

**2023 - 2024 Meeting Minutes**  
**Upland Teachers Association**  
**99 North San Antonio Avenue, Ste. 200, Upland, CA 91784**  
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**Rep Council Meeting**

November 27, 2023

**Call to Order**

A meeting of the Board of Directors was called to order at 4:00 pm by Debbie Glenn.  
 Moved by Danny Lawrence and seconded by Anne Smith to adopt the agenda as presented.  
 Motion Carried.

<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	<b>Directors and Representatives Present:</b>		
	<b>Site</b>	<b>Director(s)</b>	<b>Representatives</b>
	<b>Baldy View</b>	Emily Gomez	Kelsy Sorenson Kristyl Nuckolls
	<b>Cabrillo</b>	Doug McCully	Marci McMahon
	<b>Citrus</b>	Andrea Maddox-Butler	Cody Castro
	<b>District Office</b>	Judy Trimble	Stephanie Ellis
	<b>Foothill Knolls</b>	Dawn Vieira	
	<b>Hillside HS</b>	Sean Piscioneri	
	<b>Magnolia</b>		Cari Pike
	<b>Pepper Tree</b>	Michele Brooks	Kelly Tolliver
	<b>Pioneer Jr.HS</b>		Robert Perkins
	<b>Sierra Vista</b>	Stacy Olguin	
	<b>Sycamore</b>	Janet Jankoski-Pelkey	Kathy Phelps
	<b>Upland Elem.</b>	Connie Delaney	
	<b>UHS</b>	Terry Kimberling	Stacie Bangle, Wendy Marquez, Steve Wiedefeld, Doug Hutchings
	<b>Upland Jr.HS</b>	Maria Sanchez	Mirna DeLeon
<b>Valencia</b>			
<b>Other</b>	Diane Schlitt-Thompson - Past President Anne Kartun - Office Manager		

Agenda Items	Notes
<b>Minutes</b>	The minutes from the November Board of Directors meeting were approved.
<b>Treasurer's Report</b>	Beginning balance October, 2023 \$297,122.32 Ending October, 2023 \$292,631.44
<b>Communications</b>	None
<b>President's Report</b>	<p><b>President's Report</b></p> <p><b>December Meeting - Joint Board of Directors and Rep Council</b></p> <ul style="list-style-type: none"> <li>● <b>December 11, 2023 @ 4:00pm</b></li> <li>● <b>Upland High School Staff Lounge</b></li> </ul> <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, and not 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>

### **Pests**

- Concerns have been discussed with the district, there is no resolution at this time

### **Peppertree Bathrooms**

- Not enough faculty bathrooms to support the size of their staff. Looking into what can be done.

### **WiFi Problems**

- Our current WiFi provider supplies Internet services for UUSD, Ontario-Montclair, Chaffey, 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
- WiFi outages have a major impact on Science due to curriculum only being accessible online

### **Technology - 1:1 Take Home Program**

- In the initial planning phase
- UTA has asked for a survey to be sent to teachers regarding concerns
- When completing the survey, please be specific with all concerns

### **Frontline - Absence Reporting**

- Office managers have received additional training for inputting staff absences
- Teachers put an absence in Frontline, Office Manager then transfers information to the District's system.
- Some previous absences were all put in as "personal necessity"
- If absences were previously listed as personal necessity and should have been something else, it does not need to be corrected.
- Future absences should be input correctly. **Please check your affidavits when signing. If incorrect, notify your Office Manager.**

### **VAPA Teachers**

- VAPA Teachers working conditions will be addressed and added to the new 3 year contract

	<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 and seek input regarding areas of need for future PD</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 professional practice.</li> <li>• Nothing recorded on the form can be used as part of a unit member's formal evaluation.</li> </ul> <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> </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>Online Time Cards</b></p> <ul style="list-style-type: none"> <li>• Time cards will now be submitted online</li> <li>• An email was sent by the Office of Communication through Aeries with links to the different times cards.</li> <li>• Links to Time Cards <ul style="list-style-type: none"> <li>○ <a href="#">Purple - Certificated Period Sub</a></li> <li>○ <a href="#">Salmon - Certificated Over Contract</a></li> <li>○ <a href="#">Green - Certificated Sub</a></li> <li>○ <a href="#">Yellow - Classified Over Contract</a></li> <li>○ <a href="#">Blue - Classified Non-Contract</a></li> </ul> </li> </ul>
<p><b>Committees</b></p>	<p><b>DACC</b> (District &amp; Association Collaborative Committee)</p> <ul style="list-style-type: none"> <li>• Elementary report card comments - in the process of editing. Kindergarten, 1st, 2nd and 6th have been updated.</li> <li>• Still working on 3rd, 4th and 5th</li> </ul> <p><b>NEGOTIATIONS</b></p> <ul style="list-style-type: none"> <li>• Election ballots need to be submitted by Wednesday, November 29th at 4:00pm.</li> <li>• Goal for new salary to begin on January 1, 2024 <ul style="list-style-type: none"> <li>○ This will include retro amount for September, October,</li> </ul> </li> </ul>

	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> <li>● 1% off salary schedule - tentatively January 15, 2024</li> <li>● Time card retro from July 1st tentatively scheduled by April</li> <li>● The School Board is expected to ratify the election results at the next board meeting on Tuesday, December 12, 2023.</li> <li>● A special meeting to ratify the results may be held if needed.</li> </ul> <p><b>SPECIAL EDUC</b></p> <ul style="list-style-type: none"> <li>● Concerns at the high school regarding teams who previously worked well together being split up and reassigned</li> <li>● SpEd Manual has not been distributed to everyone.</li> <li>● Suggested the manual be placed in the District HUB for easy access</li> </ul>
<b>Open Forum</b>	<p><b>Secondary (Jr. High) Counselors</b></p> <ul style="list-style-type: none"> <li>● Counselors at the Jr. High do not have a department chair.</li> <li>● Can they be represented, what would be needed?</li> </ul> <p><b>Contract Survey</b></p> <ul style="list-style-type: none"> <li>● A survey will be sent to UTA members asking for suggestions on items to be negotiated for the upcoming three year contract.</li> <li>● Not all items suggested may be negotiable.</li> </ul> <p><b>Peppertree IT</b></p> <ul style="list-style-type: none"> <li>● No technician assigned to Peppertree at this time</li> </ul> <p><b>SBA Pull-Out</b></p> <ul style="list-style-type: none"> <li>● Secondary teachers who teach more than one subject or grade level are being pulled out for data mining for each subject</li> <li>● Missing academic prep time</li> </ul> <p><b>Emails from the Office of Communications</b></p> <ul style="list-style-type: none"> <li>● Not all communications are being received (i.e. time card links)</li> <li>● Too many communications being sent.</li> <li>● Aeries and Email communications need to be looked at</li> </ul>
Adjournment	Meeting was adjourned at 5:14pm