

## PSEC ITEMS:

- Room for rent  
Director Reed requested information on what PSEC is looking for (room to work, storage for files, etc.). President Miller shared that PSEC is thinking a location more along the lines of space to work. Vice President Horvath shared they are hopeful for a storage space for temporary use, and work space in long-run. Director Reed will follow-up with M&O on both options.
- Job description updates  
Director Reed shared her thinking of beginning in classification groups with the bulk of changes starting with HR and Directors and then passing the revised drafts on to PSEC to review with track changes prior to finalizing. She will send the list of job description revision dates to Robin. President Miller shared she likes the idea of HR sending to PSEC in groups to review with track changes to Robin Miller, Angela Horvath, and Katie Dugger.
- PSEC BBQ  
President Miller shared that PSEC held a "Welcome Back BBQ" on September 8th and roughly 20 members attended. Vice President Horvath shared there are other meetings scheduled and they will be holding "double" meetings at staggered times to increase attendance. PSEC will be hosting a celebration for Classified Week in March.
- Letter writing campaign  
President Miller share that they are seeking interested parties that would be willing to write letters to legislature regarding their stories and encourage acknowledgement of legislative impact on education.
- CHS student connections paras  
Vice President Horvath inquired about Student Connections paraeducator positions at CHS not being Behavior Specialists, stating she believes they are doing more behavior work than previously. Director Day shared that the CHS program students are out in the general ed environment instead of one student connections classroom for whole day. Director Reed shared that we can revisit how the Student Connections program operates at CHS, but also requested PSEC ask their members to submit a job placement review per contract language to ensure the due diligence is on both sides.
- Job descriptions on website  
President Miller requested an update on getting these posted. Kassie Brennan, HR Specialist, shared that HR is working with IT to adjust some website settings and the page will be updated as soon as possible. In the meantime, HR is sending job descriptions to employees as they ask for them.
- Classified Employee of the Year  
President Miller shared that PSEC is looking to continue this even though it is no longer in contract language. Director Reed encouraged PSEC to reach out to their members and that the district is willing to send a message to administrators for nominations if PSEC would like to draft one.
- Transportation long day trips  
Ms. Brantley shared a concern that it is unsafe for drivers to be "on-call" for 13-14 hours per day and the idea is to get a motel room close to the venue for drivers to rest in between drives to ensure safety. She further shared that the CHS athletic director and transportation director(s) will work together on budget for these rooms. She would like to see a possible MOU or future contract language for long-day trips to ensure it is set in stone. Director Reed shared that conversations have been had and suggests that we try it a few times before we make it "black and white," wanting to ensure that the process makes sense for all parties involved. Also taking into consideration hotel room check-in and check-out policies, and other logistics for making it happen. Both teams agreed to loop back once we have trialed a few times.
- Support for drivers at CMS from admin and discipline for bus referrals  
Ms. Brantley shared concerns about communication from buildings to transportation regarding bus referrals and further discipline. Drivers are looking for a more defined discipline process from District instead of separate processes. Drivers would like a cc: on emails that go from buildings to transportation director(s) so the driver has

been made aware as they feel they are not in the loop. Director Reed requested that drivers enter full names on referrals to facilitate the communication.

#### **DISTRICT ITEMS:**

- **MOU sous chef**  
Director Reed shared that this was initially written as stipend and should really be an hourly rate differential. Director Reed and President Miller agreed to connect directly.
- **Para staffing**  
Director Reed shared with PSEC that the district is looking for ideas from PSEC on onboarding within the building level. Vice President Horvath and Ms. Seeberger shared that they will discuss ideas for HR to consider implementing. Director Reed shared that we have hired 19 paraeducators and there are currently 13 unfilled positions and all are posted as vacancies for subs to access.
- **Entering absences**  
Director Reed requested that PSEC remind members to enter absences timely to ensure coverage and secretaries are supported.
- **Vector numbers**  
Director Reed shared incomplete numbers (81 as of 1:00 p.m. on September 30). President Miller shared that she is concerned about those that cannot complete by due date. Ms. Izon confirmed that Vector was available at the beginning of August. Ms. Brantley asked if transportation can get more computers from IT for drivers to work on Vector mid-day. Director Reed shared that transportation should reach out to IT for additional Chromebooks.
- **Calendar committee**  
Director Reed confirmed that there are 3 classified staff members on the committee which will hold its initial planning meeting October 10 via Zoom.
- **Transportation as an option for extra hours**  
Director Reed shared that anyone looking for extra hours should consider time in Transportation. Employees can get trained on any level. Vice President Horvath confirmed that hours can be offered to any employee, regardless of hours per day. Director Reed stated that any employee can, it would just depend on time of year, school breaks, etc.

#### **RECURRING ITEMS:**

- **Bond Update**
- **Legislative priorities**
- **Qmlativ migration**  
Vice President Horvath indicated interest in a March conference that secretaries could attend to learn more about the conversion. Director Reed shared this would need to be supported by building budgets and those employees should talk to their administrator. The district has also asked for additional training options for staff members prior to August 2025.

#### **PSEC ITEMS TO MOVE FORWARD TO NEXT MEETING:**

- None

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- None

#### **AGREEMENTS AND COMMITMENTS:**

- Director Reed will follow-up with M&O regarding spaces for PSEC to rent for storage in the short term and work space for longer term.

#### **2024-25 MEETING SCHEDULE, 4:30-5:30 p.m., Teaching & Learning Conference Room:**

October 28; December 2; January 27; February 24; March 31; April 28; June 2