

**Executive Council Minutes**  
**Open Session**  
**November 7, 2006**

**Officers present:** President Marc Houle, 2<sup>nd</sup> VP/6-12 Director of Educational Issues and Labor Relations Candy Smiley, Communications Secretary Naomi Lukaszewski, Treasurer/K-5 Director of Educational Issues and Labor Relations Karen Wusthoff

**Reps:** None

**Meeting called to order:** 4:05 p.m.

**Handouts:** Articles 2.3-2.4 & 6.1-6.4 from the PFT By-Laws re: elections  
 Draft of e-mail to election committee  
 2006-07 Proposed Budget  
 High School Instructional minutes 2005-06  
 LSS Memo

**I. Minutes**

A. The scheduled October 24 meeting was cancelled. A work session was held to approve minutes from the October 3 and 10 Executive Council meetings and the October 12 Representative Council meeting. Notes were distributed to the Reps.

**II. Executive Council Meeting Schedule**

A. Schedule from November 28, 2006-January 9, 2007

1. November 28: site visits
2. December 5: meeting
3. December 12: meeting
  - a. Winter Break: December 18-January 1
4. January 2: meeting
5. January 9: meeting

B. Executive Council meetings are held at 4:00 p.m. in the Hoffa room of the PFT Offices.

**III. PFT Elections-see handout**

A. J. Heaton appointed Elections chairman

B. Thank you to J. Heaton and reps who volunteered to be on committee

1. J. Strachan
2. G. Strachan
3. T. Burchianti

C. Nomination Petitions due in PFT Office by 5:00 p.m. on November 15.

1. PFT Office will forward petitions to J. Heaton.

D. The PFT By-laws state that any nominations by written petition must be presented to the Representative Council at its first meeting in November.

**IV. Budget**

A. Money owed to District for 2005-2006 staff salary reimbursement (Raczka & Silva) paid in full.

B. Back per caps paid in full.

C. Bank accounts

1. PFT had 2 savings accounts
  - a. Agency fees
  - b. Back per caps "escrow" account
2. Now that back per caps are paid in full, that savings account will be closed.
3. PFT will have 3 bank accounts: Savings, checking, and COPE

D. Future Planning

1. Need to do long range budget planning
  - a. Needed to have final data on membership: agency fee payers, part-time etc.
  - b. Back per caps and final staff salary payment made to District

2. Need to revisit approved expenditures in the 2006-2007 Budget
  - a. Directive from Representative council to hire bookkeeper came after budget was approved.
  - b. Bookkeeper is not part of projected 2006-2007 budget
  - c. Executive Council needs to go back to reps for amendment to current budget.
3. Line 4200 difficult to project.
  - a. Expenditure depends on outside variables: amount and usage of legal services

#### **V. State Fund Insurance**

- A. K. Wusthoff, as PFT Treasurer to review insurance premiums and coverage paperwork.

#### **VI. PFT Website**

- A. PFT Monthly spreadsheet posted as directed by the Representative Council
- B. Salary Schedule as approved by the Representative Council posted.
  1. PFT staff salaries posted.
  2. Officer stipends posted
    - a. Currently only the Communications Secretary is receiving a stipend.
- C. Minutes will be posted and archived on website.

#### **VII. Bookkeeper**

- A. M. Houle is researching bookkeepers.
  1. Average cost is about \$50 an hour.
  2. M. Houle contacted 5 possible candidates.
    - a. At meeting time, had heard from only two.
  3. Executive Council will make final decision by November 16.

#### **VIII. High School Instructional—see *handout***

- A. In Executive Council's opinion, administration needs to be proactive in presenting info to teachers.
  1. Information needs to be consistently disseminated in order to avoid misinformation or misunderstanding.
- B. Some sites have already begun to have conversations about how to deal with minutes shortfalls.
  1. MCHS and RBHS are having conversations.
    - a. MCHS has a time committee.
- C. PFT suggests getting data from neighboring high schools regarding meeting instructional minute requirements.
- D. PFT also suggested to K. Skelly to contact C. Smiley for additional data from Time and Learning project.

#### **IX. Elementary Minimum Days and Lunch Schedule**

- A. Ed Code 49550 state one adequate free or reduced priced meal must be served during school day.
  1. Some schools are out of compliance and
    - a. Elementary schools need to review their minimum day and last day of school schedules to ensure compliance.
    - b. Review field trip lunch schedules.
      - i. Children on free or reduced lunch can be provided with a sack lunch from Food Services provided Food Services is notified before day of field trip.

Question: What if the school is serving breakfast? Are they in compliance or does the meal have to be lunch?

Response: [The Elementary Director of Education Issues] will research that.

#### **X. Middle School Class Size**

- A. Joint Staffing Team needs to reschedule meeting.
  1. Data was faulty, M. Carrillo to check and present new data.

2. Class size discussion is different from high school due to different Middle School Schedules.

*Secretary's Note: Due to its scheduling, Westview HS has separate contract language drafted for class size.*

**Meeting closed:** 5:00 p.m.

**Next meeting:** Tuesday, November 14, 2006

Submitted by Naomi Lukaszewski, PFT Secretary