

-DRAFT-
OSEA Chapter 48
Executive Board Meeting Minutes
March 14, 2017 @ Beaverton High School

The meeting was called to order at 4:50 p.m. by President Anna Taylor.

Executive Board Members present: President Anna Taylor, Vice President Diane Egan, Secretary Pamela Hanson-Holtry, Treasurer Dianna Hess, Nutrition Services Member Jenifer Hiatt, Transportation Member John Metcalf, and Field Representative Kim Bonner.

Old Business:

Minutes: The Executive Board Meeting Minutes of February 16, 2017 were reviewed. On a motion by John Metcalf and seconded by Diane Egan, the minutes were accepted and approved, with an abstention by Dianna Hess.

Translation of Member Emergency Assistance and PTO Donation Request Forms - Anna Taylor advised the board that OSEA Organizer Lesly Muñoz offered to translate the online forms. Following a discussion, it was decided that **Anna and Kim Bonner will determine whether Lesly is the proper person to perform this task.**

District Billing for Time Release - Dianna Hess and Kim Bonner provided an update. **Kim will meet with Kelli Ami regarding a consistent and proper method of calculating substitute charges billed to the chapter by the district.** Dianna reminded the board to turn forms into her and email if the need for time release is cancelled as this will ensure proper bookkeeping and possible savings to the chapter.

New Business:

Instructional Assistants/SEPA Duties - Pamela Hanson-Holtry gave an overview of an issue that has occurred at Raleigh Hills K8 and continues to occur throughout the district with respect to IAs being required to perform duties that appear on the SEPA job description. These duties include interacting with high-stakes and occasionally hostile or volatile students, assisting students to develop proper emotional control, implementing behavior support plans, taking data on students' performance, and running after and restraining students. **Anna will send out an email asking IAs to provide details of their experiences to Kim Bonner and issue an invitation to IAs to attend a meeting on April 18th from 4-5:00 p.m. at Merlo Station HS (prior to the chapter meeting) to share their stories and thoughts.**

SEPA Campaign - Anna Taylor reiterated the need for SEPAs to provide information on injury incidents to educate legislators and provide impetus to the Work Shouldn't Hurt campaign. **Anna will email SEPAs to solicit their stories and recommendations on what could have been done in situations where injuries occurred.**

Nominations for Open Executive Board Positions - Anna Taylor opened the appointment process.

Ann Taylor nominated Erick Iboy Pereira for the position of Trades Representative. Following a brief discussion, she moved and Diane Egan seconded the motion. The vote was unanimous.

Anna Taylor nominated Debbie Keller for the position of Instructional Representative. Following a discussion of other candidates that had been suggested and an impartial selection process, Diane Egan moved and John Metcalf seconded the motion to appoint Kristen Croft. The vote was unanimous.

End-of-Year Classified Celebration - Anna Taylor opened the discussion. It was decided we should explore a celebration in June. **John Metcalf volunteered to chair a celebration committee.**

Nominations Committee - **Anna Taylor announced that the board is seeking a committee chair and that nominations will be opened at the March 18th chapter meeting. Dianna Hess advised the board the vote needs to occur by May 2nd in order to meet the requirements outlined in the chapter bylaws.**

Chapter President's Use of Time Release - Anna Taylor provided an overview of the typical chapter activities she performs during her two-day per week time release. It was decided that **future E-Board agendas will include an update of the President's activities and accomplishments (such as an increase in WSOs) for the previous month.**

Adjournment: President Anna Taylor adjourned the meeting at 6:55 p.m.