

**2023 - 2024 Meeting Minutes**  
**Upland Teachers Association**  
**99 North San Antonio Avenue, Ste. 200, Upland, CA 91784**  
**Office (909) 985-4615 Fax (909) 985-2625**  
**Email: upland\_teachers@upland.k12.ca.us**  
**Website: www.uplandteachers.org**

**Board of Directors Meeting**

November 13, 2023

**Call to Order**

A meeting of the Board of Directors was called to order at 4:01 pm by Debbie Glenn.  
 Moved by Danny Lawrence and seconded by Stacy Olguin 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>	<p><b>Directors and Representatives Present:</b></p> <table border="1"> <thead> <tr> <th>Site</th> <th>Director(s)</th> <th>Representatives</th> </tr> </thead> <tbody> <tr> <td>Baldy View</td> <td>Emily Gomez</td> <td></td> </tr> <tr> <td>Cabrillo</td> <td>Doug McCully</td> <td></td> </tr> <tr> <td>Citrus</td> <td>Andrea Maddox-Butler</td> <td></td> </tr> <tr> <td>District Office</td> <td>Judy Trimble</td> <td></td> </tr> <tr> <td>Foothill Knolls</td> <td>Dawn Vieira</td> <td></td> </tr> <tr> <td>Hillside HS</td> <td>Sean Piscioneri</td> <td></td> </tr> <tr> <td>Magnolia</td> <td>Sarah Fash</td> <td></td> </tr> <tr> <td>Pepper Tree</td> <td>Michele Brooks</td> <td></td> </tr> <tr> <td>Pioneer Jr.HS</td> <td>Sarah Barry</td> <td></td> </tr> <tr> <td>Sierra Vista</td> <td>Stacy Olguin</td> <td></td> </tr> <tr> <td>Sycamore</td> <td>Janet Jankoski-Pelkey</td> <td></td> </tr> <tr> <td>Upland Elem.</td> <td>Connie Delaney</td> <td></td> </tr> <tr> <td>UHS</td> <td>John McNally</td> <td></td> </tr> <tr> <td>Upland Jr.HS</td> <td>Maria Sanchez</td> <td></td> </tr> <tr> <td>Valencia</td> <td>Lori Jacobson</td> <td></td> </tr> <tr> <td>Other</td> <td colspan="2">Diane Schlitt-Thompson - Past President Anne Kartun - Office Manager</td> </tr> </tbody> </table>	Site	Director(s)	Representatives	Baldy View	Emily Gomez		Cabrillo	Doug McCully		Citrus	Andrea Maddox-Butler		District Office	Judy Trimble		Foothill Knolls	Dawn Vieira		Hillside HS	Sean Piscioneri		Magnolia	Sarah Fash		Pepper Tree	Michele Brooks		Pioneer Jr.HS	Sarah Barry		Sierra Vista	Stacy Olguin		Sycamore	Janet Jankoski-Pelkey		Upland Elem.	Connie Delaney		UHS	John McNally		Upland Jr.HS	Maria Sanchez		Valencia	Lori Jacobson		Other	Diane Schlitt-Thompson - Past President Anne Kartun - Office Manager	
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<b>Agenda Items</b>	<b>Notes</b>
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Minutes	The minutes from the October Board of Directors meeting were approved.
Treasurer's Report	Beginning balance October, 2023 \$297,122.32 Ending October, 2023 \$292,631.44
Communications	None
President's Report	<p><b>President's Report</b></p> <p><b>CTA Membership Cards</b></p> <ul style="list-style-type: none"> <li>● Membership cards were sent in the CTA magazine <i>California Educator</i> that was mailed home in October/November.</li> <li>● May request a membership card online.</li> <li>● Members can add a personal email to have a digital card sent.</li> <li>● Membership cards will not be sent to school emails</li> </ul> <p><b>SBA</b></p> <ul style="list-style-type: none"> <li>● Issues with the SBA are still being addressed and changes made.</li> <li>● The goal is for results and data mining to take place next year during one of the seven Wednesdays used by administration, or on PLC days and not be pull-outs</li> <li>● Please continue to monitor for issues or areas of concern, and inform your site Representative or Director</li> </ul> <p><b>Site Supplies</b></p> <ul style="list-style-type: none"> <li>● District is aware of the warehouse issues and is in the process of implementing systems to address the issues, and adding additional procedures to expedite supply needs.</li> <li>● Warehouse has been short staffed</li> </ul> <p><b>Site Budgets</b></p> <ul style="list-style-type: none"> <li>● All site budgets have received COLAs this year and previous years</li> <li>● Shared decision committees should request a copy of the site's current and previous years' budget for review. 1 - 2 years is a reasonable request.</li> <li>● Shared decision committees can make decisions with how money for their site is spent - this does not include restricted money such as Title I</li> </ul> <p><b>Pests</b></p> <ul style="list-style-type: none"> <li>● Concerns have been discussed with the district, there is no resolution at this time</li> </ul> <p><b>Peppertree Bathrooms</b></p> <ul style="list-style-type: none"> <li>● Not enough faculty bathrooms to support the size of their staff. Looking into what can be done.</li> </ul>

### WiFi Problems

- Our current WiFi provider supplies internet services for UUSD, Ontario-Montclair, Chaffey Unified, and others.
- Squirrels chewing through cables have been the cause of the outages
- Concerns have been presented to the company
- Some resolutions suggested would be
  - Redundancy and redirection of cables in the event of an outage
  - Back-up company (this would be an additional cost)
  - Company provides each site with hotspots
- Teachers may choose to use their personal hotspots, but will not be reimbursed for any fees

### Sick Day / Personal Necessity Day / Personal Day / Emergency Day Clarification

- 10 Days given each school year
- Type and clarification of days:
  - Sick - illness or injury or medical need. **All 10 days can be marked as sick.** A doctor's note may be required if more than 5 days
  - Personal Necessity - **All 10 days can be marked as personal necessity.** There are 5 contractual reasons for using a Personal Necessity day:
    - Illness or death of an immediate family member
    - An accident involving the unit member, a family member or their personal property
    - Appearance in court as a litigant or witness
    - A condition, which, if allowed to continue without remediation, would result in personal injury or an aggravation of a physical impairment, and necessitating immediate medical and/or dental attention; or a condition or circumstance which would result in a financial loss
    - A condition or circumstance prevails which would impair the mental state of the employee to the extent that the performance of his/her duties would be so affected as to reduce materially the rendering of immediate services to the District.
  - Personal Days - **only 8 days can be marked each year as personal.** These days can be used for any type of situation. Teacher does not need to provide a reason and the administration cannot ask for one. These days **cannot** be used to take a vacation or extend a holiday or for recreational purposes.
    - If 8 personal days are not used in the school year, the days are not available as additional personal days for the next school year.

<p>Frontline</p>	<ul style="list-style-type: none"> <li>○ Emergency Days - 6 additional days are available for a unit member's use only, for personal illness beyond the 10 days, court appearances or academic examinations.</li> <li>○ Any of the 10 days not used in any given year, accumulate and can be used for either extended illnesses, injuries, family care, etc. (with independent verification) or utilized as credit towards retirement (based on STRS rules)</li> </ul> <p><b>Frontline - Absence Reporting</b></p> <ul style="list-style-type: none"> <li>● Office managers have received additional training for inputting staff absences</li> <li>● Teachers put an absence in Frontline, Office Manager then transfers information to the District's system.</li> <li>● Some previous absences were all put in as "personal necessity"</li> <li>● If absences were previously listed as personal necessity and should have been something else, it <u>does not</u> need to be corrected.</li> <li>● Future absences should be input correctly. <b><u>Please check your affidavits when signing. If incorrect, notify your Office Manager.</u></b></li> </ul>
<p>VAPA Teachers</p>	<p><b>VAPA Teachers</b></p> <ul style="list-style-type: none"> <li>● Concerns regarding <ul style="list-style-type: none"> <li>○ Class size</li> <li>○ Supplies</li> <li>○ Travel time</li> <li>○ No contract language</li> </ul> </li> <li>● VAPA Teachers and working conditions will be addressed and added to the new 3 year contract</li> </ul>
<p>Quickbooks Transfer</p>	<p><b>Quickbooks Administrator Transfer</b></p> <ul style="list-style-type: none"> <li>● Previous administrators of UTA's accounting software need to be removed and new administrators added.</li> </ul> <p><i>A motion was made to remove Rebecca Moore, UTA's previous Office Manager, and Stacie Bangle, former UTA Treasurer, and add Daniel Lawrence, current UTA Treasurer.</i></p> <ul style="list-style-type: none"> <li>● Moved by Doug McCully and seconded by Janet Jankoski-Pelkey.</li> <li>● Motion carried. Unanimous votes, no nay votes or abstentions.</li> </ul>
<p>Bullseye</p>	<p><b>Bullseye Observations / Forms</b></p> <ul style="list-style-type: none"> <li>● The observations and forms are for administration training.</li> <li>● The purpose is to improve administration observation practices and recording.</li> <li>● Teachers are not obligated to respond to the forms or meet with administration about the observation or report they receive, although doing so will help the administrators improve their</li> </ul>

	<p>professional practice.</p> <ul style="list-style-type: none"> <li>• Nothing recorded on the form can be used as part of a unit member’s formal evaluation.</li> </ul>
Committees	<p><b>DACC</b> (District &amp; Association Collaborative Committee)</p> <ul style="list-style-type: none"> <li>• Meeting was held November 14, 2023</li> <li>• Minutes will be emailed</li> </ul> <p><b>NEGOTIATIONS</b></p> <ul style="list-style-type: none"> <li>• General meeting will be held on Thursday, November 16th to discuss the current offer</li> <li>• Goal for new salary to begin on January 1, 2024 <ul style="list-style-type: none"> <li>◦ This will include retro check for September, October, November</li> </ul> </li> <li>• 1% off salary schedule - tentatively January 15, 2024</li> <li>• Time card retro from July 1st tentatively scheduled by April</li> <li>• Discussed components of calendar</li> <li>• There is no intent to move up the school year</li> </ul> <p><b>SPECIAL EDUC</b></p> <ul style="list-style-type: none"> <li>• Nothing to report at this time.</li> </ul>
Open Forum	<p><b>Solar Panels</b></p> <ul style="list-style-type: none"> <li>• Panels are being placed on playgrounds rather than parking lots - concerns for safety issues</li> <li>• October start date has been delayed</li> </ul> <p><b>Administrator Meetings</b></p> <ul style="list-style-type: none"> <li>• Administrators being pulled from sites for too many meetings at the district office, or meetings on site with district personnel</li> <li>• Not visible on campus or able to address discipline or other issues</li> </ul> <p><b>Upland High School</b></p> <ul style="list-style-type: none"> <li>• Clarification requested as to why Upland High School is not Title I</li> </ul> <p><b>IEP Meetings</b></p> <ul style="list-style-type: none"> <li>• IEP Meetings should have a start and ending time.</li> <li>• A meeting that goes beyond a reasonable amount of time can be requested to be rescheduled</li> <li>• It is appropriate for a parent to be asked if the teacher can be allowed to leave when their portion of the meeting is finished. The parent can decline.</li> <li>• Any General Education teacher can attend an IEP meeting for a student, even one that is not currently assigned to them.</li> <li>• Grade levels / site may divide up IEP meetings and evenly disperse them among teachers.</li> </ul>
Adjournment	Meeting was adjourned at 5:11pm

