positive and the why's and how's of what we do. There's lots of training and support going on. It's been a good month.

### **TREASURER'S REPORT**

The Treasurer reported:

Beginning Balance:	\$178, 688.50
Deposits/Credits:	\$38, 864.99
Withdrawals/Debits	\$32,080.43
Ending Balance:	\$185,473.06

The President ordered the Treasurer's Report be filed.

### **SECRETARY'S REPORT**

The Secretary reported:

- PSEA Officer Elections are coming up. The deadline to apply is November 30. Thank you to all those who have volunteered to join the Election Committee.

### **PARLIAMENTARIAN'S REPORT**

The Parliamentarian reported:

- Excused absence.

### **MEMBERS AT LARGE REPORTS**

- **Shannon Reed:**  
Everyone is looking forward to the much-needed break. Come back rejuvenated. Happy Thanksgiving, Y'all.
- **Beatriz Cruz-Rivera:**  
Nothing to report.

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

The General Counsel Reported:

- **2 ULP's (Unfair Labor Practices) Pending**
  - Both regarding unilateral changes to working conditions.

- **1 EEOC Charge Pending**
  - Involves a violation of medical privacy during an accommodation process.

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

The Director of Employee Relations reported:

- Be the first line of defense of your own rights. Ask for the purpose of a meeting, postpone a meeting until PSEA can be present, or say you need to consult your Union. Be polite but assertive. There's a lot of pressure out there to have meetings done before the break. Also, when you call the PSEA Office and leave a message, please leave your name, number, and the general area of concern.

### **COMMITTEE REPORTS**

- **Professional Learning – Melanie Rodriguez:**
  - A monthly Learning Letter was sent out on Thursday. Let Melanie know if you did not receive it.
  - We have launched SPED orientation with Nancy Brundrett's leadership and are off to a great start, with nearly 50 staff attending the inaugural sessions.
  - New SPED IA's hired this year, should have received an invite. The next one will be December 6<sup>th</sup> at 9am.
  - We hold new employee orientations most weeks and everyone should have received an email with a mentor assignment and invitation to sign up. If you were unable to attend previously, you can still sign up and attend, just go back to the original email or email Melanie Rodriguez. They are either Wednesday morning at 8:00am or Thursday at 2:00pm. See the schedule for upcoming dates.
  - We have CLC's planned for the January and February launch dates. One NEW CLC is being presented for approval tomorrow and we hope to have 2-3 more new ones approved next month. Sign-ups will be available by the first week of December for those that are approved.
  - CPR sign-ups will be available upon return from the winter break.
  - Pro-Grow is Monday, January 29th.
  - All this plus more was in the Learning Letter, so please be sure you are receiving it.

### **GENERAL ORDERS**

The President reported:

- **GO2023-11-01:** Approval of 2024 PSEA Officer Election Committee  
*(Members: Davin Erickson, Nancy Brundrett, Cindy Long, Susan Hartman, Laura Estremera, and Linda Mauch)*  
*Motioned by:* Nancy Brundrett; *Second by:* Beatriz Cruz-Rivera.  
Unanimously approved.
- **GO2023-11-02:** Approval of Attendance Fee for Starstruck Annual Employee Recognition Event  
*Motioned by:* Davin Erickson; *Second by:* Beatriz Cruz-Rivera.  
Unanimously approved.

### **NEW BUSINESS**

- None reported.

### **MEMBER QUESTIONS/COMMENTS**

The President reported:

- **Special Board Meeting**
  - There is a School Board special board meeting tomorrow morning (Nov. 15) at 10:00am in the Community Room. Parents have alleged behaviors by the superintendent against students. The special board meeting will convene in the Community Room with time for public comments. Personnel matters are confidential – much will be part of the closed session agenda. If you want to make a public comment, anyone can attend. The meeting will be livestreamed as always.
- **All-Staff Meetings, High School**
  - How do high schools manage all-staff meetings? Last week was finals. At Mt. Carmel High

School, we had our first meeting with the new AP. We collected time sheets starting at 8:30am, giving 45 minutes extra to some employees. Meetings that are out of contract hours are not mandatory. Members discussed how they handle staff meetings at their site and which sites are inclusive of classified staff.

- If you attend a meeting out of contract hours, be sure to fill out a time sheet. If you don't want to attend outside of your contract hours, you don't have to go. If you were told to go and turned in a time sheet, you need to be paid. Any issues, call us. We have been working on a lot of trainings through Nancy Brundrett and Melanie Rodriguez. Other sites have organized IA meetings on minimum days.
- **More About IA Training**
  - We do an online newsletter that has details and information on upcoming trainings.
- **School Board Awareness**
  - Why do some Board members claim to be unaware of district-wide issues?
  - It's politics. PSEA has a Political Action Committee and fund that you can donate to you. The form is on our website or you can email us for it.
- **Site Subs**
  - Using site subs to cover IA's for unfilled jobs and absences – send us the details. They are not supposed to do this. They're getting around the low wages by using certificated staff to fill in for IA's.
- **Trainings**
  - This is all about being ready and prepared to work with students.
- **Outside Agency IA's**
  - Example – a student does not have a BIP (Behavior Intervention Plan), but usually has an outside agency one-on-one IA working with him. When that outside agency IA is not available, a coworker is pulled to work with the student.
  - We are working it from all avenues. Contact us if this sounds familiar. Davin can do some research to look into this.

**EVENT CALENDAR**

- |                        |                                |
|------------------------|--------------------------------|
| • November 20, 2023    | Personnel Commission Meeting   |
| • November 20-24, 2023 | District Recess – Thanksgiving |
| • December 12, 2023    | PSEA Board Meeting             |

**ADJOURNMENT OF BOARD MEETING** 5:50 p.m.

ATTEST:

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

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

Next Meeting: December 12, 2023