

**2023 - 2024 Meeting Minutes**  
**Upland Teachers Association**  
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**Representative Council**

January 22, 2024

**Call to Order**

A meeting of the Board of Directors was called to order at 4:02 pm by Debbie Glenn. Moved by Stacie Bangle and Danny Lawrence to adopt the agenda as presented. Motion Carried.

<p><b>Officers Present:</b>  <b>President:</b> Debbie Glenn  <b>Vice President:</b> Anne Smith  <b>Treasurer:</b> Danny Lawrence  <b>Secretary:</b> Carla Hegler</p>	<b>Directors and Representatives Present:</b>		
	<b>Site</b>	<b>Director(s)</b>	<b>Representatives</b>
	<b>Baldy View</b>	Emily Gomez	Kelsy Sorenson
	<b>Cabrillo</b>		Marci McMahon
	<b>Citrus</b>	Andrea Maddox-Butler	Cody Castro Denise Guerrero Diane Schlitt
	<b>District Office</b>	Judy Trimble	Stephanie Ellis
	<b>Foothill Knolls</b>	Dawn Vieira	Jacqueline Delaney
	<b>Hillside HS</b>	Sean Piscioneri	
	<b>Magnolia</b>	Sarah Fash	
	<b>Pepper Tree</b>	Michele Brooks	Kelly Tolliver
	<b>Pioneer Jr.HS</b>		Robert Perkins
	<b>Sierra Vista</b>		
	<b>Sycamore</b>	Janet Jankoski-Pelkey	Kathy Phelps
	<b>Upland Elem.</b>	Connie Delaney	
	<b>UHS</b>	Terry Kimberling	Stacie Bangle, Kimberly Guicharnaud, Wendy Marquez
<b>Upland Jr.HS</b>	Maria Sanchez		
<b>Valencia</b>	Lori Jacobson	Liz Rynear	
<b>Other</b>			

Agenda Items	Notes
Minutes	The minutes from the December Rep Council meeting were approved.
Treasurer's Report	Beginning balance December, 2023 \$305,788.72 Ending December, 2023 \$308,138.65
Communications	None
President's Report	<p><b>CTA Conferences</b></p> <ul style="list-style-type: none"> <li>Upcoming conferences <ul style="list-style-type: none"> <li><b>New Educator Conference</b> February 23 - 25, 2024 Costa Mesa</li> <li><b>Good Teaching Conference - South</b> March 22 - 24, 2024 Garden Grove</li> <li><b>Equity Conference</b> March 1 - 3, 2024 Bonaventure Los Angeles</li> </ul> </li> <li>UTA will cover the cost of the conference, hotel, mileage, substitute (if needed), and meals not provided by the conference <u>for those approved by UTA to attend.</u></li> <li><b>Contact the UTA Office PRIOR to registering for any conference, AND wait for approval.</b></li> <li><b>Must have approval from UTA for the costs to be covered</b></li> <li>Teachers may always attend conferences at their own cost without approval from UTA</li> </ul> <p><b>Elementary Report Card Comments</b></p> <ul style="list-style-type: none"> <li>Comments have been discussed at DACC and continued to be addressed</li> <li>Reordering the comments should take place before 2nd Trimester report cards.</li> <li>Continue to only use comments from the drop-down menu, no typed comments</li> </ul> <p><b>Maintenance Requests - ZenDesk</b></p> <ul style="list-style-type: none"> <li>Maintenance requests are to be communicated through the office manager, custodian or administration.</li> <li>This will eliminate duplicate maintenance requests</li> <li>IT requests continue inputting through ZenDesk</li> </ul> <p><b>Online Time Cards</b></p> <ul style="list-style-type: none"> <li>Time cards are now submitted online</li> <li>Office manager signs off for site related time cards</li> <li>A link is embedded in the upper right corner of the time card to select the department responsible</li> </ul> 

- When attending over contract trainings or events confirm what department or individual will sign off
- An email was sent by the Office of Communication through Aeries with links to the different times cards.
- Links to Time Cards
  - [Purple - Certificated Period Sub](#)
  - [Salmon - Certificated Over Contract](#)
  - [Green - Certificated Sub](#)
  - [Yellow - Classified Over Contract](#)
  - [Blue - Classified Non-Contract](#)

#### **Wifi / Phones**

- Phones are connected to the Internet via a network cable
- Should not be interrupted by WiFi issues
- After previous WiFi problems, a second line has been added for backup in the event of an outage.

#### **iReady December Diagnostic**

- Midyear testing date aligns with state testing and not the school year calendar
- December data results allow for adjustments and instructional planning in January

#### **Employee Development Position**

- Position is funded through the Educator Effectiveness Grant

#### **Administrator Survey**

- District is in the process of meeting with administrators to discuss survey results
- Administrators will discuss areas of “growth and glows” with individual sites

#### **Air Filters**

- HVAC air filters are replaced every 6 months
- Binders at each site are signed after each filter is replaced
- Air purifiers that were purchased during COVID are no longer required
- There are still filters available for the air purifiers and those can be requested while supplies last
- Once supplies are gone, a discussion would have to ensue regarding the financial feasibility of continuing to fund them

#### **TK and Kindergarten iPads**

- An email was sent to all TK and Kindergarten teachers regarding the iPads that were delivered to the classrooms

#### **Aeries and Parent Square**

- In order to keep communication consistent, the District is looking

into sending teacher information through both Aeries and Parent Square

**Jr. High Administrators**

- District is working on administrator availability issues and ways to support sites with student behavior concerns

**Online Curriculum**

- In the event of WiFi outages, district is considering downloadable PDFs, and/or purchasing a few textbooks for copying

**SBA Data Day**

- The schedule could be rotated for secondary teachers who teach more than one subject or grade level. The District is going to brainstorm solutions.

**Scheduled Training During SBA Testing Dates**

- The District is working to avoid that in the future

**Equity Institute**

- Purpose is to standardize common assessments across the district, for equitable instruction

**High School Lunch**

- An email went out to UHS teachers with instructions on how to order a lunch from the cafeteria
- Teachers cannot receive free lunch due to regulations regarding funding usage, but the price is very low

**Sick Students**

- District is looking into the protocol for sending students back to class who have vomited at school but do not have a fever

**Off Schedule Bonus**

- Date of February 15th was sent to the County payroll. The District acknowledges and regrets the error.

**Beneficiaries for CTA, NEA and STRS**

- All UTA/CTA/NEA members have death benefits through CTA and NEA at no additional cost to members
- Beneficiaries must be set up with each organization
- UTA will be sending out information in the near future with instructions and links to each organization
- Lack of beneficiaries could extend the time for disbursement.
- Be sure that your STRS beneficiaries are up to date as well

	<p><b>NEA Representative Assembly</b></p> <ul style="list-style-type: none"> <li>• This is the NEA Annual Meeting in which the NEA sets policy for the next year.</li> <li>• Debate and vote on NEA policies and take positions on union topics</li> <li>• Meeting attendance is required</li> <li>• June 30 - July 8, 2024 - Philadelphia</li> <li>• Our Association may send up to four elected delegates</li> <li>• UTA will cover the cost of airfare/transportation, lodging, registration fees and food</li> <li>• An election will be held using Google Forms in February or March - watch your email for information</li> <li>• Family members may attend, but the additional costs will not be paid by UTA</li> <li>• For more information, contact Debbie Glenn</li> </ul> <p><b>Technology - 1:1 Take Home Program</b></p> <ul style="list-style-type: none"> <li>• Program is now on hold</li> <li>• An interest survey will be sent to all parents</li> <li>• UTA has asked for a survey to be sent to teachers regarding concerns</li> <li>• When completing the survey, please be specific with all concerns</li> </ul>
<p><b>Committees</b></p>	<p><b>DACC</b> (District &amp; Association Collaborative Committee)</p> <ul style="list-style-type: none"> <li>• California Dashboard data is available</li> <li>• Upland showed significant growth - more growth than surrounding districts</li> <li>• Links to the California Dashboard are below</li> </ul> <p> <a href="#">UUSD</a>      <a href="#">Hillside</a>      <a href="#">UplandHS</a>      <a href="#">BaldyView</a>      <a href="#">Cabrillo</a>  <a href="#">Citrus</a>      <a href="#">FoothillKnolls</a>      <a href="#">Magnolia</a>      <a href="#">PepperTree</a>      <a href="#">Pioneer</a>  <a href="#">SierraVista</a>      <a href="#">Sycamore</a>      <a href="#">Upland EI</a>      <a href="#">Upland Jr</a>      <a href="#">Valencia</a> </p> <p><b>Special Ed</b></p> <ul style="list-style-type: none"> <li>• Looking into Jr. High SAI Classes needs</li> <li>• Elementary also sees the need for an SAI option</li> </ul> <p><b>Negotiations</b></p> <ul style="list-style-type: none"> <li>• Sunshining for the next three-year contract will be in February</li> <li>• UTA will be sending out a Google Form to all unit members for input on possible items to be negotiated</li> <li>• All suggestions will be taken into consideration, keep in mind that not all suggestions may be negotiable</li> </ul>

	<p><b>State Budget</b></p> <ul style="list-style-type: none"> <li>● Attended School Services presentation last week</li> <li>● State revenues are down - COLA predicted to be less than 1%</li> <li>● May revise may be better, but we'll have to wait and see</li> <li>● Do not anticipate massive cuts to education as the Governor did not take back any funds given to the districts and is proposing that education be spared from massive cuts</li> <li>● No deferred payments are proposed</li> <li>● <b>Possible</b> unit member outcomes <ul style="list-style-type: none"> <li>○ Tighter staffing, more combos, program cuts, some temporary positions not replaced, possible involuntary transfers</li> </ul> </li> </ul>
<p><b>Open Forum</b></p>	<p><b>Jr. High Syllabus</b></p> <ul style="list-style-type: none"> <li>● Are Jr. High teachers required to produce an individual syllabus for each subject? What about as a department?</li> </ul> <p><b>Elementary End of Trimester Conferences in the fall</b></p> <ul style="list-style-type: none"> <li>● Do teachers prefer to split them over Thanksgiving or do them all later? The consensus was to NOT split them before and after Thanksgiving break.</li> </ul> <p><b>Specialists at Elementary Schools</b></p> <ul style="list-style-type: none"> <li>● Having to share very limited office space</li> </ul> <p><b>Additional staff restrooms concerns at Pepper Tree</b></p> <ul style="list-style-type: none"> <li>● When there is a plumbing problem, the restroom problem is exacerbated</li> </ul> <p><b>Elementary Summer School</b></p> <ul style="list-style-type: none"> <li>● Are we using Catapult again?</li> </ul>
<p><b>Adjournment</b></p>	<p>Meeting was adjourned at 5:36p.m.</p>