

**9/30 AGREEMENTS AND COMMITMENTS FOLLOW-UPS:**

- Space to rent  
Director Reed shared that the district does not have an individual space at this time. Joseph Flatt has offered his space for records storage. The district will continue to watch for options.

**DISTRICT FOLLOW-UPS:**

- Sunset para concerns  
Director Reed shared that Mr. Arlt has met with paraeducators regarding access questions. There are still some questions around logistics/access to the office at times outside of regular office hours, which opens at 7:00 a.m. Additionally, Director Reed shared that the principal will begin monthly meetings with the building rep.
- Bus discipline follow-ups  
Director Reed shared that Kim Lefler has been working with transportation to streamline that process. The directors and driver trainer are working to refine and ensure we are keeping drivers in the loop.

**PSEC ITEMS:**

- Job description update schedule  
Vice President Horvath shared that PSEC does not have a schedule yet. Director Moses shared that HR is close to being done with drafts of the Nutrition Services descriptions and we will pass them along to Robin, Angela, and Katie as requested. She suggested moving on to Custodial next to close out the M&O classification.
- Letter writing campaign update  
Vice President Horvath shared that PSEC will be holding staggered membership meetings in an effort to increase attendance.
- CHS FAC para training  
Vice President Horvath inquired about trainings available for paras coming up soon. Director Day shared that all participated in Ukeru training on October 11th and that the district is waiting for the Ukeru pads to come in. The current pads are not inappropriate, they just aren't the designated pads. Ms. Horvath inquired if there would be Right Response training. Director Day shared it is scheduled for November 26th. Vice President Horvath inquired if there was a training in the meantime and about other options. Director Day shared there may be Right Response training at the ESD, but that it would be during the work day. Regarding other options, Director Moses shared that Vector has options that could work for Friday PLC time. She will pull together a list and send it to the group. Director Day shared that the student connections teachers are doing some training the paraeducators could participate in and he will look into it.

**DISTRICT ITEMS:**

- Association business on work time  
Director Moses provided a reminder that we have association leave for this purpose.
- Staff parking  
Director Reed shared that while, traditionally, custodians and nutrition have parked near the loading dock, when vehicles get damaged, our insurance isn't helpful when they are not marked parking spaces. The district is requesting help in communicating that people please park in marked parking spaces. Ms. Seeberger reminded that the contract language states only vandalism is covered.
- Office supplies  
Director Reed shared that the district has green hanging folders, binders, and many other items if PSEC hears of need, please let us know.

- **Open office hours**  
Director Reed shared that the Business Office and HR recently offered open office hours via Zoom in an effort to support secretaries as there seems to not be a good time to come together. This is time from 7:30-9:30 a.m. on select Fridays to pop in and ask questions/listen in/hear information being shared. One person joined our first session on October 25th. The next two will be held on November 15th and December 6th.
- **Secretarial training manual**  
Director Reed shared that the secretary who joined us for the first open office hours session talked about a secretary training manual. The district needs help identifying the "big rocks". The district requested PSEC come together to determine what is needed in a training manual, recognizing that it's likely different by position. Could PSEC come back with what those big categories are and figure out how to develop it, we could then ask for interest from members to help develop it (possibly additional days over breaks, etc.). Ms. Izon suggested it would be helpful if someone was available to go around who has the answers. Director Reed asked if it would involve creating a position. Ms. Izon shared that it would not be full-time and that some individuals may have time. Director Reed shared that the district would need to know who has time to do that. If PSEC would like to talk about it ideas, the best methodology is to come together, but timing could be problematic.
- **Personal deliveries**  
Director Reed asked for PSEC's support to help remind people that personal deliveries should not come to school sites, but definitely not to the central office warehouse. The district understands that people don't want them delivered at home, however, UPS and Amazon have pickup lockers for this purpose.

#### **RECURRING ITEMS:**

- **Bond Update**  
Director Reed reminded everyone to remember to vote.
- **Legislative priorities**  
Director Reed requested that if PSE has their legislative priorities developed and if they could be shared with the district who will be working with the School Board in November and December, it is nice if we can align where there are similarities. Ms. Ford indicated that the PSE board will vote on those in December and she will share.
- **Qmlativ migration**  
Director Reed shared that the district continues to work on preparing for the migration. We will have opportunity to send our staff to other local trainings this spring (March, April, May). It will be the same training that will go live here in the summer. Chris Buob is the lead on the student side and questions in that realm should be directed to her. Ms. Brantley asked if there would be training regarding accessing paystubs. Director Moses shared that there will be specific instructions for that, along with checking leave balances, reviewing salary placement, etc.

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

- None

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- None

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

- HR will send the Nutrition Services job description revisions to PSEC as soon as the drafts are ready.
- PSEC agreed to help with communicating that staff should park in marked parking spaces.
- The district continues to offer Business Office/HR open office hours via Zoom to support secretaries. The next scheduled dates are November 15<sup>th</sup> and December 6<sup>th</sup>.
- PSEC will talk about "big rocks" in regard to a secretary training manual and ideas for who may be able to begin the work.

- PSEC agreed to help communicate the need for personal packages to not be delivered to district sites.
- PSEC agreed to share PSE's legislative priorities when they are available.

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

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