

**2024 - 2025 Meeting Minutes**  
**Upland Teachers Association**  
**99 North San Antonio Avenue, Ste. 200, Upland, CA 91784**  
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**Board of Directors Meeting**

October 14, 2024

**Call to Order**

A meeting of the Board of Directors was called to order at 4:05 pm by Debbie Glenn.

<b>Officers Present:</b> <b>President:</b> Debbie Glenn <b>Vice President:</b> Sarah Fash <b>Treasurer:</b> Danny Lawrence <b>Secretary:</b>	<b>Directors and Representatives Present:</b>		
	<b>Site</b>	<b>Director(s)</b>	<b>Representatives</b>
	<b>Baldy View</b>		
	<b>Cabrillo</b>	Doug McCully	
	<b>Citrus</b>	Andrea Maddox-Butler	
	<b>District Office</b>	Judy Trimble	
	<b>Foothill Knolls</b>	Dawn Viera	
	<b>Hillside HS</b>	Andrew Ortiz	
	<b>Magnolia</b>		
	<b>Pepper Tree</b>	Kelly Tolliver	
	<b>Pioneer Jr.HS</b>	Robert Perkins	
	<b>Sierra Vista</b>		
	<b>Sycamore</b>	Janet Jankoski-Pelkey	
	<b>Upland Elem.</b>	Connie Delaney	
	<b>UHS</b>		
	<b>Upland Jr. HS</b>		
	<b>Valencia</b>	Lori Jacobson	
	<b>Other</b>	Anne Kartun - Office Manager	

Agenda Items	Notes
<b>Minutes</b>	The minutes from the September Board of Directors meeting were approved.
<b>Treasurer's Report</b>	Beginning balance September 1, 2024, \$317,426.83, Ending balance September 30, 2024, \$305,049.37
<b>Communications</b>	No communications to report
<b>President's Report</b>	<p><b>Independent Study (IS)</b></p> <ul style="list-style-type: none"> <li>Working with Pam Salgado and Richie Vega to clarify the rules. The biggest challenge is how to manage retroactive Independent Study requests. Working on a plan for there to be "generic work" not specific to the student's missed days.</li> <li>For retroactive work: It does not have to be graded. Check that the work was done, initial it, and date it and submit it. There only needs to be one sample submitted. Every page does not have to be signed and if they push on that, submit the shortest sample you have. Digital work samples (from Google Classroom or other sources) can also be provided via email or screenshots or sharing or links with the office staff</li> <li>For future IS requests, assign work that you already planned to give them just like you normally would, but keep one thing to turn in as a sample after the student has submitted the absent work to you</li> <li>Checking on whether Saturday School needs samples for attendance recovery</li> <li>Students are only allowed 15 days of short term IS <u>the entire year</u>.</li> </ul> <p><b>Conferences</b></p> <ul style="list-style-type: none"> <li>UTA will pay for a limited number of members to attend but must notify UTA of interest and <b><u>get approved to attend in advance</u></b>.</li> <li>Upcoming conferences are: <ol style="list-style-type: none"> <li>New Educator Conference: February 21-23, Costa Mesa</li> <li>Equity and Human Rights Conference: March 7-9 Northern California</li> <li>Good Teaching Conference: March 14-16 Garden Grove</li> </ol> </li> </ul> <p><b>School Board Election</b></p> <ul style="list-style-type: none"> <li>Please make sure your site knows that UTA has voted to recommend Jack Young for reelection.</li> <li>An email was sent on 10/15 with information regarding other school board candidates from surrounding districts could use help canvassing and how you can help if interested.</li> <li>We are checking to find out local association endorsements in surrounding cities</li> </ul>

### **The Standard Enrollment Campaign**

- We need at least 33 new people to sign up before October 31.
- Encourage others to sign up now.
- All members should be receiving emails directly from the Standard as well as from UTA.

### **Payroll Issues**

- The district is aware of the issues.
- Be sure to review your paycheck information. Comparing last year's paycheck information via Best Net to this year's may help you find errors in step, column, timecards, stipends, sick leave, etc.
- Contact payroll directly to remedy any issues. Let UTA know for data purposes, but we **cannot** fix these errors.

### **Future Leaders Workshop January 31- February 2 - Los Angeles**

- UTA can send one person
- This is a great conference for anyone interested in becoming more active as a local association leader or simply learning more about it
- Let UTA know if you are interested

### **Standing Committees**

- Need more members - minimal commitment
  - Membership Engagement - plan social events, Day of the Teacher
  - Member Benefits - developing a plan to disseminate information to members about all available benefits and how to access them. Ideally a few people to attend 2-3 meetings at most

### **Board Member Training Module**

- Presented a brief training on information to provide to new unit members to encourage them to join UTA/CTA/NEA and can also be shared with veteran staff that are not current members.
- Benefits of membership documents include:
  - Legal protections
  - Liability insurance
  - Death Benefits
  - A seat at the table and a voice in the process
  - Voting rights
  - Professional trainings, scholarships, grants
  - Civil rights advocacy for teachers and students
  - Money-saving opportunities on insurance, shopping, vacations, theme parks, etc.
- Also presented information on the importance of continuing to pay dues while on any type of unpaid leave (including FMLA, child rearing, etc.) in order to keep all of the above benefits as

	<p>well as <u>contract protection and due process rights</u>.</p> <ul style="list-style-type: none"> <li>• Board members need to make sure that any member at their site that goes on an unpaid leave of absence for any reason is aware of their need to pay dues to maintain membership while on leave</li> <li>• Dues are significantly reduced for those on leave and are paid in one lump sum to UTA/CTA rather than through payroll deduction</li> </ul>
<b>Committees</b>	<p><b>DACC</b></p> <ul style="list-style-type: none"> <li>• Literacy kits are available from Dr. Dickey's trainings</li> <li>• Make-up sessions during the workday will be held for those not attending the Upland U presentation on Nov. 1 by Dr. Holley</li> <li>• Ordering supplies - Check warehouse catalog first before using other sources to purchase supplies when possible. A link to the warehouse catalog is in the DACC notes</li> <li>• If there is no sub for a VAPA teacher then there will likely be no VAPA class that day.</li> <li>• LCAP is going to provide \$250 per student for 6th-grade science camp. Some schools have already paid for science camp. The District is determining how to deal with that. Direct questions to Dr. Gonzales</li> <li>• Some sites still have not received cursive materials and a copy for teachers as well.</li> </ul> <p><b>ELECTION</b></p> <ul style="list-style-type: none"> <li>• <b>Online Voting System</b> <ul style="list-style-type: none"> <li>○ Moving to use an online system for more secure elections</li> <li>○ Suggestion was made to go with ElectionBuddy over SimplyVoting as it has the features we need at a lower cost</li> <li>○ Motion to utilize ElectionBuddy for UTA elections made by Kelly Tolliver. 2nd by Andrea Maddox-Butler. Motion carried</li> </ul> </li> </ul> <p><b>NEGOTIATIONS</b></p> <ul style="list-style-type: none"> <li>• Nothing new - meeting at the end of the month</li> </ul>
<b>Open Forum</b>	<p><b>TESTING</b></p> <ul style="list-style-type: none"> <li>• Amount of prep for and time to take the SBA is a problem</li> <li>• Unclear requirements and lack of training on testing platforms</li> <li>• Some grades require one-on-one testing, which is challenging to manage and complete. Some principals are providing sub time for teachers to get through it.</li> </ul> <p><b>VAPA</b></p> <ul style="list-style-type: none"> <li>• Challenges with some classes being too large or with the VAPA teacher being able to manage that many students at one time</li> </ul>

<b>Adjournment</b>	Meeting was adjourned at 5:30 pm
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