



**Date:** 02/14/2024  
**Time:** 2:00-3:00 PM  
**Location:** Teams

# BOARD MEETING

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## Meeting Minutes

Call to Order— 2:00pm

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

### OPEN SESSION

- I. Approve Minutes from 2/7/24 meeting. Approved.
  
- II. Review Action Items
  - a. Adriana/Tony/Lisa – Update by-laws for increasing/lowering dues: (table until Summer/Fall 2024) but should happen with new officers. TM suggest working on draft by-laws changes just to get ball rolling. LM suggest survey members about desired changes. TM suggest Alex review our current by-laws and what is advised to be changed. LM suggest by-law information that same lawyer can't represent both sides of grievance (ex. ESP employee vs. APTA employee and representation for both was from Ron Dreher).
  - b. Adriana/Lisa – Yearly Officers/Board's Responsibility and training: no updates at this time. We are considering asking Virginia and/or RRV to provide this type of training. RRV for board/officers training and Virginia for labor relations/member representation training, for both board and other members, especially supervisors/managers.
  - c. Adriana & Naveed – GNCU Account status: no updates. Suggestion from LM – based on info that CD gathered, let's ask GNCU if they'll accept that as proof of filing for tax exempt status, even though we haven't received it yet. AP will ask NF for the document and send it to GNCU.
  - d. Lisa & Naveed – W-9 submittal, Tax ID Revision: W-9 submitted and accepted, LM/NF called IRS. NF checked wrong boxes when he applied for our TIN, basically filed as a

corporation. IRS rep on the phone tried to make the change, but it's a different branch of the IRS that needs to fix it. LM will follow up with NF and IRS to resolve the issue.

- e. Lisa - D&O Insurance coverage updates: no updates at this time.
- f. Tony – PhD/Doctoral contract revision or MOU, advisory meetings with WCSD: MOU in process, district should be getting it to TM for signature within the next week or so. District will be sending invitations for advisory meetings, per Superintendent's email last week. Superintendent's EA is in transition. TM will follow up with Diana Calles if we don't receive invitations soon.

### III. Updates/Next Steps

- a. Adriana – Cybersecurity, Social Planning – Set up social as soon as possible to celebrate new contract and retiring employee (Rob Luna). AP to check with Sara Mauer about other retirees. WPTA to buy apps and members buy own appetizers. AP suggest VooDoo Brewing, space for 30-40 people. AP will look into this. TM concern about funding status with concern for Scholarship applications. March 5<sup>th</sup> or 19<sup>th</sup>, preference on 19<sup>th</sup>. Another option would be South 40 or Casa Grande (Robb Dr). We agreed to bcc people and use WPTA email address as much as makes sense. See Appendix 1 (after "Action Items" table).
- b. Lisa & Adriana – Complaint & Problem Solving Procedures, difference between "complaint" and "grievance" in by-laws: LM met with employee about complaint that went well. No documentation/written procedures to share yet. LM working on it.

### IV. Tabled & Ongoing Items

- a. Current enrollment count **137** (if enrollment over 138 members, WPTA should lower monthly dues. Can't earn more than \$50k annually without paying taxes per 501(c)(5) regulations.)
- b. WPTA start up fees payment (pending \$5,100 invoice from Chief Negotiator, reimbursement to AP for IRS filing \$600, reimbursement to LM for state filing of about \$120, Alex Velto's services to date).
- c. Sick Bank update with WSPA: no updates at this time.
- d. UFCU bank account with APTA: no updates at this time.
- e. EMRB filing by APTA: no updates at this time.
- f. Employee Resources Fair 2/29/2024 & 5/10/2024: LM will attend, AP working with Melissa Gillis on a recruitment flyer/enrollment form
- g. Scholarships, target April 1 to send out application forms: no updates at this time.
- h. Gmail and Website: no updates at this time.

Next Meeting – 02/21/2024

Meeting Adjourned – 3:17pm

Action items	Owner(s)	Deadline	Notes
GNCU Account	AP & NF	ASAP	
Tax ID revision	LM & NF	ASAP	Going to update status with IRS
Social	LM	3/19/24	Find location for 30-40 people, WPTA paid appetizers
PhD & Doctoral MOU	TM	ASAP	WCSD working on MOU
WCSD Advisory Meetings	TM	TBD	Should hear from WCSD soon, follow up with Diana Calles as needed.
Complaint/Grievance language	AP & LM	TBD	Work on new language for By-laws with clear definitions for members.

## **Appendix A – Cyber Security Best Practices (02/14/2024)**

### Guidance from WCSO Security Team

1. Official WPTA communications should come from the WCSO WPTA email address and use the BCC field for all recipients.
  - a. Helps avoid exposing anyone’s personal information unintentionally either through the original message or someone accidentally replying to all.
  - b. It limits communications to a single official email account that is not tied to a WPTA board member’s WCSO/personal email account which has a potential for compromise from daily usage.
2. Any changes to WPTA membership should be done through official means, using a district email account, and not a personal email account because we have no way to verify that a personal email belongs to any specific person.
3. For any email that is confidential for WPTA members, use Outlook to encrypt the emails and apply specific permissions on what can be done with the email by the recipient, such as only allow the recipient to read the message, rather than copy it or forward it. See image below.
  - a. In Outlook, New Email > Options > Encrypt dropdown
    - i. Encrypt-Only: This applies to all of the options below, but it means that a one-time code is sent to the same email address and is used to access the message
    - ii. Do Not Forward: Viewable from any email address (including personal email accounts), cannot be copied, printed, or forwarded
    - iii. Washoe County School District – Confidential: Only viewable from a WCSO email account, cannot be copied or printed
    - iv. Washoe County School District – Confidential View Only: Only viewable from a WCSO email account, cannot be copied, printed, or edited

