

# United Support Staff Council Local 1211

## Meeting Minutes

March 18, 2015

### Call to Order

The regular meeting of the United Support Staff Council Local 1211 was called to order at 4:30 p.m. on March 18, 2015 by B. Gust-Farrell.

### I. Present

J. Cirillo, W. Green, B. Gust-Farrell, R. Izzo, L. Kelly, M. Kirkpatrick, J. Leach, M. Marski, D. Mauro, N. McPeck, D. Murphy, D. Naumann, M. Nedza, V. Nordmeyer, R. Polly, J. Schamrowski, S. Tesnow, K. Williams, L. Jones

### II. President Report: B. Gust-Farrell

1. Bylaws – Have been revised from the 2005 version and been submitted to Bobi.
  - A) Vote to be held in April 2015
2. Printing of Contracts to cost \$500.00
  - A) Motion made to approve by Sue Tesnow and seconded by Deb Murphy.  
Approved.
3. It was suggested to start holding meetings at each facility.
  - A) The first meeting will be held in April at Fremd.
  - B) Marilyn Nedza will check availability for April 29<sup>th</sup> in regards to the Staff lounge.
  - C) Lynette Sculuca would come facilitate the first meeting.

### III. Secretary Report: B Gust-Farrell on behalf of J. D'Agata

Motion to approve minutes by S. Tesnow and seconded by M. Nedza. Approved.

### IV. Treasurer Report: Michelle Marski

1. January 2015 and February 2015 reconciliations submitted to members
2. Local 1211 2015-2016 budget reviewed
  - A) No motion. Members have questions which we will get answers to then revisit at April meeting.
  - B) Ask Gary Wilson or Rich to attend next meeting to explain their budget.
3. Step by step instructions for online membership distributed to each building rep responsible for new hire membership forms.
  - A) Asked that these replace the paper form.

## **V. Vice President Report: B Gust Farrell on behalf of Cari Maila**

1. Reclassification Committee
  - A) Will start to gather current job descriptions from the Ad Center
  - B) (3) of our reps and (3) of their reps will meet to establish process for gathering current job description information from clerical staff.
  - C) Will try to gather all information from clerical staff by year end since 10 month employees will leave.
  - D) Eric W. has extended deadline to August 1, 2015.
2. Reclassification committee for Student Supervisors has Dave Naumann and Sue Tesnow. One more member needed and then voted on.

## **VII. Vice President Report: Dave Naumann**

1. Payroll
  - A) Removed the personal banking account information from paystubs
2. Security at Ad Center
  - A) Spoke with Matt Hildebrand and Jerry Trevino. They are looking into keypads for employee entrances.
  - B) Possibility of a buzzer for front entrance
  - C) There is a panic button at the front desk. Administrators do have assignments in place should an emergency occur.

## **VIII. Executive Board Report: R. Polly**

1. John covered the upcoming Legislative Breakfast
2. Encouraged voting for school board elections coming up on April 7, 2015.
3. Would like to see more members become familiar with the District 211 website, District 211 Twitter account, and District 211 Facebook page.

## **IX. New Business:**

1. Sue Tesnow has requested a written description of Student Supervisor job descriptions. There is conflicting information on what should be done in the instance of a student altercation. Would like this formally written out.
2. Deb Murphy asked questions regarding what information should be shared with the building reps. When there is a potential grievance. Should they be included all along or only until Bobi is involved.
3. Bobi confirmed that the building rep handles meetings with the Administrator and member. Ex: Clerical building rep would handle clerical member/administrator meeting and student supervisor would handle student supervisor member/administrator meeting.
  - A) Alternates to be used only when main rep. is unavailable.

4. Mauro questioned if any other schools must fill out a request for leave form for sick time. Was a new procedure to her but other buildings confirmed this is the process.
5. Snow Days
  - A) Confirmed that 10 month employees do not report to work, but will be paid straight time.
  - B) 12 months employees are expected to report, but if they are unable to they must call their immediate supervisor, and will receive straight time pay for the day.
  - C) If a 12 month employee reports to work on a snow day they have the choice to be paid either time and a half or can elect an additional vacation day.
  - D) AD Center does use the USSC 1211 contract as a guideline with non-unionized employees.
  - E) N. McPeck wanted to verify that those on the grievance committee are entitled to know all details when it comes to grievances. Bobi confirmed.

#### **X. Adjournment**

Meeting was adjourned at 5:34 p.m. Motioned by D. Murphy and seconded by W. Green. Approved.

Minutes submitted by: Michelle Marski