

TOTEM Association of Educational Support Personnel, Inc.

Board of Directors Meeting

Agenda – January 26, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes – 11/17/2022
- IV. Treasurer’s Report (Balance Sheet)
- V. Reports
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Members At Large
 - F. APEA-AFT Board- 1/9/23; 2/07
 - G. APEA EPIC – 1/17/23; 2/21
 - H. Central Labor Council (CLC)-1/18
 - I. Award & Recognitions
 - J. Employee Reps
 - K. Events
 - L. First Aid /CPR/AED
 - M. New Members – 1/31
 - N. PSP/CAP
 - O. Scholarship – forms available
 - P. Sick Leave Bank
 - Q. Site Contacts
 - R. Spring Conference
- VI. New Business
 - A. PSRP Conference – 4/14 to 4/16 @ Hilton Inner Harbor, Baltimore, MD
 - B. TOTEM Officer Elections – President; Secretary; Non-Inst (1); Instr (2), one for 1 year and 1 for a 2-year term
 - C. Winter closure extended days
- VII. Unfinished Business
 - A. Membership drive – status of calls
 - B. Board Work session/Goal review
 - C. Recognition form/process status
- VIII. Training – 10-minute meetings (Jenn)
- IX. Good of the Membership
- X. Adjournment

Important Dates:

TOTEM Association of Educational Support Personnel, Inc.
 Board of Directors Meeting
 Agenda – March 02, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes – 1/26/2023
- IV. Treasurer’s Report (Balance Sheet)
- V. Reports
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Members At Large
 - F. APEA-AFT Board- 4/22 budget
 - G. APEA EPIC – 3/21
 - H. Central Labor Council (CLC)-3/15
 - I. Award & Recognitions
 - J. Employee Reps
 - K. Events
 - L. First Aid /CPR/AED – 3/04 planning
 - M. New Members
 - N. PSP/CAP
 - O. Scholarship
 - P. Sick Leave Bank
 - Q. Site Contacts
 - R. Spring Conference
- VI. New Business
 - A. NAEOP & PSP Concerns - Amey
 - B. Memorial donation for Lois Jordan, NAEOP
- VII. Unfinished Business
 - A. Membership drive January
 - B. PSRP Conference – 4/14/to 4/16
 - C. TOTEM Elections
 - D. Board Work session/Goal review
 - E. Recognition form/process status
- VIII. Good of the Membership
- IX. Adjournment

Important Dates: 3/09 conference prep; 3/12 conference set up

TOTEM Association of Educational Support Personnel, Inc.
 Board of Directors Meeting
 Agenda – March 23, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes – 3/02/2023
- IV. Treasurer’s Report (Balance Sheet)
- V. Reports
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Members At Large
 - F. APEA-AFT Board- 4/22 budget
 - G. APEA EPIC – 4/18
 - H. Central Labor Council (CLC)-4/19
 - I. Award & Recognitions
 - J. Employee Reps
 - K. Events
 - L. First Aid /CPR/AED
 - M. New Members
 - N. PSP/CAP
 - O. Scholarship
 - P. Sick Leave Bank
 - Q. Site Contacts
 - R. Spring Conference
- VI. New Business
 - A. Spring Conference debrief
- VII. Unfinished Business
 - A. PSRP Conference – 4/14/to 4/16
 - B. TOTEM Elections
 - C. Board Work session/Goal review
 - D. Recognition form/process status
- VIII. Good of the Membership
- IX. Adjournment

Important Dates:

TOTEM Association of Educational Support Personnel, Inc.
Board of Directors Meeting
Agenda – April 20, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes – 3/23/2023
- IV. Treasurer’s Report (Balance Sheet)
- V. Reports
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Members At Large
 - F. APEA-AFT Board- 4/22 budget
 - G. APEA EPIC – 4/18
 - H. Central Labor Council (CLC)-4/19
 - I. Award & Recognitions
 - J. Employee Reps
 - K. Events
 - L. First Aid /CPR/AED
 - M. New Members
 - N. PSP/CAP
 - O. Scholarship
 - P. Sick Leave Bank
 - Q. Site Contacts
 - R. Spring Conference
- VI. New Business
 - A. PSRP Conference Debrief
 - B. EOY dinner – 5/18, Location TBD
 - C. Update on College benefit
- VII. Unfinished Business
 - A. TOTEM Elections report
 - B. Board Work session/Goal review
 - C. Recognition form/process status
- VIII. Good of the Membership
- IX. Adjournment

Important Dates:

TOTEM Association of Educational Support Personnel, Inc.
Special Board of Directors Meeting
Agenda – May 3, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order

- II. Roll Call

- III. Executive Session

- IV. Good of the Membership

- V. Adjournment

TOTEM Association of Educational Support Personnel, Inc.
Board of Directors Meeting (Closed)
Agenda – September 21, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes
- IV. President’s Report
- V. Treasurer’s Report (Balance Sheet)
- VI. Reports
 - A. New Members
 - B. Sick Leave Bank
 - C. Staff Report
- VII. Approval of the Consent Agenda
- VIII. New Business
 - A. Letter to the Membership
 - B. The Negotiation Process Q & A
 - C. Board Question Policy for Membership Meetings
 - D. Site Visits or Socials
 - E. Union/Association Leave
 - F. Contract Admin Team
 - G. Review Sick Leave Bank and Catastrophic Leave Procedures
- IX. Unfinished Business
 - A. Mobile App Update
 - B. Site Contact Update
 - C. Bylaws Committee
 - D. Museum Event
- X. Good of the Membership
- XI. Adjournment

TOTEM Association of Educational Support Personnel, Inc.
Board of Directors Membership Meeting
Agenda – October 19, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes
- IV. President’s Report
- V. Treasurer’s Report – Presentation of the 23/24 Budget
- VI. Reports
 - A. New Members
 - B. Sick Leave Bank
 - C. APEA Staff Report
- VII. Approval of the Consent Agenda
- VIII. New Business
 - A. TOTEM T-shirts
 - B. SLB/CAT leave review committee
 - C. Contract Admin Team
 - D.
- IX. Unfinished Business
 - A. Mobile App Update
 - B. Site Contact Update
 - C. Bylaws Committee Update
- X. Good of the Membership – Opportunity for Member Testimony
- XI. Adjournment

Important Dates:

TOTEM Board Meeting Consent Agenda – October 19, 2023

Reports:

Vice President –

Secretary –

Carrie Agate, Member at Large, Non-Instructional –

Tammy Hanson, Member at Large, Non-Instructional -SLC paras requesting more training, All of them are new to SLC room including the teacher. Staff shortages due to illness. Chromebooks for paras, we need more onsite to hand out to new staff.

Amanda Marley, Member at Large, Instructional – reports from paras: behavior increasing, lack of student hygiene (diapering)

Denise Tilley, Member at Large, Instructional –

APEA/AFT Board – Session 2 of the Executive Board training was held 10/3. Session 3 scheduled for February.

APEA EPIC – Several successful October 3rd elections for endorsed candidates, especially FNSB and Juneau.

Central Labor Council (CLC) – Next meeting scheduled for 10/18.

Awards and Recognition –

Employee Reps – all working and attending meetings

Events – ASD museum event successful. Worked with ACE to give away many boxes of books. Thank you to Amey, Carrie, Amanda and Alicia for working.

First Aid/CPR/AED – Recertification course in process, (11) currently enrolled.

PSP/CAP – A list of new and recertified PSP recipients was emailed to the office for the period ending 9/30/2023. PSP forms have been greatly improved and the newest versions were sent to the office to replace the current ones on the website. There will be fee increases coming down from NAEOP. Once all details are released by NAEOP, I will draft a follow up notice to go to all our folks already associated with NAEOP so they received the information two different ways. There was a national PSP committee meeting in September, but I was out of town and was not able to participate. There have been several “fireside chats” via Zoom hosted by NAEOP’s immediate past president, Bonnie Miller. The purpose is to bring forward how different affiliates, states and districts provide information to potential applicants (workshops/training) and to assist PSP chairs who simply are so new to the role that they do not know what they have gotten into. It is a small but dedicated group of ladies. The next meeting will be after the beginning of 2024.

Scholarship – none

Site Contacts –

Spring Conference – none

TOTEM Association of Educational Support Personnel, Inc.
Board of Directors Meeting (Closed)
Agenda – November 30, 2023 @ 5:30 pm

President:	Sandy Thompson	_____
Vice President:	Alicia Woods	_____
Secretary:	Felicia Woods	_____
Treasurer:	Amey Tamagni	_____
Member at Large – Inst:	Denise Tilley	_____
Member at Large – Inst:	Amanda Marley	_____
Member at Large - Inst:	vacant	_____
Member at Large – Non-Inst:	Tammy Hanson	_____
Member at Large – Non-Inst:	Carrie Agate	_____

- I. Call to Order
- II. Agenda
- III. Minutes
- IV. President’s Report
- V. Treasurer’s Report
- VI. Reports
 - A. New Members
 - B. Sick Leave Bank
 - C. APEA Staff Report
- VII. Approval of the Consent Agenda
- VIII. New Business
 - A. AFT Staff – Yonna Carroll, AFT Nat Rep
 - B. Staffing impact - move to MS model
 - C. Contract Admin Team
 - D. Review Sick Leave Bank and Catastrophic Leave Procedures – Committee
 - E. Holiday Board Social
 - F. TOTEM/ASD dinner
- IX. Unfinished Business
 - A. Mobile App Update
 - B. Site Contact Update
 - C. Additions to Board Policy
 - D. Proposed bylaws amendments review/questions
- X. Good of the Membership
- XI. Adjournment

TOTEM Board Meeting Consent Agenda – November 30, 2023

Reports:

Vice President –

Secretary –

Carrie Agate, Member at Large, Non-Instructional –

Tammy Hanson, Member at Large, Non-Instructional - SLC paras wonder when it is remote learning/school closure days if they still receive the pay differential since they are without contact with students.

Amanda Marley, Member at Large, Instructional –

Denise Tilley, Member at Large, Instructional –

APEA/AFT Board – No meeting in November. Next meeting is 12/6/2023.

APEA EPIC – Starting to make endorsements for 2024 races for School Board and Legislature requests are coming in.

Central Labor Council (CLC) – Early endorsement of Suzanne LaFrance for Mayor. Supporting Jacobs, Wilson and Higgins for School Board elections.

Awards and Recognition –

Employee Reps – Very busy, lots of meetings.

Events –

First Aid/CPR/AED – completed recertification course in October.

PSP/CAP –

Scholarship – All dependents paid but (1).

Site Contacts – Still missing some sheets. Still have areas not covered.

Spring Conference – Work has begun on contacting UAA and instructors for the March 2024 conference. Looking for new classes.