



BOARD OF DIRECTORS MEETING

May 22, 2019

MINUTES

I. Call to Order at 4:30

Members present: Barb Bettis, Donna Streit, Scott Sternal, Donna Kielbasa, Chris Bucchi, Kathy Cebulski, Amy Grantham, Noemi Hernandez, Audrey Leaver, Katie Sternal, Jenn Strasser, Lisa Whitmer, Will Vega

Other Attendees:

UniServ Director: Jack Janezic

Region 24 Chair:

Visitors: : Mike Lamb

II. Consent Agenda

A. Approval of May 15, Minutes

B. Approval of June Agenda

The minutes and agenda of the previous meeting on May 8, 2019 were read and approved.

III. New Business - Scott Sternal

A. President Computer Purchase

1. Currently operating without a computer
2. Using a desktop or U-46 issued computer
3. \$1100 for the purchase of the new computer
4. Receipts will be issued from now on to any person that is issued a computer, the computer belongs to the position not the person
 - a) Chris Bucci returned Sarah Madson's computer on 5/22/19
5. Chris Bucci moves to approve a new computer for the president, Audrey Leaver seconded
6. Scott Sternal amends the motion approve purchase of a new computer the president along with an extended warranty and/or protection plan
7. Amy Grantham moved to close the discussion, Katie Sternal seconded it
8. Motion was passed 13 yeas, 0 nays

IV. President's Report

A. Treasurer Transition

1. Signature Cards -Have to remove Sandy Citron's name and add Carol Mammoser's name, this is scheduled for Friday May 24, 2019
2. Transfer of logins and passwords - this is to be done in the future
3. Budgets and Balance Sheets - Sandy Citron will need to come in to pay bills, some past due, while we are waiting to add Carol Mammoser

B. Budget Committee Report Out

1. Last year's budget was shared out
2. IEA business audit was done earlier and recommended a full audit by an outside auditor
3. TKO will be doing an audit but will not do it until the books are in order
 - a) Need to hire a bookkeeper to get books in order
 - b) Carol Mammoser and Barb Bettis have talked with bookkeeper who would go back 2 years and will be 24 - 30 hours at about \$100/hour.
 - (1) Money has been allotted for this already
 - c) Last board has approved the auditing
 - d) Audit will be anywhere from \$12,000 - \$15,000
 - e) Carol Mammoser will be trained on how to do quickbooks

- f) Carol Mammoser will be doing the summer leadership retreat and will be trained on being the treasure
- 4. Less than 20 checks a month are written a month
- 5. Lisa Burnell, MBA and CPS and Steve Hoyt who are the oversight committee for the Budget Committee

C. August Safety Council Election

1. Per the new contract, we have to hold an election for the Safety Council. Ballots are going to be ready for the August RA with the election on August 27th, 2019
ETA board president appoints the members, ETA members elect members
 - 2 sped teachers - 1 appointed and 1 elected
 - 2 gen ed teachers - 1 appointed and 1 elected
 - 2 middle school teachers - 1 appointed and 1 elected
 - 2 high school teachers - 1 appointed and 1 elected
 - 1 dual language teachers elementary - elected
 - 1 ELL teacher - elected
 - 1 early childhood teacher - elected
2. Scott Sternal motions to vote on the staggering of election and appointed the positions for the election of the Safety Council. Will Vega seconded. Board needs to have a discussion about the criteria for the appointed positions. Barb Bettis wants to put out an application process so she has a pool of candidates to pull from so she can look for diversity for all of the appointments.
3. Q: Does this have to be for elected and appointed positions? Q: does the elected positions need to have criteria? A: Board can put criteria for committee work. Board has right to recall people if not fulfilling the duties. One of the criteria can be the member must be an ETA Union member. Chris Bucci moved to close discussion. Noemi Hernandez seconded. Discussion closed with 1 abstention. Motion approved as written 13 yeas, 0 nays, 0 abstentions
 - a) Elected Positions (2 Year Term)
 - (1) General Education Elementary School Teacher
 - (2) High School Teacher
 - (3) English Language Learner Teacher
 - b) Appointed Positions (2 Year Term)
 - (1) Special Education Teacher
 - (2) Middle School Teacher
 - c) Elected Positions (3 Year Term)
 - (1) Special Education Teacher
 - (2) Middle School Teacher
 - (3) Early Childhood Teacher
 - d) Appointed Positions (3 Year Term)
 - (1) General Education Elementary School Teacher
 - (2) High School Teacher
 - (3) Dual Language Elementary Teacher
 - e) Administration on committee
 - (1) 2 elementary principal
 - (2) 1 middle principal
 - (3) 3 high school principal
 - (4) 1 At large administrative position
4. Sec will need to hold an election in August due to new contract language about who is elected and who is appointed Another election will be in November for IEA delegates

5. PD committee - 1 superintendent appointee, 1 teacher from each school in the district, plus these positions that are to be elected, Early Childhood (1)), Art (preK-12) (1), Music (preK-12) (1), Non-traditional teacher (1), Physical Education (1)Elementary ELL (1), Secondary ELL (1), Elementary Special Education (1), Secondary Special Education (1)Related Services (Speech , Psychologists, School Social Workers, Itinerants) (3)
6. Q: Are these being staggered? A: Elections were to be odd section, odd years, even section, even years

D. Board of director expectations

1. The Job of Section Directors
 - a) Attendance Expectations
 - (1) Board Meetings
 - (2) Representative Assembly
 - b) Meeting with your section members
 - (1) Goal of having a section meeting quarterly to hear from more members
2. Review bylaws in binder from 03/07 ahead of June 24 Summer Work on roles of section directors
3. Q: What happened to the work from the prior 2 summers? It is not reflected in the current bylaws. Barb Bettis does not have the work and asked that Audrey Leaver reach out and get the work that was done so it can be reviewed and added to what everything that exist

E. ETA Committee Attendance and Term Policies

1. Members are expected to attend all meetings. Chair will set the norms for the committee about attendance. If people are not showing up, there will be a conversation with the members why they are not attending. Q: Do we eliminate anyone who coaches since they will miss many meetings due to the sport? A: If you can't attend meetings regularly you shouldn't be on that meeting. Needs to be looked at.
2. Member appointments to committees should be limited to one committee for any school year unless all opportunities to fill a vacancy have been exhausted to spread it around to everyone
3. Members length of time sitting on a committee should be reviewed annually. Many committees do not have a length of terms. You can continue to be elected on a committee if your school choses to do so.

F. Future Work

1. Summer Work Day
 - a) Officers Planning - June 17
 - b) Summer Board Work Day - June 24 - 9:00 - 4:00 at ETA office
 - c) Aug BOD meeting - prior to NTO presentation on Aug 6th at Danny's, more information to come
 - d) Additional meeting days to be determined based on needs after June 24
 - e) SD work: What is the best way to deliver joint training for SD? Goal is to reach every building. Q: do we want other staff members to join in the training? A. Plan what a module looks like, have cohorts of schools, space available, time. Not in an auditorium but a smaller setting. Was done in the past at ECC Auditorium over a series of years. Could section directors handle the training? Dr. Suzanne Johnson and Barb Bettis will lead the sessions with follow up with section directors. Possibly have section directors at the training to meet the principals and teachers from the buildings in their section. Should we have common forms for all buildings to use? Q: Do we know the length of the training? Condensed and presented at RA? A: Don't know length but idea of RA is good for a brief overview. Smaller groups more intense. Q: Should we put out a survey to membership on who their SD is functioning to help identify a principal to help with

training? A: What will we do with this data? We will have training. Possible video record the training and have it played at the first SD meeting of the year.

- f) Monthly contract meeting: Barb offered up the board to attend presentation for evidence based funding and site based expenditure reporting. This will be a 90 minute presentation. June 19 or June 26 at 8:30 a.m. June 26 - 8 can attend, 4 cannot attend

2. Preparation for Summer Work

- a) Membership Handbook - for every member in the district
 - b) Each Board member received a new handbook divided into 7 sections.
 - (1) ETA Information
 - (2) Membership
 - (3) Building Strong Locals
 - (4) Professional Resources
 - (5) ETA Bylaws
 - (6) Grievance Process
 - (7) SD and SIP Handbook
 - c) Grievance Processing
 - d) Member concern flowchart - need to improve this
 - e) Committee Professionalism (3 Ideas) that you believe embody committee professionalism in order to develop a standard of committee professionalism for the board to use to evaluate committee seats
 - f) Scott will share all documents electronically for board members to comment on
6. IEA is willing to support with membership and rep training

V. News

- 1. Will Vega will be the licensure liaison
- 2. Death threats have been sent to all offices of unions so there will be new security measures put in place at the ETA offices.

A motion by Barb wa made to adjourn at 6:28 p.m.

Draft for approval

Respectfully submitted,

Donna Kielbasa
Secretary