

**EXECUTIVE BOARD MEETING
APPROVED MINUTES
September 8th**

Called to order at 4:15 pm.

In attendance: Julie Salisbury, Traci Sether, Vicki Poyser, Darla Lancaster

Approve Minutes of Exec Meeting on August 28th: Approved

New Employee Orientation Tomorrow

In preparation for the New Employee Orientation, we took a picture of Darla for the PowerPoint presentation. All officers signed the Exec Welcome letter and made copies of it and the meeting schedule flyer and benefits of membership flyer for the new member packets. Vicki will bring 40 new member packets to the orientation. The officers went over the PowerPoint presentation and determined who would present each section. Julie will ask the District to add a link to the presentation on the Staff page of the OCSD website.

Contract Maintenance Item

A situation has arisen in which an Instructional Assistant was offered a position as a Personal Care Assistant in lieu of being laid off. The IA did not feel qualified to take the PCA position, so the District considered that the employee had, in effect, resigned from the District. Julie Salisbury and Chris Mills agreed to put the IA on a recall list for an IA position.

The Executive Board determined that in the next contract negotiation that some maintenance needs to be done regarding this type of situation as we feel that Instructional Assistant positions and PCA positions are not necessarily interchangeable. IAs who are losing a position should be offered a PCA position if one is available, but if the IA does not take the position, s/he should be given the option of going on the recall list.

Leadership Manual/Procedures

Printed copies of job descriptions from the Leadership manual were given to each officer. Julie noted that the minutes need only reflect action taken, discussion may be included in separate notes. Vicki will reprint the By-Laws as amended by the chapter after Al Notter, Chair of the By-Laws Committee proofs them. Once they are proofed and printed, copies will be made available to members at the next chapter meeting held. The final version will be added to the Key Documents section of our chapter website. Copies of agendas, unapproved and approved minutes are to be put on the chapter website under Key Documents.

Budget

The Executive Board agreed to the following changes: the chapter budget will be based on available funds, not projected funds for the year, and the budget year will be from September 1 through August 31.

The remaining agenda items were tabled until our next Executive Board meeting.

Meeting adjourned at 6:05 pm.