

MEMORANDUM OF UNDERSTANDING

BETWEEN LONG BEACH UNIFIED SCHOOL DISTRICT (LBUSD) AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

Guidelines for Implementation of the Fifth Grade Outdoor Education Program

August 2, 2023

The Long Beach Unified School District ("District") and the California School Employees Association (CSEA) enter into this Memorandum of Understanding ("MOU") and agree to the following guidelines for the District Wide Implementation of the Fifth Grade Outdoor Education Program beginning with the 2023-2024 school year.

The following guidelines will be used to support the implementation of the Fifth Grade Outdoor Education Program:

1. Instructional Aide Selection:

- A. Instructional Aides (IAs) and Behavioral Intervention Aides (BIAs) shall make every effort to attend the Outdoor Education Program with their classes or assigned students.
- B. If an IA or BIA cannot attend, the site will solicit volunteers via email. In the event the number of volunteers exceeds staffing needs, individuals will be chosen on a first come, first serve basis with priority given to those who have not attended camp previously.
- C. If a volunteer aide cannot be found, the District will provide additional staff to attend camp with the class.
- D. The IAs and BIA's not attending at sites with no additional volunteers, will/may be assigned substitute work for the duration of the program and may be asked to support needs or students at any campus in LBUSD.

2. Expectations:

- A. IAs and BIAs attending the Outdoor Education Program are to stay at the camp for the duration of the experience.
- B. Professional behavior is expected throughout the time at the program.
- C. IAs and BIAs are to ride the bus with students.

3. Time Commitment:

- A. The Outdoor Education Program will run Monday through Friday with IAs and BIAs remaining overnight for the duration of the program.
- B. IAs and BIAs will be on duty from breakfast through dinner. (eight (8) hours including scheduled free time during each day for IAs and BIAs.) To account for additional work carried out during the camp week, all IAs and BIAs will be guaranteed an additional two (2) hours of overtime for each day, beginning the first day of camp through the day before students return from camp.
- C. Additional duty time needed beyond the agreed upon work day outlined above, IA's and BIAs will be compensated at their overtime rate for the extra time worked.

- D. Occasional support will be needed for evening activities.
 - E. Occasional support will be needed for students during the overnight hours.
4. **Daily Duties:**
- A. Support and supervise students during all meals.
 - B. Support and supervise students at activity stations.
 - C. While cabin supervision is overseen by counselors, IAs and BIAs may need to provide support for students, on occasion, during the overnight hours.
5. **Student Medication:**
- A. IAs and BIAs will assist and guide students needing medication, however IAs and BIAs will not be the custodians of medication for students who can administer medication to themselves, except in cases of emergencies such as epipens or inhalers.
 - B. Students needing assistance in administering medication will be supported by other staff.
6. **Stipend:** IAs and BIAs attending will be given a \$250 stipend for the extra work associated with camp attendance.

The guidelines used to support the implementation of the **Protocols for the Outdoor Education Program** outlined in this MOU shall remain in effect until June 30, 2025, and thereafter these guidelines may be extended by mutual written agreement of the District and CSEA.

Signatures:

CSEA:

Kellyanna Miller - CSEA Long Beach Chapter 2 Administrator

Date: 08/02/23

Mitchell Stewart - CSEA Labor Relations Representative

Date: 08/02/23

Trinita Renfroe - Negotiations Team Member

Date: 08/02/2023

District:

Steven Rockenbach - Director, Employee Relations and Ethics

Date: 08/02/23