



MARCH 2025



In The Know

CSEA's County Office of Education Committee Newsletter

CHAIR'S COMMENTS

by Katie Miller Andersen

It's March, the month we usually think of as lucky. What makes you feel lucky? Is it a charm that you carry around with you or a feeling that you have that helps you take that risk that you wouldn't have otherwise?

I feel that we make our own luck - through education and building community. We bring good things to ourselves by doing good things for others. It's not luck, it's the power of us.

So take time to do your own "Luck Inventory." What are some positive things that have come your way recently? What is your chapter doing to improve the lives of your members, schools and communities? How are you actively involved in building those positive moments for others?

CONTENTS

- 01 Chair's Comments
- 02 What's Happening In Your Chapters
- 03 Administrative Professionals Week
- 04 Our Contract is our Guarantee
- 05 Develop Your Skills in Organized Labor
- 06 Read & Learn

If you have some inspiring lucky stories, we'd love to share them with our COE community through this newsletter. Please send us your story, along with pictures if possible, to COECommitteeCSEA@gmail.com.



WHAT'S HAPPENING IN YOUR CHAPTERS?

By Catherine Wind-Muro, Chapter President 633; County Superintendent of Schools

For the past 12 years, Ms. Adelina Cervantes has worked as a Para-Professional, supporting students with diverse learning needs. During this time, she developed a deep passion for helping students overcome challenges and reach their full potential. She knew she wanted to take the next step and become a teacher, so she pursued her education to make that dream a reality. She said, with the help of CSEA, they helped her pay for most of her bachelor's degree. She wore her cap and gown at the last State CSEA Conference in 2024. She earned her Bachelor's Degree in Interdisciplinary Studies from Central State University which provided her with a strong foundation in education. Now, she is furthering her knowledge by working on a dual program at the National University, where she is earning a Master's Degree in Special Education with Extensive Support Needs while also completing her Teacher Credentialing Program.

With this issue of the newsletter, Adelina has officially stepped into her role as a **teacher**, working with first and second graders with special needs. It is a moment she has been preparing for and she couldn't be more excited. Her years of experience as a Para-Professional have shaped her career to teaching, and her education has given her the tools to create an inclusive and supportive learning environment.



Pictured: Ms. Adelina Cervantes, San Bernardino County Superintendent of Schools, Chapter 633. Congratulations!

Teaching is more than just a profession, for her, it is a calling! She is committed to helping her students grow academically, socially, and emotionally, and she looks forward to making a meaningful impact in their lives.

She wants to thank CSEA so much for their support and kindness.



L-R: Stephanie Deal Vice-President Chapter 633, Adelina Cervantes (**new teacher**), and Catherine Wind-Muro Chapter President 633

ADMINISTRATIVE PROFESSIONALS WEEK, APRIL 20-26

Make sure you take some time next month to honor your Administrative Professionals!

Administrative Professionals Week is April 20-26, 2025, and **Administrative Professionals Day is April 23**. Join us as we celebrate the contributions of administrative professionals in public schools and community colleges.

Contributions of school office and clerical staff

Whether they work the front desk at an elementary school or manage files at the county office, school secretaries and other administrative professionals keep our schools running smoothly.

Classified employees in the office do just about everything. They maintain attendance records, answer the phones, pay the bills and communicate with parents and administrators—all while keeping pace with advances in computer, telephone and document reproduction technology.

The accounting staff crunches the numbers, and school secretaries help students with their medications. Whether they are registering thousands of students at a large community college or explaining the afternoon bus route to the parent of a first-grader, office workers are vital to the success of our schools. They serve as liaisons between parents, teachers and administrators. They help parents set up appointments with teachers, principals, counselors or other school staff.

The school office staff can tell you about irregular schedules, minimum days, in-service days, school events and any number of details about the school's daily operations. They also handle all the paperwork and other clerical duties. With cutbacks in funding to schools, many schools don't have nurses.



When this is the case, the school office is also responsible for keeping a student's medicine and giving it to the student when necessary. In general, each member of a school office's staff has different responsibilities. Their duties range from principals' secretaries and attendance clerks to receptionists. There are some tasks that are specific to certain people, while all the office staff might share other administrative tasks.

The school office is required by law to account for every student at the school since school funding is based on pupil attendance. Attendance clerks keep meticulous records and follow-up on student absences. The office staff uses specialized software to maintain computerized data on students, including grades, testing, attendance, discipline and health.

Fiscal and budget professionals make sure the money goes where it's supposed to go. They keep track of funds, whether among departments, at the district level or from the school to the district budget office. Fiscal professionals work with all departments and divisions. They make sure that payroll checks go out and they keep track of grants, student fees and funding from the state. Fiscal professionals make sure that guidelines are followed so colleges and schools receive state and federal funding.

How will you celebrate Administrative Professionals Week? Let the COE Committee know!



OUR CONTRACT IS OUR GUARANTEE

Collective bargaining is the negotiations process between the union (CSEA) and employer (District) that determines everything from wages and health benefits to hours and working conditions. The result of this process is a legally binding contract, which clearly describes our rights and benefits as employees.

How collective bargaining works

As employees, we belong to a bargaining unit represented by CSEA. Our union representatives and negotiators meet with the employer and discuss issues until they reach a tentative agreement (TA). No agreement is final until it has been approved (ratified) by the chapter members and by the school board. The final agreement becomes a binding contract, and both sides must adhere to its provisions.

Contracts vary from district to district, but they generally cover similar issues. The Education Employment Relations Act (EERA) specifies that in addition to wages and benefits, workplace issues such as leave and transfer policies, safety conditions, class size, evaluation procedures and grievance procedures are all negotiable through collective bargaining.

Get involved to strengthen your contract

A contract is only as strong as its enforcement. To make sure management is living up to its side of the bargain, it is important to know what the contract says.

Read your contract and become familiar with its terms. If you don't understand something, ask your union steward to explain it to you. And if you believe management has violated any of your rights as defined by the contract, tell a union steward or your chapter president.

Also, support your negotiating team when they go to the bargaining table—after all, they are there to represent you. Respond to surveys and let your chapter representatives know what changes or improvements you would like to see in the contract. Through the collective bargaining process, you can improve your wages, and terms and conditions of employment, especially with CSEA on your side.

Life Before Collective Bargaining

CSEA supported the legislation that established collective bargaining for California public employees. When SB 160 (Rodda) became law in 1975, it replaced the old "meet and confer" method of resolving issues, whereby school districts used to meet with employee organizations, but had no obligation to reach an agreement. This often led to less job security, smaller wage gains and weaker enforcement of employee rights.

However, under the new collective bargaining law, both sides are mandated to make a good faith effort to reach an agreement and sign a binding contract.



DEVELOP YOUR SKILLS IN ORGANIZED LABOR AS A MEMBER INTERN

The application for Fall 2025 will open March 3, 2025, and close at 5:00 p.m. on April 18, 2025

Any CSEA member in good standing can apply for acceptance into the Member Intern Program (MIP) to do an internship with a Labor Relations Representative.

The internship will last approximately 100 calendar days. If selected for the program, you will be provided with a meaningful and exciting opportunity to develop your skills in the field of organized labor. You will work alongside a CSEA staff professional, who will assist you in acquiring knowledge and skills to help you realize your career goals – possibly with CSEA.

Completing the Member Intern Program does not guarantee employment with CSEA. Completing an internship will give you an exciting new perspective and toolbox of skills that will help you represent yourself and other members more effectively.

Follow [this link](#) to get schedule of dates for Fall 2025 & Spring 2026:

Applicants must be able to commit to each of the dates listed in the link above.

Any CSEA member in good standing can apply for acceptance into the Member



Intern Program to do an internship with a Labor Relations Representative. For more information, contact [Nancy Hurd](#) at (800) 632-2128, ext. 1210.

All applicants are required to submit an application and pre-interview questionnaire. It is extremely important that the application and pre-interview questionnaire be filled out completely as it will be used in the initial screening process. *Incomplete applications will not be accepted.*

Please note, you may not apply for two consecutive cycles.

Resources:

[Frequently Asked Questions](#)

[Member Intern Program Handbook](#)

[Pre-Interview Questionnaire](#)





READ & LEARN



Resolutions Bulletin 1-25; 2025 Conference Resolutions

Resolutions Nos. 1 - 2 have been certified for submission to the 2025 Conference.

Ref.: Leadership emailed Feb. 17

Communications Bulletin 1-25; Communications Academy 2025 Registration

There still is time to register for the **March 29 and May 10** Communications Academy. Bulletin contains information about scheduled curriculum, workshops, and registration.

Ref.: Leadership emailed Feb. 10

Maintenance and Operations Training will be held on **May 3** in Santa Ana and **May 31** in San Jose

Ref.: RPM, Jan. 22, 2025

Find the right training for
you and your chapter

[https://csea.com/events-
and-training/upcoming](https://csea.com/events-and-training/upcoming)



Women's History Month

March is Women's History Month, a time to celebrate the incredible achievements of women who have paved the way for a brighter future and those who continue to make a difference at every level. The impact women have made in labor history is often missing from textbooks and the media despite the numerous roles they have played to organize, unionize, rally, document, and inspire workers to fight for justice. From championing better workplace conditions to cutting back the 12-hour day to demanding equal pay across racial lines, women have made enormous contributions to the labor movement.



Know Your Committee



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COE COMMITTEE'S PURPOSE STATEMENT

The purpose of the County Office of Education Committee is to research, educate, communicate and network regarding the issues and concerns of the county office of education chapters-providing a liaison between members, the board of directors, committees, governmental relations and the Legislature, while acknowledging the differences and similarities of county offices of education, community colleges, and K-12's.

"In The Know"

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<https://csea.com/committees/county-office-of-education-coe>

Upcoming Committee Meetings

March 5, Open House
April 24-26, Sacramento GR Office
May 7, via zoom
June 4, via zoom
July 20-25
99th CSEA Annual Conference