

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

MINUTES for February 13, 2024

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	
List of other attendees on file in the PSEA office	

BOARD MEETING

QUORUM/CALL TO ORDER 4:46 p.m. A quorum was established.

CLOSED SESSION

Nothing to report.

REVIEW & APPROVAL OF MINUTES

- **December 12, 2023 Meeting Minutes w/ amendment**
President, Courtney Martin, requested the change in the President's Report (under "Negotiations") that the phrase "Already ratified a wage increase last year in *February*" be clarified and amended to "Already ratified a wage increase last year in *February 2023*."
January 16, 2023 Meeting Minutes – *Motioned by:* Beatriz Cruz-Rivera; *Second by:* Davin Erickson.
Unanimously approved.

INSTALLATION OF OFFICERS

The Secretary reported:

Installation of Officers:

- **Courtney Martin** was sworn in as PSEA President.
Unanimously approved.
- **Christina Abosamra** was sworn in as PSEA Treasurer.
Unanimously approved.
- **Beatriz Cruz-Rivera** was sworn in as PSEA Member at Large.
Unanimously approved.
- **Shannon Reed** was sworn in as PSEA Member at Large.
Unanimously approved.
- All newly installed Officers recited the PSEA Oath of Office. Congratulations!

OFFICER REPORTS

PRESIDENT'S REPORT

The President reported:

- **Membership Updates**
 - A big shout-out to all the sites who brought in new Members – a three-way tie for the

most new Memberships from Black Mountain Middle School, the District Office, and Chaparral Elementary. Our recent PSEA Site Rep Meeting had a great turnout. Our Member at Large, Beatriz Cruz-Rivera, talked about resources – bulletin boards and shared documents through a Google drive. We are looking into having another Membership Drive; we will reach out with a Google survey to get organized and stay strong. We have a General Order in this meeting to purchase more PSEA Gear. We know bus drivers and our employees in FM&O like the PSEA hats. Keep moving the momentum forward.

- **Contract Status**
 - The PSEA Negotiations team met this morning to regroup as there are still a couple of areas that need to be finalized prior to ratification. In the meantime, all changes to working conditions (including schedule changes) need to be negotiated with PSEA. Supervisors need to go to your Union and also they need to ask you if you want to make the change.
- **Classification Review Appeals**
 - Over 200 appeals have been filed by incumbents. In cases where there is no salary recommendation but the job description appears to have added duties, PSEA has been meeting with the employee group to identify if the duties are new or existing and next steps. Next Personnel Commission meeting is February 26. Classified employees are encouraged to attend and see how the Personnel Commission is integral to our bargaining unit. They also appreciate hearing member comments at the meeting.
- **Superintendent**
 - The Superintendent is on administrative leave. The interim superintendent is Greg Mizel. PSEA will be meeting with the interim Superintendent regularly to discuss our concerns and areas where we can make improvements.
- **Grievances & ULP's**
 - The President reviewed the latest grievances filed, the latest Unfair Labor Practices filed, and those about to be filed.
- **Catastrophic Leave Process**
 - There is a campaign to allow employees to donate to this bank. We are currently working through an MOU and expect the campaign to be ran shortly thereafter.
- **COVID Guidance**
 - The latest info was sent out by Janes Jimenez based on the county guidelines. The latest standards seem to be more consistent with the flu. See the San Diego County COVID Decision Tree for more detailed information.
- **Probationary Evaluations**
 - Article 11 in our Collective Bargaining Agreement details the steps that must be taken for evaluations, especially when there are areas of concern that may lead to an employee not passing their probationary period. If you are new to a position or know of someone new, please encourage them to work closely with the mentor assigned to them and/or reach out to PSEA. We have had several employees reach out to us for their four-month evaluation and found the steps necessary by supervisors have not been completed. No employee should be surprised by deficiencies on their evaluation whether probationary or not.
- **MOU – District Wide Changes and Initiatives**
 - One of the MOUs that PSEA has worked on with management outlines a process when a change or initiative needs to occur. Workload of a PSEA unit member is often impacted when a change occurs at the “top.” We have identified a process that would include PSEA classified stakeholder voices prior to rolling out any new systems or procedures. We are hoping to finalize the MOU quickly and share out with you all.
- **Keenan Data Breach**
 - At first, it appeared that this wasn't widespread. Now additional family members have received letters regarding this breach.

Member at Large, Beatriz Cruz-Rivera, reported:

- Keenan is not just Workers Comp. They handle all of our benefits – health, dental – all handled through third parties. Anything on Benefits Bridge is in there. It's Keenan. If the District had any of your info, that's where the breach occurred.

VICE PRESIDENT'S REPORT

The Vice President reported:

- Just a couple of comments. I attended the PSEA Site Rep meeting – it was fantastic. We talked about beefing up the bulletin boards. A site admin reached out to me to help find a spot for a bulletin board at their site. Need help? Reach out to me. A shout-out to elementary admin assistants. I heard a lot about classification review and workloads from them – they wear a lot of hats. They are underpaid and underappreciated. Principals are quietly advocating behind the scenes. Nancy played a humorous video from Gerry Brooks about Administrative Assistants Week: <https://www.youtube.com/watch?v=EY6ngyNoGss>

TREASURER'S REPORT

The Treasurer reported:

Beginning Balance:	\$218,298.80
Deposits/Credits:	\$43,492.50
Withdrawals/Debits	\$22,712.61
Ending Balance:	\$239,078.69

The President ordered the Treasurer's Report be filed.

SECRETARY'S REPORT

The Secretary reported:

- Nothing to report.

PARLIAMENTARIAN'S REPORT

The Parliamentarian reported:

- Nothing to report.

MEMBERS AT LARGE REPORTS

- **Beatriz Cruz-Rivera:**
I want to talk about bulletin boards. I've gotten a lot of responses – please send pictures of your site's bulletin board my way. We will go over them to make sure everyone has the most current information. We talked about a contest to see who has the most creative board. All site reps should have received an email. Please respond and send me a picture; we will put it in the Google drive.
- **Shannon Reed:**
Nothing to report.

GENERAL COUNSEL'S REPORT

The President Reported:

- **EEOC Claim**
 - We have one claim on behalf of an employee regarding confidential medical information that was shared twice.
- **ULP's**
 - A couple ULP's. One is regarding the implementation of Company Nurse. It should be optional. The District made it a requirement. The other ULP involves drug testing policy. It wasn't negotiated and has a lot of things in there even the District has no idea why they are in there. This testing can't be random; there needs to be a process for those identified classifications that have testing as a requirement by law.

DIRECTOR OF EMPLOYEE RELATIONS REPORT

The Director of Employee Relations reported:

- I can't stress enough the importance of your right to either stop a meeting or to postpone it until arrangements can be made to have a Union rep present. It's much harder to undo damage after the fact than to pause and postpone. If it doesn't feel right, don't do it. Say something like, "with all due respect, this meeting needs to be postponed until I have a Union representative present. It is my right."

COMMITTEE REPORTS

- **Professional Learning – Melanie Rodriguez:**
 - On vacation. 😊
- **Scholarship Committee – Gale Ching:**
 - Thank you to our committee chair, Gale Ching, who is working on recruiting 2 additional committee members.
- **Election Committee – Davin Erickson:**
 - Congratulations to our PSEA Officers who have entered into another term serving our Members.

GENERAL ORDERS:

The President reported:

- ~~GO2024-02-01: Approval of Process and Dates for the Scholarship Committee~~
The President moved to revisit this General Order at the March meeting.
Board Members are invited to review the proposed dates prior to next month’s meeting.
- **GO2024-02-02:** Approval of HVAC Purchase and Installation (not to exceed \$11,200)
Motioned by: Nancy Brundrett; *Second by:* Nancy Hall.
Unanimously approved.
- **GO2024-02-03:** Approval of Purchase of PSEA Gear (not to exceed \$1300)
Motioned by: Nancy Hall; *Second by:* Beatriz Cruz-Rivera.
Unanimously approved.

MEMBER QUESTIONS/COMMENTS

The President reported:

- **Confidential Complaints**
 - How can we fix it if we don’t know the problem? Speak up!
- **M&O Meeting**
 - We had a meeting with Members of Maintenance & Operations recently. Custodians are interested in voicing their concerns. We want to meet again.
- **PSEA Pin & Shirt Ideas**
 - Member Lori Pourhosseini has some ideas – please share them with us.

NEW BUSINESS

- None reported.

EVENT CALENDAR

- | | |
|--------------------------|--|
| • February 19 - 23, 2024 | District Recess – President’s Day Week |
| • February 26, 2024 | Personnel Commission Meeting |
| • March 7, 2024 | School Board Meeting |
| • March 12, 2024 | PSEA Board Meeting |

ADJOURNMENT OF BOARD MEETING

5:33 p.m.

ATTEST:

Davin Erickson, PSEA Secretary

Date: _____

Next Meeting: March 12, 2024