

LAKESIDE UNION SCHOOL DISTRICT

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

District Administration Center

July 22, 2021
Meeting Begins: 9:00 a.m.

NOTICE OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Agenda and Notes

A. CALL TO ORDER AND ROLL CALL

B. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM (GOVERNMENT CODE SECTION 54954.3)

Public Comments – During this time, citizens are invited to address the Board of Education about any item **on** or **off** the agenda. Request to speak cards should be submitted before the start of the meeting. The Board may not take action on any item presented. The Board has policy limiting any speaker to four minutes or 20 minutes on one subject.

C. ITEMS OF BUSINESS

1. **Approval** is requested of the Side Letter of Agreement with the California School Employees Association and its Chapter 240 regarding Assembly Bill 86 (AB86) Extended Learning Opportunities Grant and Instructional Assistants.
2. **Adoption** is requested of Personnel Assignment Order 2022-01.

D. DISCUSSION

The Governing Board will meet to discuss current Lakeside Union School District goals and future project needs.

E. ADJOURNMENT

Respectfully Submitted,

Rhonda L. Taylor, Ed.D.
Superintendent

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: July 22, 2021

Agenda Item:

Approval is requested of the Side Letter of Agreement with California School Employees Association (CSEA) and its Lakeside Chapter # 240 regarding Assembly Bill 86 (AB86) Extended Learning Opportunities Grant and Instructional Assistants.

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

Approval is requested of the side letter of agreement with CSEA and its Lakeside Chapter #240 regarding AB86, Extended Learning Opportunities Grant allotted to paraprofessionals. The bill states that 10% of the Extended Learning Opportunities (ELO) Grant shall be restricted to paraprofessionals. The District anticipates hiring 13 "instructional assistants" (job description attached) for the 2021-2022 school year: 9 instructional assistants for academic intervention and behavior support, 2 instructional assistants for independent study, and 2 Behavior Intervention Assistants to provide social-emotional support to students districtwide.

Fiscal Impact (Cost):

Approximately \$302,736

Funding Source:

ELO Grant

Addresses Emphasis Goal(s):

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

Recommended Action:

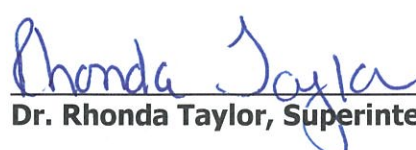
- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial/Rejection |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
|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

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Erin Garcia, Assistant Superintendent


Dr. Rhonda Taylor, Superintendent

Reviewed by Cabinet Member 

SIDE LETTER OF AGREEMENT
Between the
LAKESIDE UNION SCHOOL DISTRICT
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)
and its
LAKESIDE CHAPTER #240

June 17, 2021

This Side Letter of Agreement ("Agreement") is entered into by and between the Lakeside Union School District ("District") and the California School Employees Association and its Lakeside Chapter #240 ("CSEA"). The parties enter into this Agreement to fully resolve negotiations relating to Education Code Sections 43521 and 43522(c), the Assembly Bill (AB) 86 Extended Learning Opportunity ("ELO") Grant and the position of Instructional Assistant, the job description for which is attached hereto and incorporated as though fully set forth herein.

The District and CSEA acknowledge that Assembly Bill (AB) 86 was approved on March 4, 2021. The funding allocates additional funding to each school district within California that meets specific opening requirements. The funding is broken into two (2) categories. The first is General Expanded Learning Opportunities (ELO) which constitutes the bulk of the AB 86 funding. The District's projected General ELO allocation is \$2,745,623. The second is ELO funding restricted to paraprofessionals (defined in Education Code 45330(a)) which is ten (10) percent of the general ELO allocated to the District. The District's projected ELO allocation restricted to paraprofessionals is \$302,736 and the parties anticipate that this will result in thirteen (13) additional paraprofessional positions for 2021-2022, as detailed below.

The parties agree to all of the following:

1. Consistent with Education Code section 43522(c), during 2021-2022, the District will allocate at least ten percent (10%) of its general ELO fund allocations (projected to be \$302,736) toward paraprofessionals, as follows:
 - a. Nine (9) Instructional Assistants to provide increased academic intervention and behavior support, for six hours per day, four days per week (Monday, Tuesday, Thursday, and Friday). The Instructional Assistant position, the job description for which is attached hereto and incorporated herein as though fully set forth, is included in the CSEA bargaining unit at Range 10 and replaces the former position of "Instructional Assistant II", including in Article 1, Recognition.
 - b. Two (2) additional Instructional Assistants to provide increased support to the independent study program for six hours per day, five days per week.
 - c. Two (2) additional Behavior Intervention Assistant positions to provide social-emotional support to students District-wide for six hours per day, five days per week.

2. The parties agree that the aforementioned positions in Paragraph 1, above, will be hired with ELO grant funds and are not expected to continue beyond exhaustion or expiration of such funds, such that layoffs will likely occur.
3. The parties also agree that the hiring of the positions referenced in Paragraph 1, above, shall occur in accordance with the applicable Collective Bargaining Agreement, and in the event the District is unable to hire individuals to fill the positions referenced in Paragraph 1, above, the District shall in its discretion allocate at least ten percent of its General ELO toward paraprofessional positions.
4. During the summer 2021, the District will offer additional hours to bargaining unit members, particularly Licensed Vocational Nurses and Campus Student Supervisors, which will be funded using the general ELO funds. The amount of additional hours will be determined solely by the District.
5. The parties further agree that the contents of this Agreement represent the sole agreement of the parties as to all issues related to its contents, that neither has relied upon any representations by the other which are not set forth in this Agreement, that this Agreement is not precedent setting and shall not establish any past practice.
6. The parties agree that this Side Letter of Agreement shall fully and finally resolve negotiations relating to Education Code Sections 43521 and 43522(c), the AB 86 - Extended Learning Opportunity ("ELO") Grant and the position of Instructional Assistant.
7. This Agreement may be amended by written agreement, signed and ratified by both parties.



For the CSEA



For the CSEA



Date

Date of Ratification by the CSEA



For the District



Date

Date Ratified By the Governing Board



Job Description

Title: Instructional Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 10
Department: Educational Services	Bargaining Unit: Classified	Approved:

JOB SUMMARY:

Under general supervision of the Principal performs paraprofessional instructional activities; reinforce instruction in academic, artistic and physical skills; may assume independent responsibility for specified paraprofessional duties, i.e., bilingual/bicultural activities; provide intensified learning experiences for students in assigned areas; perform a wide variety of clerical and supportive tasks for instructional personnel; assist classroom teachers and other certificated personnel in the performance of their duties and in the supervision of pupils and in instructional tasks, including in instructing reading, writing, and mathematics; perform other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students in small groups or individually to reinforce and follow up learning activities including students with limited English speaking ability in a bilingual assignment.
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel, including students with limited English speaking ability in a bilingual assignment.
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples, including students with limited English speaking ability in a bilingual assignment.
- Assist in educating children in identified academic and health areas which might include students with exceptional needs and other programs for special needs children.
- Monitor student achievement; administer and score achievement tests; maintain records, documents and logs on each student.
- Communicates regularly with classroom teachers and program coordinators regarding students.
- Supervises and reinforces positive behavior of pupils during unstructured time, including on playgrounds and on study trips.
- Meets buses and escort children to and from classrooms.
- May assist in parent conferences as directed.
- Assists in the development of a variety of instructional materials and distributes and accounts for textbooks, supplies and equipment; collects, assembles, catalogs, inventories and distributes resource materials.
- Supervises classroom, playground and study trip activities.
- In a bilingual assignment, may use duo-lingual ability in dealing with assigned duties related to students, staff and public.

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.

Instructional Assistant

DM
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Knowledge of:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of general concepts of child growth and development and student behavior characteristics.
- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Skills/Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Read books to students and assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High school diploma or equivalent.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certifications.
- Instructional Assistant Proficiency Test certificate. (Demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for high school seniors pursuant to subdivisions (a) and (f) of Section 51220 of the Education Code.)
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - o Completed at least two years of study at an institution of higher education or,
 - o Obtained an associate's or higher degree (college level) or,
 - o Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

WORKING CONDITIONS:

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Daily contact with students, teachers, school and District staff.
- Occasional contact with parents and community members.

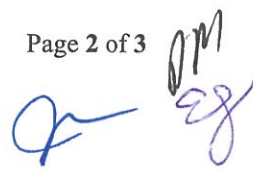
Work Environment:

- Indoor/Classroom environment.

Physical Demands:

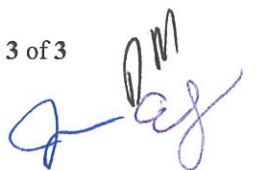
- Dexterity of hands and fingers to operate standard office and classroom equipment.

Instructional Assistant



- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

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.

A handwritten signature in blue ink, appearing to be "J. Ray" with a stylized "M" above the "y".

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 7/22/21

Agenda Item:

Personnel Assignment Order 2022-01

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:


César Morales, Executive Director HR


Dr. Rhonda Taylor, Superintendent

**LAKESIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING, July 22, 2021
Personnel Assignment Order – 2022-01**

BACKGROUND:

The following personnel appointments, changes of status, leave requests, resignations, dismissals and consultant requests are submitted for Board consideration. Italicized information indicates a change.

Certificated Staff

A. New Appointments:

Employee	Assignment/Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

B. Temporary Rehires:

Employee	Assignment/Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

C. Change of Status/Location:

Employee	Assignment/Location	Previous Annual Salary	New Annual Salary	Effective Date
Gilbert, Kelly	Small School Administrator	\$129,568.00	\$126,497.00	7/23/2021

D. Unpaid Leave Requests:

Employee	Assignment/Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Assignment/Location	Class/Step	Reason	Effective Date
Christian, Stephanie	RSP Teacher/Lakeside Farms	5/3	Employment	7/24/2021
Gonzalez, Jaime	Vice Principal/Lakeside Middle School	63/4	Employment	7/16/2021
Gonzalez, Rosemary	Counselor/Lakeside Farms	4/3	Employment	7/17/2021
Norton, Kyle	SDC Teacher/Lemon Crest	1/2	Employment	7/1/2021
Peterson, Hee Jin	Small School Administrator	65/5	Employment	7/1/2021

F. Temporary Teacher not returning next year:

Employee	Assignment/Location	Effective Date

G. Non-Reelection :

Employee	Assignment/Location	Class/Step	Effective Date

Classified Staff

H. New Hire:

Employee	Location	Position/Class/Step	Previous Monthly Salary	New Monthly Salary	Effective Date

I. Rehires:

Employee	Location	Position/Class/Step	Previous Monthly Salary	New Monthly Salary	Effective Date

J. Change of Status/Location:

Employee	Location	Position/Class/Step	Previous Position/Class/Step	Effective Date

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Step	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

Administration recommends approval of listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants. This recommendation supports the following District goal: Assure the highest quality of school district services, including, but not limited to, academic, social, emotional and health services by hiring and retaining employees with not only required technical skills in the areas of their responsibilities but also the ability to handle diverse challenges.