

Subject: Information Meeting 4/2/2020 Recording Link

Hello again to our Special Education Classified Staff Members,

We received overwhelmingly positive feedback from our meeting yesterday. We were able to accommodate approximately 250 attendees via web or phone. Thank you to those that attended and a bigger thank you to those that were patient in trying to log in and those that were not able to due to the internet and phone systems being impacted by our new way of collaborating. The direction and information you are receiving below and via the meeting link is as of 4/2/2020. The key word to remember is flexibility as new developments are being made by hour. We anticipate more changes as we move forward in this together.

Below is the agenda we covered along with minute/seconds that each section begins at in case you want to fast forward. The meeting lasted 1 hour and 9 minutes.

[CLICK HERE TO VIEW THE RECORDED MEETING.](#)

- **Greg Mizel**, Associate Superintendent of Student Support Services – District direction and work to-date supporting students with disabilities through distance learning, FAQs and answers surrounding role of support staff with distance learning (00:00)
- **Nancy Brundrett**, Classified on Special Assignment, & **Tania Rowe**, Professional Learning Coordinator – Role of Instructional Assistants during this time and professional development opportunities for special education classified staff (starts at 34:10)
- **Courtney Martin**, PSEA President – Legislative updates, frequently asked questions and answers, and Member Q & A session (starts at 49:56)

Thank you to Greg Mizel for attending our meeting and addressing many of the frequently asked questions our Members had in regards to role of Special Education support staff and distance learning. Below is a summary from Greg that is helpful going forward.

INSTRUCTIONAL ASSISTANT GUIDANCE *(for distance learning)*

Instructional Assistants are valuable team members on our special education teams. Considerations for how instructional assistants may use their time:

- Collaboration between special education teachers and instructional aides should occur at least once weekly.
 - Provide direct instruction via a live platform *under the guidance of the special education teacher*
 - Prepare resources or videos *under the guidance of the special education teacher.*
- Join live general education and/or whole class meetings when possible (depending on student need, join with a special ed teacher or gen ed teacher) so that you can provide frontloading, reteaching, organization, and clarification for students.
- Take data during online lessons (i.e., what goals were addressed, what students participated).
- Provide direct instruction via Zoom or other similar *under the guidance of the special education teacher*

- Complete professional development when offered
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PSEA Members continue to ask “Will our pay be impacted?”

I noted in the meeting that I would resend the information that was previously emailed regarding California Legislation to continue funding for K-12 school districts with the intent to continue paying school district employees during school closures.

At this point in time, all employees will be paid for their regular contracted hours while schools are closed. Below is a link to the Governor’s Executive order dated 3/13/2020 and Senate Bill 117 dated :

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.13.20-EO-N-26-20-Schools.pdf>

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB117

Classified employees that work additional hours on a timesheet will not be paid for those hours unless you are willing and requested to work them by your supervisor. Employees that are losing hours due to school closures in response to COVID-19, may file an **Unemployment Insurance Claim**. Visit the Unemployment Development Department website for more details or to file a claim: https://www.edd.ca.gov/about_edd/coronavirus-2019/faqs.htm

In unity,

Courtney

Courtney Martin

President

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