

# LAKESIDE UNION SCHOOL DISTRICT

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

**Audience:**

Meeting ID: 947 9256 2765

Dial In: 1 (669) 900-6833

Meeting Password: 947175

**May 31, 2022**

Open Session: 5:00 p.m.

## NOTICE OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

### *Agenda and Notes*

A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

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

During this time, citizens are invited to address the Board of Education regarding items on or off the agenda. A public comment form (link above) must be submitted before the start of the meeting. The Board may not take action on any item presented. The Board has policy limiting any individual speaker to four minutes or 20 minutes, for multiple speakers, on one subject. Members of the public who wish to participate in public comment will need to fill out a form using the **Public Comment Form** prior to the start of the meeting.

C. PRESENTATIONS

1. David Tupper will present on the K-5 Science curriculum pilot process and recommendations.
2. Dr. Natalie Winspear will present Assistant Superintendent mission and vision.

D. PUBLIC HEARINGS/ACTION ITEM

1. **PUBLIC HEARING** – The Board will receive input regarding the Initial Reopener Proposal from the District to the California School Employees Association and its Chapter 240 so that negotiations for the 2022-23 school year may commence.
2. **Approval** is requested of the Initial Reopener Proposal for 2022-23 from the District to the California School Employees Association and its Chapter 240.
3. **PUBLIC HEARING** – Regarding the Initial Reopener Proposal from the California School Employees Association and its Chapter 240 to the District.  
**INFORMATION** - To hear comments regarding the Initial Reopener Proposal from the California School Employees Association and its Chapter 240 to the District so that negotiations for the 2022-23 school year may commence.

E. ITEMS OF BUSINESS

1. **Adoption** is requested of Personnel Assignment Order No. 2022-13.
2. **Approval** is requested of a Memorandum of Understanding with the California School Employees Association and its Chapter 240 for the annual classified work calendar for the 2022-23 school year.

**Please Note:** Board Agendas, Back-up Documentation, and Attachments are Available at the Lakeside Union School District Office (12335 Woodside Avenue, Lakeside, CA) in the Lobby or Upon Request or Can be Viewed at [www.lsusd.net](http://www.lsusd.net).

E. ITEMS OF BUSINESS (CONTINUED)

3. **Approval** is requested of a Side Letter of Agreement with the California School Employees Association and its Chapter 240 bringing the Payroll & Benefits Specialist position into the bargaining unit. This position will replace the former confidential position which will be eliminated on June 30, 2022.

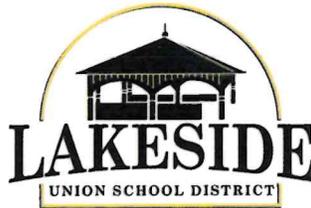
F. ADJOURNMENT

Respectfully Submitted,

Rhonda L. Taylor, Ed.D.  
Superintendent

Administration:

RHONDA L. TAYLOR, Ed.D.  
*Superintendent*  
NATALIE WINSPEAR, Ed.D.  
*Interim Assistant Superintendent*  
LISA DAVIS  
*Assistant Superintendent*



Board of Trustees:

HOLLY FERRANTE  
ANDREW HAYES  
LARA HOEFER MOIR  
BONNIE LACHAPPA  
DON WHISMAN

## **NOTICE OF PUBLIC HEARING**

At the special board meeting of May 31, 2022, the Board of Trustees will conduct a public hearing pursuant to Government Code §3547(a) to receive input regarding an Initial Reopener Proposal from the District to the California School Employees Association and its Lakeside Chapter No. 240 so that negotiations may commence for the 2022-2023 school year.

The public hearing will be held on Tuesday, May 31, 2022.

May 24, 2022

Rhonda L. Taylor, Ed.D.  
Secretary to the Board

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DISTRICT OFFICE 619.390.2600 • FAX 619.561.7929 • <http://www.lsusd.net/>

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** 5/31/2022

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**Agenda Item:**

Acceptance of the Initial Proposal from the District to CSEA (California School Employees Association) and its Lakeside Chapter 240 for the 2022-23 school year.

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

Acceptance is requested of the Initial Proposal for the full three-year collective bargaining agreement, 2022-2025, from the District to CSEA so that negotiations may commence for the 2022-23 school year.

**Fiscal Impact (Cost):**

None

**Funding Source:**

N/A

**Addresses Emphasis Goal(s):**

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

**Recommended Action:**

- |   |   |
|---|---|
| <input checked="" 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: <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> Adoption                 |   |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**



**Lisa Davis, Assistant Superintendent**

**Approved for Submission to the Governing Board:**



**Dr. Rhonda Taylor, Superintendent**

**Reviewed by Cabinet Member** \_\_\_\_\_

**Initial Proposal  
of the  
Lakeside Union School District  
to the  
California School Employees Association and its Lakeside Chapter  
No. 240**

For a new three (3) year Agreement

For a new three (3) year Agreement Between the Lakeside Unified School District and the California School Employees Association and its Lakeside Chapter No. 240 (CSEA) (“Agreement”) for the period of July 1, 2022 through June 30, 2025.

The District proposes amending the 2019–2022 Agreement as follows:

Replace **PREAMBLE** with the following:

This agreement between the LAKESIDE UNION SCHOOL DISTRICT (hereinafter “DISTRICT”) and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its LAKESIDE CHAPTER No. 240 (hereinafter “CSEA”), is effective from ~~July 1, 2019 through June 30, 2022~~ July 1, 2022 through June 30, 2025.

The purpose of this Agreement is to promote the improvement of personnel management and employer-employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

**ARTICLE 1: RECOGNITION**

Include the reclassifications, additional classifications, and range changes effective January 1, 2022 set forth in the Amendment to the Agreement ratified by the Governing Board on May 12, 2022.

**ARTICLE 6: ASSOCIATION RIGHTS**

**6.2 Distribution of Contract:** Within thirty (30) days of the execution of this contract, the District shall publish this contract to its website. Within thirty (30) days of final ratification of any written changes to this agreement, the District shall publish such amendment to its website. During the life of this agreement and upon written request by an employee in the bargaining unit, the District shall provide to such employee one (1) printed copy of this agreement, without charge, with a copy of any amendment(s) to this agreement.

~~print or duplicate and provide without charge a copy of this contract to every employee in the bargaining unit. Any employee who becomes a member of the bargaining unit after the~~

~~execution of this agreement shall be provided with a copy of this agreement by the District without charge at the time of employment. Each employee in the bargaining unit shall be provided by the District, without charge, with a copy of any written changes agreed to by the parties to this agreement during the life of this agreement.~~

## **ARTICLE 9: DUTY HOURS**

Update Articles 9.17 and 9.18 to reflect the regular academic school year.

**9.19 Special Trip Assignment:** Special trip assignments shall be distributed and rotated among bus drivers in the bargaining unit. ~~Special Education field trips requiring special equipment, i.e., wheelchair, will be assigned to Special Ed. buses. Field trips not requiring special equipment will be assigned to big buses.~~

[No additional changes to Article 9.]

## **ARTICLE 10: SALARIES**

**10.1** The District proposes opening the article.

### **10.2 Frequency:**

District proposes to clarify language regarding deferred net pay.

### **10.4, 10.5 and 10.6**

District proposes to clarify language regarding mileage, meals and lodging.

### **10.10 Classified Employee of the Year**

District proposes to clarify language regarding classified employee of the year.

[No additional changes to Article 10.]

## **ARTICLE 12: EMPLOYEE BENEFITS**

### **12.1 Employee Benefits**

District proposes opening this article.

**12.10** All part-time unit members hired on or after July 1, 2023 who are not members of the California Public Employees' State Retirement System (PERS) shall be enrolled in the San Diego County Office of Education Fringe Benefits Consortium (FBC) 3121 Alternative FICA Plan in lieu of social security.

**12.10.1** The part-time unit member shall contribute 6.2% of his/her earnings to this plan and the District shall contribute an amount equal to 1.3% of the unit member's earnings to this plan. All administrative costs associated with this plan shall be paid from the 1.3% District contribution. If the administrative costs associated with this plan exceed the amount contributed by the District, the District shall pay those additional costs.

**12.10.2** Employees hired before July 1, 2023 will have an opportunity to participate in the FBC 3121 Alternative FICA Plan and a one-time opportunity to opt out of this Plan.

[No additional changes to Article 12.]

### **ARTICLE 13: EMPLOYEE EXPENSES AND MATERIALS**

**13.3** District proposes clarity to language.

**Amend 13.4** to require supervisor's prior written approval for equipment or gear to ensure the safety of the employee or others.

### **ARTICLE 16: TRANSFERS**

#### **16.2 Lateral Transfers:**

District desires to add language on lateral moves that create an increase in employee hours.

[No additional changes to Article 16.]

### **ARTICLE 17: LEAVES OF ABSENCE**

Amend Article 17 to update references to "Building Principal or an Assistant Superintendent" "personnel office" and "Superintendent or his designee."

**17.3.4** Amend references to "he/his"

## **ARTICLE 19: VACATIONS**

**19.13.3** No later than June 1, submit a request to be paid out up to a maximum of seven (7) days of earned vacation with their final pay warrant for the fiscal year June pay. If no ~~timely~~ request to be paid out is received by the District on June 1st, vacation leave shall be carried over in accordance with Article 19.7, above, and if the limit in Article 19.7 exceeded, paid out to the limit set forth in this Article 19.13.3.

[No additional changes to Article 19.]

## **ARTICLE 22: CLASSIFICATION AND RECLASSIFICATION**

District proposes clarity to language.

## **ARTICLE 26: NEGOTIATIONS**

**26.1 Reopener Clause:** During the 2023-2024 and 2024-2025 school years, Article 10 (Salaries) and Article 12 (Employee Benefits) shall reopen automatically provided that either party submits an initial proposal to the Governing Board no later than May 1, 2023, for the 2023-2024 school year, and May 1, 2024, for the 2024-2025 school year. Such initial proposal may also reopen two new or existing articles of each party's choice. Negotiations shall commence under this section upon fulfillment of the public notice requirements of the EERA. The terms and conditions of this Agreement shall remain in full force and effect during such negotiations.

## **ARTICLE 29: DISCIPLINARY ACTION**

**29.4.5** A statement that the classified employee has the right to respond to the matters raised in the written notice both orally and in writing, including the submission of written statements or affidavits, prior to the end of the five (5) ~~fifteen (15)~~ District office business day period following the date the written notice was served,

**29.4.6** A statement that the classified employee, upon written request, is entitled to attend a pre-disciplinary Skelly conference with the Superintendent or designee regarding the matters raised in the written notice prior to the end of the five (5) ~~fifteen (15)~~ District office business day period following the date the written notice was served. At such pre-disciplinary meeting, the classified employee shall be granted a reasonable opportunity to make any representations or present any documents the classified employee believes are relevant to the case,

**29.4.7** [No changes.]

**29.4.8** A statement that the proposed disciplinary action may commence after the five (5) District office business day period following the date that written notice of the outcome of the pre-disciplinary Skelly conference is provided to the employee, or in the event that no pre-disciplinary Skelly conference is requested, the discipline may commence within ten (10) ~~fifteen (15)~~ District office business days following the date the written notice of proposed discipline was served. A statement that no evidentiary hearing shall be held unless a written

request is delivered to the Superintendent or designee within ~~ten (10) fifteen (15)~~ District office business days after the date the written notice of proposed disciplinary action was served, and

**29.4.9** [No changes.]

**29.5 Pre-disciplinary Skelly Meeting:** The employee is entitled to appear personally before the Superintendent or designee regarding matters raised in the written notice prior to the end of the ~~five (5) fifteen (15)~~ District office business day period following the date the written notice was served. At such pre-disciplinary meeting, the classified employee shall be granted a reasonable opportunity to make any representations or present any documents the classified employee believes are relevant to the case. Within ten (10) District office business days of said pre-disciplinary meeting, the Superintendent or designee shall provide to the employee the outcome of the pre-disciplinary meeting.

[No changes to Articles 29.5 - 29.9.]

**29.10 Video Surveillance Footage:** This memorializes the parties' long-standing past practice. Video footage from District surveillance and security cameras may be used for employee discipline purposes.

**29.11** \_The Board's determination of the sufficiency of the cause for disciplinary action shall be final. [*Moved from 29.10.*]

[No additional changes to Article 29.]

### **ARTICLE 30: LENGTH OF AGREEMENT**

This Agreement shall be effective for three years up to and including June 30, 2025.

### **APPENDIXES**

Delete current Appendix A and replace with "SALARY SCHEDULE" contained in the Amendment to the Agreement ratified by the Governing Board on May 12, 2022.

Administration:

RHONDA L. TAYLOR, Ed.D.

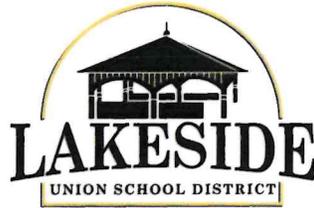
*Superintendent*

NATALIE WINSPEAR, Ed.D.

*Interim Assistant Superintendent*

LISA DAVIS

*Assistant Superintendent*



Board of Trustees:

HOLLY FERRANTE

ANDREW HAYES

LARA HOEFER MOIR

BONNIE LACHAPPA

DON WHISMAN

## **NOTICE OF PUBLIC HEARING**

At the special board meeting of May 31, 2022, the Board of Trustees will conduct a public hearing pursuant to Government Code §3547(a), to receive input regarding a Bargaining Proposal from the California School Employees Association and its Chapter No. 240 to the District regarding re-openers for the 2022-23 school year, so that negotiations may commence.

The public hearing will be held on Tuesday, May 31, 2022.

May 24, 2022

Rhonda L. Taylor, Ed.D.  
Secretary to the Board

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**The California School Employees Association  
and its  
Lakeside Chapter # 240  
Initial Proposals for 2022-2025  
Successor Agreement  
to the  
Lakeside Union School District**

Pursuant to the Educational Employees Relations Act (EERA) and Article of the current Collective Bargaining Agreement between the Lakeside Union School District ("District") and the California School Employees Association ("CSEA") and its Lakeside Chapter #240, CSEA submits its initial proposals to meet and negotiate with the District for a new successor agreement.

**PREAMBLE**

This agreement between the LAKESIDE UNION SCHOOL DISTRICT (hereinafter "DISTRICT"), and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its LAKESIDE CHAPTER No. 240 (hereinafter "CSEA"), is effective from July 1, 2019 2022 through June 30, 2022 2025.

**Article 6 Association Rights**

6.1.15 The District shall allow five (5) days release time each for ~~two (2)~~ **three (3)** Association chapter delegates to attend the annual CSEA conference.

**Article 10 Salaries**

CSEA proposes to negotiate a fair and equitable increase to the current salary schedule. If any other bargaining unit or employee group within the District receives an increase in salary the same percent shall be applied to the classified bargaining unit.

**10. 10 Classified Employee of the Year**

CSEA proposes to clarify the language on eligibility and qualification.

**Article 12 Health and Welfare Benefits**

The District shall pick up any increase cost of health and welfare benefits for the 2022-2023 school year for all employees in the bargaining unit who currently qualify for health welfare benefits.

### **Article 16: Transfers**

**16.1** Transfer of an employee from one position to another position not involving a change of classification may be made by the Superintendent of the District or designee, when the need arises, for the efficient operation of the District, as defined by the District. A unit member affected by such transfer shall be given notice at least ~~seven~~ **ten (7) (10)** ~~calendar~~ **employee workdays** before the date upon which the transfer is effective.

### **Article 26: Negotiations**

**26.1 Reopener Clause:** During the ~~2020-2021~~ **2022-2023** and ~~2021-2022~~ **2023-2024** school years, Article 10 (Salaries) and Article 12 (Employee Benefits) shall reopen automatically provided that either party submits an initial proposal to the Governing Board no later than May 1, ~~2020~~, **2023** for the ~~2020-2021~~ **2022-2023** school year, and May 1, ~~2021~~ **2024**, for the **2023-2024** school year. Such initial proposal may also reopen two new or existing articles of each party's choice. Negotiations shall commence under this section upon fulfillment of the public notice requirements of the EERA. The terms and conditions of this Agreement shall remain in full force and effect during such negotiations.

### **Article 27: Release Time**

**27.1** CSEA intent is to increase The Association President or designee additional release time.

### **ARTICLE 30: LENGTH OF AGREEMENT**

This Agreement shall be effective for three years up to and including June 30, ~~2022~~ **2025**

*These shall be considered initial proposals. CSEA retains the right to amend, modify, add to or delete from these proposals at any time during the negotiation process.*

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** 5/31/22

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**Agenda Item:**

Personnel Assignment Order 2022-13

**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"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial</b>   |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>   |
| <input type="checkbox"/> <b>Approval</b>            | <input type="checkbox"/> <b>Explanation:</b> <a href="#">Click here to enter text.</a> |
| <input checked="" type="checkbox"/> <b>Adoption</b> |  |

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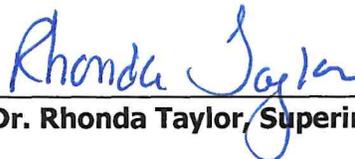
**Originating Department/School:** Human Resources

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
Staci Arnold, HR Exec Director



\_\_\_\_\_  
Dr. Rhonda Taylor, Superintendent

**LAKESIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING, May 31, 2022,  
Personnel Assignment Order – 2022-13**

**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	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

**D. Unpaid Leave Requests:**

Employee	Assignment/Location	Class/Step	Reason	Recommendation	Effective Date

**E. Resignations:**

Employee	Assignment/Location	Class/Step	Reason	Effective Date
Peters, Nicole	SLP/LEAPP	A/2	Moving out of state	6/11/2022
Dillon, Debra	LLM Teacher/LC	F/10	Seeking new employment	5/19/2022
Cisneros, Ulises	Teacher/RV	F/14	New employment	6/30/2022
Medina, Wendy	Teacher, RV	E/7	New employment	6/30/2022

**F. Retirement:**

Employee	Assignment/Location	Class/Step	Effective Date

## Classified Staff

### G. New Hire:

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

### H. Rehires:

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

### I. Change of Status/Location:

Employee	Location	Position/Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
Sinatra, Christine	Human Resources	Ex Director Human Resources/36/5	\$139,855.00	\$149,258.00	7/1/2022

### J. Resignations:

Employee	Location	Position	Reason	Effective Date
Barton, Mishelle	Lakeside Middle School	ESS	N/A	5/31/2022
Cardenas, Fryda	Winter Gardens	ESS	Employment	6/1/2022
Damon, Jamie	Child Nutrition	Child Nutrition Assistant	Moving	6/1/2022
Lopez, Robert	Lakeside Middle School			
Sines, Nicholas	Lakeside Middle School	Campus Student Supervisor	Employment	6/9/2022
Thomas, Amanda	Child Nutrition	Director, Child Nutrition	Employment	7/9/2022

### K. Unpaid leave:

Employee	Location	Position/Class/Step	Effective Date

39-Month Rehire :

Employee	Location	Position	Effective Date

L. FMLA

Employee	Title	Start Date	Recommendation

**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.

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** May 31, 2022

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**Agenda Item:**

Approve the Work Calendar and MOU with CSEA for classified employees, 2022-23

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

Approval is requested of the annual classified work calendar and MOU with California School Employee Association and its Lakeside Chapter 240 for 2022-23.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**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: <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**



Lisa Davis, Assistant Superintendent

**Approved for Submission to the Governing Board:**



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

## Memorandum of Understanding

By and Between the California School Employees Association  
And its Lakeside Chapter # 240  
And the Lakeside Union School District

May 2022

The California School Employees Association and its Lakeside Chapter #240 (CSEA) and the Lakeside Union School District (District) enter into this Memorandum of Understanding ("MOU") having agreed to the following:

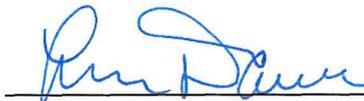
1. The 2022-2023 calendar, a copy of which is attached and incorporated by reference; and
2. The District office will be closed December 28, 2022 and December 29, 2022, and the 12-month classified employees will have the option to work or take a vacation day; and
3. The MOU is effective for the 2022-2023 school year.

For the CSEA:

  
\_\_\_\_\_, 5-24-22  
Date

  
\_\_\_\_\_, 5/24/2022  
Date

For the Lakeside Union School District:

  
\_\_\_\_\_, 5/24/22  
Date

Employee Classification	Work Days	Holidays	Mandatory Designated Vacation	Total Contracted Days
12 month	244	16	N/A	260
11 month	206	15	10	231
10.5 month -SPED Infant	201	16	10	227
10.5 month	199	15	10	224
10 month	181	14	10	205

JULY																															
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1					2	3	4	5																							

1

AUGUST																														
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SEPTEMBER																														
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24	25					26	27	28	29			30	31	32	33	34			35	36	37	38	39			40	41	42	43	44
18	19					20	21	22	23			24	25	26	27	28			29	30	31	32	33			34	35	36	37	38
16	17					18	19	20	21			22	23	24	25	26			27	28	29	30	31			32	33	34	35	36
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2

**OCTOBER**

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		39	40	41	42	43			44	45	46	47	48			49	50	51	52	53			54	55	56	57	58			59
		37	38	39	40	41			42	43	44	45	46			47	48	49	50	51			52	53	54	55	56			57
		30	31	32	33	34			35	36	37	38	39			40	41	42	43	44			45	46	47	48	49			50

**NOVEMBER**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
86	87	88	89			90	91	92	93	Veterans Day			94	95	96	97	98			99	100	101	Thanksgiving	Local Holiday			102	103	104		
66	67	68	69			70	71	72	73				74	75	76	77	78			V	NW	NW							79	80	81
60	61	62	63			64	65	66	67				68	69	70	71	72			V	NW	NW							73	74	75
58	59	60	61			62	63	64	65				66	67	68	69	70			V	NW	NW							71	72	73
51	52	53	54			55	56	57	58				59	60	61	62	63			V	NW	NW							64	65	66

3

4 5

**DECEMBER**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
105	106			107	108	109	110	111			112	113	114	115	116			117	118	119	120	Local Holiday			Local Holiday	Local Holiday	121	122	Local Holiday			
82	83			84	85	86	87	88			89	90	91	92	93			94	95	96	97									V	V	
76	77			78	79	80	81	82			83	84	85	86	87			88	89	90	91									V	V	
74	75			76	77	78	79	80			81	82	83	84	85			86	87	88	89									V	V	
67	68			69	70	71	72	73			74	75	76	77	78			79	80	81	82									V	V	

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7 8

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**JANUARY**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Legal Holiday	NW	123	124	125			126	127	128	129	130			MLK Day	131	132	133	134			135	136	137	138	139			140	141
		NW	NW	NW	NW			98	99	100	101	102				103	104	105	106			107	108	109	110	111			112	113
		NW	NW	NW	NW			92	93	94	95	96				97	98	99	100			101	102	103	104	105			106	107
		NW	NW	NW	NW			90	91	92	93	94				95	96	97	98			99	100	101	102	103			104	105
		NW	NW	NW	NW			83	84	85	86	87				88	89	90	91			92	93	94	95	96			97	98

10

11

**FEBRUARY**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
142	143	144			145	146	147	148	149			Lincoln's Day	150	151	152	153			Washington	154	155	156	157			158	159
114	115	116			117	118	119	120	121				122	123	124	125				126	127	128	129			130	131
108	109	110			111	112	113	114	115				116	117	118	119				120	121	122	123			124	125
106	107	108			109	110	111	112	113				114	115	116	117				118	119	120	121			122	123
99	100	101			102	103	104	105	106				107	108	109	110				111	112	113	114			115	116

12

13

**MARCH**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
160	161	162			163	164	165	166	167			168	169	170	171	172			173	174	175	176	177			178	179	180	181	182
132	133	134			135	136	137	138	139			140	141	142	143	144			145	146	147	148	149			150	151	152	153	154
126	127	128			129	130	131	132	133			134	135	136	137	138			139	140	141	142	143			144	145	146	147	148
124	125	126			127	128	129	130	131			132	133	134	135	136			137	138	139	140	141			142	143	144	145	146
117	118	119			120	121	122	123	124			125	126	127	128	129			130	131	132	133	134			135	136	137	138	139

**APRIL**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
		183	184	185	186	Local Holiday			187	188	189	190	191			192	193	194	195	196			197	198	199	200	201			
		V	V	V	V					V	V	V	NW	NW			155	156	157	158	159			160	161	162	163	164		
		V	V	V	V					V	V	V	NW	NW			149	150	151	152	153			154	155	156	157	158		
		V	V	V	V					V	V	V	NW	NW			147	148	149	150	151			152	153	154	155	156		
		V	V	V	V					V	V	V	NW	NW			140	141	142	143	144			145	146	147	148	149		

14

**MAY**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
202	203	204	205	206			207	208	209	210	211			212	213	214	215	216			217	218	219	220	221			Memorial Day	222	223	
165	166	167	168	169			170	171	172	173	174			175	176	177	178	179			180	181	182	183	184					185	186
159	160	161	162	163			164	165	166	167	168			169	170	171	172	173			174	175	176	177	178					179	180
157	158	159	160	161			162	163	164	165	166			167	168	169	170	171			172	173	174	175	176					177	178
150	151	152	153	154			155	156	157	158	159			160	161	162	163	164			165	166	167	168	169					170	171

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**JUNE**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
224	225			226	227	228	229	230			231	232	233	234	235			Juneteenth	236	237	238	239			240	241	242	243	244	
187	188			189	190	191	192	193			194	195	196	197	198					199	200	201	202			203	204	205	206	
181	182			183	184	185	186	187			188	189	190	191	192					193	194	195	196			197	198	199	200	201
179	180			181	182	183	184	185			186	187	188	189	190					191	192	193	194			195	196	197	198	199
172	173			174	175	176	177	178			179	180	181																	

16

Classified Employee	Work Days	Holidays	Mandatory Designated Vacation	Total Contracted Days
12 month	244	16	N/A	260
11 month	206	15	10	231
10.5 month -SPED Infant	201	16	10	227
10.5 month	199	15	10	224
10 month	181	14	10	205

**V** Mandatory Designated Vacation Day for 10-month, 10.5-month & 11-month employees

**NW** Non-workday

**□** First and Last Day of School

12 Month

Acct Tech - ESS/LEAP	Human Resources Technician
Acct Tech - Various	Information Technology Analyst
Admin Support Spec - District	Information Technology Specialist
Admin Asst-Pupil Svcs/Spec Ed	Lead Skilled Maint. Worker
Bus Driver/Trainer/Dispatcher	Maintenance Worker
Child Nutrition Utility Worker (12 mo.)	Mechanic
Custodian - Day	Site Lead-Ext Student Services
Custodian - Night	Skilled Maintenance Worker
Exec Admin Support Spc-Ed Svcs	System Support Analyst
Gardener	Warehouse/Delivery/Custodian
Human Resources Specialist	

11 Month

10.5 Month

Acct Assist - Child Nutrition	Attendance Technician
Admin Support Spec - MOT	Child Nutrition Lead
Admin Support Spec-Pupil Svcs	School Office Assistant
Human Resources Asst	School Office and Health Asst
Trans Asst / School Bus Driver	School Secretary
School Clerk I	
School Office Assistant	
	10.5 Month - SPED Infant
	Instr Assist II - Special Ed
	Instr Assist III - Special Ed

10 Month

Behavior Intervention Assist	Instr Assist II - Special Ed
Campus Student Supervisor	Instr Assist III - Special Ed
Child Development Asst	Library Media Specialist
Child Nutrition Assistant I	Licensed Vocational Nurse
Child Nutrition Assistant II	Occupational Therapist
Child Nutrition Site Assistant	Office Clerk
Child Nutrition Utility Worker (10 mo.)	Playground Activity Coord
Community Liasion - Bilingual	Preschool Teacher
Guidance Specialist	School Bus Driver
Health Service Technician	School Library Technician
Instructional Assistant - EL	Social Services Coordinator
Instr Assist - Preschool	Speech and Lang Pathology Asst
Instructional Assistant	Speech and Lang Pathology Asst
Instr Assist I - Special Ed	Van Driver

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** 5/31/2022

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**Agenda Item:**

Approval of the new position, Payroll & Benefits Specialist

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

Approval is requested of the new position, Payroll & Benefits Specialist, into the Bargaining Unit, effective upon board approval. The position will replace the former confidential position (position will be eliminated 6/30/2022). The new Payroll & Benefits Specialist will be part of the California Schools Employee Association (CSEA) and its Lakeside Chapter 240 Bargaining Unit, Range 37, 12 months.

**Fiscal Impact (Cost):**

None, with replacement of former confidential position

**Funding Source:**

N/A

**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: <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**



**Lisa Davis, Assistant Superintendent**

**Approved for Submission to the Governing Board:**



**Dr. Rhonda Taylor, Superintendent**

**Reviewed by Cabinet Member** \_\_\_\_\_

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

April 2022

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 regarding the new Payroll & Benefits Specialist position, the job description for which is attached hereto and incorporated as though fully set forth herein. The parties agree to all of the following:

1. The Payroll & Benefits Specialist position, the job description for which is attached and incorporated herein, is a new position that is appropriately placed in the classified bargaining unit; that no former employee on the classified seniority list is entitled to reemployment in this position based on seniority; and that the position will be advertised by the District for competitive selection. This new position shall be approved by the Governing Board as soon as practicable.
2. The parties also agree that the Payroll & Benefits Specialist shall be compensated at Range 37 on the current salary schedule and work 8 hours per day, 5 days per week, 12 months.
3. The parties agree to add the Payroll & Benefits Specialist classification to the classified bargaining unit. The parties also agree to include this classification in the list of positions set forth in Article 1, Recognition, of any final collective bargaining agreement between the parties as follows:

**ACCOUNTING/FISCAL**

Accounting Assistant – Child Nutrition	23
Accounting Technician – ESS - LEAP	27
Accounting Technician - Various	27
<del>Budget Analyst</del>	<del>36</del>
<b>Payroll &amp; Benefits Specialist</b>	<b>37</b>

4. The parties also agree that this Side Letter of Agreement is not precedent setting, shall fully and finally resolve all issues regarding the Payroll & Benefits Specialist position and compensation, that the contents of this Agreement represent the sole agreement of the

parties as to all issues related to its contents, and that neither has relied upon any representations by the other which are not set forth in this Agreement.

5. This Agreement is subject to ratification by CSEA and the District's Governing Board.



For the CSEA



For the CSEA

4/26/22

Date

5/23/2022

Date of Ratification by the CSEA



For the District

4/26/2022

Date

Date Ratified By the Governing Board



## Job Description

<b>Title: Payroll &amp; Benefits Specialist</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director, Finance</b>	<b>Supervises: N/A</b>	<b>Range: 37</b>
<b>Department: Business</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:</b>

### GENERAL SUMMARY:

Under the direction of the Director of Finance, Business Services, performs complex and specialized duties in the preparation and processing of the District payroll and benefits for certificated and classified employees; exercises good judgement in the application and interpretation of policy, regulations and procedures related to payroll functions, and performs related work as required.

### DUTIES AND RESPONSIBILITIES:

Analyzes financial reports (e.g., labor distribution, payroll related data, contracts, etc.) for the purpose of assuring accurate program and funds distribution and compliance with district, local, county, state and federal requirements.

Acts as liaison between employees, vendors and/or administrators for providing data.

Approves special checks and expedited processing for the purpose of compensating employees outside the standard payroll processing system.

Assists County, State and Federal auditors in providing requested payroll or benefits information (e.g., contract requirements, time sheets, wages paid) for providing required information and coordinating necessary project activities.

Assists with training other staff as needed for payroll related tasks.

Distributes payroll, benefits and other documents (e.g., open enrollment packets, new/change forms, flyers, identification cards) for providing documents in a timely manner.

Download and extract payroll and benefits data for compiling reports to compare and reconcile with human resources data, mandated costs, medical programs, full time equivalency calculations, and statewide financial personnel tracking, etc. As necessary, presents such reports on behalf of the District.

Maintain records and prepare all payroll tax reports and remittances, including quarterly and annual related payroll reports.

Maintains payroll and benefits information (handouts, district website, etc.) for providing information in a timely manner.

Maintains a variety of payroll, benefits, workers' compensation payroll related tasks, and other information, files and records for ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Maintains working knowledge of COBRA, FMLA, wage and hour laws in concurrence with the Education Code.

Monitor accounting for payroll expenses for the purpose of ensuring accuracy of budget reference and adequate funds in accounts referenced for timesheets, personnel action requests, and other centrally processed site expenses.

Monitors assigned payroll, employee benefits, and workers' compensation payroll related tasks activities and/or components (e.g., leave time, work location, eligibility, regular and special payroll) for the purpose of ensuring stated outcomes are achieved, deadlines are met, relevant policies and procedures are adhered to, and services are efficiently provided within budgetary guidelines.

Monitors and researches the withholding of employees' contributions of statutory fringe benefits, federal and state taxes, tax sheltered investment plans, section 125 plans, and voluntary insurance plans to insure compliance with district contracts and policies and federal and state laws, regulations, and requirements.

Oversees and reviews special projects as assigned (e.g., maintaining salary schedules) for ensuring the effective and timely completion of department and District objectives.

Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

Processes payroll related data (e.g., time sheets, withholding information, employment verifications, and adjustments) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.

Provides technical expertise, prepares salary, and benefits cost analyses as requested for payroll and benefits purposes.

Recommends policies, procedures and/or actions for providing information and/or direction that ensures efficient operation and regulatory compliance of District's payroll activities.

Reconciles invoices from benefit providers to ensure accurate, timely payment.

Reconciles processed payroll for the purpose of ensuring accuracy of payroll and complying with related policies, practices and/or regulations.

Research, compile, prepare and revise financial data related to assigned accounts and activities for numerous local, state and federal reports.

Resolves discrepancies with payroll and/or information and/or documentation (e.g., payroll, benefit providers, withholding, workers' compensation payroll related tasks, abatements, salary status) for ensuring accuracy of records and employee payments.

Responds to inquiries regarding a wide variety of procedures and requirements (e.g., wage levies and garnishments, savings, contributions, direct deposits) for providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.

Serves as a technical resource to employees and responds to inquiries regarding payroll and benefits enrollment and administrative procedures including wage levies and garnishments, savings, employee benefits offerings, contributions, direct deposits, taxes, paychecks and workers' compensation payroll related tasks.

Troubleshoots and resolves employee issues and concerns regarding benefits, payroll and related District software computer system issues; researches information as necessary; prepares and distributes correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; assists employees with related informational materials, refers staff to outside resources as appropriate.

Payroll & Benefits Specialist

### **KNOWLEDGE of:**

- Methods, procedures and terminology used in technical accounting work and audits.
- Modern business office organization, procedures and practices.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounts receivable, accounts payable and related business functions of an educational organization.
- Applicable laws, codes, regulations, policies and procedures governing school district financial transactions.
- Basic practices, procedures and techniques involved in payroll preparation, employee benefits administration and processing.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- MS Excel and proficiency using it to accomplish high level payroll related tasks, calculations, auditing and reporting.
- Arithmetic computations.

### **Skills/Ability to:**

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain a complete set of financial records, i.e., budget ledgers, insurance records, payroll records.
- Prepare complex financial reports that require the computation of data from a variety of records and sources related to the assigned function.
- Post, assemble, tabulate and compare financial data.
- Assist in gathering information for budget preparation and monthly school and department budget updates.
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Verify insurance billings and voluntary deduction totals and issue warrant payments.
- Prepare and review comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Independently maintain a complete set of financial records, i.e., budget ledgers, insurance records, payroll records.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.

### **ADDITIONAL RELATED DUTIES/RESPONSIBILITIES:**

Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.

Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

### **Education and Experience:**

Job related experience with increasing levels of responsibility is required. A typical qualifying background would include graduation from high school or equivalent; post-high school course work in bookkeeping or financial recordkeeping; three (3) years of full-time, increasingly responsible payroll, accounting, and/or fiscal clerical experience; three (3) years' experience in public school district payroll/accounting functions.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office Environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

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.