

LAKESIDE UNION SCHOOL DISTRICT

Office of the Superintendent
12335 Woodside Avenue
Lakeside, California 92040
(619) 390-2600

Zoom Meeting:
Meeting ID: 914 4391 0916
Meeting Password: 352904
Public Comment Form

July 27 2020
Closed Session: 4:00 p.m.
Open Session: 4:30 p.m.

NOTICE OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Members of the public who require disability modification or accommodation in order to participate in the meeting should contact the Superintendent's Office at (619) 390-2606 or in writing, at least twenty-four (24) hours before the meeting. (Government Code section 54954.2).

Written notice is hereby given in accordance with Education Code section 35144, Government Code section 54956, and other applicable law that the following Special Meeting of the Board of Trustees, Lakeside Union School District, will be held on Thursday, July 27, 2020 at 4:30 p.m.

Please take notice that the Governor of California issued **Executive Order N-29-20** on March 17, 2020. This Order provides, in part, as follows: "All requirements in...the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived."

Members of the public may attend the Board meeting, observe the meeting, and/or participate in public comment telephonically by logging onto Zoom with the meeting ID and password listed at the top. Members of the public who wish to participate in public comment are encouraged to email Lisa DeRosier, Executive Assistant to the Superintendent, 1 hour in advance of the meeting derosier@lsusd.net using the **Public Comment Form**.

Agenda and Notes

A. CALL TO ORDER AND ROLL CALL

B. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) Public Comment Form

Opportunity for Members of the Public to address the Board on any item on or off the agenda. In the interest of time and order, presentations from the public are limited to four (4) minutes per person. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment, follow the directions for speaking to agenda items as listed above 1 hour prior to the start of the meeting.

Members of the public who require disability accommodation in order to participate in the meeting should contact the Superintendent's Office at (619) 390-2606, or in writing at derosier@lsusd.net, no later than 24 hours prior to the start of the meeting.

C. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957; and
2. Conference with Labor Negotiator, Erin Garcia, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6.

D. OPENING PROCEDURES

1. Reconvene
2. Welcome Visitors
3. Closed Session Report
4. The Pledge of Allegiance will be led by President Ferrante.

E. PUBLIC HEARING/ACTION ITEM

1. **PUBLIC HEARING** – To hear comments from the public to receive input regarding the Side Letter of Agreement with the Lakeside Teachers Association, from the District, regarding COVID-19 Impacts and Effects.
2. **Approval** is requested of the District's Initial Proposal to the Lakeside Teachers Association regarding COVID-19 Impacts and Effects.

F. ITEMS OF BUSINESS

- 1.1 Designate consent agenda items.

Note: Consent agenda items are generally routine items of business. The Board will designate those items to be approved as a whole, unless a member of the public requests consideration of an item on an individual basis. The Board will review and act on the remaining items of business.

- 1.2 Discussion/adoption of consent agenda items.

HUMAN RESOURCES

- 2.1 **Adoption** is requested of Personnel Assignment Order No. 2021-02.
- 2.2 **Approval** is requested of the Executive Director of Human Resources job description.

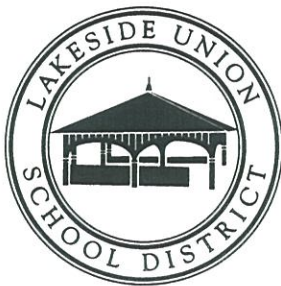
G. ADJOURNMENT

Respectfully Submitted,

Andrew S. Johnsen, Ed.D.
Superintendent

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

NOTICE OF PUBLIC HEARING

At the special board meeting of July 27, 2020, the Board of Trustees will conduct a public hearing to sunshine the Side Letter of Agreement with the Lakeside Teachers Association, from the District, regarding the COVID-19 Public Health Emergency.

The public hearing will be held on Thursday, July 27, 2020 at 4:30PM telephonically via Zoom.

July 24, 2020

Andrew S. Johnsen, Ed.D.
Secretary to the Board

**LAKESIDE UNION SCHOOL DISTRICT'S INITIAL PROPOSAL FOR A SIDE
LETTER OF AGREEMENT**

**BETWEEN THE LAKESIDE UNION SCHOOL DISTRICT AND
THE LAKESIDE TEACHERS ASSOCIATION
REGARDING THE COVID-19 PUBLIC HEALTH EMERGENCY**

This Side Letter of Agreement (hereinafter "Agreement") is entered into by and between the Lakeside School District (hereinafter "District") and the Lakeside Teachers Association (hereinafter "LTA") regarding the changes to District schools as a result of the novel coronavirus (COVID-19) public health emergency.

The District and LTA recognize the importance of continuing to serve students and delivering high quality instruction, including through distance learning, during the changes to District schools as a result of the novel coronavirus (COVID-19) public health emergency. The District and LTA recognize that schools are critical to daily life; that teachers are considered essential workers during the public health emergency; and that continued and regular interaction between teachers and students is necessary to support student well-being and learning.

Compensation and Benefits

- A. The District will continue to compensate all unit members who continue to perform work duties or who are on an approved leaves of absence.
- B. The District will compensate unit members on a pro rata basis for any stipends that were previously approved by the Governing Board to the extent that unit members actually perform the stipend work.

Evaluations

- A. Evaluations will be conducted for the 2020-2021 school year.
- B. Evaluations will be conducted for any unit members who were scheduled to be evaluated for the 2019-2020 school year and those unit members scheduled to be evaluated for the 2020-2021 school year.

Instruction

- A. The District may offer distance learning during the 2020-2021 school year and will determine the kinds and levels of services to be provided and the methods and means of providing them. As applicable, the District will determine which unit members will be assigned

to teach distance learning and which teachers will be assigned to in-person instruction. The parties understand and agree that the District may change assignments to grade level, distance or in-person instruction, and assignment work location. The Superintendent will continue to seek input from the LTA on distance learning and will provide opportunities for unit members to give feedback on the effectiveness and challenges of the distance learning model.

B. During any periods when schools are closed to staff, unit members will continue their work remotely and fulfill contractual work hours, ensure ongoing communication with students and families, encourage student engagement, monitor and record student attendance, engagement, and participation in accordance with District directives, and remain in regular communication with students' parents and the administration. During any periods when schools are closed to students, unit members may be assigned to provide distance learning to students from their regularly assigned school site.

C. The hours of unit members' regular workday set forth in Article 11 of the CBA will not change, although at the District's discretion, start and end times may be changed and the District may assign unit members to work from home.

D. The District and LTA agree that it is in the best interests of efficiency and high-quality instruction for unit members to collaborate during distance learning to the extent practicable. The District will assist unit members with coordinating such collaboration and will provide opportunities for unit members to share distance learning resources.

E. For distance learning, the District may implement video/audio lessons, assignment and work packets, asynchronous learning, and synchronous distance learning (students and teachers are online at the same time and interacting in real time) in an amount of time and consistent with a daily schedule to be determined by the District. In addition to video-conferencing, distance learning may also include live-streaming and video recording classroom instruction for students.

F. As directed by the District, unit members will be required to provide robust and vigorous distance learning including but not limited to daily student participation, daily live interaction, student engagement, progress monitoring, parent progress updates, daily maintenance of a weekly engagement record, and student reengagement. As determined by the District, unit members will utilize a consistent, district-wide learning platform and an identified and consistent method to communicate with parents. Students in distance learning must receive instruction that is equivalent to the content and curriculum used in the regular course of study.

G. The District will provide unit members with appropriate software and training for distance learning to ensure that unit members have the requisite technology devices and/or access to support students during distance learning.

H. Unit members are prohibited from engaging in for-profit activities, such as tutoring, during their regular workday.

I. The District will issue Online Distance Learning/Technology Parent User Agreements to protect the privacy of unit members during distance learning, including the prohibition of the unauthorized use of listening or recording devices consistent with Education Code section

51512. In addition to continuing to enforce the rules for student conduct set forth in Board Policy, the District will issue written rules for student conduct during distance learning.

J. Unit members are expected to regularly check their email throughout the workday and respond to emails within a reasonable amount of time taking into consideration the subject matter of the communication.

K. When distance learning is being provided to students, the District will attempt to provide such unit members with 24 hours' notice for any work meetings so that unit members can make necessary arrangements to be available by phone, video conference, or in person for such meetings. Consistent with operable San Diego County Public Health order(s), in-person attendance may be required by the District.

L. When unit members are required to physically report to work, the District will follow the operable San Diego County Public Health order(s) as they apply to public schools.

M. As soon as practicably possible, unit members shall report their supervisor in writing any concern regarding an unsafe condition, serious injury, or illness in connection with their employment. The District shall investigate said reported unsafe condition and as appropriate, advise the employee of any finding(s) and corrective action(s).

N. Consistent with Government Code section 825, et seq., the District shall defend and indemnify any unit member against any claim or action for an injury "arising out of an act or omission occurring within the scope of his or her employment..." during the COVID-19 public health emergency.

Leaves

A. Any unit member on an approved leave of absence, prior to and continuing through the closure of schools, will continue as originally approved.

B. Subject to District approval, unit members shall have the ability to use leave consistent with the current law and the District's operational needs. Unit members shall submit to the District medical verification in support of requests for paid sick leave and adequate documentation in support of requests for expanded family and medical leave under the Families First Coronavirus Response Act (HR 6201). The District will not discharge, discipline, or discriminate against unit members who lawfully take paid sick leave or expanded family and medical leave under the Families First Coronavirus Response Act (HR 6201).

Miscellaneous

A. All components of the current Collective Bargaining Agreement between the District and LTA not addressed by the terms of this Agreement shall remain in full effect.

B. The terms of this Agreement shall only apply during the time period when the District's instructional delivery model is changed due to the COVID-19 public health emergency and shall expire June 20, 2021.

C. This Agreement is not effective until ratified by the Governing Board of the District.

For the LTA

Dated

For the District

Dated

Ratified by the Governing Board on _____

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 7/27/20

Agenda Item:

Personnel Assignment Order 2021-02

Background (Describe purpose/rationale of the agenda item):

The Personnel Assignment Order reflects new hires, retirements and changes in positions.

Fiscal Impact (Cost):

Varies

Funding Source:

General Fund

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

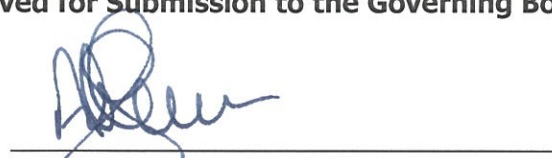
<input type="checkbox"/> Informational	<input type="checkbox"/> Denial
<input type="checkbox"/> Discussion	<input type="checkbox"/> Ratification
<input type="checkbox"/> Approval	<input type="checkbox"/> Explanation: Click here to enter text.
<input checked="" type="checkbox"/> Adoption	

Originating Department/School: Human Resources

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Lisa DeRosier, Executive Assistant


Dr. Andy Johnsen, Superintendent

**LAKESIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL BOARD MEETING JULY 27, 2020
Personnel Assignment Order – 2021-02**

BACKGROUND:

The following resignation(s) dismissals are submitted for the Board's information only.

Certificated Staff

A. The Superintendent has accepted letter(s) of resignation from the following employees:

Employee	Location	Position	Reason	Effective Date
Drammissi, Nina	Lindo Park	Principal	Retirement	7/11/2020

Classified Staff

B. The Superintendent has accepted letter(s) of resignation from the following employees:

Employee	Location	Position	Reason	Effective Date
Coble, Stacy	District Office	Director, Human Resources	Retirement	7/18/2020
Dumars, Jim	Food Service	Executive Chef	Moved	7/01/2020

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 7/27/20

Agenda Item:

Job Description

Background (Describe purpose/rationale of the agenda item):

Approval of the Executive Director of Human Resources job description.

Fiscal Impact (Cost):

Click here to enter text.

Funding Source:

General Fund

Recommended Action:

☐ Informational

☐ Discussion

☒ Approval

☐ Adoption

☐ Denial

☐ Ratification

☐ Explanation: Click here to enter text.

Originating Department/School: Superintendent

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Dr. Andy Johnsen, Superintendent



Job Description

Title: Executive Director - Human Resources	FLSA Status: Exempt	Created:
Supervisor: Superintendent	Supervises: Human Resources staff	Salary Range: \$120,899 - \$144,168
Department: Human Resources	Bargaining Unit: Classified or Certificated Management	Approved:

JOB SUMMARY:

Under the direction of Superintendent, plan, organize, control and direct the operations and services of the district's certificated and classified human resources operations, activities and services; develop, implement, administer and interpret policies, systems, processes and programs; direct and maintain the district's negotiations, labor relations and contract management including processing grievances; serve as a resource to schools, divisions and departments; maintain staffing to ensure that certificated and classified personnel functions conform to district, State and federal requirements; serve as a member of the Superintendent's cabinet; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the operations and services of the district's certificated and classified Human Resources operations, activities and services; assure the proper delivery of human resources services including recruitment and selection, employee-employer relations, classification and compensation, staff development, employee records management, credentials and certification, classified and certificated substitute services, contract administration, workers compensation program support, and other human resources services; develop, implement, administer and interpret policies, systems, processes and programs.
- Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the board.
- Oversee the evaluation process; review evaluations to assure compliance with established standards and requirements; monitor and control personnel allocations for the District; coordinate employee placement, assignments, transfers, promotions and terminations as directed.
- Plan, organize, oversee and direct the review, evaluation and processing of applications and other documents to assure certificated personnel hold valid and proper credentials; serve as liaison between County Credentials Office and District staff.
- Direct hiring practices, employment contracts and recruitment, selection and retention of certificated and classified personnel; participate on interview panels for employment of administrators.
- Provide specialized information to current and/or potential employees regarding the employment process, testing, interviewing, and hiring under District rules and regulations.
- Serve as representative for labor negotiations and contract management; plan and facilitate negotiation sessions; interpret and evaluate contract language; assure contracts comply with bargaining agreements.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign work activities and responsibilities to assigned personnel; review and evaluate department effectiveness and productivity.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Oversee and monitor other human resources activities and operations including worker's compensation documentation, unemployment issues and position control for staff positions at school sites.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

- Develop and prepare the annual preliminary budget for the Human Resources Department; analyze and review budgetary and financial data; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Direct the modification of programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.
- Communicate with other administrators, personnel, attorneys and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to and resolve sensitive and complex department inquiries, issues and complaints.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested; review and present Board items affecting human resources services; update the Board in closed sessions regarding employees and other human resources matters.
- Serve as the district's sexual harassment officer; conduct investigations of sexual harassment complaints and other employee complaints; travel to District sites to conduct investigations.
- Attend and conduct a variety of meetings and trainings as assigned; attend state and regional conferences and workshops to maintain current knowledge of laws, codes, regulations and pending legislature related to human resources activities.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of District-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, classification and compensation of classified and certificated employees.
- Applicable sections of the State Education Code and other State and federal applicable laws, codes, regulations, policies and procedures related to public human resources administration.
- Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.
- Principles, practices, guidelines and strategies of collective bargaining and labor relations.
- Bargaining unit contracts, contract negotiation and salary schedules.
- Principles and practices of administration, supervision and training.
- Principles, techniques, procedures and terminology involved in the recruitment, selection and compensation of classified and certificated employees.
- State credential requirements and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Public speaking techniques.
- Organizational operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Skills/Ability to:

- Plan, organize, control and direct district-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, classification and compensation of classified and certificated employees.
- Coordinate and direct communications, information, labor negotiations, employee evaluation functions and employee record-keeping to meet the human resources needs of the District.
- Supervise and evaluate the performance of assigned personnel.

- Coordinate and participate in collective bargaining activities for classified and certificated bargaining units.
- Provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures.
- Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact, patience and courtesy when interacting with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Direct the maintenance of a variety of comprehensive and narrative reports, records and files.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

Education and Experience:

- Bachelor's degree in human resources, business, public administration, education, or a related field and three years of experience in Human Resources, including management, labor relations, and interpreting and applying collective bargaining agreements. Master's degree in a related field and/or California Administrative Services Credential highly desirable.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Evening or variable work hours.
- Fast-paced work environment with changing priorities.

Physical Demands:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

- Contact with dissatisfied and abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.