

If you have technological issues logging into Zoom please contact **Kim Wagner** at kwagner@psea.org or call/text her at **724-622-7023**. Kim will do her best to assist you.

If you are calling into the meeting on the phone instead of using Zoom and need to speak from the floor, please text **Amy Wolfgang** at **717-858-1496**. Members on Zoom may speak from the floor using the chat feature on Zoom.

ESP Region Virtual House of Delegates ZOOM Guidelines and Instructions

This document reinforces information provided in the Standing Rules and includes instructions and reminders for the virtual ESP House of Delegates (“HOD”). We ask for your patience as unexpected technological issues could arise as a result of using a virtual platform.

1. You must join the meeting using your first and last name (no nicknames or initials) so credentials can be verified.
2. If you are only joining by phone and have not provided your number to Candace, you must call or send a text message to Kim Wagner at 724-622-7023 to identify yourself.
 - a. When calling in by phone your name does not appear on the Zoom and we will attempt to identify you by your cell number and manually change your name. If we cannot identify a phone number, we will disconnect that number from the meeting to ensure privacy.
3. Once you log onto the Zoom meeting, you will be placed in a waiting room until your credentials are confirmed.
4. Participants who are disconnected from the meeting must be readmitted after entering the waiting room.
5. Unrecognized, unregistered or otherwise unapproved participants will be disconnected if their identity is hidden or if they cannot be certified by the Nominations and Elections Chair or his/her designee.
6. All participants will be muted for the meeting unless the President calls on an individual to speak.
7. If you wish to make a motion or have a point of personal privilege, please use the “Chat” feature on Zoom. Participants will only be permitted to send a chat to the host and co-host.
8. If you have technology issues, please call Kim Wagner at 724-622-7023.
9. **Recording of the virtual HOD is prohibited.**

AGENDA

April 28, 2023

3:30 p.m. **Convention Registration**

7:30 P.M. **Business Session**

1. **Invocation**
Yul Holloway, Central Dauphin ESP
2. **Pledge of Allegiance**
Bonnie McMiniment, Mountain Ridges PSEA-Retired
3. **Land Acknowledgement**
Patricia Weaver, Mountain Ridges PSEA-Retired
4. **Welcoming Remarks**
Angela Vigna, 2022 ESP of the Year
5. **Report of the Committee on Credentials & Elections**
Delores Scales, Chairperson – Credentials & Election Committee
6. **Adopt the Order of Business**
Cindy Lawn, Chairperson – Constitution & Bylaws Committee
7. **Adopt Standing Rules**
Cindy Lawn, Chairperson – Constitution & Bylaws Committee
8. **PSEA Election Candidates**
NEA Directors
PSEA Treasurer
PSEA Vice-president
PSEA President
9. **Introduction of Parliamentarian & Timekeeper**
Jeff Grinaway, PSEA UniServ
10. **Adoption of Minutes of 2022 Hybrid House of Delegates**
11. **Adoption of the Credentials & Election Procedure**
12. **Nominations: President, Secretary, Treasurer, Resolutions, Legislative, IPD Committee, and PACE Director**
13. **PSEA Oversight Presentation - Aaron Chapin, PSEA Vice President**
14. **Report of the President - Rudy Burruss**
15. **Report of the Vice President - Marc Howshall**
16. **Report of the Treasurer - Holly Harrington**

- 17. Report of the Officer-at-Large - Peggy Rockwell**
- 18. Report of Region Field Director**
Nathan Greenawalt, Director of Special Field Programs
- 19. Convention Reports**
 - a. Constitution and Bylaws - Cindy Lawn, Chairperson
 - b. PSEA Resolutions Report, Diane Crocco, Chairperson
- 20. Old Business**
- 21. New Business**
- 22. Presentation of Awards**
- 23. Adjournment**

Smoking

Smoking at PSEA-sponsored events shall take place
only in designated areas.

Cell Phones

As a courtesy to your fellow participants and to maintain the
decorum of the business meeting, please silence cellular
phones when you enter the assembly.

**STANDING RULES
EDUCATION SUPPORT PROFESSIONALS REGION-PSEA-NEA
HOUSE OF DELEGATES**

1. **DELEGATES.** Delegates shall be duly certified Association members entitled to occupy the position of delegate identified in bylaws Article X, whose credentials have been approved by the Credentials and Elections Committee.

Delegates attending in-person who have preregistered by the deadline established by the ESP Region Board of Directors and who pick up credentials on-site will be deemed to be registered for the House.

Delegates participating remotely who have preregistered by the deadline established by the ESP Region Board of Directors and who have joined the meeting using the online platform shall be deemed to be registered for the House.

2. **VIRTUAL PARTICIPANTS.** Invitations to join the meeting will originate from the Region; participants shall not forward or otherwise share invitations or meeting credentials (e.g., meeting identifiers or passwords) with members or non-members who were not intended to be invited by the Region.

Meeting participants shall not use a public WIFI network. The virtual meeting waiting room shall open thirty minutes before the start of the meeting. Participants shall immediately report technical difficulties, including connectivity and audio issues, to the chair's designee. The designee(s) shall be identified prior to the opening of the meeting, and participants will be notified if designee status changes during the meeting.

Participants are prohibited from recording video or audio of any portion of the meeting, except for Region meeting organizers who shall reserve the right to employ a system-embedded recording feature for purposes of constructing minutes to document the proceedings. Such recordings shall be destroyed upon adoption of those minutes at a subsequent meeting, or after six months, whichever occurs first. Where applicable, notice of recording by the meeting organizers will be provided in the meeting invitation and will be announced at the beginning of the meeting.

3. **VIRTUAL ADMITTANCE TO MEETING.** Region meeting organizers shall employ a waiting room or similar feature where available to control admittance of delegates and visitors to the meeting. Participants who are disconnected from the meeting must be readmitted by meeting organizers.

All meeting participants, including PSEA staff and guests, shall be identified for the minutes. Participants shall take steps to ensure that individuals who have not been identified for the meeting minutes are not able to observe or overhear the meeting.

Unrecognized, unregistered or otherwise unapproved participants will be disconnected if their identity is hidden or if they cannot be certified by the Nominations and Elections Chair or his/her designee.

Each participant is responsible for his or her electronic connection. No action shall be invalidated on the grounds that the loss, or poor quality of a participant's individual connection prevented him or her from participating in the meeting. The chair may cause or direct the disconnection or muting of a participant's connection if it is causing undue interference with the meeting.

4. **IN-PERSON FLOOR PRIVILEGES.** Only properly credentialed delegates, staff, and guests invited by the president shall have floor privileges. Badges must be always worn on the House floor. Division presidents shall be responsible for maintaining order within their delegation during the business session.

5. **QUORUM.** Quorum shall be a majority of the total number of delegates who have either logged on for a session of the virtual House or are in-person on the floor of the House for that session. The continued presence of a quorum shall be determined by the in-person and online list of participating members.
6. **ORDER OF BUSINESS.** The adoption of the order of business of the House of Delegates shall be the first item of business following the report of the Credentials and Elections Committee.
7. **NEW BUSINESS.** **New Business items must be submitted in writing. New Business items will be accepted at the ESP Region Office located in the hotel from 1:00 until 4:00 p.m. on Friday, April 28, 2023. Virtual participants will have the opportunity to call in or email a new business item during this time. No new business may be submitted after the closing of the new business office.**

All new business items shall be assigned a number and considered by the House in numerical order. The chair may amend the order of new business to accommodate a virtual delegate mover or seconder whose individual connection has been lost or disrupted during the consideration of new business. Where a mover or seconder's connection is not restored by the conclusion of all other new business, their new business item will be deemed withdrawn.

Only delegates who submitted new business items at the new business office may move and second new business items on the floor (either in-person or via the virtual format); provided that if a mover or seconder is absent due to unforeseen circumstances, another delegate may move or second the new business item. A request for substitution, and the reason for the request, must be submitted to the Chair before the House of Delegates begins.

8. **MOTIONS.** All main motions and resolutions should be submitted to the president in writing. The president may request that other motions be submitted in writing.
9. **COORDINATING DEBATE.** Requests for recognition shall be submitted to the chair by going to a microphone for in-person delegates or by sending a system message or text to the chair's designee for virtual delegates. The designee(s) shall be identified prior to the opening of the meeting, and participants will be notified if designee status changes during the meeting. The microphones shall be managed by a microphone committee composed of staff members. To assist the president, there shall be a coordinator whose responsibility shall be to maintain the order of recognition and to immediately identify the location of individuals requiring immediate recognition, whether virtual or in-person.
10. **DISCUSSION AND DEBATE.** The chair shall recognize delegates for the purpose of asking questions and/or speaking. A delegate recognized by the chair shall announce their name, local association, or position before speaking to a point under discussion. No delegate shall be allowed the privilege of the floor a second time on the same question if another delegate who has not spoken on that question desires the floor. A delegate may not speak for more than two minutes at any one time. A request for additional time shall require unanimous consent. A delegate may not speak to a motion and move the previous question in the same presentation. Following presentation by the maker and seconder of a motion, provisions should be made for alternating presentations against and for the motion. The absence of opposition or amendment shall require the vote on the motion.
11. **ORDER OF VOTING AMENDMENTS.** Each amendment to an amendment or to a motion will be voted on independently. A motion that would in effect call for the vote on both the amendment(s) and the original motion simultaneously will be out of order.
12. **VOTING.** Voting other than for elections and constitutional amendments shall be by voice vote for both in person and virtual delegates except when a DIVISION or ROLL CALL vote is called by the delegation. General explanation of various votes in sequential order:

VOICE - determination of prevailing side made by the chairperson.

DIVISION - used when voice vote is questioned, determination of prevailing side made by the chairperson.

ROLL CALL- may be ordered by the chair or may result from a challenge of the chair's (*)

announcement of the result of a voice or division vote. ROLL CALL requires each in-person vote in favor of or against a motion to be counted within the division delegations and reported to the chair.

During a rollcall vote all entrances to the House of Delegates shall be closed with no admittance until the vote is completed. For virtual delegates, votes will be counted by the chair's designee and reported to the chair. No admittance from the online waiting room will be allowed until the vote is completed.

*Please refer to the Roberts Rules of Order Newly Revised (RRONR) for "Challenge of the Chair"

13. **NOMINATIONS OF OFFICERS.** Nominations for officers will be conducted in accordance with the Interim Rules of Procedure approved by the ESP Region Board of Directors and the Credentials and Elections Procedures approved by the delegates. For each elective office, the Credentials and Elections Committee Chair shall first announce the names of candidates who have been nominated in advance of the House in alphabetical order, then accept nominations for that office from the floor. There shall be one nominating speech, limited to three minutes, for each candidate for elective office. Nominating speeches may be made by any credentialed delegate. For each office to be elected, nominating speeches shall be made in alphabetical order of the candidates' last names.

Where there is only one nominee for an executive office position, the chair shall declare such nominee elected. Where the number of candidates for an office exceeds the number to be elected, each candidate shall give a response not to exceed five minutes. For each position, candidate speeches shall be made in reverse alphabetical order of candidates' last names. If a person is declared elected to two or more offices and is present at the Region House of Delegates, that person must choose which of the offices will be accepted. If that person is absent, the delegates should decide by vote the office to be assigned to that person. The delegates should then elect a person to fill the other office.

14. **NOMINATIONS OF COMMITTEE MEMBERS.** Nominations for elected committee representatives and alternates will be conducted in accordance with the Interim Rules of Procedure approved by the ESP Region Board of Directors and the Credentials and Elections Procedures approved by the delegates. For each elective committee position, the Credentials and Elections Committee Chair shall first announce the names of candidates who have been nominated in advance of the House in alphabetical order, then accept nominations for that office from the floor. There shall be one nominating speech, limited to two minutes, for each candidate for elected committee. Nominating speeches may be made by any credentialed delegate. No person may serve on more than one committee. For each committee position to be elected, nominating speeches shall be made in alphabetical order of the candidates' last names.

Where the number of nominees is less than or equal to the number of committee members to be elected, the chair shall declare such nominee(s) elected. Where the number of candidates for a committee position exceeds the number to be elected, each candidate shall give a response not to exceed three minutes. For each position, candidate speeches shall be made in reverse alphabetical order of candidates' last names. If a person is declared elected to two or more committees, that person must choose which committee will be accepted. The delegates should then elect a person to fill the other committee position.

15. **BALLOT ELECTIONS.** Elections for contested offices and committee positions shall be conducted by mail ballot in accordance with procedures adopted by the delegates.

16. **RUNOFF ELECTIONS.** Successful candidates must have a majority of the votes cast. In the event that election by a majority of those voting is not achieved on the first ballot, a runoff election will be held. In the event of a runoff election, the number of candidates to be retained on the ballot for an office will be the number of positions yet to be filled for that office plus one. The unsuccessful candidates who received the highest number of votes in descending order will be placed on the ballot in that order.
17. **DISTRIBUTION OF LITERATURE.** Literature relating to candidates and/or issues may be distributed on the days of the House of Delegates at locations other than the delegate floor where the business session is held.

Any material (other than candidate promotion material) that is distributed to delegates must be clearly identified as to source and sponsorship including a contact person.
18. **OBJECT TO CONSIDERATION.** The objection to consider motion shall be in order immediately after the maker of the motion has had a chance to speak to it. A two-thirds vote shall be required to sustain the objection. If the objection is sustained, the same matter cannot be reintroduced, absent a motion to reconsider.
19. **PARLIAMENTARY PROCEDURE.** Any matter not covered by these standing rules or by the ESP Region-PSEA-NEA Constitution and Bylaws shall be governed by the most recent edition of Robert's Rules of Order, Newly Revised.
20. There shall be no smoking or alcoholic beverages on the floor of the House.

Revised Standing rules 3-03-01.doc

3/01/14

2/28/15

2/27/16

2/17/17

2/22/18

2/26/19

1/29/20

6/06/20

1/22/21

1/27/22

3/01/23

**UNAPPROVED MINUTES
of the
ESP REGION HOUSE OF DELEGATES
April 22, 2022**

The ESP Region House of Delegates was held at Lancaster Marriott, Lancaster, PA, with President Rudy Burruss, presiding. President Burruss called the Business Session to order at 7:35 pm on Friday, April 22, 2022.

INVOCATION – Yul Holloway, Central Dauphin ESP, gave the Invocation.

PLEDGE OF ALLEGIANCE – Robin Evans, Oil City ESP, led us in the Pledge of Allegiance.

LAND ACKNOWLEDGMENT - Dwayne McCarthur, Susquehanna Township ESP, gave the Land Acknowledgment.

INTRODUCTIONS

Parliamentarian and Timekeeper – Jeff Grinaway, UniServ, was introduced as the parliamentarian and timekeeper. Jeff gave an overview of how the proceedings will occur.

ESP Officers – President – Rudy Burruss, Vice President – Marc Howshall, Secretary – Cindy Lawn, Treasurer – Holly Harrington, and Officer-At-Large – Peggy Rockwell.

Board of Directors – Anne Styborski (C), Wendy Sheeder (CW), Roe Paolucci (E), Deneen Dry (ME), Dan Paparella (MW), Adam Lanza (NE), Robin Evans (NW), Denise Kennedy (SE), Dwayne McCarthur (S), Terri Pajak (SW), Dee Scales (W), and NEA Director for ESP, Maria Bennett.

Other Guests – Aaron Chapin, PSEA Vice President; Dr. Pamela Brown, Southeastern Region President; Alan Malachowski, Mideastern Region President, Kizzy Nicholas, Ethnic Minority Rep, Lisa Buettner, Assistant Executive Director of Field; Nathan Greenawalt, Region Field Director.

PSEA Staff – Terrie Moore - Central Region, Annie Briscoe - Central-Western Region, Tiffany Dollar - Eastern Division, Christopher Wolf - Mideastern Region, Jeff Grinaway - Midwestern Region, Bernadette McHugh - Northeastern Region, Rob Myers - Northwestern Region, Monet Reilly - Southeastern Region, Amy Wolfgang - Southern Region, Sherri Crockett - Southwestern Region, Kim Wagner - Region Advocacy Coordinator, Judith Petruzzi - Ed Services Department, John Jones - GR Department, Jen Statler - GR Department, Denise Rutledge - Convention Coordinator, Candace Kuba - Administrative Specialist-Field HQ for the ESP Region.

ANNOUNCEMENTS

Rudy Burruss made the following announcements:

- There will be a full breakfast tomorrow from 7:30 - 8:30 a.m. in the Heritage C.
- In addressing the Chair, please state your name and local association distinctly.

ORDER OF BUSINESS

BUSINESS SESSION - FRIDAY, APRIL 22, 2022

REPORT OF THE CREDENTIALS AND ELECTIONS COMMITTEE – DEE SCALES

- Locals in the Association: 458
- Members Delegates represent: 1,565 delegates represent 28,865 members
- Pre-Registered Delegates: 108
- Pre-Registered Guests: 5
- Actual Number of Delegates in attendance at 7:25 pm - 82
- Actual number of Guests: 5

Dee Scales moved on behalf of the Credentials and Election Committee to adopt the report.

Motion passed.

ADOPTION OF ORDER OF BUSINESS AND RULES OF PROCEDURE

It has been properly moved by the Credentials and Election Committee to accept the Order of Business as printed with flexibility. **Motion passed.**

It has been properly moved by the Credentials and Election Committee that the Standing Rules are adopted for this convention as written. **Motion passed.**

APPROVAL OF THE MINUTES OF THE 2021 ESP REGION HOUSE OF DELEGATES

Thomas Baker, Central Bucks Transportation ESP, moved, seconded by Randy Godin, Bristol Township ESP, to approve the minutes of the 2021 ESP Region House of Delegates. **Motion passed.**

NOMINATIONS: VICE PRESIDENT, OFFICER-AT-LARGE, RESOLUTIONS, LEGISLATIVE, AND IPD COMMITTEE MEMBERS – DEE SCALES

Dee Scales reviewed the elections procedure that was printed in the program booklet on page six.

ESP Region Vice President (2022-2024)

Wendy Sheeder, IU 28 ARIN ESP, nominated Marc Howshall, Bangor ESP, for Region Vice President.

Hearing no further nominations - nominations closed. Since there was only one nomination for the office of Vice President, the Chair declared Marc Howshall elected as ESP Vice President.

ESP Region Office-At-Large (2022-2024)

Deneen Dry, Central Bucks ESP nominated Peg Rockwell, Connellsville ESP for ESP Officer-At-Large.

Hearing no further nominations - nominations closed. Since there was only one nomination for the office of Officer-At-Large, the Chair declared Peg Rockwell elected as ESP Officer-At-Large

Legislative Committee Members (2 positions for 2022-2024)

Ann Monaghan, Wallenpaupack ESP nominated Jennifer Marmeleira, Wallenpaupack ESP, for Legislative Committee.

Ann Monaghan, Wallenpaupack ESP, nominated Sergio Marmeleira, Wallenpaupack ESP, for Legislative Committee.

Having no other nominations, nominations were closed. Since there were only two nominations and two positions available the Chair declared Jennifer Marmeleira and Sergio Marmeleira elected as members to the Legislative Committee for 2022-2024.

Alternates for the Legislative Committee Members (2 positions for 2022-2024)

Having no nominations for the two Alternate for Legislative Committee Members positions, the positions will be appointed by the Region President for 2022-2024.

Resolutions Committee (2 positions for 2022-2024)

Angela Pope, Beaver County Community College ESP nominated Diane Crocco, Colonial Food Services ESP, for Resolution Committee.

Diane Crocco, Colonial Food Service ESP nominated Angela Pope, Beaver County Community College ESP, for Resolution Committee.

Having no other nominations, nominations were closed. Since there were only two nominations and two positions available the Chair declared Diane Crocco and Angela Pope elected as members to the Resolutions Committee for 2022-2024.

Alternates for the Resolutions Committee Members (2 positions for 2022-2024)

Diane Crocco, Colonial Food Service ESP nominated Michael Dodaro, Central Bucks ESP for Alternate for Resolutions Committee

Having no other nominations, nominations were closed. Since there was only one nomination and two positions available the Chair declared Michael Dodaro elected as an Alternate to the Resolutions Committee for 2022-2024. Having no nominations for one Alternate for Resolution Committee position, the position will be appointed by the Region President for 2022-2024

Council for IPD (1 position for 2022-2024)

Having no nominations for the Council for IPD position, the position will be appointed by the Region President for 2022-2024.

Alternates for the IPD Committee Members (1 positions for 2022-2024)

Having no nominations for the Alternate for IPD Committee Members positions, the positions will be appointed by the Region President for 2022-2024.

INTRODUCTION OF PSEA VICE PRESIDENT – AARON CHAPIN

Thanked the executive officers, division presidents, and the members. Spoke about how the pandemic derailed the 25th Anniversary for the PSEA/ESP merger. Your work during the pandemic has not gone unnoticed.

PSEA OVERSIGHT PRESENTATION

Aaron Chapin, PSEA Vice President spoke about the Oversight Committee and presented the updates to PSEA's Mission, Values, and Goals. He highlighted the need for an education friendly Governor. He spoke on the need to improve the public's perceptions of our members. One of the newer resources available to members is the addition of the online PEARL program where you can earn credits.

INTRODUCTION OF ESP REGION PRESIDENT – MARC HOWSHALL

Marc Howshall introduced Rudy.

REPORT OF THE PRESIDENT – RUDY BURRUSS

Rudy asked for a moment of silence for all the ESP members who passed away this past school year.

Rudy Burruss spoke on the emotions of reaching one of his dreams. Discussed his new challenges and listening to and learning from our members. Spoke about the resilience of ESP members and the importance of self-care and taking time for your family and fun.

CANDIDATES RUNNING FOR NEA DIRECTOR

Nancy Behe and Colleen Brodbeck are running for the open NEA Director positions. Each candidate spoke to the assembled members via recorded messages.

REPORT OF THE VICE PRESIDENT – MARC HOWSHALL

Marc Howshall introduced the committees that have assisted during the Region House of Delegates:

Leadership Development – Teresa Pajak - IU 7 ESP, Chairperson, Steven Clancey - Lackawanna Trail ESP, Rich McDonald - South Williamsport, Greg Layton - Bangor ESP, Wendy Sheeder - IU 28 ARIN ESP, Terry Hristofas - Parkland ESP, Lynn Wier - IU 7 Westmoreland Co. ESP.

Credentials & Election – Delores Scales – Chairperson, Diane Crocco - Colonial Food Services ESP, Angela Pope - Beaver County Community College ESP, Marcia Scott - Woodland Hills ESP, Ann Monaghan - Wallenpaupack ESP, Jennifer Marmeleira - Wallenpaupack ESP, Sergio Marmeleira - Wallenpaupack ESP, Bernadette McLennan - IU #13 Lancaster Lebanon ESP, Joyce Gombeda - Hazleton ESP.

PSEA APPOINTIVE COMMITTEES

Collective Bargaining – Stacie Luthultz
Educational Justice – Debra Williams
Member Benefits - Denise Kennedy
Minority Affairs - Tikeesha Clemmons
Retirement and Welfare – Cheryl James
Special Education - Toby Gray

REPORT OF THE TREASURER – HOLLY HARRINGTON

- The handouts that were in the registration packet included the 2022 ESP Fund Balance, Expenses, and Balances available as of February 28, 2022.
- Discussed the continued loss of membership and the effect it has had on our ESP membership.

REPORT OF THE OFFICER AT LARGE – PEGGY ROCKWELL

- Announced the delegates for the 2022 NEA RA and told them to meet with Rudy Burruss after the close of the meeting.
- Spoke about the need for articles for the Dispatch.

REPORT OF THE CONSTITUTION AND BYLAWS COMMITTEE – CINDY LAWN

- Spoke about the five-year review process, and that in the past 30 days they approved 9 out of 10 Constitutions & Bylaws.
- Thanked the members of the committee.

REPORT OF THE RESOLUTIONS COMMITTEE - DIANE CROCCO

- Presented the proposed Resolution changes from the handout. They will be voted on at the PSEA May House of Delegates.
- Diane asked for a point of personal privilege and recognized the ESP members of the committee.

REPORT OF THE DIRECTOR OF SPECIAL FIELD PROGRAMS – NATHAN GREENAWALT

- Nate spoke about the leadership workshops and the great team of ESP Liaisons. He thanked the attendees for taking time away from their families to attend tonight. We know that they are members who do great things in their schools and communities, and we want to see them recognized. Please consider submitting their names for the Dolores McCracken PSEA-ESP member of the year award.

NEW BUSINESS ITEM

New Business Item #1 - Using existing resources, and through existing communication methods, the PSEA will publicize the need for substitutes for all ESP Classifications.

Rationale - Oftentimes, when an Education Support Professional is out on a leave, for any length of time, a district does not hire a substitute to replace them. That leads to the work being divided up between remaining staff members, which in turn leads to greater stress, and compounds the staffing shortages. Districts need to be made aware of the cascading effects of the staffing shortage, not only as it pertains to classroom teachers, but to all educators - including support staff.

Moved by: Deneen Dry, Central Bucks ESP
ESP Region Board of Directors

Seconded by: Wendy Sheeder, IU 28 ARIN ESP
ESP Region Board of Directors

Seeing no opposition. Rudy called the question. **Motion Passed.**

PRESENTATION OF AWARDS – RUDY BURRUSS

- 100% Membership Certificates
Mideastern Division - Colonial Food Services ESP

Marc thanked Wendy for her nomination. Marc also thanked Rudy for doing an outstanding job with his first house of delegates.

Peggy thanked Deneen Dry for her nomination.

PACE drawing winners were - 1st place \$200 - Debra Freeman, Athens ESP; 2nd place \$150 - Ann Monaghan, Wallenpaupack ESP and three 3rd place winners \$50 - Terri Pajak, IU 7 Classroom Assts. ESP; Anne Styborski, Southern Tioga ESP and Andrea Watkins, Tussey Mountain.

ANNOUNCEMENTS

- Rudy thanked the LDC, Officers, Division Presidents, and PSEA Staff.

ADJOURNMENT

- Patricia Storch, State College ESP moved and Amanda Ritter State College ESP, seconded that this House of Delegates be adjourned at 9:17 pm. Motion passed.

Respectfully submitted by:
Candace Kuba

Credentials and Elections Procedures

Delegates - Delegates shall be duly certified Association members entitled to occupy their position as set forth in the ESP Constitution and Bylaws and whose credentials have been approved by the Committee on Credentials and Elections.

Alternate Delegates - Alternate delegates shall be elected at the same time and in the same manner as regular delegates and meet the same requirements of the ESP Constitution and Bylaws as regular delegates. The number of alternate delegates to be elected by each local association is a decision to be made by the local association.

The local association must certify a regular position to which each alternate delegate may succeed. Any substitution of alternate delegates had to be submitted to the ESP Region on or before April 24, 2023.

Election Procedure

Nominations - Election of executive officers, elective committee representatives, and PACE Director shall be through open nominations, by secret ballot, and by majority vote. At the appropriate time in the order of business, nominations will be accepted from the floor of the House of Delegates. Nominations may be submitted by any credentialed delegate, except those nominations for PACE Director must be submitted by delegates who are PACE members.

Officers - For each elective office, the Credentials and Elections Committee Chair shall first announce the names of candidates who have been nominated in advance of the House in alphabetical order, then accept nominations for that office from the floor. There shall be one nominating speech, limited to three minutes, for each candidate for elective office. For each office to be elected, nominating speeches shall be made in alphabetical order of the candidates' last names.

Where the number of nominees for an officer position does not exceed the number of positions to be filled, the chair shall declare the nominee(s) elected. Where the number of candidates for an office exceeds the number to be elected, each candidate shall give a response not to exceed five minutes. For each position, candidate speeches shall be made in reverse alphabetical order of candidates' last names. If a person is declared elected to two or more positions and is present at the Region House of Delegates, that person must choose which of the offices will be accepted. If that person is absent, the delegates should decide by vote the office to be assigned to that person. Such vote shall be conducted by voice unless division or roll call is called for by the delegation. The delegates should then elect a person to fill the other office.

Committee Positions - For each elective committee position, the Credentials and Elections Committee Chair shall first announce the names of candidates who have been nominated in advance of the House in alphabetical order, then accept nominations for that office from the floor. There shall be one nominating speech, limited to two minutes, for each candidate for elected committee. No person may serve on more than one committee. For each committee position to be elected, nominating speeches shall be made in alphabetical order of the candidates' last names.

Where the number of nominees for an elected committee position is less than or equal to the number of representatives to be elected, the chair shall declare such nominee(s) elected. Where the number of candidates for a committee position exceeds the number to be elected, each candidate shall give a response not to exceed two minutes. For each position, candidate speeches shall be made in reverse alphabetical order of candidates' last names. If a person is declared elected to two or more committees, that person must choose which committee will be accepted. The delegates shall elect to fill the other committee position(s) in accordance with procedures adopted by the ESP Region Executive Committee.

Immediately following the close of business of the April 28, 2023, ESP Region House of Delegates, candidates in a contested election or their designee shall meet with the Chair of the Nominations and Elections Committee (hereinafter "Chair"). At that time, the Chair shall brief the candidates on the ballot procedures and conduct a drawing to determine the order in which candidate names will be placed on the ballot for each position. Names will be placed on the ballot in the order that they are drawn by the Chair.

Election Mechanics

Elections shall be held by mail ballot following the close of the House, in accordance with the following procedures:

1. Mail ballots shall be mailed to all preregistered in-person and virtual delegates who have been certified as eligible to attend the April 28, 2023, ESP Region House of Delegates and who are eligible to vote for contested offices. Credentialed delegates were certified on April 25, 2023.
2. Upon request, candidates or their designees shall be permitted to inspect the voter list, either virtually or in person. Candidates may also request one set of mailing labels for all preregistered delegates at the conclusion of the House of Delegates.
3. Ballot packages shall be mailed by first-class mail to each eligible voting delegate no later than May 9, 2023. The ballot packages will be sent to the eligible voting delegates' home addresses, as listed in the PSEA member database on the date that the eligible voter list was certified. The ballot package will include the ballot, instructions, a secret ballot envelope with no voter identifier, and a larger return envelope that will include a voter identifier to ensure election integrity.
4. A replacement ballot package shall be sent to any eligible voter who requests one on or before 11:59 PM ET on May 24, 2023, by email to the Candace Kuba (ckuba@psea.org) on behalf of the Chair. The replacement ballot shall be appropriately marked as a duplicate. Should ballots be returned as undeliverable, the Chair shall make reasonable attempts to verify the voter's correct address and send an appropriately marked replacement ballot. The Chair shall maintain a list of voters who were mailed replacement ballots and the date on which such ballots were mailed. Upon request, candidates or their designees shall be permitted to inspect the list of voters who were mailed replacement ballots, either virtually or in person.
5. Returned ballots must be received in PSEA Headquarters by June 9, 2023, and mail ballots received after June 9, 2023, shall not be counted.
6. Ballots received each day will be date-stamped by PSEA staff and deposited in a locked ballot box. PSEA staff will maintain a log reflecting the number of ballots placed in the ballot box.
7. The ballot box shall be sealed at the close of business on June 9, 2023. The sealing of the ballot box shall be witnessed by three PSEA staff members who will record the time and date on the seal. Upon request, candidates or their designees shall be permitted to witness the sealing of the ballot box virtually or in person.
8. The opening of the ballot box, the opening of the sealed ballots, and the tabulation of the ballots will be conducted under the supervision of the Chair or a designee within seven (7) days of the sealing of the ballot box. Candidates shall be notified of the date, time, and place of the ballot count at least five (5) days in advance. Candidates or their designees shall have the opportunity to observe the ballot count either virtually or in person.
9. The tabulation of the ballots will be conducted as follows:
 - a. Before the ballots are opened, voter identifiers on the return envelope shall be compared against the voter eligibility list to ensure that each vote is associated with an eligible voter, and that each voter has submitted only one vote.
 - b. If a return envelope does not include a voter identifier, or has been submitted by an ineligible voter, it shall be marked as challenged and set aside.
 - c. If a voter submits both an original ballot and a replacement ballot, only the replacement ballot shall be counted.

- d. Before the valid ballots are opened, the Chair or a designee shall determine the validity of any challenged ballots. The decision shall be documented and explained to any observers. Ballots deemed void at this stage shall not be opened and shall be set aside.
 - e. The return envelopes containing valid ballots shall be opened and the secret ballot envelopes removed. The return envelopes shall be set aside. The secret ballot envelopes shall be mixed to preserve secrecy. If a voter has not used the secret ballot envelope, or the secret ballot envelope includes a voter identifier, the vote shall be deemed void and set aside.
 - f. Once all secret ballot envelopes have been returned to the ballot box, they shall be opened and counted. If a ballot includes a voter identifier, it shall be deemed void.
10. Successful candidates must have a majority vote of the valid ballots cast for the elected position.
11. All records relating to the election, including valid ballots, void ballots, secret ballot envelopes, return envelopes, eligibility lists, and tally sheets shall be retained for at least one year following the announcement of the election results.
12. The Chair shall have the authority to make reasonable adjustments to the election timelines that were necessitated by exigent circumstances, including production delays.
13. The Chair shall grant all reasonable requests by candidates to observe procedures and inspect records described herein. Observation and inspection may occur either in person or virtually.

Runoff Election - Successful candidates must have a majority of the votes cast. If election by a majority of those voting is not achieved on the first ballot, a runoff election will be conducted by subsequent mail ballot. In the event of a runoff election, the number of candidates to be retained on the ballot will be the number of positions to be filled plus one. The unsuccessful candidates who received the highest number of votes in descending order will be placed on the ballot in that order. The Chair shall be authorized to determine the timeline for a runoff election.

Election Results - The Chair shall certify the results of the election and shall promptly report the tally report and results by email to all candidates and all certified delegates to the Region House. The email shall be sent to the home email addresses, as listed in the PSEA member database on the date that the eligible voter list was certified, within three (3) business days of the certification of election results. The tally report and results shall, at a candidate's request, be sent to a candidate by certified mail, and shall also be made available for inspection by any member of the Region virtually or in person.

Challenge Procedure - Any challenge of any election must be filed in writing with the Region Field Director and ESP Region President setting forth all specifics in detail within 30 days of the election. Upon review of the challenge, a hearing will be held before the Board at the next scheduled Board meeting.

Educational Support Professional Region

Treasurer's Report

April 28, 2023

**ESP Summary 2022-2023
Through January 2023**

ESP Region Assessment

Total 2022-2023 Region Assessment	\$ 118,875.01
Total 2022-2023 Assessment adjusted/collected	\$ (41,753.51)
2022-2023 Region Assessment due	<u>\$ 77,121.50</u>
Total Prior years Region Assessment	\$ 1,154.91
Total Prior years Adjustments/collected	\$ (1,108.45)
Prior years Region Assessment due	<u>\$ 46.46</u>
Prior year carryover balance	\$ 33,703.80
Region Assessment cash collected/adjusted	\$ 42,861.96
Total Expenses for 2022-2023 (BU 410-413)	\$ (32,939.22)
Region Assessment available for spending	\$ 43,626.54
Revenue Accrual Basis Adjustment	\$ 6,639.64
ESP Region Assessment Balance @ 1/31/23	<u>\$ 50,266.18</u>

ESP Region/Special Purpose Funds

Region/Special Purpose Fund Balance @ 8/31/22	\$ 219,013.84
2022-2023 Region Allotment (119.48088)	\$ 118,000.00
2022-2023 Other Revenue (including RCPE)	\$ -
2022-2023 Expenses (BU# 512-581)	\$ (17,190.24)
YTD Net Income	<u>\$ 100,809.76</u>
Region/Special Purpose Fund Balance @ 1/31/23	<u>\$ 319,823.60</u>

ESP Board Designated Fund Balance Account

Balance @ 8/31/22	\$ 411,861.53
2022-2023 Arbitration Assessment	\$ 27,333.74
2022-2023 Arbitration Assessment F/S Income	\$ 24.75
2022-2023 Expenses charged to the fund balance	\$ (22,251.92)
2022-2023 Investment income and gains	\$ 13,575.51
Subtotal	<u>\$ 18,682.08</u>
Balance @ 1/31/23	\$ 430,543.61
2022-2023 Unrealized Gains/(Loss) on Investments	\$ -
2022-2023 Transfer NEA ESP Arbitration	<u>\$ -</u>
ESP Board Designated Fund Balance @ 1/31/23	<u>\$ 430,543.61</u>

Arbitration Assessment Revenue	\$ 27,358.49
2022-2023 NEA ESP Arbitration Transfer	\$ -
Arbitration and Fact Finding Expenses (BU#394 & #395)	\$ (22,223.22)
Net Arbitration	<u>\$ 5,135.27</u>

Total ESP Fund Balances	\$ 800,633.39
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PSEA ESP Region
Expenses/Balances as of February 28, 2023

B.U.	CODE	DESCRIPTION	REGION BUDGET	EXPENSES	BALANCE
411	50700	Release Time (including Gettysburg)	\$ 91,969.00	\$ 25,348.00	\$ 66,621.00
411	50800	Directors Fees	\$ 40,466.00	\$ 19,800.00	\$ 20,666.00
411	54800	Private Auto Advance	\$ 7,357.00	\$ 3,600.00	\$ 3,757.00
411	57600	Lodging (including Gettysbug)	\$ 39,853.00	\$ 844.00	\$ 39,009.00
411	57700	Meals	\$ 2,044.00	\$ 30.00	\$ 2,014.00
411	58700	Group Meal Expense	\$ 511.00	\$ -	\$ 511.00
		TOTAL 411 ESP REGION EXECUTIVE COMMITTEE	\$ 182,200.00	\$ 49,621.00	\$ 132,579.00
		FUND BALANCE ACCOUNT	INCOME	EXPENSES	BALANCE
		8/31/2022 ESP Board Designated Fund Balance Account	\$ 411,861.00		
		22-23 Arbitration Assessment	\$ 27,333.74		
		22-23 Expenses charged to the Fund Balance		\$ 22,251.92	
		22-23 Investment Income and Gains	\$ 13,575.51		
		TOTAL ESP FUND BALANCE ACCOUNT	\$ 430,543.61		
		Beginning Balance at Assessment Inception (9/1/07) was \$292,949.89			

PSEA ESP Region
Expenses/Balances as of February 28, 2023

B.U.	CODE	DESCRIPTION	REGION BUDGET	EXPENSES	BALANCE
512	50700	Release Time	\$ 45,000.00	\$ 946.00	\$ 44,054.00
512	57600	Lodging	\$ 15,000.00	\$ 4,763.00	\$ 10,237.00
512	57700	Meals	\$ 6,500.00	\$ 1,137.00	\$ 5,363.00
512	57900	Business Mileage	\$ 22,000.00	\$ 6,767.00	\$ 15,233.00
512	58200	Parking & Tolls	\$ 2,000.00	\$ 726.00	\$ 1,274.00
512	58300	Cell Phone Expense	\$ 3,700.00	\$ 1,763.00	\$ 1,937.00
512	58600	Public Transportation	\$ 1,000.00	\$ -	\$ 1,000.00
512	58700	Group Meals	\$ 5,000.00	\$ -	\$ 5,000.00
512	58800	Seminars & Fees	\$ 150.00	\$ -	\$ 150.00
512	60300	Professional Fees	\$ 200.00	\$ -	\$ 200.00
512	63400	Meeting Facility	\$ 250.00	\$ -	\$ 250.00
512	64600	Other Equipment	\$ 250.00	\$ -	\$ 250.00
512	75400	Conference Calls	\$ 100.00	\$ -	\$ 100.00
512	75750	ISP/Fax	\$ 2,250.00	\$ 365.00	\$ 1,885.00
512	75900	Telephone (Long Distance)	\$ 2,170.00	\$ 530.00	\$ 1,640.00
512	76600	Printing	\$ 100.00	\$ -	\$ 100.00
512	76800	US Post Office	\$ 200.00	\$ -	\$ 200.00
512	77200	Promotional Materials	\$ 8,000.00	\$ 1,646.00	\$ 6,354.00
512	80600	Computer Supplies	\$ 100.00	\$ -	\$ 100.00
512	80700	Training Supplies	\$ 100.00	\$ -	\$ 100.00
512	80800	Office Supplies	\$ 200.00	\$ 32.00	\$ 168.00
512	81000	Tributes	\$ 100.00	\$ -	\$ 100.00
512	81100	Contributions, Gifts & Grants	\$ 6,000.00	\$ 600.00	\$ 5,400.00
512	81700	Hospitality	\$ 2,000.00	\$ 11.00	\$ 1,989.00
		TOTAL 512 ESP - BOARD & COMMITTEES	\$ 122,370.00	\$ 19,285.00	\$ 103,085.00
B.U.	CODE	DESCRIPTION	REGION BUDGET	EXPENSES	BALANCE
513	57600	Lodging	\$ 8,000.00	\$ -	\$ 8,000.00
513	57700	Meals	\$ 1,500.00	\$ -	\$ 1,500.00
513	57900	Business Mileage	\$ 700.00	\$ -	\$ 700.00
513	58200	Parking & Tolls	\$ 700.00	\$ -	\$ 700.00
513	58600	Public Transportation	\$ 6,000.00	\$ 3,633.00	\$ 2,367.00
513	58800	Seminars & Fees	\$ 2,400.00	\$ 2,250.00	\$ 150.00
		TOTAL 513 ESP - STATE/NATIONAL CONF	\$ 19,300.00	\$ 5,883.00	\$ 13,417.00
TOTAL BUDGETED REGION ALLOTMENT			\$ 141,670.00	\$ 25,168.00	\$ 116,502.00

EDUCATION SUPPORT PROFESSIONAL REGION FINANCIAL FORMULAS 2022-2023

State Association Dues – PSEA Bylaws state that any person actively engaged in education support work in Pennsylvania shall be entitled to education support membership in the Association. Membership dues and assessments of education support members shall be as follows: A. Twelve- and Eleven-month employees shall pay one-half the dues of active members of the Association (TBA); B. Ten- and Nine-month employees shall pay one-quarter the dues of active members of the Association (TBA); C. Those working four hours per day or less shall pay one-eighth the dues of active members of the Association (TBA). A person who is represented for purposes of collective bargaining by an employee organization unaffiliated with PSEA shall be obligated to pay only one-half the Association annual membership dues. Where a fair share fee is collected the member shall be obligated to pay the annual active membership dues less their fair share fee, but in no event less than twenty-five dollars.

Any person who has retired from active service as a school employee shall be entitled to retired membership. The Board of Directors shall establish the dues structure for retired members.

National Education Association Dues – The NEA Bylaws provide that ESP Full- time dues are no less than one-half of the amounts paid by teacher members.

Region Funding – In determining allocations for region funding, a thorough review of most recent actual expenses were used to determine the cost of funding the Region committees, programs, and governance.

Region Assessment – Regions may assess members in their region to cover expenses not otherwise covered by Association appropriations, if duly approved in region constitution and/or bylaws, as necessary. For the 2021-2022 membership year, the assessment was as follows:

Full-time	\$5.50	School Year	\$4.50	greater than 2 hours up to and including 4 hours	\$2.50
$\frac{3}{4}$ Year	\$4.50	$\frac{3}{4}$ School Yr	\$3.50	$\frac{3}{4}$ greater than 2 hrs up to and including 4 hours	\$1.90
$\frac{1}{2}$ Year	\$2.75	$\frac{1}{2}$ School Yr	\$2.25	$\frac{1}{2}$ greater than 2 hrs up to and including 4 hours	\$1.25
Up to and including 2 hours		\$2.50		Reserve*	\$2.50
$\frac{3}{4}$ up to and including 2 hours		\$1.90		New**	\$1.25
$\frac{1}{2}$ up to and including 2 hours		\$1.25			

Fact Finding and Arbitration Fund – These funds are used expressly for costs related to arbitrations and fact findings. This assessment ensures the viability of the fund balance so that we can continue to pursue grievances and fact findings without causing undue hardship on a local or its members. For the 2021-2022 membership year, the assessment was as follows:

Full-time	\$3.00	School Year	\$2.50	greater than 2 hours up to and including 4 hours	\$1.40
$\frac{3}{4}$ Year	\$2.50	$\frac{3}{4}$ School Yr	\$2.00	$\frac{3}{4}$ greater than 2 hrs up to and including 4 hours	\$1.05
$\frac{1}{2}$ Year	\$1.50	$\frac{1}{2}$ School Yr	\$1.25	$\frac{1}{2}$ greater than 2 hrs up to and including 4 hours	\$0.70
Up to and including 2 hours		\$1.40		Reserve*	\$1.40
$\frac{3}{4}$ up to and including 2 hours		\$1.05		New**	\$0.70
$\frac{1}{2}$ up to and including 2 hours		\$0.70			

* All Reserve Categories

** Any ESP category hired or joining PSEA/NEA for the first time on April 1 or later

APRIL 28, 2023

ESP Resolutions Committee Report – ESP Region House of Delegates

A. #2022-08 **Resolution: New B Education Support Professionals Compensation**

Date: March 3, 2023

Moved/Seconded by: Adam Lanza/Shane Kraynak

Disposition: passed

The Association believes that all education support professionals deserve to earn a living wage and are entitled to a contractually negotiated comprehensive benefits package.

The Association also believes education support professionals who attain specialized certification in their field are entitled to additional compensation. Costs for courses required to obtain these certifications must be reimbursed by the employer. (22)

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B. #2022-09 **Resolution: New B-3 – Education Support Professionals**

Date: March 3, 2023

Moved/Seconded by: Adam Lanza/Shane Kraynak

Disposition: passed

The Association believes that all Education Support Professionals (ESPs) are an integral and vital part of the Association. The Association also believes that all ESPs deserve professional respect and should be recognized for the valuable service they provide to our students and school communities. ~~The Association further believes that all ESPs deserve to earn a living wage, quality healthcare, a secure pension, and to receive job related professional development. (22)~~

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C. #2022-10 **Resolution: NEW E –Technical Trade School Access**

Date: March 3, 2023

Moved/Seconded by: Adam Lanza/Ashley Mondale

Disposition: passed

The Association believes that all students should have reasonable access to technical skills training such as, but not limited to, Automotive, Carpentry, Computer Networking, Electrical, HVAC, Plumbing, Woodworking, and Welding. (22)

D. #2022-11 **Resolution: New B Release Time for Association Business**

Date: 03/03/2023

Moved/Seconded by: Dean Beckett/Bill Gerhauser

Disposition: passed

The Association believes school entities must provide unlimited release time for members of the Association to conduct Association Business.(22)

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E. #2022-12 **Resolution: E-03 Nutrition**

Date: 3/3/23

Moved/Seconded by: Michael Dodaro/Regis

Disposition: passed

The Association believes that proper nutrition is essential to student success. School food service programs should be supported by public funds and provided to all students at no cost. Meals and snacks shall be nutritionally balanced, wholesome, and appealing.

The Association also believes that all debts accrued by students for school meals must be canceled immediately and that all outstanding debt be paid for by the state, and that no debt ought to accrue in the future.(22)

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F. #2022-13 **Resolution: C-36 Support of Unions**

Date: 3/3/23

Moved/Seconded by: Michael Dodaro/Phil Russo

Disposition: passed

The Association believes in strong unions. The Association supports legislation that:

a)Allows employees to form unions by signing cards that would authorize union representation;

b)Provides for impasses resolutions;and

c)Establishes penalties for violation of employee rights.

The Association recognizes and supports the necessity and value of working with other labor unions.

The Association supports all unionizing efforts to advance the interest of American workers.

The Association believes a strong and energized labor movement is crucial in building and fostering equality within the workplace.

The Association strongly opposes any and all anti-union and/or anti-worker legislation, and will always stand in solidarity with the American labor movement.

The Association opposes any attempts to privatize state run entities such as, but not limited to, correctional facilities and wine and spirits stores.