



**Date:** 02/07/2024  
**Time:** 12:00-1:00 PM  
**Location:** Teams

# BOARD MEETING

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## Meeting Minutes

Call to Order— 12:00pm

Participants – Adriana Publico (AP), Lisa McNeill (LM), Naveed Frank (NF), Tony McMillen (TM), Caitlin Davis (CD).

Guest: Alex Velto (AV).

### OPEN SESSION

- I. Approve Minutes from 1/31/24 meeting.
  
- II. Review Action Items
  - a. Adriana – Attorney – voted to retain Alex Velto (Reese Ring Velto, PLLC website: <https://rrvlawyers.com/>) as our attorney.
  - b. Adriana & Naveed – UFCU investigation; AP hasn't followed up yet, consider waiting to see what happens with EMRB or settlement. GNCU Account setup – still waiting on tax exempt status, WCSD can cut us a check with dues fees. AP is able to front more money as needed.
  - c. Naveed – Pending payments – keeping record, AP pay who we can now if requested.
  - d. Lisa & Naveed – 501(c)(5) letter status, Tax Exempt pay code, ACH Form – LM/NF has info on W-9 and should file today. LM the tax id filing needs to be fixed because we are being considered a political organization, LM/NF to look into fixing (today/tomorrow).
  - e. Lisa – Enrollments, Membership dues (check to WPTA or in Bank Account) – WCSD can cut us a check. Will continue to investigate opening a non tax exempt account. We can't sit on district checks for more than 90 days. Tax exempt may take months. Some language that tax exempt status applies back to date applied for.
  - f. Tony – Negotiations; our ratification has 103 yes votes and 0 no votes, total potential is 136 members. TM following up on removed doctoral/PhD and LMFT language, waiting

on Virginia about path forward and see what WCSD says. Belief that district will recognize. TM talked to Sara Mauer, the 205 day members salary pay is divided by 230 x 205, mental health professionals do not receive vacation, must be stated in education section of contract. Lots of positive feedback on new contract. 2/13 BOT meeting – TM will make public comment, what specifically to say? Appreciate professional approach and sense of urgency, membership fully approving, unanimous yes, over 100 votes. AP to come up with rough draft language.

### III. Updates/Next Steps

- a. New Enrollments – Payroll can accept up to the 13<sup>th</sup> of each month to deduct dues. Current is 136 out of 182. Remember that we should only bring in less than \$50k per year. If we reach 139 members \$30/month we should lower monthly dues in next fiscal year (starting July/August 2024). TM suggest By-laws update for sliding scale dues if we reach a certain amount in back account.
- ~~b. Negotiations –~~
- ~~c. Contract Ratification Plan –~~
- d. Follow up questions from 2/6 membership meeting – TM working with Virginia on finalizing those.
- e. Legal Counsel – voted to sign agreement contingent upon WPTA staying recognized.
- f. GNCU Bank Account – pending 501(c)(5) recognition.
- g. UFCU Bank Account – pending WCSD/APTA settlement.
- h. Pending payments (set up fees, professional services, etc.) – pending invoice from Chief Negotiator, reimbursement to AP for IRS filing \$600, reimbursement to LM for state filing of \$120(?).
- i. Directors & Officers Insurance Policy – discuss this when we have a bank account. LM will call A&H about what is covered. Did we have coverage under APTA? More to come next week.
- ~~j. APTA Grievances –~~
- k. Sick Bank update – AP working with Sara Mauer on this. Waiting until WSPA contract settles. More complicated than anticipated. Will need to work with WSPA leadership on splitting bank balance. Very likely that we will need to have a special assessment in the fall per pending WPTA contract language.
- l. Complaint & Problem Solving Process – LM has spoken with several ProTechs in the past few weeks, all related to district policies/procedures, not contract violations. None rises to the level of grievance. We need to document a process, beginning with who the points of contact are. Approach LM has taken so far is to discuss/listen and loop back to follow up. Potential communication to members in a few weeks – 1. LM is the first point of contact, AP is the backup. 2. Describe difference between grievance and complaint. Tabling this until next week. Contract has some language that can go in here.

- m. Other Setup items – AP/LM will work on an annual calendar of officers’ & board’s responsibilities in advance of elections next spring.
- n. Gmail & Website – Tabling for now
- o. Upcoming Employee Resource Fairs – 2/29/2024 & 5/10/2024. WPTA, WEA, WESP, and WCSPOA attending to recruit new members.
- p. Scholarships – table for now. Targeting April 1 to send out application forms.
- q. Advisory meetings – TM will request that District and WPTA resume monthly meetings once BOT ratifies WPTA contract.

IV. CD to add a “tabled section” for long term or non-urgent items.

CLOSED SESSION

- I. See CLOSED SESSION meeting minutes 02/07/2024.

Next Meeting – 02/14/2024

Meeting Adjourned – 2:20pm

Action items	Owner(s)	Deadline	Notes
Update by-laws	TM/AP/LM	TBD	To include language about “sliding scale for dues fee” if certain amount is reached in bank account.
GNCU Account	AP/NF	ASAP	Pending 501(c)(5) status
W-9	LM/NF	2/8	Submit to WCSD by 2/8
Tax ID	LM/NF	2/8	Revising from “political organization”
PhD /Doctoral Language	TM	ASAP	Follow up with Virginia and WCSD about inclusion of PhD/Doctoral stipend language into WPTA contract, possibly an MOU?
Yearly Officers/Board’s Responsibilities	LM/AP	TBD	Work on an annual calendar of officers’ & board’s responsibilities in advance of elections 2024 elections.
D&O Insurance	LM	TBD	Looking into coverage options
Advisory Meetings w/WCS D	TM	After 2/13	Will request that District and WPTA resume monthly meetings