

OSEA CHAPTER 14

Executive Board Meeting Approved Minutes

Tuesday, August 25, 2015, 12:30 to 3:30 pm

Present: President Julie Salisbury, Treasurer Vicki Poyser, Vice President Debbie Sandblast, and Interim Secretary Al Notter

Order of Business:

1. Appoint Interim Secretary
Vice President Debbie Sandblast nominated Al Notter to be Interim Secretary while Secretary Tia Call is unable to perform the duties of the office. President Julie Salisbury seconded the nomination. All three Executive Board members voted in favor of the appointment.
2. Treasurer's Report
Vicki Poyser shared the current status, reporting that we have \$6,714 end Balance with several bills to pay. Our plan is to start with a \$6,500 budget for the 2015-2016 School year.
3. President's Report
 - 3.1. Employee Relations
President Salisbury reported on current labor-management issues.
 - 3.2. CLASS Evaluation Sub-Committee Update
President Salisbury reported she would be meeting with HR Director John Ogden this week to review the classified evaluation forms from neighboring districts. The Classified Evaluation Sub-Committee of the CLASS Design Team will be meeting on September 10th to discuss the mission of the group and to review the evaluation forms that will be presented by President Salisbury and HR Director John Ogden. The sub-committee has been directed to create a new classified evaluation form by the end of September 2015. The team consists of members from various job categories. Representing the Clerical category are Julie Salisbury (IA), Vicki Poyser (SLC IA/Sped.), Debbie Sandblast (IA), and Vona Winter (Secretary). Al Notter (Custodian) will represent the Custodial/Maintenance category. Tia Call will represent the Transportation category. Denise Knudsen will represent the Nutrition Services category. Betty Johnson (IMC) will represent the Other category. Costs associated with the project will be funded by the CLASS Design Team's grant.
4. Vice President's Report
None
5. Secretary's Report
None
6. Review Proposed Meeting Schedule for 2015-2016
The Executive Board reviewed a proposed meeting schedule for Chapter meetings and Executive Board meetings alongside of OCEA and School Board meeting schedules. Tentative approval given.
7. Action Item: Newsletter Printing and Distribution Process and Timeline

Established timeline for newsletter as follows: electronic copies to be emailed to all classified staff on September 2nd or 3rd, black and white printed copies will be sent to each work site and to each Kitchen via interoffice mail as soon as the printing has been returned by IMC.

8. Action Item: Tentative Agreement Informational Meeting and TA Voting Day
The Executive Board will hold an informational meeting from 4 to 6:00 pm on Wednesday, September 16.
9. Action Item: New Employee Orientation/OSEA Presentation on September 8th
We reviewed the existing PowerPoint presentation to determine necessary updates to be made prior to the meeting on September 8th. President Salisbury will make the revisions. We determined President Salisbury, Vice President Sandblast and Treasurer Poyser will make the presentation.
10. Action Item: Approve Release Days for President in September
Treasurer Poyser moved approval of 10 hours of sub time for association release for President Salisbury to be used in September 2015. Secretary Notter seconded the motion. The motion was approved unanimously.
11. Discussion Item: Chapter Committees:
 - 11.1. Employee Relations: President is Chair, Exec Officers are Committee Members
 - 11.2. Negotiations
 - 11.3. Insurance
 - 11.4. Scholarship
 - 11.5. Legislative
 - 11.6. By-LawsThe Board discussed creating written procedures for the chapter committees to address the application and appointment process in addition to committee responsibilities and guidelines. Action on this item will take place at one of the next Executive Board meetings.
12. Action Item: Building Reps for 2015-2016
Vice President Sandblast was given names and locations of prior year building reps. She will contact and report back status of returning representatives and/or replacement.
13. Review Executive Officer Roles: AGENDA ITEM TABLED FOR LATER MEETING
 - 13.1. Communications: Newsletter & Website
 - 13.2. Contacting New Members
 - 13.3. Contacting Building Reps

Items for Future Meeting(s):

- Set Agenda for October Chapter Meeting