

**Rep Council Minutes
December 14, 2006**

Officers present: President Marc Houle, 2nd 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

School & Members Represented:

High Schools New Direction	Middle Schools	Elementary Schools and PPAP			
MCHS	BHMS	AB	HR	PV	SR
PHS	BMMS	CHAP	MID	POM	TB
RBHS	MBMS	CRKS	MCRK	RH	TBCK
	MVMS	CV	MR	SCRK	VAL
	OVMS	DC	PR	SH	WW
	TPMS				

Handouts: Agenda with attachments
TheStreet.com Income tax info article
PUSD Board Policy re: School Visitations
Ed Code re: Electronic recording devices, classroom interruptions, Parent Classroom Observation
SB 1209 Renewing your teaching credential
School Calendar Info

Call to order: 3:50 p.m.

I. PFT Officer Elections

A. Elections Committee

1. Even though elections were uncontested, the committee will still confirm balloting and results will be posted.

B. New Officer Introductions

1. Kelly Logan, Treasurer
2. Terri Jo McNaul, 2nd Vice President
3. Naomi Lukaszewski, Secretary
4. Bob Ruark, 1st Vice President

II. Economic Negotiations

A. State Budget- PUSD-PFT Timeline

1. July 1
 - a. State Budget due for coming fiscal year.
 - b. End of PUSD fiscal year.
 - i. PUSD closes books
2. August 31
 - a. End of PFT fiscal year.
 - i. PFT closes books
3. September 1
 - a. PUSD presents unaudited budget actuals
4. October 30
 - a. PFT & PUSD do the “True-Up”, an examination of actual vs. projected expenditures in the district budget.
5. November
 - a. PUSD 1st interim budget report due to the state.
 - i. Interim budget report allows state to monitor budgets and detect districts about to go into bankruptcv.

6. Mid-January
 - a. Governor makes initial budget proposal to State Senate and Assembly.
 - b. Between January and May, negotiating over state budget takes place.
7. March-April
 - a. PUSD 2nd interim budget report due
8. May
 - a. Revised state budget presented.
 - b. During previous 2 years, PFT has settled a contract with PUSD.
9. June
 - a. For last two years, teachers have had a settlement to ratify, allowing them to know their salary compensation for the coming school year.
 - b. Prior to 2 years ago, salary increases had to be paid retroactively because the contract was not settled until after the school year had begun.
 - c. Salary negotiations include an additional increase if the funds are found to be available after the True-Up in October.
- B. Currently in a “dead” period.
 1. Waiting for proposed budget in January
 2. Ability to settle in May, do True-Up and have open negotiation is due to collaborative relationship between district administration and PFT.

III. PFT Budget-Agenda attachment 1

- A. Budget posted on the PFT website
 1. 1st quarter shows increased savings in energy bill dues to careful usage.
- B. Audit-Agenda attachment 2
 1. Reps have only text of report.
 - a. Entire report is posted on PFT website.
 2. Audit is clean and shows that PFT operations are in alignment with generally accepted accounting principals (GAAP).
- C. Specific Recommendations in Audit Report
 1. Accounts Payable need to be recorded.
 - a. Some monies due but not yet paid when books close on August 31.
 - i. Per caps for June and July
 - ii. Salary reimbursement to the district
 2. Bookkeeping duties
 - a. Should include monthly reconciliation of all bank accounts, leases, accounts payable, inter-fund payable (PFT-COPE)
 - b. Ensure conformity with GAAP
 - c. Ensure accuracy of financial reports
 - d. Provide segregation of duties between Executive and Accounting functions.
 3. Functional Expense Allocation
 - a. Need to mark all receipts, invoices and other documents verifying expenditures with a stamp recording date prepared, preparer’s name, expense code, approval date etc.
 - b. Record and allocate inter-fund expenses (PFT-COPE).

IV. Income Tax Info see attachment 3

- A. \$250 teachers deduction for classroom supplies has been extended.
 1. Save receipts for classroom supplies that were purchased out of pocket and not reimbursed from an ASB or District account.
 - a. These can be claimed on your Federal Income tax as a deduction.
 - b. College tuition deduction has also been extended.

V. School Visitation by Parent/ Guardians see attachment 4

- A. Ed Code 32212-Classroom Interruptions

1. Governing Board of a school district must formally adopt a policy to control classroom interruptions.
- B. ED Code 49091.10 Parent/Guardian Observation
 1. Parent has right to observe instruction or school activities involving his child or children in accordance with district policy.
 2. Parent must make a written request.
 3. District Administration must make accommodation for reasonable request. Accommodations must be within Board policy.
- C. PUSD Board Policy
 1. Article 5.0, section 5.27 School Visitations
 - a. Superintendent is directed by the Board to develop a visitation procedure that protects student learning.
 2. Article 5.0, section 5.27.1 School Visitations
 - a. Parent visitations require approval of principal in consultation and agreement with the classroom teacher.
 - b. A minimum of one day's advance notice is required in order to avoid undue disruption of the learning process.
 - c. Length and time must be clearly established by the principal and teacher and should not exceed a single class period.
 - d. Parents visiting the classroom should not engage in conversations with the teacher, nor engage in conversation or questioning of students or examining of student work.
 3. Electronic Listening Devices
 - a. Any use of an electronic recording device in a classroom by any person without prior consent of the teacher and principal is prohibited. Willful violation is a misdemeanor punishable by law.
 - b. Students who willfully violate this section are subject to disciplinary action.
 - c. Permission is not required for teachers who are using audio recording devices to record classroom instructional techniques.

Discussion:

- Our site has a policy that all visitors are escorted by an administrator or school psychologist to guard against lawyers and advocates coming in to get info on a teacher.
- “Problem” parents can be escorted by an administrator.

Question: How does 1 classroom period translate at Elementary?

Response: 45 minutes.

- If your site does not have a policy regarding visitors, your UBC is the place to develop one.
- In January we will be discussing the difference between a visitor and a volunteer and how the rules of engagement change.

VI. Credential Renewal

A. SB 1209

1. Credential holders who need to renew every 5 years no longer have to document 150 hours of professional growth.
2. All renewals must be completed online.
 - a. Can be done up to a year in advance.
 - b. Renewal fee is \$55.
3. Teachers must still “clear” their credentials.

Question: Does this mean we won't be audited anymore?

Response: Yes. The CA Legislature felt that NCLB requirements for continued professional growth have made the state 150 hour requirement unnecessary.

Question: How does someone know when their credential is going to expire? We used to get slips in our paycheck envelopes but now if you direct deposit you get a sealed printout there isn't any way to include a reminder.

Response: You can go online to find out about your credential. You go to the California Commission on Teacher Credentialing. (www.ctc.ca.gov). It's all there.

- I will find out how and when a teacher is notified that her credential is about to expire.
- I think SDCOE (San Diego County Office of Education) sends something.

Question: When we checkout at the end of the year, one of the requirements is to have a list of professional growth activities. Do we still have to do that?

Response: No. It's no longer a requirement.

VII. Calendar for 2007-2008 *see attachment 6*

A. Background

1. PFT does not have the right to negotiate start and end dates for the school year.
 - a. About 7 years ago, PFT filed an Unfair Labor Practice over setting the calendar and lost.
 - b. The School Board has the sole legal right to determine the start and end dates for the student calendar.
 - c. PFT can negotiate within the start and end dates but has no say as when the year begins or ends.
2. Due to the collaborative relationship PFT has with the District and School Board, it is part of the Calendar Committee and one of several groups that provide input concerning the calendar.
 - a. Calendar Committee meets several times a year.
 - b. Consists of parents, and representatives from the District Office, School Administration, PFT and classified staff.
 - c. No one group exerts more influence than another.

Secretary's note: Please contact the Communications Secretary or your site rep if you would like a copy of the Calendar presentation to the Board. It details the members of the committee and the rationale for the proposal.

Discussion:

- We're starting earlier but we are ending earlier too, aren't we?
- Yes, one of the interests was to end the school year earlier in June. Eliminating days of our weeks off in November and February would have had a negative fiscal impact on our budget. The best solution was to shift days, move professional growth days and start a day earlier. We did not add days to the calendar. It's still 180 for students and 188 for teachers.
- The calendar doesn't have the quarters listed for High School and Middle School. That should be added.
- Some people feel it's better to go later in June start later in August because of "June Gloom" and the weather is much better in August.
- Some people felt that we should cut two professional growth days altogether but if we do that we will take a pay cut. We are paid for all our professional growth days.
- Can a principal schedule meetings on our workdays?
- The contract states that you are to have the equivalent of 1 workday out of those two scheduled workdays. It is to be solely for your use.
- This calendar is in place for only a year. The Calendar Committee will be continuing to meet to work on a calendar that meets the best interests of all.

VIII. High School Minutes

A. Hayward School District in Oakland

1. While working with California School Services, it was discovered that over the course of 15 years, the Hayward High School schedule of 4x4 periods had failed to meet the state minimum requirements for instructional minutes (64,800).

a. District was fined \$6.5 million.

B. Hayward's situation has set a precedent. California School Services now routinely check minutes when working with schools under their supervision.

1. Instructional minutes were redefined

a. Tutorials no longer included.

C. PUSD, PFT with teachers from all PUSD high schools investigated to ensure that PUSD high schools were meeting minimum instructional minutes.

1. It was found that if schedules continue as they are, PUSD will be below the minimum requirement.

2. After school tutorials no longer included in instructional minutes.

3. Professional time added without compensating instructional minutes.

a. Elementary Time banking adds minutes to other four days to compensate for early dismissal on time banking day.

4. All High Schools need to adjust schedules.

D. PUSD, PFT and teachers from all PUSD High Schools currently working to change schedules.

1. Hope to have new schedules completed by February 2007, ready to implement in August 2007.

Question: If we fix this, can they still fine us if it is determined that we have been out of compliance?

Response: Yes, but there is an "intent clause". Since we have determined that there is a potential problem and we are addressing it, it is unlikely that they will fine us but that doesn't mean they won't.

- Any fines would also come out of the general fund. It could be a quarter of million for every year we are out of compliance. A fine could mean that some of you have seen the last raise in your career.

Question: Would it help to look at stacking?

Response: We could move tutorial to the middle of the day. We've also looked at staggering times so that students could move between schools for some classes.

Question: How would that affect bus schedules in the district? Wouldn't that impact start and dismissal time for elementary and middle schools?

Response: The Superintendent has said that student learning would drive schedule decisions, not bus schedules. Transportation, by the way, has been involved in these discussions and has been very accommodating.

IX. Community Building

A. President Houle commended Reps for aiding in a smooth transition as PFT changed administration after 14 years under the leadership of Don Raczka.

Meeting adjourned: 4:45 p.m.

Next meeting: January 11, 2007

Submitted by Naomi Lukaszewski, PFT Communications Secretary