

LAKESIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
AGENDA

Suburu School Multi-Purpose Building
7315 Harris Road
Bakersfield, CA 93313

October 24, 2017
6:30 P.M.

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the District can be inspected at the following address during normal business hours: Lakeside Union School District Office, 14535 Old River Road, Bakersfield, CA 93311.

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

BOARD OF TRUSTEES: ___ Mario Buoni(MB) ___ Theresa Clear(TC)
 ___ Heather Fallis(HF) ___ Tamara Jones(TJ)
 ___ Gaby Schmidt(GS)

2. HEARING OF STAFF AND/OR CITIZENS *This agenda item is included to allow members of the public opportunity to ask questions or discuss non-agenda items with the Board. There will be a three-minute time limit per person or twenty minutes total per item. (BB9323)*

3. DISCUSSION OR ACTION ITEMS

A. General Control

- (1) Discussion and Approval to Administer the California Healthy Kids Survey to 5th and 7th Grade Students in the Lakeside Union School District.

Moved _____ Seconded _____ Roll Call Vote:MB ___ TC ___ HF ___ TJ ___ GS ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

B. Personnel

- (1) Approval to Hire Elizabeth Billington, Instructional Aide.

Moved _____ Seconded _____ Roll Call Vote:MB ___ TC ___ HF ___ TJ ___ GS ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

- (2) Approval to Hire Charleen Motten, Instructional Aide.

Moved _____ Seconded _____ Roll Call Vote:MB ___ TC ___ HF ___ TJ ___ GS ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

- (3) Approval to Hire Charlotte Jensen, Instructional Aide.

Moved _____ Seconded _____ Roll Call Vote:MB ___ TC ___ HF ___ TJ ___ GS ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

(4) Approval of Job Description: Secretary, Student Support Services.

Moved _____ Seconded _____ Roll Call Vote: MB ___ TC ___ HF ___ TJ ___ GS ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

4. ADVANCE PLANNING

A. Future Meeting Dates

(1) Regular Board Meeting – November 14, 2017 at 6:30 p.m. in the Lakeside School Library.

5. ADJOURNMENT

Time: _____

Moved _____ Seconded _____ Roll Call Vote: MB ___ TC ___ HF ___ TJ ___ GS ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

For information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting, please contact Ty Bryson, District Superintendent.



Lakeside Union School District

14535 Old River Road

Bakersfield, CA 93311

Phone: (661) 836-6658

FAX: (661) 836-8059

www.lakesideusd.org

TO: Ty Bryson, Superintendent
FROM: Mike McGrath, Assistant Superintendent/Principal
RE: California Healthy Kids Survey (CHKS) 5th and 7th Grade
DATE: October 24, 2017

Recommendation(s):

It is recommended that the district approve the administration of the CHKS.

Status:

The Lakeside USD participates in the Tobacco Use Prevention Education (TUPE) Consortium through the Kern County Superintendent of Schools Office which requires that, over the three years of TUPE funding, the district administer the California Healthy Kids Survey twice. This will be the second administration during this three-year funding cycle.

Background:

In 2016, the California State Ed Code was changed to require that PASSIVE consent be used for 7th grade anonymous and confidential surveys like the CHKS. Due to this, the Board needs to approve the administration of the survey. 5th grade will be ACTIVE consent. The district will also have the staff complete the School Climate Survey.

The CHKS is the largest statewide survey of resiliency, protective factors, risk behaviors, and school climate in the nation. Across California, the CHKS has led to a better understanding of the relationship between students' health behaviors and academic performance, and is frequently cited by state policymakers and the media as a critical component of school improvement efforts to help guide the development of more effective health, prevention, and youth development programs.

Goal(s):

LCAP Goal 3: Provide for engaging and nurturing environments that are safe, healthy, and conducive to learning.

Funding Source(s):

Local Control Funding Formula, Supplemental and Concentration Funds

Amount:

7th grade costs covered by TUPE Agreement fee, \$1,250.

5th grade and Staff Surveys, \$659

Responsible Staff:

Principal, 5th, and 7th grade teachers

Approved by: _____

Date: _____

Lakeside Union School District
Job Description

TITLE: Secretary, Student Support Services

The essential functions of the position include, but are not limited to the following:

QUALIFICATIONS:

- Knowledge and experience with modern office procedures and best practices
- Knowledge and skill in operation of common office equipment, including technology
- Ability to read and maintain detailed records, spreadsheets, graphs and charts on a computer
- Ability to make accurate mathematical computations
- Ability to follow oral and written directions
- Ability to use sound judgment and work independently
- Ability to perform job duties with frequent interruptions and/or distractions
- Ability to interact with co-workers in a collegial manner to accomplish collaborative tasks
- Ability to work and interact effectively with staff, students and the public
- Ability to perform a variety of job duties, adhere to progress timelines and meet completion due dates
- Ability to learn and administer first aid, CPR and other health services

REPORTS TO: Director of Student Support Services

JOB GOAL: To provide services which contribute to effective operation of district programs and departments.

PERFORMANCE RESPONSIBILITIES:

- Performs secretarial duties of complex and responsible nature. May compose correspondence; process requisitions, permits, records, reports, schedules, documents, mail, and facilitate distribution of materials.
- Answers inquiries and provides information of specialized or confidential nature requiring use of discretion and independent judgment within limits of established policies and procedures.
- Prepares and accurately maintains variety of reports, records and files relating to students, staff, operations and activities.
- Maintain student information systems for state and federal level reports [CALPADS, CASEMIS, Language Census, DRDP, KCSOS, SNOR, KHSD Reporting].
- Create and maintain all District Special Education records and files.
- Assist and develop school schedules for students with IEPs and 504s.
- Add and maintain students in Siras, including rollover of students for the following school year, and 8th grade students to KHSD.
- Create and maintain District Section 504 and SST files.
- Review new enrollment forms from schools throughout the year to determine if new student was receiving special education services.
- Assist in scheduling special education instructional aides.
- Assist in preparation for Extended School Year.
- Prepare reports as needed by the superintendent, principals, Support Services.
- Research & maintain ELL student information for recording and files.
- CAASPP & CELDT pre-identification file.
- Assist and serve as liaison for McKinney-Vento and Foster Youth.
- Provide work guidance for other staff as assigned.
- Perform other job-related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

10.2017

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule.

EVALUATION: According to Board Policies and Procedures and consistent with collective bargaining agreements when applicable.