CHULA VISTA ELEMENTARY SCHOOL DISTRICT

AGENDA

EMERGENCY MEETING – AUGUST 4, 2021 – 5:30 P.M.

BOARD OF EDUCATION

KATE BISHOP • LESLIE RAY BUNKER •
FRANCISCO TAMAYO • LUCY UGARTE

FRANCISCO ESCOBEDO, ED.D.
SECRETARY/SUPERINTENDENT

THIS MEETING IS BEING RECORDED

In accordance with the Brown Act, all public Board meeting recordings are available for review for 30 days following the meeting, after which they are recycled. If you wish to review a recording, please contact 619-425-9600, x1311. Audio recordings are available on the District website at www.cvesd.org.

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IF YOU WISH TO ADDRESS THE BOARD OF EDUCATION

The meeting will be live streamed. For access, please click here (English) and click here (Spanish) or on the links at the bottom of this page. Persons wishing to address the Board of Education on any emergency meeting agenda item should call 619-679-9001. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except the Board of Education or District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code Section 54954.3. Speakers must limit remarks to three minutes (generally, statements of 390 words may be spoken out loud within three minutes). The Board shall limit the total time for public input on each topic to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation depending on the subject and the number of persons wishing to be heard. For access to the livestream, please click here (English) and click here (Spanish) or on the links at the bottom of this page. .

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AGENDA AND DISTRIBUTION OF WRITINGS TO MEMBERS OF THE PUBLIC

In compliance with Government Code Section 54957.5, nonexempt writings that are distributed to a majority or all of the Board of Education in advance of a meeting may be reviewed on our website by clicking on the following link: http://cvesd.org/board_of_education/board_meetings.

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EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District prohibits discrimination, harassment, intimidation and bullying based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics in any program, practice, or activity it conducts. The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. Any individual who believes they have been a victim of unlawful discrimination in employment, contracting or in an education program or activity may file a formal complaint.

- To watch the livestream of the Board Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzA2ZWJhY2UtZGNiNy00YTVjLWJmMjItY2YwYjIxNDgxOTYy%40thread.v2/0?context=%7b%22Tid%22%3a%22e87a6e0c-c08e-46b2-bb73-45dd072baa33%22%2c%22Oid%22%3a%223fbc211f-447f-4ba3-99cf-ae47c2d3edc5%22%2c%22IsBroadcastMeeting%22%3atrue%7d&btype=a&role=a

- To watch the livestream of the Board Meeting in Spanish: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzhhNDFhOGItMGEzNC00NzBlLTk2ZDUtNzc5ODJiOWFlOGVm%40thread.v2/0?context=%7b%22Tid%22%3a%22e87a6e0c-c08e-46b2-bb73-45dd072baa33%22%2c%22Oid%22%3a%228625c52b-e5fc-4e1a-b124-a2f84c2f888c%22%2c%22IsBroadcastMeeting%22%3atrue%7d&btype=a&role=a

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 EAST "J" STREET • CHULA VISTA, CALIFORNIA 91910 • (619) 425-9600
EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

AGENDA
BOARD OF EDUCATION

NOTICE OF EMERGENCY MEETING

Written notice is hereby given, in accordance with Government Code Section 54956.5(a)(1), that an emergency meeting of the Board of Education of the Chula Vista Elementary School District will be held as follows:

August 4, 2021
5:30 P.M.
Dr. Lowell J. Billings Board Room, Education Service and Support Service
Streamed Online

ORDER OF BUSINESS

1. OPENING PROCEDURES — *Opening Procedures*

A. Call to Order

B. Roll Call
Members Present:
Members Absent:
Others Present:

C. Pledge of Allegiance

2. APPROVE AGENDA (Action) — *Approve Agenda*

*Motion:*_____, *Second:*_____, *Vote:*_____

3. ORAL COMMUNICATIONS — *Oral Communications*

The Oral Communications portion of this emergency meeting provides the public with information regarding addressing the Board, as follows: The public has the opportunity to be heard on any items included in the agenda. Speakers are requested to limit their remarks to three minutes (approximately 390 words). Community members wishing to comment should call (619) 679-9001. The Board shall limit the total time for public input on each topic to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation depending on

the subject and the number of persons wishing to be heard. No Board action can be taken.

4. APPROVE CONSENT CALENDAR

Consent Calendar

The following items listed under Consent Calendar are considered by the Board in one action. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

5. ADMINISTRATIVE ACTION ITEMS

Administrative Action Items

A. Determination of Emergency Situation Pursuant to Government Code Section 54956.5(a)(1)

*Motion:*_____, *Second:*_____, *Vote:*_____

B. Approve Temporary Increase of Daily Rates for Certificated Substitute Employees

*Motion:*_____, *Second:*_____, *Vote:*_____

C. Approve Human Resources Item A

*Motion:*_____, *Second:*_____, *Vote:*_____

6. ADJOURNMENT

Adjournment

_____
Kate Bishop, President
Board of Education

KB/FE:nt
August 4, 2021

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

Determination of Emergency Situation Pursuant to Government Code Section 54956.5(a)(1).

____X____Action _____Information

BACKGROUND INFORMATION:

Government Code section 54956.5(a)(1) requires a majority of the Board of Education determine that an emergency situation exists to convene an emergency Board meeting and take action on subjects related to the emergency situation. An emergency situation arises when, among other things, a crippling activity or other activity that severely impairs the public health or safety, or both, exists.

ADDITIONAL DATA:

The District is experiencing an emergency due to unfilled certificated substitute assignments. Immediate issues related to a lack of substitute teaching staff and disruption and safety concerns that occur when we have to split students amongst other classes, close programs because of unfilled assignments or require our principals leave their positions to fill classroom needs amongst other crippling. The foregoing reasons severely impact the District and cripple its ability to provide sufficient certificated substitutes to provide instruction, supervise students and, without immediate action, pose substantial risks to the health and safety of our students.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Determine that immediate issues related to a lack of substitute teaching staff constitute a crippling activities and activities that severely impair public health and safety as described in Government Code Section 54956.5(a)(1).

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Human Resources
Services and Support

ITEM TITLE:

Approve Temporary Increase of Daily Rates for Certificated Substitute Employees

____X____Action **_____Information**

BACKGROUND INFORMATION:

In order to increase the pool of available certificated substitutes during in-person instruction, the District requests a temporary increase to substitute daily rates for regular-term and long-term certificated substitute employees. This increase would be effective August 5, 2021, and conclude at the end of the school year, June 3, 2022.

The District also requests temporary approval for site substitutes be assigned to each school site daily to address unfilled certificated assignments. Site substitutes will be assigned to every school site, based on school enrollment. The site substitute positions would start August 9, 2021, and conclude at the end of the school year June 3, 2022.

ADDITIONAL DATA:

Additional information is available for review in the Office of the Assistant Superintendent for Human Resources Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

Proposed daily rate increases are as follows.

Certificated Substitute Position	Current Rate	New Rate
Regular-Term	$122	$180
Long-Term (30 days +)	$180	$283
Site Substitute	Not applicable	$283

The cost will be paid from the state and federal COVID-19 Relief funds.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Human Resources
Services and Support

ITEM TITLE:

Approve Human Resources Item A

____X____Action **_____Information**

BACKGROUND INFORMATION:

A. JOB DESCRIPTION

Contact Tracer

ADDITIONAL DATA:

Additional information is available for review in the Office of the Assistant Superintendent for Human Resources Services and Support.

STAFF RECOMMENDATION:

Recommend approval.

CONTACT TRACER

JOB SUMMARY:

Under general supervision, supports customer service-oriented interactions that requires interaction with people answering incoming calls related to Covid-19, including the general public and making outgoing calls to people identified to have had contact with an individual that tested positive for COVID-19, responding to inquiries, and making outbound phone calls related to COVID-19. Will conduct highly confidential phone interviews, gather data, and work in multiple systems to help contain the spread of COVID-19 in accordance with performance standards, policy, procedures, and protocol.

ESSENTIAL JOB FUNCTIONS:

- Handles inbound and outbound contacts in a courteous, timely, and professional manner.
- Transfers/refers staff and community to appropriate entities according to the established guidelines.
- Responds to all inquiries consistent with confidentiality and privacy policies and refers callers to alternate sources when appropriate.
- Research systems to find missing information as applicable; coordinates with other school sites and departments to resolve issues as applicable.
- Follows processes and procedures; performs all tasks in a courteous and professional manner.
- Responds effectively to all forms of inbound and outbound contacts, provides responses to questions, and in specific instances, refers callers to the appropriate supervisor, county, or state agency representatives for service and/or when problems or concerns occur.
- Listens to contacts, understands their needs, and resolves issues.
- Follows all required scripts, policies, and procedures.
- Utilizes knowledge base and training to accurately answer staff and community questions and maintain updated knowledge of the program including its policies and procedures.
- Complies with requirements surrounding confidential information and personal information.
- Escalates stakeholder issues to the appropriate staff and managerial for resolution as needed.
- Ensures first call resolution through problems solving and effective call handling.
- Attends meetings and trainings and reviews all new training material to stay up-to-date on changes to program knowledge, systems, and processes.
- Adheres to all attendance and work schedule requirements.
- Performs other duties as assigned by management.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or equivalent.
- Bilingual, Spanish-English, is desired.
- Excellent organizational, written, and oral communication skills.
- Basic knowledge of Microsoft Office Suite (Excel, PowerPoint, Word, Outlook), familiarity with computer and Windows PC applications and the ability to learn new and complex computer system applications.
- Highly reliable with the ability to maintain regular attendance and punctuality.
- The ability to evaluate, troubleshoot, and follow-up on community/staff questions, an aptitude for conflict resolution, problem solving and negotiation.
- Must be customer service oriented (empathetic, responsive, patient, and conscientious).
- Ability to multi-task, stay focused, and self-manage, strong team orientation and customer focus.
- Excellent interpersonal skills and the ability to build relationships with your team and staff.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.