



Important Dates

CSEA Chapter Meetings

January 19th - 5:15 pm
February 16th - 5:15 pm
District Office
Conference Room "F"

CVUSD Board Meetings
January 24th - 4:00 pm
February 7th - 6:00 pm
District Office
Board Room

Personnel Commission
Meeting
January 18th - 4:30 pm
District Office
Conference Room "A"

Safety Committee Meeting
February 28th - 3:30 pm
District Office
Conference Room "A"

Health Benefits
Committee Meeting
January 25th - 3:30 pm
District Office
Conference Room "F"

Budget Committee Meeting
February 1st - 3:30 p,
District Office
Conference Room "F"

Technology Committee
Meeting
January 30th - 3:30 pm
District Office
Board Room

Professional Growth
Committee
January 25th - 3:30
District Office
Conference Room "A"

A Message from the President

Hello, all.

2012 is here and - as of now - it doesn't really look too different from 2011, or 2010, 2009...

Sorry. I shouldn't be so downbeat this early in the year. But the budget problems are still going on in the State, and thereby they are still going on for our District. A few weeks ago I thought that I would have good news to report on the budget - but as the fine print started to come into focus, that good news evaporated like morning dew in the Sahara. As of now, what we are left with is more uncertainty about how much money the District will get from the State, how big the on-going deficit will be, and what the District will do to balance completely unknown numbers.

I know the stresses you are under. I am feeling them, too. How to pay your bills when you haven't had a raise - in years - to equal the cost of living. How to pay the rent (or the mortgage, for those lucky enough to own a house), and the utilities, and still have enough to feed your family - and then to worry about furlough days. How to deal with the mountain of work that is waiting to be done - but the cuts have gutted the hours, and personnel, that are available to get the work done. But that mountain of work is still there, waiting. Wondering if the next round of cuts will have your name on it. Wondering if, even if you keep your job, you will be bumped to another site - and have to learn the procedures all over again. And what will the new supervisor be like... Will they resent you for bumping one of their favorites?

I read the responses in the negotiations survey that so many of you completed and sent in. And I thank you for being so candid and truthful. In an attempt to clarify the message, we have agreed to work on another survey with Management - this one focusing on stress, anxiety, and job satisfaction and concerns. I hope that you are just as candid and forthright in that survey, when it comes out - because only by making sure that all sides are working with the same information will we be able to successfully address, and resolve, our concerns.

As I have said many times, we only have two resources available to us in our attempts to bring issues to light - and then getting them resolved. The first is Knowledge. How can you defend your rights if you don't know what they are? How can you recognize real issues if you don't know what to look for? The second resource is Communication. How can your Chapter Officers help you if they don't know there is a problem? How can Knowledge be shared if no one passes it on? To assist with all these questions, we will be hosting a "Know Your Rights" seminar in April. We will bring more details to you in the February and March newsletters.

Don't wait for April, though. Come to the Chapter meetings. Ask questions. Recently we resolved - successfully - some situations that had festered in a certain department for years. The questions were brought to a Chapter meeting, discussed, and we were able to move forward to resolution. I know that I am speaking for the entire Chapter Executive Board when I say that the only reason we are in these positions is so we can help you get the respect you deserve, receive the rights that are due you, and have every opportunity to succeed that is available.

So come to the meetings. Ask questions. Communicate with us. Talk to your Site Reps. Knowledge is Power. And Communication spreads that power!

Thank you,

Ron Meyer
Chapter 620 President



CSEA *UNION* News



Chapter 620 Officer Roster

President

Ron Meyer

(Cell phone # 805-907-8335)

First Vice President

Karen Meyer

Second Vice President

Jani Larsen

Secretary

JoAnn Flowers

Treasurer

Pam Ross

Public Relations Officer

Lori Rhoades

Labor Relations Rep.

Robert O'Reilly

(805) 604-1753 x 3860 or

(800) 834-9959 x 3860

Employee/Employer

Relations Representatives:

Child Care

Jani Larsen - Madroña

Child Nutrition

Steve Sandstedt-Park Oaks

Clerical

Barbara Safe-CVHS

Custodial

Kim Rafter - TOHS

Pam Ross - District Office

Para Professional

Marianne Robertson - WHS

Warehouse & Copy Center

Lynn Stroud - Copy Center

Maintenance & Grounds

Matt Waldman

Neighborhood for Learning

Jennifer O'Hop

Conejo Valley Chapter Voice

Editor - Lori Rhoades

CSEA Website

<http://www.conejo.k12.ca.us>

(Classified Personnel)>>CSEA)

Correspondence may
be sent to:

CSEA Chapter 620
c/o CVUSD

1400 East Janss Rd
Thousand Oaks CA 91362

Important information about the new Diastat law

The new Diastat law went into effect on Jan. 1, 2012. CSEA and other labor and health organizations, fought hard against SB 161 relating to Diastat. Despite all of our efforts, the bill was signed into law. We want to thank all of our members and staff for all of the hard work on this issue over the last couple of years.

Fortunately, CSEA was able to force some important protections for classified school employees into the legislation. All CSEA members should be informed about these protections. Members with questions about how this legislation will affect them should contact our field office at: COSTA Y VALLES 1505 GARDENA AVE GLENDALE, CA 91204-0000 (818) 502-3840

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The most important protection in this new Diastat law is that this duty is completely voluntary, school districts cannot coerce or retaliate against any employee for not volunteering. The other protections written into the law include greater protection against liability, specific opt out provisions, detailed notice requirements, and required training to name a few.

Here is some comprehensive information that can serve as a valuable resource in understanding the issue.

What the new legislation does

SB 161 authorizes a school district with pupils with epilepsy, suffering from seizures, to request that classified employees, on a volunteer basis, provide emergency medical assistance to these pupils. The emergency medical assistance is for the administration of an "anti-seizure medication" called diazepam rectal gel; otherwise known as "Diastat."

The new law has a number of requirements and offers some protections for classified employees.

CSEA's position and interpretation of the law

The new legislation contains very important safeguards and protections for classified employees; the most important of which is that the training and administration of Diastat is voluntary. The full scope of protections must be circulated to all of our members.

These protections include notice mandates, training requirements, no intimidation, rescission rights, and indemnification.

- **Voluntary:** Any agreement for a classified employee to provide medical assistance to pupils with epilepsy suffering from seizures must be voluntary. A classified employee who does not volunteer, or who has not been trained, shall not be required to provide emergency medical assistance.
- **No intimidation:** Classified employees who do not volunteer to be trained to administer Diastat may not be disciplined, laid off, or have their hours reduced because they do not volunteer.

Method of notice

The request for volunteers can only be sent by electronic notice, no more than two (2) times per school year, per child, to all staff. Please note that the electronic notice is the only method a district can use to communicate their request for volunteers.

It's also important to note that districts can not send the notice to individual employees or certain classifications. The notice has to go to all school employees.





Important information about the new Diastat law (continued)

The notice must include:

1. A description of the volunteer request including the purpose (administration of Diastat);
2. A description of the training to be received;
3. A description of the voluntary nature of the program, and;
4. These volunteer rescission timelines:

Rescission: Any classified employee who volunteers may rescind his/her offer to administer medication up to three (3) days after the completion of the training. After that time, a volunteer may rescind his/her offer with a two (2) week notice, or until a new health plan has been developed for the affected pupil, whichever is less.

Training and related issues

The district shall provide this emergency medical training to classified employees who volunteer:

1. Training from a licensed health care professional regarding the administration of Diastat.
 - a. If the classified employee has not administered the medication within the prior two (2) years, and there is a pupil enrolled who may need the administration of the medication, the employee shall attend a new training program to retain the ability to administer Diastat.
 - b. Training shall be provided by a physician or surgeon, physician's assistant, a credentialed school nurse, a registered nurse, or a certified public health certificated nurse.
 - c. Recognition and treatment of different types of seizures.
 - d. Basic emergency follow-up procedures. This requires the District to identify a school administrator or, another staff member to call 911 and to contact the pupil's parent or guardian. It does not require a pupil to be transported to an emergency room. It also requires the school administrator or staff member to notify the school nurse assigned to the District. If no school nurse is assigned, the superintendent or designee must be notified when Diastat is administered.
 - e. Techniques and procedures to ensure pupil privacy.
 - f. All written materials used in the training shall be retained by the school.
 - g. Training documentation must be received by the classified employee volunteer and recorded in their personnel file before they can administer Diastat.
 - h. The State Department of Education will include a list of best practices in training classified employees in administering Diastat.

Follow-up observation

A protocol for observing the pupil after a seizure and the length of time the pupil should be under direct observation will be established. Any required observation time beyond a classified employee's normally scheduled work hours is subject to payment for such time. The parent and school nurse shall be contacted by the administrator or another school staff member to continue the observation plan.

Indemnity

Any classified employee who volunteers to administer Diastat will be provided defense and indemnification by the District for any and all civil liability; this includes punitive damages. This information shall be provided in writing to the volunteer and retained in his/her personnel file. If an employee is sued in the performance of administering an anti-seizure medication, the District will be required to both hire a lawyer to defend the lawsuit and also to pay any damages (including punitive) if the classified employee volunteer loses the case.

Discussion of possible strategies/tactics

It is essential that CSEA classified employees are aware that the administration of Diastat by classified employees is voluntary. If your District has, or will have, a pupil that requires administration of Diastat, the first course of action is to identify a registered nurse or licensed vocational nurse that can perform the service. Some Districts have created licensed vocational nurse job descriptions in the classified bargaining unit who perform administration of Diastat as part of their job duties. This work can also be performed by certificated employees or administrators. However, if the District is unwilling to contemplate such action and instead reaches out to staff for volunteers, it is imperative to put the District on notice that they must meet and negotiate the effects of the implementation of SB 161.

NOTE: It is important that a district not be allowed to add the administration of "anti-seizure medication" (currently Diastat) into any classified job description since it is always a voluntary decision by the classified employee.



CSEA Scholarship Programs

CSEA's Scholarship Program provides CSEA members and their families with a wide range of educational assistance.

Dependent Scholarships

Since the early 1960's, CSEA's Scholarship Program has awarded more than a million dollars to union members and their dependents that want to begin or continue their secondary education. \$1,000 scholarships are awarded to recipients based on academic achievement, character, leadership and extra curricular activities within the community. Financial need may also be taken into consideration on some. There are graduating high school senior, community college and college/vocational school scholarships.

Applications are accepted Jan. 1 - March 31

They can be downloaded here: <http://bit.ly/yIhRMf> or from the CSEA website
(NOTE: You must log in to obtain application)

Union Plus Scholarships

Since 1992, the Union Plus Scholarship Program has awarded more than \$3.2 million to students of working families who want to begin or continue their post-secondary education. Over 2,100 families have benefited from our commitment to higher education. The Union Plus Scholarship Program is offered through the Union Plus Education Foundation.

[Apply online for the 2012 Union Plus Scholarship](#)

Deadline to apply is January 31, 2012.

Chapter Scholarships

Each year Chapter 620 offers scholarships to graduating high school seniors who are dependents of our chapter members. If you are a chapter member (service fee payers are not eligible) and have a child who plans on continuing their education, they would qualify to apply for one of these scholarships. These scholarships are separate from the CSEA scholarships.

More information to follow in a future newsletter





Aging with Grace[™]
Your solution to eldercare stress

Aging with Grace[™] is a national eldercare resource company that is the exclusive provider of eldercare services for CSEA members. Aging with Grace offers solutions to caregivers faced with the stress of caring for an elderly loved one.

One phone call to an experienced Aging with Grace Eldercare Specialist can . . .

- **Educate** you on the eldercare options that are most appropriate for your family or loved one
- **Coordinate** contact between you and those resources
- **Facilitate** the initiation of services such as in-home care, adult day care or respite care or referral to a senior living community

We help identify where you are in your current caregiver situation, where you need to be and then provide the tools and resources to get you there!

For more information, call (888) 698-9879, or log on to:
<http://agingwithgrace.net/pages/csea>



Congratulations to Melinda Harvey on her retirement from CVUSD after 17 years!



CalPERS - Planning Your Retirement Workshop

**Monday, February 6, 2012
6:00 - 9:00 pm**

District Office Board Room

If you are a CalPERS member and are nearing retirement or would like to learn more about how your retirement pension is calculated, this is the workshop you want to attend.

Please RSVP to cmagno@conejo.k12.ca.us if you plan on attending and indicate how many people will attend as well.



Agenda: CSEA Chapter Meeting

January 19th, 2012 / 5:15 PM

Conference Room F

Call to Order

Pledge of Allegiance

1. Approval of Minutes of December Meeting
2. Report of Executive Board Actions
3. Committee Reports
 - a. Labor / Communications - Karen Meyer
 - b. Personnel Commission - Lori Rhoades
 - c. D. A. C. - Kathy Swindle
 - d. Health / Benefits - Connie Peters
 - e. Membership – Recognition of New Members - Karen Meyer
 - f. Budget - Ron Meyer
 - g. Safety - Barbara Safe
 - h. Other Committees as Required
4. President's Report
5. 1st Vice-President's Report
6. Treasurer's Report
7. Unfinished Business
 - a. Change to Chapter Constitution / Bylaws - Voting at Sites
 - b. Negotiations - Meeting, January 26th
8. New Business
 - a.
 - b.
9. Open Forum / Good of the Order

Adjournment