

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

MINUTES for December 12, 2023

BOARD OF DIRECTORS	
PRESENT	ABSENT
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Christina Abosamra, Treasurer Nancy Hall, Parliamentarian Shannon Reed, Member At Large Beatriz Cruz-Rivera, Member At Large	
OTHERS PRESENT	
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

- **November 14, 2023 Meeting Minutes** – *Motioned by:* Nancy Hall; *Second by:* Christina Abosamra.
Vice President, Nancy Brundrett, requested the change in the Committee Reports (Professional Learning) that the start times for orientation are to be corrected to 8:00am and 2:00pm.
- **November 14, 2023 Meeting Minutes w/ amendment** – *Motioned by:* Nancy Hall; *Second by:* Christina Abosamra.
Unanimously approved.

OFFICER REPORTS

PRESIDENT'S REPORT

The President reported:

- **Celebrations**
 - Happy Birthday, Nancy Brundrett! Thank you for volunteering to be our VP and taking time from your birthday to be here with us. To our Members, please tell us the different holiday traditions that you have with your family by sharing in the chat feature.
- **Negotiations**
 - Trying to wrap up the contract. Already ratified a wage increase last year in February 2023. We are hoping to get back to the table in the next few months. The PSEA Negotiations Team has a meeting this Friday to review. Our focus will continue to be on wages and health & welfare – the out-of-pocket costs and post-retirement benefits. Thank you to our Negotiations Team. If you see them, give them a shout-out.
- **Members' Concerns**
 - It's been a very busy beginning of the year. A lot of challenges; we have been hearing a lot from our Members. We are here to support you when resolution with your

supervisor is not reached. Can't stress enough the importance of documentation and not waiting too long. Help us to help you by reporting concerns and documenting as soon as the issue arises.

- **Grievances**

- Go to the PSEA webpage and look under "Contracts." If we wrap up the current successor negotiations, all updates will be merged into one document. Reviewed Article 12 as it pertains to grievances. Use "control-F" to find key words within the contract. A grievance is anything in our collective bargaining agreement that is violated or not followed properly. When given a Member concern, we want to find "what is the violation?" When you call us, we look at what is being violated. This process is a formal way to resolve issues in a timely fashion.
- We are seeing a rise in the loss of breaks and lunches. Regarding breaks and lunches, every supervisor should have a break schedule. Ask your supervisor for the schedule. If you don't get a break, email your supervisor, and document it. Any Unit Member of PSEA can file a grievance. We can help, but we will ask for documentation. If it's a pattern, try to resolve it with your supervisor as the first step. Do not wait more than a week. We can file it on your behalf. There is a form to fill out. Following through with bringing it your supervisor, then to PSEA if not resolved is how we make change happen. Say something. Documentation – we want dates, times, and communications with your supervisor. If the supervisor cannot offer a resolution, we can elevate the situation to the next step. Email questions or concerns to Courtney or Davin.

VICE PRESIDENT'S REPORT

The Vice President reported:

- Nothing to report.

TREASURER'S REPORT

The Treasurer reported:

Beginning Balance:	\$185,473.06
Deposits/Credits:	\$38,555.40
Withdrawals/Debits	\$20,909.28
Ending Balance:	\$203,119.18

The President ordered the Treasurer's Report be filed.

SECRETARY'S REPORT

The Secretary reported:

- Information about the upcoming PSEA Officer Elections will be communicated later this meeting during the Election Committee Report.

PARLIAMENTARIAN'S REPORT

The Parliamentarian reported:

- Nothing to report.

MEMBERS AT LARGE REPORTS

- **Beatriz Cruz-Rivera:**
We are working on slowly updating information for PSEA Site Rep boards. As soon as we have it, Shannon and I will be sending the info to the reps.
- **Shannon Reed:**
Nothing to report other than 8 more wake-up days.

GENERAL COUNSEL'S REPORT

The General Counsel Reported:

- **Grievances**
 - The first step is informal – not required. It's important to be clear that the formal complaint must be filed within 25 working days. If you let them drag out the response, you lose your ability to file a grievance. Let the Union know at the beginning.

- **PERB Charges**
 - We have 2 PERB Charges pending regarding unilateral changes by the District.
- **1 EEOC Charge Pending**
 - PSEA is assisting an employee with a charge with EEOC (Title 7 civil rights act, ADA) regarding medical confidentiality. We received a Letter of Determination from EEOC that there is merit to our charge. EEOC is in discussion with the District. We're hopeful to get a resolution. PSEA can assist with accommodations.

The President reported:

- **ULP**
 - Our ULP involves drug-testing and exposes the inconsistencies in policy. Inconsistent policy inconsistently applied.

DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- Just want to reiterate the importance of documenting everything that happens. Write it down – dates, times, and witnesses. You can send an email to your supervisor, yourself, and/or me and recap what was discussed, especially agreements and decisions. You might use phrases like, “in today’s meeting, we discussed this... is that correct?” or, “we agreed going forward to do it this way... did I remember that correctly?” This helps immensely when I need to step in.

COMMITTEE REPORTS

- **Professional Learning – Melanie Rodriguez:**
 - Pro-Grow is coming up on Monday, January 29th and we have lots of new and exciting classes planned. We will be offering an ASL class, Web Editing, Digital Citizenship, etc. We will also have a Job-Alike for School Admins hosted by Lorena Leonard and we are working on a bunch of other classes as well. As a reminder, staff get to choose what trainings they attend – supervisors cannot mandate. To allow for site-based time at secondary sites, most classes will be starting at 9:30am or later.
 - We will have a bunch of CLC’s starting after the break and sign-ups will be available next week. Classes include:
 - Uniquely Human.
 - Walking The Talk – Empathy & 2nd step principals in actions – Thursdays at 2:45pm.
 - Dare to Lead – starting 1/8/24 – Mondays at 4:15pm.
 - Growth Mindset – starting 2/12- Mondays at 6pm.
 - Developing Student Leaders starting 2/1.
 - If you have an interest in facilitating a CLC, please contact me.
 - Education Financial Incentive signs were sent to all school admins to post at the sites today. Please look for them in your staff and break areas. Next due date is January 22nd.
 - Employee Orientations have started, and they will be the first Wednesday of the month at 8:00am and Third Thursday at 2:00pm. Thanks to Courtney, Nancy, and Christina on their leadership for making this happen.
- **Election Committee – Davin Erickson:**
 - The applications are in. There are no challengers, so all incumbents who applied will be sworn in next year into new terms – therefore, winning by acclamation. A big thank you to all who volunteered for the Election Committee as there will not be a traditional PSEA Officer Election. We appreciate your willingness to step in and help.

GENERAL ORDERS:

- None reported.

NEW BUSINESS

- None reported.

MEMBER QUESTIONS/COMMENTS

The President reported:

- **Holiday Traditions**
 - Members shared their holiday traditions and memories.

- **Retirement**
 - Whom to contact to set the date? Get the form, fill it out, then send it to HR tech and copy your principal/supervisor.
- **Classification Review and Appeals Status**
 - The ACCR meeting is about twice a month, a personnel commission meeting to further discuss. It's moving forward. SPED paraprofessional job descriptions have not yet been sent out. You will have 10 days to review once they are released. If there is a recommended salary adjustment, it will be retroactive to July 1.
- **Site Mailboxes**
 - Are you entitled to your own mailbox at a school site? Have a conversation with your principal. Call us if you need assistance.
- **Winter Break**
 - Get the opportunity to take some time off and relax.

EVENT CALENDAR

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|---------------------------------------|--|
| • December 14, 2023 | School Board Meeting (Organizational) |
| • December 18, 2023 | Personnel Commission Meeting |
| • December 25, 2023 – January 5, 2024 | District Recess – Winter Break |
| • January 15, 2024 | Holiday – Dr. Martin Luther King Jr. Day |
| • January 16, 2024 | PSEA Board & Membership Meeting |

ADJOURNMENT OF BOARD MEETING 5:39 p.m.

ATTEST:

Davin Erickson, PSEA Secretary

Date: _____

Next Meeting: January 16, 2024