



**Placentia-Yorba Linda Unified School District  
March 12, 2024 Regular Board Meeting Minutes**

District Educational Center  
1301 E. Orangethorpe Ave.  
Placentia, CA 92870

Page

**1. CALL TO ORDER**

A Regular Meeting of the Board of Education of the Placentia-Yorba Linda Unified School District was called by Leandra Blades, President, in accordance with Government Code Section 54950 et. seq., and Education Code Section 35140 et seq., at 5:01 p.m., Tuesday, March 12, 2024 at the District Educational Center, 1301 E. Orangethorpe Avenue, Placentia, CA.

Tuffree Middle School's band and orchestra performed before the start of the board meeting.

**2. ADJOURN TO CLOSED SESSION**

**3. CLOSED SESSION**

Adjourned to Closed Session at 5:02 p.m. for the purpose of discussing:

- 3.1 Conference with labor negotiators Dr. Alex Cherniss, Superintendent; Gary Stine, Assistant Superintendent, Administrative Services; Dr. Issaic Gates, Deputy Superintendent
  - CSEA
  - APLE
  - PLUM
- 3.2 Claim(s)  
Claimant: Rochelle Thompson  
Agency Claimed Against: Placentia-Yorba Linda Unified School District  
Workers' Compensation Claim No. 22025612  
Amount: \$78,662.50
- 3.3 CONFERENCE WITH LEGAL COUNSEL- EXISTING

LITIGATION; (Paragraph (1) of subdivision (d) of Gov. Code § 54956.9); Case No. 30-2022-01253908-CU-MC-CJC

**4. REGULAR SESSION**

Reconvened to Regular Session at 6:02 p.m.

**5. REPORT OF BOARD ACTION TAKEN IN CLOSED SESSION**

The Board met and conferred in Closed Session to approve Workers' Compensation Claim No. 22025612.

*Moved by:* Todd Frazier

*Seconded by:* Shawn Youngblood

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

**6. PLEDGE OF ALLEGIANCE TO THE FLAG**

**7. INSPIRATIONAL MESSAGE**

- **Brett Barbre**

**8. ROLL CALL**

Members Present: Leandra Blades, President; Todd Frazier, Vice President; Shawn Youngblood, Clerk; Marilyn Anderson, Trustee; Carrie Buck, Trustee; Dr. Alex Cherniss, Secretary

Members Absent: Emily Sun, Student Board Member

**9. APPROVAL OF AGENDA**

Approved the March 12, 2024 Board of Education agenda as presented.

*Moved by:* Marilyn Anderson

*Seconded by:* Shawn Youngblood

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

## 10. PUBLIC COMMENT ANNOUNCEMENT

## 11. APPROVAL OF MINUTES

Approve the minutes of the regular meeting of February 13, 2024 as presented.

*Moved by:* Shawn Youngblood

*Seconded by:* Marilyn Anderson

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

## 12. RECOGNITIONS

150th Anniversary Logo Design Contest Winners

- Bill Meng
- Jenevieve Goyer
- Nathaniel Debree

## 13. PUBLIC COMMENT

The following people addressed the Board:

- Dr. Heidi Chipman re: board concerns
- Hailey Darrow/Farah Arian re: EHS principal and other district staff
- Linda Manion re: APLE
- Sam Myovich re: VHS academic decathlon congratulations
- Kim Voge re: recent district changes
- Patricia Hanzo re: Brown Act
- Heidi Woodward re: dedication of PYL staff
- Sue Sawyer re: developer fees requirements
- Karen Aleksic re: Brookhaven highlights
- Andy Falco re: education and threats against employee
- Ernie Vejar re: school incident
- Judy Desjardin re: recognition of student helpers at Mabel Paine
- Joan Herrick re: USI funding and sports fees
- Heather Brown re: bullying in schools
- Paula Powers re: appreciation of PYL educators
- Marisa Mallory re: innovative programs
- Nellie Rofael re: previous and current board members
- Shani Murray re: high turnover rate in PYL

- Tim Murray re: board decisions
- Barb Barboza re: support for Read Across America
- John Quackenbush re: USI and district communications
- Maria Stubbs re: Enrollment and USI

#### 14. ACTION ITEMS - BUSINESS SERVICES

14.1 AB 1200/2756 Financial Disclosure: 13 - 23  
California School Employees Association Chapter No. 293 (CSEA)

[AB1200 - CSEA 2023-24.pdf](#) 

Certified AB1200/2756 report for the California School Employees Association, Placentia Chapter No. 293, as proposed. 13 - 23

*Moved by:* Marilyn Anderson

*Seconded by:* Todd Frazier

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

14.2 2023-24 Second Interim Financial Reporting and Certification of District Financial Solvency  
Approved the 2023-24 Second Interim Report with a positive certification. A positive certification indicates that based upon current projections, the District will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

*Moved by:* Shawn Youngblood

*Seconded by:* Carrie Buck

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

#### 15. ACTION ITEMS - HUMAN RESOURCES

15.1 Tentative Agreement Between CSEA and District 24 - 57

Approved the Tentative Agreement between CSEA and PYLUSD.

24 - 57

*Moved by:* Carrie Buck

*Seconded by:* Todd Frazier

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

## 16. CONSENT CALENDAR

Approved the following listed recommendations.

*Moved by:* Carrie Buck

*Seconded by:* Shawn Youngblood

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

## 17. CONSENT CALENDAR - SUPERINTENDENT

17.1 Item pulled by Trustee Carrie Buck.

Approved the agreement with iHeartMedia for radio advertisement services.

*Moved by:* Carrie Buck

*Seconded by:* Marilyn Anderson

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

## 18. CONSENT CALENDAR - BUSINESS SERVICES

18.1 Approved/ratified purchase orders in the following amounts: (2023/24) - General Fund (0101), \$2,615,333.51; Child Development Fund (1212),

\$13,530.32; Cafeteria Fund (1313), \$28,554.69; Deferred Maintenance (1414), \$1,500.00; Capital Facilities Agency Fund (2545), \$11,510.64; School Facilities Fund/Prop 47 (3539), \$3,132.75; Insurance Workers Comp. Fund (6768), \$808.69.

18.2 Approved warrant listings in the following amounts: Check #261173 through 261886; current year expenditures (February 4, 2024 through March 3, 2024) \$10,102,736.89; and payroll registers 8A, \$14,640,885.55, 7B, \$5,315,229.41.

18.3 Approved the declaration of property surplus, disposal of the items by public auction, and disposal of any items not acceptable for auction by the most economical means.

18.4 Accepted as complete the project(s) listed and authorized filing Notice(s) of Completion.

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[NOC Detail.docx](#) 

18.5 Approved designation of textbooks as obsolete and approved disposal.

18.6 Authorized use of (DGS) Contract No. [4-22-06-1021](#) for the purchase and warranty of playground and outdoor equipment with Miracle Recreation Equipment Company, effective July 1, 2024 through February 17, 2025.

18.7 Awarded Bid No. 224-10 for swimming pool cleaning and equipment repair services to Sea Clear Pools, Inc., effective April 10, 2024 through June 30, 2025.

18.8 Awarded Unit Bid No. 224-11 for electrical services to Seco Electric and Lighting, effective May 1, 2024 through June 30, 2025.

18.9 Approved an inspection services agreement with Ninyo & Moore Geotechnical & Environmental Sciences Consultants for geotechnical materials and testing services for the Valencia High School Gym HVAC installation project, effective March 13, 2024 through September 30, 2024.

18.10 Approved the Independent Contractor Agreement with Monjares & Wismeyer Group to provide ergonomic consulting and evaluating services to Risk Management

for the 2024-25 school year.

- 18.11 Approved the Independent Contractor Agreement with Stealth Audio Visual to provide technical assistance and consulting services for program design and onsite support for the 2024 graduations.
- 18.12 Approved renewal of the agreement with Fieldman, Rolapp & Associates for municipal advisor services, effective July 1, 2024 through June 30, 2025.
- 18.13 Approved agreement for web-based LCAP tracking, budget development, and SPSA with Document Tracking Services, effective July 1, 2024 through June 30, 2025.
- 18.14 Approved contract renewal for the removal and processing of e-waste with Recycle International, effective July 1, 2024 through June 30, 2027.
- 18.15 Approved a Master Employer Services Agreement for data security, privacy, and compliance within the AFenroll Platform with American Fidelity, effective March 13, 2024 through June 30, 2029.
- 18.16 Awarded RFP No. 224-13 for workers' compensation third party administration, workers' compensation joint powers authority, and loss portfolio transfer to Keenan, effective March 13, 2024.
- 18.17 Adopted Resolution No. 23-23 to join the Protected Insurance Program for Schools Joint Powers Authority, effective July 1, 2024.
- 18.18 Approved the agreement for workers' compensation third-party administration with Keenan & Associates, effective May 1, 2024 to June 30, 2024.
- 18.19 Approved the agreement for workers' compensation third-party administration with Keenan & Associates, effective July 1, 2024, to June 30, 2025.
- 18.20 Authorized Myers-Stevens & Toohey, Inc., to provide parents the opportunity to purchase student accident and sickness insurance effective July 1, 2024 through June 30, 2025.

- 18.21 Authorized Myers-Stevens & Toohey, Inc., to provide high school sports camp student accident and general liability insurance and sickness insurance, effective July 1, 2024 through June 30, 2025.
- 18.22 Adopted the updated multi-year transportation plan per Education Code 39800.1, effective July 1, 2024 through June 30, 2027.
- 18.23 Approved the fuel services agreement with the City of Placentia effective March 13, 2024 through December 31, 2025.
- 18.24 Approved the agreement to secure funding for electric vehicle infrastructure installation with Southern California Edison's Charge Ready Transport Program.
- 18.25 Approved contract for on-site testing services with Mobile Screening Solutions, Inc., effective July 1, 2024 through June 30, 2025.

## **19. CONSENT CALENDAR - CURRICULUM AND INSTRUCTION**

- 19.1 Approved the Independent Contractor Agreement with Strategic Kids, LLC for the expanded learning program from March 13, 2024 through June 7, 2024.
- 19.2 Approved the Independent Contractor Agreement with Dreams for Schools for the expanded learning spring camp program from April 2 - April 5, 2024.
- 19.3 Approved the Independent Contractor Agreement with The Art of Education University for the expanded learning program from March 13, 2024 - September 30, 2025.
- 19.4 Approved the Independent Contractor Agreement with Stagelight Performing Arts for the expanded learning program from March 20 through May 29, 2024.
- 19.5 Approved the Independent Contractor Agreement with Bright Artists for the After School Education and Safety Programs (ASES) at Melrose, Rio Vista, Ruby Drive, Topaz and Tynes Elementary Schools from April 15 through May 24, 2024.
- 19.6 Approved the professional development agreement with



Momentum in Teaching for K-8 Writer's Workshop sessions during the Summer Institute in June and August 2024.

- 19.7 Approved the Independent Contractor Agreement with Mark Barbour and The International Printing Museum to host Museum on Wheels assemblies at elementary schools from March 13 through June 12, 2024.
- 19.8 Approved the novel, *Phantom Tollbooth*, by Jules Feiffer, to pilot in fifth-grade classrooms. This novel was approved by the Curriculum Council at their February 29, 2024 meeting to be sent to the Board for approval.
- 19.9 Approved the agreement with Curriculum Associates to purchase supplemental reading and writing curriculum for Parkview School.
- 19.10 Approved a new Honors Anatomy and Physiology course proposed by Esperanza High School staff.
- 19.11 Approved the agreement with OCDE to provide summer credit recovery for high school students via the Access Program from June 1, 2024 to August 31, 2024.
- 19.12 Approved the agreement with Building Thinking Classrooms to provide professional development for 6-12 math teachers in June and August 2024.
- 19.13 Ratified the agreement with Edmentum (APEX) to purchase additional software licenses.
- 19.14 Approved the professional development agreement with OCDE for Universal Design for Learning (UDL) sessions during the Summer Institute in June and August 2024.
- 19.15 Approved the extended field trip to Wild Rivers for Valadez Middle School's eighth-grade promoting class on June 10, 2024.
- 19.16 Approved the extended field trip for thirty-nine Esperanza students to attend the California Health Occupation Students of America (Cal-HOSA) State Leadership Conference in Anaheim, CA from April 4-6, 2024.
- 19.17 Approved the extended field trip for nine Valencia High

School students to attend the State Academic Decathlon Competition in Santa Clara, CA from March 21-24, 2024.

- 19.18 Accepted the Inspired Teacher Grant awarded to Parkview School by the Orange County Community Foundation.
- 19.19 Accepted gifts as listed, such action being in compliance with Education Code Section 41032 and directed the Superintendent to send letters of appreciation.

## **20. CONSENT CALENDAR - STUDENT SUPPORT SERVICES**

- 20.1 Approved the increase to the authorized amount with Suzanne Smith Roley, Inc., provider of occupational therapy assessment services, effective March 12, 2024-June 30, 2024.
- 20.2 Approved the Master Contract Non-Public Agency Agreement with Cornerstone Educational Solutions effective March 12, 2024-June 30, 2024.
- 20.3 Ratified the Independent Contractor Agreement with Newport Beach Developmental Optometry, provider of vision assessment services, effective February 16, 2024-June 30, 2024.
- 20.4 Approved the Master Contract Non-Public Agency Agreement with Villages of California, effective March 12, 2024-June 30, 2024.
- 20.5 Approved the increase to the authorized amount with Jennah Ross, DBA Orange Circle Speech Services, effective March 12, 2024-June 30, 2024.
- 20.6 Approved the Independent Contractor Agreement with Zen Educate Services, provider of special education, effective March 12, 2024-June 30, 2024.
- 20.7 Approved the contract with Orange County Gang Reduction and Intervention Partnership (OC GRIP) for the 2024-25 school year.
- 20.8 Approved the Independent Contractor Agreement with Home Campus for the athletic clearance process, including coaching clearance, schedule management, and

association software, effective April 1, 2024 through April 1, 2025.

20.9 Approved plan to provide educational services to all expelled students in Placentia-Yorba Linda Unified School District as a component of the 2024-2027 Orange County Plan for Expulsion developed by the Orange County Superintendent of Schools.

20.10 Approved the increase with Caldwell Physical Therapy to provide an additional 500 hours for athletic trainer services at the comprehensive high schools, effective March 12, 2024-June 30, 2024.

20.11 Approved the school-sponsored field trip for Esperanza High School dance team to participate in the United Spirit Association Dance Nationals in Anaheim, California on March 22-23, 2024.

20.12 Ratified the school-sponsored field trip for Esperanza High School boys soccer to participate in the CIF Semi-Finals Division 5 playoffs in Ventura, California on February 16, 2024.

20.13 Ratified the school-sponsored field trip for Yorba Linda High School wrestling to participate in the CIF State Wrestling Championship in Bakersfield, California on February 21-25, 2024.

## 21. CONSENT CALENDAR - HUMAN RESOURCES

21.1 Approved the Classified Human Resources Board Report. 59 - 73  
[Class Board 03-12-24.doc](#) 

21.2 Approved the Certificated Human Resources Board Report. 74 - 87  
[Cert Board 03-12-24.doc](#) 

## 22. SUPERINTENDENT'S REPORT

Superintendent Dr. Alex Cherniss reported on:

- Enrollment
- Kraemer MS-2024 California Distinguished School
- El Dorado WASC Accreditation
- Shamrock 'n Run

- Principal for a Day
- Chapman University Holocaust Art & Writing Contest

**23. BOARD REPORT**

Board members Anderson, Buck, Youngblood, Frazier, and Blades reported on school visits, conference attendance, and meeting preparation.

**24. ADJOURNMENT**

Adjourned the March 12, 2024 Board of Education Meeting at 8:29 p.m.

*Moved by:* Marilyn Anderson

*Seconded by:* Shawn Youngblood

**Aye** Shawn Youngblood, Leandra Blades, Todd Frazier, Marilyn Anderson, and Carrie Buck

**Carried 5-0**

The Secretary of the Board of Education does hereby certify that the foregoing is a full, true, and correct copy of the board minutes duly passed and adopted by said Board at the regular meeting held on April 16, 2024.



Secretary, Board of Education

**Orange County Department of Education  
District Fiscal Services**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT  
in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Placentia Yorba Linda Unified School District - California School Employees

**School District - Bargaining Unit:** Association, Chapter 293 (CSEA)

**Certificated, Classified, Other:** Classified

The proposed agreement covers the period beginning: July 1, 2023 and ending: June 30, 2024  
(date) (date)

The Governing Board will act upon this agreement on: March 12, 2024  
(date)

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
1 Salary Schedule Increase (Decrease)	\$ 39,958,500	\$ 1,598,340 4.00%	\$ - 0.00%	\$ -
2 Step and Column Increase (Decrease) Due to movement plus	\$ -	\$ - 0.00%	\$ - 0.00%	\$ -
3 Other Compensation - Increase (Decrease) (Stipends, Bonuses, Longevity, Overtime, etc )  Description of other compensation: 1) Eliminate Column I and II of the Certificated Salary schedule 2) New SLP salary schedule reflects current salary plus stipend 3) Memorialize the past practice of SDC Release Time.	\$ -	\$ 831,137 2.00%	\$ - 0.00%	\$ -
4 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare etc.	\$ 14,447,289	\$ 866,837 6.00%	\$ - 0.00%	
5 Health/Welfare Plans	\$ -	\$ - 0.00%	\$ - 0.00%	\$ -
6 Total Compensation - Increase (Decrease) (Total Lines 1-5)	\$ 54,405,789	\$ 3,296,314	\$ -	\$ -
7 Total Number of Represented Employees	1,192	1,192		
8 Total Compensation Average Cost per Employee	\$ 45,642	\$ 2,765	\$ -	\$ -

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

For the 2023-24 school year, unit members will receive a 4% on schedule ongoing increase over the 2022-23 salary schedule, retroactive to July 1, 2023. Additionally, unit members will receive a one-time off schedule salary payment equal to 2% of an employee's total earnings for the 2023-24 school year after the 4% increase listed above is applied to the salary schedule, retroactive to July 1, 2023. The off-schedule payment will be paid in two installments for work performed between July 1, 2023 and December 31, 2023, and between January 1 2024 and June 30, 2024.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

N/A

11. Please include comments and explanations as necessary.

N/A

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes  No

If yes, please describe the cap amount.

- B. Proposed Negotiated Changes in Noncompensation Items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

The noncompensation items are listed in the attached Tentative Agreement signed on February 9, 2024.

- C. What are the specific impacts on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

**D. What contingency language is included in the proposed agreement?** Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

N/A

**E. Will this agreement create, increase or decrease deficit financing in the current or subsequent year(s)?** "Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

In the current year, deficit spending will be addressed using the reserve. The district will make staffing adjustments in the out years

**F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

N/A

**G. Source of Funding for Proposed Agreement**

1. Current Year

General Fund - LCFF

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

General Fund - LCFF

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund - LCFF

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

**Unrestricted General Fund**

Enter Bargaining Unit: California School Employees Association, Chapter 293 (CSEA)

	Column 1 Latest Board- Approved Budget Before Settlement (As of 3/12/2024)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula Sources (8010-8099)	\$ 285,651,647	\$ -	\$ -	\$ 285,651,647
Remaining Revenues (8100-8799)	\$ 17,763,838	\$ -	\$ -	\$ 17,763,838
<b>TOTAL REVENUES</b>	\$ 303,415,485	\$ -	\$ -	\$ 303,415,485
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 121,734,697	\$ -	\$ -	\$ 121,734,697
Classified Salaries (2000-2999)	\$ 34,152,996	\$ 1,649,637	\$ -	\$ 35,802,633
Employee Benefits (3000-3999)	\$ 66,646,137	\$ 588,591	\$ -	\$ 67,234,728
Books and Supplies (4000-4999)	\$ 6,554,415	\$ -	\$ -	\$ 6,554,415
Services, Other Operating Expenses (5000-5999)	\$ 17,472,743	\$ -	\$ -	\$ 17,472,743
Capital Outlay (6000-6599)	\$ 1,462,207	\$ -	\$ -	\$ 1,462,207
Other Outgo (7100-7299) (7400-7499)	\$ 8,847,640	\$ -	\$ -	\$ 8,847,640
Direct Support/Indirect Cost (7300-7399)	\$ (1,734,847)	\$ -	\$ -	\$ (1,734,847)
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 255,135,988	\$ 2,238,228	\$ -	\$ 257,374,216
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 48,279,497	\$ (2,238,228)	\$ -	\$ 46,041,269
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 500,000	\$ -	\$ -	\$ 500,000
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,824,400	\$ -	\$ -	\$ 2,824,400
CONTRIBUTIONS (8980-8999)	\$ (44,009,530)	\$ (1,058,086)	\$ -	\$ (45,067,616)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 1,945,567	\$ (3,296,314)	\$ -	\$ (1,350,747)
<b>BEGINNING BALANCE</b>	\$ 66,002,140			\$ 66,002,140
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 67,947,707	\$ (3,296,314)	\$ -	\$ 64,651,393
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Reserves (9711-9719)	\$ 324,903	\$ -	\$ -	\$ 324,903
Restricted Reserves (9740)	\$ -	\$ -	\$ -	\$ -
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ 25,791,058	\$ (3,625,946)	\$ -	\$ 22,165,112
Other Assignments (9780)	\$ 20,915,873	\$ 164,816	\$ -	\$ 21,080,689
Reserve for Economic Uncertainties (9789)	\$ 20,915,873	\$ 164,816	\$ -	\$ 21,080,689
Unassigned/Unappropriated (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.



**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

**Restricted General Fund**

Enter Bargaining Unit: **California School Employees Association, Chapter 293 (CSEA)**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/12/2024)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 93,520,837	\$ -	\$ -	\$ 93,520,837
<b>TOTAL REVENUES</b>	\$ 93,520,837	\$ -	\$ -	\$ 93,520,837
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 36,575,004	\$ -	\$ -	\$ 36,575,004
Classified Salaries (2000-2999)	\$ 20,163,121	\$ 779,839	\$ -	\$ 20,942,960
Employee Benefits (3000-3999)	\$ 47,011,686	\$ 278,247	\$ -	\$ 47,289,933
Books and Supplies (4000-4999)	\$ 33,827,430	\$ -	\$ -	\$ 33,827,430
Services, Other Operating Expenses (5000-5999)	\$ 11,856,460	\$ -	\$ -	\$ 11,856,460
Capital Outlay (6000-6599)	\$ 9,515,180	\$ -	\$ -	\$ 9,515,180
Other Outgo (7100-7299) (7400-7499)	\$ 121,208	\$ -	\$ -	\$ 121,208
Direct Support/Indirect Cost (7300-7399)	\$ 1,286,984	\$ -	\$ -	\$ 1,286,984
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 160,357,073	\$ 1,058,086	\$ -	\$ 161,415,159
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (66,836,236)	\$ (1,058,086)	\$ -	\$ (67,894,322)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS (8980-8999)	\$ 44,009,530	\$ 1,058,086	\$ -	\$ 45,067,616
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (22,826,706)	\$ -	\$ -	\$ (22,826,706)
<b>BEGINNING BALANCE</b>	\$ 73,480,716			\$ 73,480,716
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 50,654,010	\$ -	\$ -	\$ 50,654,010
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Reserves (9711-9719)	\$ -	\$ -	\$ -	\$ -
Restricted Reserves (9740)	\$ 50,654,010	\$ -	\$ -	\$ 50,654,010
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ -	\$ -	\$ -	\$ -
Other Assignments (9780)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties (9789)	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

**Combined General Fund**

Enter Bargaining Unit: **California School Employees Association, Chapter 293 (CSEA)**

	Column 1 Latest Board- Approved Budget Before Settlement (As of 3/12/2024)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula Sources (8010-8099)	\$ 285,651,647	\$ -	\$ -	\$ 285,651,647
Remaining Revenues (8100-8799)	\$ 111,284,675	\$ -	\$ -	\$ 111,284,675
<b>TOTAL REVENUES</b>	<b>\$ 396,936,322</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 396,936,322</b>
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 158,309,701	\$ -	\$ -	\$ 158,309,701
Classified Salaries (2000-2999)	\$ 54,316,117	\$ 2,429,476	\$ -	\$ 56,745,593
Employee Benefits (3000-3999)	\$ 113,657,823	\$ 866,838	\$ -	\$ 114,524,661
Books and Supplies (4000-4999)	\$ 40,381,845	\$ -	\$ -	\$ 40,381,845
Services, Other Operating Expenses (5000-5999)	\$ 29,329,203	\$ -	\$ -	\$ 29,329,203
Capital Outlay (6000-6599)	\$ 10,977,387	\$ -	\$ -	\$ 10,977,387
Other Outgo (7100-7299) (7400-7499)	\$ 8,968,848	\$ -	\$ -	\$ 8,968,848
Direct Support/Indirect Cost (7300-7399)	\$ (447,863)	\$ -	\$ -	\$ (447,863)
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	<b>\$ 415,493,061</b>	<b>\$ 3,296,314</b>	<b>\$ -</b>	<b>\$ 418,789,375</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ (18,556,739)</b>	<b>\$ (3,296,314)</b>	<b>\$ -</b>	<b>\$ (21,853,053)</b>
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 500,000	\$ -	\$ -	\$ 500,000
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,824,400	\$ -	\$ -	\$ 2,824,400
CONTRIBUTIONS (8980-8999)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (20,881,139)</b>	<b>\$ (3,296,314)</b>	<b>\$ -</b>	<b>\$ (24,177,453)</b>
<b>BEGINNING BALANCE</b>	<b>\$ 139,482,856</b>			<b>\$ 139,482,856</b>
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	<b>\$ 118,601,717</b>	<b>\$ (3,296,314)</b>	<b>\$ -</b>	<b>\$ 115,305,403</b>
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Reserves (9711-9719)	\$ 324,903	\$ -	\$ -	\$ 324,903
Restricted Reserves (9740)	\$ 50,654,010	\$ -	\$ -	\$ 50,654,010
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ 25,791,058	\$ (3,625,946)	\$ -	\$ 22,165,112
Other Assignments (9780)	\$ 20,915,873	\$ 164,816	\$ -	\$ 21,080,689
Reserve for Economic Uncertainties (9789)	\$ 20,915,873	\$ 164,816	\$ -	\$ 21,080,689
Unassigned/Unappropriated (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

**I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**

**Combined General Fund**

Enter Bargaining Unit: **California School Employees Association, Chapter 293 (CSEA)**

	2023-24	2024-25	2025-26
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula Sources (8010-8099)	\$ 285,651,647	\$ 276,724,818	\$ 277,228,247
Remaining Revenues (8100-8799)	\$ 111,284,675	\$ 90,834,206	\$ 89,745,675
<b>TOTAL REVENUES</b>	\$ 396,936,322	\$ 367,559,024	\$ 366,973,922
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 158,309,701	\$ 145,480,075	\$ 144,207,074
Classified Salaries (2000-2999)	\$ 56,745,593	\$ 55,437,421	\$ 55,879,629
Employee Benefits (3000-3999)	\$ 114,524,661	\$ 115,890,587	\$ 118,428,096
Books and Supplies (4000-4999)	\$ 40,381,845	\$ 23,564,972	\$ 23,101,361
Services, Other Operating Expenses (5000-5999)	\$ 29,329,203	\$ 27,313,124	\$ 28,183,176
Capital Outlay (6000-6999)	\$ 10,977,387	\$ 2,364,663	\$ 2,364,663
Other Outgo (7100-7299) (7400-7499)	\$ 8,968,848	\$ 8,985,890	\$ 9,047,571
Direct Support/Indirect Cost (7300-7399)	\$ (447,863)	\$ (447,863)	\$ (447,863)
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 418,789,375	\$ 378,588,869	\$ 380,763,707
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (21,853,053)	\$ (11,029,845)	\$ (13,789,785)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 500,000	\$ 500,000	\$ 500,000
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ 2,824,400	\$ 2,824,400	\$ 2,824,400
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (24,177,453)	\$ (13,354,245)	\$ (16,114,185)
<b>BEGINNING BALANCE</b>	\$ 139,482,856	\$ 115,305,403	\$ 101,951,158
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 115,305,403	\$ 101,951,158	\$ 85,836,973
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Reserves (9711-9719)	\$ 324,903	\$ 324,903	\$ 324,903
Restricted Reserves (9740)	\$ 50,654,010	\$ 42,734,420	\$ 34,756,654
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ 22,165,112	\$ 20,750,508	\$ 12,396,605
Other Assignments (9780)	\$ 21,080,689	\$ 19,070,663	\$ 19,179,405
Reserve for Economic Uncertainties (9789)	\$ 21,080,689	\$ 19,070,663	\$ 19,179,405
Unassigned/Unappropriated (9790)	\$ -	\$ -	\$ -

**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

**1. State Reserve Standard**

		2023-24	2024-25	2025-26
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 421,613,775	\$ 381,413,269	\$ 383,588,107
b.	State Standard Minimum Reserve Percentage for this District <u>enter</u> percentage:	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR \$50,000)	\$ 12,648,413	\$ 11,442,398	\$ 11,507,643

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a.	General Fund Budgeted Unrestricted Reserve for Economic Uncertainties (9789)	\$ 21,080,689	\$ 19,070,663	\$ 19,179,405
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
c.	Special Reserve Fund (Fund 17) Budgeted Reserve for Economic Uncertainties (9789)			
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)			
g.	Total Available Reserves	\$ 21,080,689	\$ 19,070,663	\$ 19,179,405
h.	Reserve for Economic Uncertainties Percentage	5.00%	5.00%	5.00%

**3. Do unrestricted reserves meet the state minimum reserve amount?**

2023-24	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2024-25	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2025-26	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**4. If no, how do you plan to restore your reserves?**

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, Page 1 (i.e., increase was partially budgeted), explain the variance below:

N/A

6. Please include any additional comments and explanations of Page 4 as necessary:

N/A

**K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT**

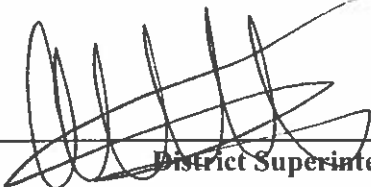
The disclosure document must be signed by the District Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the Placentia-Yorba Linda School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Placentia Yorba Linda Unified School District - California School Employees Association, Chapter 293 (CSEA), during the term of the agreement from from July 1, 2023 to June 30, 2024.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories:</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>-</u>
<u>Expenditures/Other Financing Uses</u>	<u>3,296,314</u>
<u>Ending Balance Increase (Decrease)</u>	<u>(3,296,314)</u>

N/A  (No budget revisions necessary)

  
\_\_\_\_\_  
District Superintendent  
(Signature)

2-27-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Business Officer  
(Signature)

2-27-24  
\_\_\_\_\_  
Date

**L. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
3/12/2024

**Date**

\_\_\_\_\_  
**President or Clerk of Governing Board**  
**(Signature)**

\_\_\_\_\_  
3/12/2024

**Date**

\_\_\_\_\_  
Gary Stine, Assistant Superintendent, Administrative Services

**Contact Person**

\_\_\_\_\_  
714-985-8419

**Phone**

**TENTATIVE AGREEMENT**  
**between the**  
**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PLACENTIA-YORBA**  
**LINDA CHAPTER NO. 293**

**February 9, 2024**

**ARTICLE VII: ASSOCIATION RIGHTS**

**Section 7.1 Right to Consult**

The District agrees to consult with the Association on matters which may affect unit members prior to policies on such matters being presented for approval to the Board of Education.

**Section 7.2 Right of Access**

**7.2.1** - The District and the Association agree that the Association has the right of access to areas in which unit members work, other than classrooms, and may conduct Association business during the unit member's rest period, lunch break, or before or after the unit member's normal working hours. The Association representative shall report to the site office at the commencement of a visit.

**7.2.2** - The District shall provide unit members demographic information in electronic format upon request of the Chapter President or ~~her/his~~ **their** designee. The District shall also provide upon request a set of printed labels with specified and legally authorized demographic information no more than twice a year at District expense. The District shall respond to such requests directly to the Chapter representative, who makes the request, within five (5) days.

**7.2.3** - The District shall include the CSEA membership packet in any employee orientation packet of District materials provided to any newly hired employee or any employee whose position places them in the bargaining unit represented by CSEA. CSEA shall provide copies of the CSEA membership packet to the District for distribution.

**Section 7.3 Use of District Facilities/Equipment**

**7.3.1** - The District authorizes the Association to use the District's facilities and buildings at times other than normal working hours and hours of student instruction as long as the Association submits the appropriate Use of Facilities Request form to the immediate supervisor of the facility or building. In emergencies the District may authorize the Association to use the District's facilities and buildings during normal ~~working~~ hours as long as the Association declares in writing that the use of such facilities and buildings constitutes an emergency and as long as the use of such facilities and buildings does not interfere with the instructional program.

**7.3.2** - The immediate supervisor of the facility or building may grant the Association use of District equipment as long as such use is in accordance with the procedures provided for in the Civic Center Act and as long as the use of such equipment does not interfere with the normal student instruction or work production of the District. The Association shall pay for the cost of all materials and supplies incident to each use.



7.3.3 - The Association agrees to leave facilities, buildings, and/or equipment used in a clean and orderly condition and to reimburse the District for damages to any District property arising out of the Association's use of such property.

7.3.4 - The District shall provide the Chapter with a private workspace for the exclusive use of the Chapter President or designee. Said workplace shall include a District provided phone, internet access, desk and chair and any other required equipment.

#### Section 7.4 Use of District Bulletin Boards/Mail System

7.4.1 - The Association has the right of equal use of space on the District bulletin board at each work site (school or divisional department). Such bulletin board area will be identified by the immediate supervisor and labeled "C.S.E.A. Business." This bulletin board shall not be obstructed in anyway.

7.4.2 - The Association has the right to reasonable use of the intra-district mail system, unit member email and unit member ~~mail boxes~~ mailboxes.

7.4.3 - At the time material is to be posted on bulletin boards, sent via District mail or email, a copy of said material shall be given to the Superintendent or designee. All mail distribution shall originate from the District Education Center.

7.4.4 - Any communication sent through District mail or posted shall include the name, date, and signature of the person sending the communication, and the name of the responsible approving Association officer.

#### Section 7.5 Non-Confidential Negotiations Data

7.5.1 - The District agrees to provide one copy of any non-confidential document, which relates to the scope of negotiations, when requested by the Association and upon reimbursement to the District of all clerical and material costs involved in the duplication of the public document.

7.5.2 - The District agrees to provide the Chapter President or ~~her/his~~ their designee a copy of Board of Trustee meeting agendas, minus closed session materials, including all exhibits.

#### Section 7.6 Interview Panel

The Chapter President ~~and/or her/his~~ or designee shall ~~determine a unit member to serve as the CSEA panel member in the interview process for all classified vacancies of a promotional nature or any vacancy for which a current unit member applies. The Chapter President and/or her/his designee shall identify the CSEA panel member in advance of the scheduled interview.~~

Interviews will be conducted during regular business hours. ~~All unit members serving as the~~ The CSEA interview panel member shall receive their regular rate of pay for all hours while serving on the interview panel, not to exceed eight (8) hours in a day. If a CSEA interview panel member is not available or is not present for an interview, the interview will take place as scheduled. ~~The District will provide release time for two (2) training sessions with a maximum of 15 participants per session per year to allow CSEA to train unit members to serve on interview panels. Those employees being trained and the trainer will whenever possible be released during their regular work hours. Eight (8) hour employees can only be trained during their work hours.~~

In the event the District objects to the proposed CSEA panel member, the District will notify the Chapter President of its objections and meet to discuss the possibility of alternative panel member appointment. Unit members who serve on the Interview Panel will serve during their regularly scheduled work hours. If the panel process exceeds the time scheduled, **the** unit members will remain in paid status. Unit members serving on the panel will receive a schedule of applicants being interviewed, copies of applications, vacancy announcement, job description, interview questions, and rating sheets. In addition, a ~~Human Resources Office Manager, District Office Level Director, District Manager,~~ **District Supervisor, School Site Principal, or Assistant Principal and/or annual Administrative designee** shall serve on the interview panel for all interviews, ~~that are for benefited positions and/or identified by the CSEA Chapter President and/or her/his designee.~~ **No certificated teacher shall serve on the panel unless they have been appointed as the annual Administrative designee for the site at which the vacancy exists.**

**7.6.1 - A rubric will be provided for interviews that require exercises or tests. The District shall provide the Chapter President no less than five (5) days notice prior to any scheduled interview date.**

**7.6.2 - A list of all job classifications that require an exercise or test shall be provided to Chapter President. A rubric will be provided for interviews that require exercises or tests. All exercises or tests shall be graded by Human Resources prior to the conclusion of the interviews.**

#### Section 7.7 Release Time for Association Officers

**7.7.1 - The Chapter President shall be granted release time of at least one-half (1/2) of each service day during the term of office, with a mutually agreed upon schedule by the President and Superintendent. The release time shall include participation on promotional interview panels. Due to the various schedules within the bargaining unit, the District and CSEA shall meet to negotiate the scheduled release time upon ratification of this agreement, at the beginning of each school year or when there is a change of Chapter President. The Chapter President shall continue to receive their regular compensation, longevity, salary increase, benefits and earned seniority while serving as Chapter President. Upon fulfillment of the Chapter President's term(s) of office, the District shall return the Chapter President to their most recent classification, at the same number of hours they previously held.**

~~7.7.1~~ **7.7.2 - The Association President or designee Chapter shall be allowed granted a collective total of twenty-five (25) hours of paid release time each month to perform business involving the Association and the District. These hours must be cleared with the supervisor and taken at times not disruptive to the operation of their department of his/her their employment and/or work schedule. Nothing in this agreement shall preclude the District from granting additional release time for the president or designee as necessary. The superintendent or designee shall grant the additional time if mutually agreed upon.**

~~7.7.2~~ **7.7.3 - Paid release time for eight (8) unit members shall be granted to attend the annual CSEA conference as delegates. Unit members who have secured a short-term assignment, excluding a substitute assignment, outside their normal contracted work calendar, shall be granted paid release time to attend the annual CSEA conference.** The Superintendent may grant additional delegates upon request. The Association will provide the District a list of those unit members needing paid release time to attend the conference no later than twenty (20) days prior to the date of the annual conference.

### Section 7.8 Reproduction of Agreement

Within sixty (60) days of settlement of this Agreement, the District shall provide for the printing, and distribution of the Agreement. The District shall provide electronic access to all unit members, ~~and hard~~ **Hard copies will be provided** to unit members who make a request. ~~The District shall provide additional copies to unit members employed under four (4) hours upon the unit member's request.~~ **All new bargaining unit members shall have the option to receive a hard copy or a direct link to the Agreement.**

### Section 7.9 Payroll Deductions

7.9.1 - The Association shall have the sole and exclusive right to payroll deduction of regular membership dues.

7.9.2 - The District shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.

7.9.3 - The District agrees to remit the monies deducted to the Association, accompanied by an alphabetical list of unit members for whom deductions have been made. Changes to the list will be given to the Association on a monthly basis for those months in which dues are deducted.

7.9.4 - CSEA shall defend and indemnify the District for any claims arising from its compliance with this article or for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the employer to cancel or change membership dues authorization. The employer shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.

7.9.5 - The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to in the Agreement shall be compromised, resisted, defended, tried or appealed, or to cover any and all costs, fees, expenses, settlements and judgments incurred by the District, its Governing Board, officers, administrators and agents by CSEA.

Section 7.10 - The District shall, upon written authorization from the unit member, deduct and make appropriate remittance for approved insurance premiums, credit union payments, charitable donations, or other plans or programs jointly approved by the Association and the District. The District shall pay to the designated payee within fifteen (15) days of the deduction all sums so deducted. The District will provide the availability for unit members to participate in an Internal Revenue Service (IRS) section 125 plan pre-tax deduction contribution for health benefit contribution and/or District child care deductions.

### Section 7.11 Seniority Roster

The District shall provide the Association, upon request, a complete seniority roster of unit members.

### Section 7.12 Site Representatives

The District affirms the right of CSEA to designate one Site Representative per site from among unit members. CSEA reserves the right to designate the method of selection of Site Representatives. **Site Representatives are not to be consulted or used in employee representation, unless approved by Chapter President or designee.**

## ARTICLE XII: GENERAL PERSONNEL PROVISIONS

### Section 12.1 Vacancy

When a position becomes vacant or a new position is created by the District, the District shall notify the Chapter President or her/his **their** designee via email within five (5) days ~~of such notice~~. This notice shall include the following information: the name of the person who held the position, the number of hours, shift start and stop time, monthly category, worksite, effective date of vacancy, and the District's plan to fill the position.

12.1.1 - The District shall attempt to fill vacancies in the following order:

- a. Transfer requests within the same classification and same hours as outlined in 12.7.
- b. Voluntary Demotion within the same classification or in another classification within the same series with a lower maximum salary as outlined in 12.7.2.
- c. Promotions as outlined in 12.10.

12.1.2 – The District ~~has sixty (60) days to~~ **shall fill such vacancy vacancies** via the Transfer, Promotional, or Posting process as outlined in this section: **within sixty (60) days. If the District has a need to hold the positing for a vacant position for more than sixty (60) days, it will notify Chapter President and/or designee of the need.**

### Section 12.2 Vacancy Announcement

When a vacancy exists, which has not been filled via the transfer process, the District shall create a vacancy announcement. Each vacancy announcement shall be posted for a minimum of six (6) days. No posting shall be filled prior to the closing date. The District shall email the Chapter President and/or designee and the "All Classified Email" address at the time of posting.

12.2.1 - Each vacancy announcement shall include:

1. Anticipated location
2. Number of ~~H~~ hours per day with ~~anticipated~~ start and end times
3. The specific days per week and months per year
4. The number of positions open
5. The job title and qualifications per the agreed upon job description
6. The salary range including any stipends/differentials
7. The closing date after which applications for the vacancy will no longer be accepted
8. The total number of paid days within a fiscal year
9. The corresponding work calendar number
10. "All previously submitted transfer request forms have been considered"
11. "Interviews will begin with permanent internal applicants at least five (5) days before non-bargaining unit members"

### Section 12.3 Interview Process

12.3.1 – Initial interviews for a posted vacancy shall begin within twenty-one (21) days after the closing of the posting.

### Section 12.4 Selection of Candidate

12.4.1– Unit members who have filed for posted vacancies shall have their application papers screened by the Human Resources Department prior to the scheduling of interviews.

12.4.2 - Applicants who are current unit members serving in the same class (job title) will be provided the opportunity to interview for such openings.

12.4.3 - A "List of Criteria" based on the job description will be established for each classification by the Human Resources Department. Applicants will be screened for an interview based upon this list of criteria.

12.4.4 - Upon request, the "List of Criteria" used to determine applicants selected for an interview will be made available, within one (1) day of the request, to the Chapter President and their ~~her/his~~ designee. The criteria used to determine applicants selected for an interview will also be provided.

12.4.5 - Applicants who are selected pursuant to Section (12.4.1) shall be interviewed by a panel of District employees referred to as the Interview Panel except in those incidences when only one (1) internal candidate has applied. In this situation, the candidate may be selected without an interview.

12.4.6 - Unit members shall be given a reasonable amount of release time to participate in the interview process which would take into consideration the amount of time to travel from their assignment if they are in work status during the scheduled time for an interview.

#### Section 12.5 Reference Checks

All references checks shall be conducted by an Administrator, or Manager ~~and/or confidential employee of the Human Resources Department~~ using the reference check form (See Appendix C).

#### Section 12.6 Notification

12.6.1 - The Chapter President and/or their ~~her/his~~ designee shall receive a list of all bargaining unit members who have submitted applications ~~prior to~~ no fewer than five (5) days before the scheduling of interviews.

12.6.2 - Unit members not selected for an interview shall be notified in writing prior to interviews being scheduled for the vacancy in which they applied.

12.6.3 - Within ten (10) days following completion of the initial interview, the Human Resources Office shall notify in writing all unit member applicants of their standing. No external candidate shall be interviewed until all internal candidates have been notified.

12.6.4 - The Chapter President or ~~her/his~~ their designee shall be notified of the name of the candidate selected for the relevant position prior to said candidate beginning the new position.

12.6.5 - If an internal candidate who is selected for a position voluntarily vacates the position within the first two (2) weeks, the District may select another internal candidate who interviewed for the position and moved forward to reference checks. The internal candidate who voluntarily vacates the position within the first two (2) weeks shall be returned to their formal classification.

#### Section 12.7 Unit Member-Initiated Transfers

12.7.1 - Any unit member desiring transfer shall submit the classified transfer form on the current District electronic system. The request shall include a statement of the unit member's current assignment, current hours, assignment preferences and experience including training. The transfer request may be made for a



specific vacancy or the transfer pool. Transfer pool requests shall be maintained until the employee accepts a transfer or for the duration of the current fiscal year, which shall end at the close of business on June 30<sup>th</sup>.

12.7.1.a - All unit members who submit transfer requests shall be considered for the vacancy and may be interviewed. When only one (1) transfer candidate has applied, the candidate may be selected without an interview.

12.7.1.b - The following criteria shall be used in consideration of transfer requests:

1. The qualifications including the experience and recent training of the unit member compared to those of other candidates.
2. If all the above qualifications are equal, seniority shall be the determining factor.

12.7.1.c - Any interviews conducted for unit-member initiated transfers shall include a CSEA interview panel member.

12.7.1.d - The unit member requesting transfer shall be notified within ten (10) days of the decision.

12.7.1.e - The unit member selected shall be given written notification specifying the location, rate of pay, hours, starting date, immediate supervisor, and work calendar of the position.

12.7.1.f - CSEA shall be provided a copy of all transfer requests no later than the fifth (5<sup>th</sup>) of every month.

12.7.1.g - ~~If a unit member is denied a specific transfer request, they may request a meeting with a manager of the Human Resources Department to discuss their request. In an effort to assist unit member transfer opportunities, the specific reason(s) for being denied a transfer shall be provided to the unit member upon written request within five (5) days of being notified of a transfer denial.~~ **When a transfer is denied, upon request of the unit member, the specific reasons for the denial will be provided. The unit member may then confer with the Director of Human Resources to discuss the matter.**

12.7.1.h - A unit member shall not be subject to any penalties for declining a transfer.

#### 12.7.2 Voluntary Demotion

Unit members with permanent status may request a demotion to a position in their same class or in another classification within the same series or a position previously held with a lower maximum salary. The unit member shall be placed at the same step in the new salary range, with no change in the anniversary date (step increase date). Voluntary demotions shall be considered after transfer applicants.

12.7.2.a - Unit members who request a voluntary demotion in the same series or a position previously held will be considered before promotional applicants for that vacancy and may be interviewed. All voluntary demotions that are not within the same classification will be considered with promotional applicants and may be interviewed. When only one (1) candidate has applied, the candidate may be selected without an interview.

#### Section 12.8 District-Initiated Transfer

When District transfer of a specific unit member is pending, notice of transfer will be made in writing to the unit member not less than five (5) days prior to the effective date of transfer unless an emergency exists. Following the written notification which specifies the reasons for the transfer, a conference concerning the reasons for the transfer will be held if requested by the unit member. ~~Transfers may be~~

~~affected across class series provided that the unit member has the necessary qualifications for the position, and the salary range for the position is the same as that for which the unit member is serving.~~ When the District initiates a transfer of employees that results in a split assignment between two or more sites, the employee with the least seniority within the job classification among the affected sites will be subject to transfer.

### Section 12.9 Medical Transfers

The District may give alternate work, when the same is available, to a unit member who has become medically unable to satisfactorily perform ~~his/her~~ **their** regular job class duties until the unit member is able to resume normal duties.

### Section 12.10 Promotions

12.10.1 - Applicants who are unit members and possess the necessary qualifications shall be given first consideration for any vacant classified position which can be considered a promotion by submitting a written application to the Human Resources Office within the time period specified on the vacancy announcement.

12.10.2 - Applicants who are current unit members serving in the same class (job title) will be provided the opportunity to interview for such openings.

12.10.3 - All permanent bargaining unit members applying for promotional opportunities selected for an interview shall be interviewed at least five (5) days before non-bargaining unit employees and substitute employees are interviewed for the promotional opportunity.

12.10.4 - Unit members who are serving in a probationary period with the District will not be considered for promotional opportunities as described within this article. This provision shall not apply to members laid off from the District or facing position elimination as authorized by the District's Governing Board.

#### 12.10.5 Promotional Order

Any unit member, who files for the vacancy during the posting period and meets the qualifications, as determined by the District, shall be promoted into the vacant position. If two (2) or more bargaining unit members who file have equal qualifications, the bargaining unit member with the greatest bargaining unit seniority shall be the one promoted.

#### 12.10.6 Salary Placement

A promoted unit member shall be placed on the salary schedule ~~in~~ **on** a ~~range~~ **step** which will result in a **compensation increase of** at least a one (1) step ~~increase~~ above ~~his/her~~ **their** present position. The exception to this would occur when a unit member is on step five (5) of the current salary schedule and the promotion is to the next range. In this instance, the unit member shall be placed on step five (5) in the new range.

12.10.6.a – Upon verification of prior experience and skill a promoted unit member may be placed on a step higher than step 2. **Unit members who have worked short term, substitute and/or out of class hours in the position within the last two fiscal years, may be placed on a step higher than step 2.**

### 12.10.7 Return to Former Class

If the unit member is unsuccessful during the promotional probationary period in the higher class to which **they** promoted, the unit member shall be returned to the former classification.

### Section 12.11 Mutual Exchange of Position

A unit member with permanent status may initiate an exchange of assignment for one school year providing there is agreement with the involved site, Human Resources administrators and the exchange unit members. Unit members may request an exchange provided both unit members have the same classification, same work calendar and the same number of hours per day. After a six-month trial period all parties will meet and assess if the exchange of assignment shall become permanent.

### Section 12.12 Career Ladder

The following job classes are considered a Job Family or Career Ladder:

- Grounds~~k~~-Keeper I/II
- Accounting Technician I/II
- Benefit Technician I/II

Advancement on the Career Ladder from Level I to Level II shall take place upon the satisfactory completion of the following criteria:

- a. Unit member has been employed in a Level I position for eighteen (18) consecutive months not including absences or breaks in service which exceed one (1) month.
- b. Unit member receives an average rating of three (3) on ~~his/her~~ **their** performance evaluation.

The process for advancement on the career ladder will be as follows:

12.12.1 - After eighteen (18) months employment in a Level I position, the District will send notification to the immediate supervisor and unit member stating that the unit member is eligible for consideration of advancement on the career ladder.

12.12.2 - The immediate supervisor will within ten (10) days conduct a written evaluation, meet with the unit member and forward the evaluation to the Human Resources office.

12.12.3 - The Human Resources office will, within ten (10) days, consider the proposed career ladder advancement and recommend approval or denial based on the established criteria described herein.

12.12.4 - If approved by the Board of Education, the career ladder advancement will become effective in ten (10) days. The immediate supervisor, unit member, and CSEA shall be notified of the action within ten (10) days. The unit member's salary will reflect the new position range in the career ladder, but will retain the same step. The anniversary date will be consistent with the effective date of the career ladder advancement.

12.12.5 - Any unit member who receives career ladder advancement will be subject to the provisions of section 12.10.7.

12.12.6 - In the event a unit member is denied career ladder advancement or is unsuccessful during the first three (3) months of advancement, the unit member may submit another request in no less than six (6) months.

### Section 12.13 Other Provisions



### 12.13.1 – Grievances Relating to Personnel Provisions

The hiring process for bargaining unit member positions shall be postponed, placed on hold, and/or canceled in cases when the CSEA Chapter and/or individual member files a grievance pertaining to the hiring process. The District shall not select a candidate, repost position, and/or begin new recruitment until that **the** grievances has been resolved.

## ARTICLE XIII: LEAVES

### Section 13.1 Notification of Absence

13.1.1 - The unit member is responsible for notifying the District of any absence no later than one (1) hour prior to the assigned reporting time of the day of each absence by utilizing the District designated notification system. Those unit members in job classifications without access to the District designated notification system shall notify their immediate supervisor. The one (1) hour notification requirement may be waived in the event of a bona fide emergency in which case the unit member is responsible for notifying their immediate supervisor.

13.1.2 - Unit members who are or will be on leave shall not be required to secure their own “substitute.”

### Section 13.2 Personal Illness Leave

13.2.1 - Unit members employed eight (8) hours per day, five (5) days per week shall be entitled to eight (8) hours, one (1) day, of personal illness leave for each month in which the unit member is in a paid status.

13.2.2 - Unit members employed less than eight (8) hours per day, five (5) days per week shall be entitled to the proportionate amount of leave as the number of hours worked per day and days per week relates to eight (8) hours per day and five (5) days per week.

13.2.3 - Unused personal illness leave earned under subsection 13.2.1 and 13.2.2 ~~may~~ **shall** be accumulated from year to year.

13.2.4 - Upon receipt of verification from the previous district, a unit member may transfer accumulated personal illness leave from another California public school district provided that the unit member was employed by that district for more than one (1) year and accepted employment in the Placentia-Yorba Linda Unified School District within one (1) year of separation from the previous district.

13.2.5 – ~~The District~~ **Human Resources** may require a medical statement **upon the day of return for any consecutive absence of four (4) or more days** ~~for any absence due to personal illness or injury after three (3) consecutive days. The District may require satisfactory proof of the nature of the illness and a medical statement if it believes a unit member is abusing the use of sick leave~~

13.2.6 - Employees may access their sick leave accruals through the current District utilized electronic system.

13.2.7 - New unit members shall not be eligible for more than twelve (12) days or proportionate amount described in subsection 13.2.1 and 13.2.2 until the first day of the calendar month after completion of the initial six (6) months of active service with the District.

13.2.8 – A unit member may use up to fifty percent (50%) of their annual accrual of sick days during a school year to care for an ill child, parent, or spouse. This may be used for any illness and is separate from Family Medical Leave or Personal Necessity.

**13.2.9 - The unit member may be requested to provide a medical release and give it to Human Resources before being permitted to return to work.**

**Section 13.3 Abuse of Personal Illness Leave**

**Abuse of Personal Illness leave is defined as the use of at least thirty percent (30%) more Personal Illness leave than a unit member would earn during a year, resulting in half pay, as defined in subsection 13.4.1. Abuse of Personal Illness leave is also defined as an identifiable pattern of absences over a period of time.**

**13.3.1 - Absences utilizing Personal Illness leave accruals carried over from a prior year shall not be considered abuse. Absences supported by a medical statement shall not be considered abuse.**

**13.3.2 - A conference with the immediate supervisor, in collaboration with the Human Resources Director, will be scheduled to discuss the potential Abuse of Personal Illness Leave. If abuse has been determined, a written notice will be given by the immediate supervisor, in collaboration with the Human Resources Director, to the unit member requiring a medical statement be provided for any additional Personal Illness days until June 30<sup>th</sup> of that year.**

**13.3.3 - If a written abuse notice is given as outlined in 13.3.2, and the unit member fails to provide a medical statement upon the day of return for any absence due to personal illness, the progressive discipline article 11.4 will apply.**

**13.3.4 - Notice of Abuse of Personal Illness Leave within the prior two (2) school years will serve as an establishment of an identifiable pattern of absences and shall be subject to the progressive discipline article 11.4.**

**Section 13.3 13.4 Entitlement to Other Sick Leave**

Each unit member with permanent status shall be credited with 100 days of paid personal illness leave per fiscal year, in addition to the sick leave entitled to under subsections 13.2.1 and 13.2.2.

~~13.3.1~~ **13.4.1** - Each day of sick leave provided by this Section shall be compensated for at the rate of fifty percent (50%) of the unit member's regular salary. Compensation shall commence on the first service day following exhaustion of accrued sick leave.

~~The District may require a medical statement in order to utilize this leave after three (3) consecutive days or if a unit member has met provisions of the memorandum of understanding between the parties located in Appendix F.~~

**13.4.1.a. - Human Resources may require a medical statement upon the day of return for any consecutive absence of four (4) or more days due to personal illness in order to utilize this leave.**

**13.4.1.b. - Unit members who have met the provisions of Abuse of Personal Illness Leave as outlined in 13.3.2, shall provide a medical statement upon the day of return for any personal illness absence.**

**Section 13.4 13.5 Personal Necessity Leave**

~~13.4.1~~ **13.5.1** - A maximum of eight (8) days of absence for illness or injury leave earned pursuant to the sick leave provisions of this Agreement may be used by the unit member in cases of personal necessity.

~~13.4.2~~ **13.5.2** - Personal necessity leave will not be granted for purposes of:

- a. Employee organization business or activity.

- b. Work stoppage, work slowdown, or strike.
- c. Activities which could normally be attended to outside the service day.
- d. Recreational activities including but not limited to vacation and travel associated with vacation.

~~13.4.3~~ **13.5.3** - If possible, the unit member shall give advance notification for personal necessity leave to the ~~site manager~~. **District designated notification system or their immediate supervisor.**

~~Section 13.5~~ **13.6 Bereavement Leave**

~~13.5.1~~ **13.6.1** - Unit members shall be granted leave not to exceed ~~three (3) days, or five (5) days if one-way travel is in excess of 300 miles or out of state travel is required, on account~~ **in the event** of the death of any member of the unit member's immediate family. ~~The Superintendent or designee may extend the three (3) day leave by one (1) or two (2) days if circumstances warrant.~~

**The days of bereavement leave need not be consecutive. The Superintendent or designee may grant additional days due to emergency situations. Said days of extension for emergency shall be deducted from the unit members' personal necessity leave.**

~~13.5.2~~ **13.6.2** - No deduction shall be made from the salary of the unit member nor shall such leave be deducted from leave granted by other sections of this Agreement, or as provided for by the Board of Education.

~~Section 13.6~~ **13.7 Parental Leave**

~~13.6.1~~ **13.7.1** - The unit member shall have the right to utilize sick leave provided for in this Agreement for absences necessitated by pregnancy, miscarriage, adoption, childbirth, and recovery here from.

~~13.6.2~~ **13.7.2** - The District will provide for unpaid leave of absence from duty for the unit member who is required to be absent from duties because of pregnancy, miscarriage, adoption, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the leave shall commence and the date on which the unit member shall resume duties in a comparable position, shall be determined by the unit member and the unit member's physician in conjunction with the District.

~~13.6.3~~ **13.7.3** - In the event of stillbirth or miscarriage, the unit member desiring to terminate leave shall be reinstated to her comparable position on the date authorized by the attending physician or other licensed health advisor in conjunction with the District.

~~13.6.4~~ **13.7.4** - Up to three (3) days of paid leave of absence will be granted **to** the unit member for fatherhood or adoption of a minor. Such leave shall be deducted from accrued sick leave.

~~Section 13.7~~ **13.8 Unpaid Leave for Child Care**

~~13.7.1~~ **13.8.1** - The District may grant a leave of absence without pay or compensation to any unit member for the purpose of child care.

~~13.7.2~~ **13.8.2** - The unit member shall request such leave 30 days prior to the date on which the leave is to begin. The request shall be in writing and shall include a statement as to the date the unit member wishes to begin and end the leave without pay. The District shall respond in writing.

~~13.7.3~~ **13.8.3** - If the unit member chooses to combine leave for pregnancy together with leave for subsequent child care, the unit member must make a request for both leaves at the same time, except in cases of unforeseen emergency.

~~13.7.4~~ **13.8.4** - Leave for child care may be available for the adoption of a child, the period of time to commence with the physical custody of the child.

~~13.7.5~~ **13.8.5** - The unit member, upon the death of his/her **their** spouse, may be entitled to a leave of absence for the purpose of providing child care according to the above stated provisions.

~~13.7.6~~ **13.8.6** - The unit member who is on leave for child care shall be entitled to return to a comparable position to that held at the time the leave commenced, or to the same position if practical.

#### Section ~~13.8~~ **13.9** Court Appearances/Jury Duty

~~13.8.1~~ **13.9.1** - The unit member shall be granted leave from normal duty hours equal to the time spent in court to appear as a witness (other than as a litigant), to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the unit member. The unit member will be paid their regular salary.

~~13.8.2~~ **13.9.2** - Unit members on swing or graveyard shift who are required to serve on jury duty shall not be required to report to their shift on that particular day after first notifying their immediate supervisor.

~~13.8.3~~ **13.9.3** - Unit members shall present verification of time spent in accordance with the circumstances set forth in subsections ~~13.8.1~~ **13.9.1** and ~~13.8.2~~ **13.9.2** to the immediate supervisor upon returning to work. The verification shall be from an official of the court and will be attached to the unit member's time exception report.

#### Section ~~13.9~~ **13.10** Industrial Accident and Illness Leave

~~13.9.1~~ **13.10.1** - Unit members who sustain an injury or illness arising directly out of and in the course and scope of their employment shall be eligible for a maximum of sixty (60) days paid leave in any one fiscal year. This leave will commence on the first date of absence. Industrial accident leave shall not be accumulated from year to year.

~~13.9.2~~ **13.10.2** - Payment for wages lost on any day shall not, when added to an award granted under the Workers' Compensation laws of this state, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence, regardless of compensation awarded ~~made~~ under Workers' Compensation. When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the industrial injury or illness occurred, for the same illness or injury.

~~13.9.3~~ ~~Unit members shall be required to have served the District in a paid status continuously for a period of one (1) year, at the time of the claim, to be eligible for industrial injury and illness leave.~~

~~13.9.4~~ **13.10.3** - Industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation, or paid leave will be used. If, however, a unit member is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this section, the unit member shall be entitled to use only so much of any accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides a day's pay at the regular rate of pay.

~~13.9.5~~ **13.10.4** - Any time a unit member on industrial accident or illness leave is able to return to work, the unit member shall be reinstated in a position in the same class without loss of status or benefits.

~~13.9.6~~ **13.10.5** - To ensure that adequate medical attention is received and to ensure that proper application is made to the District's Self-Insurance Administrator, the unit member who sustains an injury or illness shall report the incident to the immediate supervisor within twenty-four (24) hours or as soon as is feasible.

~~13.9.7~~ **13.10.6** - Treatment according to the severity of injury shall be provided by the District-designated physician and/or hospital unless a written request is on file to use the unit member's personal physician. If, for geographic or personal inconvenience, the designated medical facilities or physicians are not utilized, the unit member shall notify the Human Resources Office as soon as is feasible and make certain that the chosen treating physician or facility reports to the District's Self-Insurance Administrator after treating the patient. It is understood that no claim shall be paid until a proper claim and report are made by the attending physician.

~~13.9.8~~ **13.10.7** - The unit member shall provide the Assistant Superintendent, Human Resources with a statement from the attending physician confirming the industrial illness or injury, the prognosis, and an estimate of the anticipated term of absence.

~~13.9.9~~ **13.10.8** - The unit member shall secure a medical release and give it to the ~~immediate supervisor~~ **Human Resources** before being permitted to return to work.

~~13.9.10~~ **13.10.9** - The District may require that a unit member secure release from a District-designated medical authority before being permitted to return to work.

#### Section ~~13.10~~ **13.11** Military Leave

~~13.10.1~~ **13.11.1**- Unit members shall be entitled to any military leave provided by law and shall return with all rights and privileges granted by law arising out of the exercise of military leave.

~~13.10.2~~ **13.11.2**- Unit members shall be required to request military leaves in writing and, upon request, to supply the District with orders and status reports.

#### Section ~~13.11~~ **13.12** General Leaves

~~13.11.1~~ **13.12.1**- The unit member may be granted a paid or unpaid leave of absence at the discretion of the District. The unit member shall request such leave in writing and include the date the unit member wishes to begin and end the leave. The District shall respond to any such leave request and, if granted, include the dates the unit member will begin and end the leave. Such leave may be up to one year in length but may be renewed. While on an unpaid leave, the unit member shall maintain, but not add to, any other leave credit, vacation time, seniority, or other benefits.

~~13.11.2~~ **13.12.2**- A unit member on such leave shall be entitled to return to a comparable position to that held at the time the leave commenced, or to the same position if practical.

#### Section ~~13.12~~ **13.13** Other Leaves

The District and Association acknowledge the rights of a unit member under the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

#### Section ~~13.13~~ **13.14** Catastrophic Illness Leave

A unit member, who suffers a catastrophic illness/injury, may be eligible for catastrophic leave pursuant to the terms and conditions set forth below.



~~13.13.1~~ **13.14.1 Catastrophic Illness/Injury Leave Bank**

The District shall maintain the Catastrophic Illness/Injury Leave Bank. Such bank shall consist of voluntary donations of earned and unused sick leave hours and/or earned and unused vacation hours by unit members. Each donation shall be irrevocable and shall be made by the unit member filing the appropriate district-provided form. A donation to the Catastrophic Leave Bank shall be a general donation, and cannot be donated to a specific unit member for ~~his/her~~ **their** exclusive use. The intent of this section is to provide a benefit to unit members who suffer a catastrophic illness/injury. It is not the intent of this section to penalize unit members who donate to the Catastrophic Leave Bank by reducing earned additional vacation for good attendance.

~~13.13.2~~ **13.14.2 Eligibility**

The use of Catastrophic Leave shall only be available to unit members, who have made a donation of the equivalent of at least one day to the Bank prior to the end of the previous school year, and whose request for the use of such leave has been approved by the Catastrophic Leave Bank Committee. Unit members who are awarded Catastrophic Leave in the current fiscal year shall be eligible for Catastrophic Leave the subsequent fiscal year if they did not have accrued time to donate to the bank.

~~13.13.3~~ **13.14.3 Request for Catastrophic Leave**

Unit members who suffer a catastrophic illness/injury as certified by a physician, which has resulted in the unit member using all other available paid leaves, including regular and extended illness and injury leave, vacation, compensatory time off, and industrial accident and illness leave, if applicable, may request use of the Catastrophic Leave Bank subject to the terms and conditions outlined in this section.

~~13.13.4~~ **13.14.4 Donations**

Donation solicitations by CSEA Chapter 293 to the Catastrophic Leave Bank shall be presented to the unit members annually during the months of May and June, unless the Bank holds five hundred (500) hours or less, in which case the parties may mutually agree to another donation period. Any donations of additional leave prior to May or June shall only be from members breaking service from the District. All other donations shall only be donated during the months of May and June. All donation forms must be received in the payroll office by close of business on June 30<sup>th</sup>.

~~13.13.5~~ **13.14.5 Catastrophic Leave Bank Committee**

The Catastrophic Leave Bank Committee shall be comprised of the President of CSEA Chapter 293 or designee, two eligible unit members, and two representatives of the District. Any unit member wishing to use Catastrophic Leave shall present the request on the appropriate district-provided form therefore to the Human Resources Department and the CSEA Chapter 293 Executive Board. The request shall be referred to the Catastrophic Leave Bank Committee for consideration. Approval of the request shall require a majority vote of the Committee. The process and decision of the Committee shall not be subject to appeal or the grievance procedure.

~~13.13.6~~ **13.14.6 Maximum Number of Hours Available**

The maximum number of hours per ~~one~~ request shall not exceed the applicant's work hours in a six (6) month work calendar. If more hours are needed, the unit member may reapply.

~~13.13.7~~ 13.14.7 Limits on Number of Days Donated

A unit member may not donate more than fifty percent (50%) in excess of ten (10) days of earned sick leave. A less than twelve (12) month employee may not donate vacation days if such donation would result in an unpaid period of time during winter and spring recess periods.

Upon separation from the District any unit member may donate all available sick leave to the Catastrophic Leave Fund.

~~13.13.8~~ 13.14.8 Pay and Status of Unit Members

A unit member using days from the Catastrophic Leave Bank shall be compensated for each day at 50% of the rate ~~he/she~~ **they** would have received had ~~he/she~~ **they** worked on that day. Unit members granted Catastrophic Leave and using **the** same shall be considered in regular paid status.

~~13.13.9~~ 13.14.9 Unused Days

Any days/hours approved by the Committee and not used shall be returned to the Catastrophic Illness/Injury Leave Bank.

~~Section 13.14~~ 13.15 Educational Leave

Unit members shall be granted one (1) unpaid Educational Leave in order to pursue education or training subject to the following conditions:

~~13.14.1~~ 13.15.1 - The Unit member shall provide documentation from the educational institution showing enrollment.

~~13.14.2~~ 13.15.2 - Leave request shall be submitted in writing to the Human Resources Department **thirty** (30) days prior to the commencement of leave.

~~13.14.3~~ 13.15.3 - Leave shall be granted for a continuous period not to exceed nine (9) months. This section shall not prevent the District from granting an educational leave which is less than thirty (30) days or more than nine (9) months.

~~13.14.4~~ 13.15.4 - Unit Members may apply for one additional educational leave two (2) years after taking initial educational leave. Additional educational leave may be granted at the District's discretion.

~~13.14.5~~ 13.15.5 - Unit Members requesting any changes to approved leave shall be provided to the District in writing prior to the leave.

~~13.14.6~~ 13.15.6 - The Unit Member must have a minimum of one (1) year of service in the District.

~~13.14.7~~ 13.15.7 - Upon return from leave, the unit member shall be placed in a vacant position in the same classification with the same number of hours and number of working days.

~~13.14.8~~ 13.15.8 - While on unpaid leave, the unit member shall maintain, but not add to, any other leave credit, vacation time, seniority or other benefits.

~~13.14.9~~ 13.15.9 - The Unit Member shall receive written confirmation of the approved leave within **ten** (10) days of the submission of the request.

## ARTICLE XVII: HOURS OF EMPLOYMENT

### Section 17.1 Workweek

The workweek shall consist of five (5) days, eight (8) hours per day and forty (40) hours per week. This section shall not bar the District from establishing a workday of less than eight (8) hours or a workweek of less than forty (40) hours for its part time unit members.

#### 17.1.1 Summer Workweek Options

17.1.1.1 - Bargaining unit members who are working during the summer months shall have the option of either working a four (4)-day/ten (10)-hour per day workweek schedule (4/10 schedule) or maintain their regularly scheduled hours. The 4/10 schedule shall not be an option for members in the classification of Child Care Teacher I, Child Care Lead Teacher and Hourly/Monthly Language Development Asst. – Assessment Center. Bargaining unit members shall let their immediate supervisor know of their decision no later than June 1<sup>st</sup> of every year.

17.1.1.2 - Bargaining unit members choosing a 4/10 schedule who have a regular schedule of eight (8) hours per day for five (5) days per week shall work ten (10) hours per day for the first four (4) days of the week. Members shall choose from one of the following shifts:

Shift Hours	Meal Period Duration
6:00 a.m. – 4:30 p.m.	½ hour
6:00 a.m. – 5:00 p.m.	1 hour
6:30 a.m. – 5:00 p.m.	½ hour
6:30 a.m. – 5:30 p.m.	1 hour
7:00 a.m. – 5:30 p.m.	½ hour
7:00 a.m. – 6:00 p.m.	1 hour
7:30 a.m. – 6:00 p.m.	½ hour

Additionally, a unit member may work an arranged shift outside of the ones listed with approval of their immediate supervisor and the Human Resources Department.

17.1.1.3 - Bargaining unit members choosing a 4/10 schedule who have a regular schedule of less than eight (8) hours per day shall have their shift hours equally distributed within the first four (4) days of the week. Start and stop time of shift for each day shall be mutually agreed upon by the employee and the supervisor. In the event that a member and her/his supervisor are unable to schedule a mutually acceptable shift, the affected employee and supervisor shall meet with the Assistant Superintendent of Human Resources (or designee) and a representative of CSEA to resolve the issue.

17.1.1.4 – Plant Coordinators and Custodians shall mutually agree and coordinate their start and stop times with the other custodians at their site. In the event that members are unable to mutually coordinate their schedules, the employees shall meet with the Custodial Supervisor to resolve the issue. In the event the Custodial Supervisor is unable to resolve the matter, the affected employees and supervisor shall meet with the Assistant Superintendent of Human Resources (or designee) and a representative of CSEA to resolve the issue.

#### 17.1.1.5 - Juneteenth and Independence Day Weeks

a. During the weeks Juneteenth and Independence Day are is observed as a paid holidays, unit members who have elected to work the 4/10 schedule have the option to work three (3) ten (10) hour days and be permitted to submit a time exception for two (2) hours from the employee's eligible accruals.



b. Unit members also have the option to work 4 days at their regularly scheduled eight (8) hour work day for the week.

17.1.1.6 - Human Resources shall provide bargaining unit members the start and end date of their optional 4/10 schedule within the first two (2) weeks of April of each year. Should any issue arise with the start and end date of a bargaining unit members' 4/10 schedule, the affected employees and supervisor shall meet with the Assistant Superintendent of Human Resources (or designee) and a representative of CSEA to resolve the issue.

17.1.1.7 - Bargaining unit members choosing a 4/10 schedule shall be compensated for any Vacation and/or Leave time taken during the specified time period at ten (10) hours per day or for the appropriate number of hours they would have worked for that day as per the 4/10 schedule.

17.1.1.8 - Bargaining unit members working a 4/10 schedule, who work ten (10) hours per day, shall be provided with a twenty (20) minute rest period within the first five (5) hours of ~~their~~ their his/her scheduled day and a twenty (20) minute rest period within the second five (5) hours of ~~their~~ their his/her scheduled day. Unit members working less than ten (10) hours per day shall be provided one (1) fifteen (15) minute rest period for each full four (4) continuous hours of work per day.

17.1.1.9 - Overtime for bargaining unit members choosing a 4/10 schedule, whose average workday without a 4/10 schedule is four (4) hours or more per day, shall be defined as any time required to be worked in excess of ten (10) hours in any one day or in excess of forty (40) hours in any calendar week, or the fifth, sixth, or seventh day following the commencement of the workweek. Overtime for bargaining unit members choosing a 4/10 schedule, whose average workday without a 4/10 schedule is less than four (4) hours per day, shall be defined as any time required to be worked in excess of ten (10) hours in any one day or in excess of forty (40) hours in any calendar week, or the sixth or seventh day following the commencement of the workweek. Compensation under this section shall be consistent with Section 17.4 of this agreement.

### Section 17.2 Workday

The District shall designate for each unit member the length of the workday, the specific days of the week, number of paid days per year, and the months per year for each position or assignment in the bargaining unit.

#### 17.2.1 Workday: Increase in Assignment

In the Classifications of Child Care Teacher I, Food Service Worker, and Special Education Aide I, II, or III a permanent increase in a daily shift not exceeding 3.95 total hours may be proposed to CSEA in order to negotiate changes prior to an offer being made to a permanent unit member. Such an increase in hours will be considered an increase to their base assignment, and their permanent hours shall be changed with no effect on their position seniority date.

### Section 17.3 Overtime

The District may extend the workweek or workday on an overtime basis. Overtime for a unit member whose average workday is four (4) hours or more is defined as any time required to be worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, or the sixth or seventh day following the commencement of the workweek. Overtime for a unit member whose average workday is less than four (4) hours per day is defined as any time required to be worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, or the seventh day following the commencement of the workweek.

#### Section 17.4 Overtime Compensation

17.4.1 - The unit member shall be compensated at one and one half times the unit member's regular rate of pay or given compensating time off equal to one and one half times the hours of overtime worked.

17.4.2 - Compensating time off shall be taken within twelve (12) calendar months following the date on which the overtime was worked.

17.4.3 - Compensatory time shall be recorded by the unit member and initialed by the supervisor as accumulated or taken on the appropriate payroll time report form.

17.4.4 - The unit member may request either overtime pay or compensating time off.

17.4.5 - Compensating time off shall be requested at least two (2) days in advance and shall be granted unless it is disruptive to the operation of the department.

#### Section 17.5 Rest Periods

17.5.1 - The unit member will be provided one (1) rest period of fifteen (15) minutes duration for each full four (4) continuous hours of work per day. The unit member and site supervisor will mutually agree on when the rest period shall occur.

17.5.2 - The rest period shall not be used to lengthen the lunch period or shorten the workday.

#### Section 17.6 Meal Period

17.6.1 - The unit member whose workday exceeds five (5) hours will be provided a duty free meal period of not less than thirty (30) minutes nor more than sixty (60) minutes. Meal periods in excess of sixty (60) minutes may be scheduled with mutual written consent between the unit member and the immediate supervisor. The duty free meal period is not a part of the regular workday.

17.6.2 - All work assignments of more than five (5) consecutive overtime hours shall include an unpaid meal period of thirty (30) minutes unless waived by mutual consent of the unit member and the immediate supervisor.

17.6.3 - A unit member required to work during their ~~his/her~~ meal period shall receive overtime compensation for the meal period.

#### Section 17.7 Flextime

At the request of the unit member, with approval of the immediate supervisor and approval of the Superintendent or designee, a work shift may be scheduled with starting and stopping times different from the established workday for the department. Any unit member requesting a variance in their ~~his/her~~ work shift must submit a ~~his/her~~ request in writing on the flextime request form (Appendix F G), specifying the starting and stopping time, rest period and length of lunch break to the immediate supervisor or site administrator. Unit members shall be notified of the status of their flextime request in writing in no more than ten (10) days of initial request. If the flextime request is denied, the employee may appeal the decision with the Assistant Superintendent of Human Resources or designee. Approved flextime shift variances revert back to the shift as hired at the end of each school year.

### Section 17.8 Call Back Time

A unit member called back to work after completion of the unit member's regular assignment shall be compensated for a minimum of three (3) hours of work at the appropriate rate of pay.

#### 17.8.1 On-Call Time

Unit members asked to monitor a district issued communication device outside of their normally scheduled working hours shall be compensated for this work as On-Call Time. On-Call time shall be compensated at a minimum of two (2) hours of overtime pay at the appropriate rate of pay per day. In the event a unit member is called back to work during the on-call time period, they will be compensated at minimum an additional one (1) hour of overtime pay. For each additional time a unit member is called out, they will be compensated as stated in section 17.9.

### Section 17.9 Call In Time

A unit member called in to work on any day other than the unit member's regularly scheduled workday shall be compensated for a minimum of three (3) hours of work at the appropriate rate of pay.

### Section 17.10 Service Days

Teacher/parent conference day, in-service days, or other such specifically designated service days that occur within the regular work year of unit members are considered regular work days for those unit members.

### Section 17.11 Standby Time

Unit members who are required to stand by (time not worked) for subsequent duty without being released shall be entitled to the appropriate rate of pay during the standby time.

### Section 17.12 Additional Assignment

17.12.1 - When work normally and customarily performed by unit members is required to be performed at times other than during the regular ~~September–June~~ student school year, the work shall be assigned to unit members in the appropriate classification(s) as provided in this section.

17.12.2 - A unit member who accepts a summer school assignment or works in excess of the stated months in accordance with the provisions of this section shall receive, on a pro rata basis, no less than the compensation and benefits applicable to that classification during the regular academic year.

17.12.3 – Assignments made beyond the regular school year, except as identified in the Maintenance and Facilities Department in 17.12.6 below, will be made with consideration given to student needs, unit member availability, training and skills. If two applicants have equal standing using the above criteria, seniority will be the determining factor.

17.12.4 – Unit members temporarily working in a lower class shall be compensated at step five (5) of the lower classification range. In no case will the compensation be greater than the unit member's regular rate of pay.

17.12.5 – Upon the District's determination of the need for work to be performed beyond the regular school year (except additional work in the Transportation Department or Maintenance Department which is assigned as per Section 17.13 and 17.12.6), such opportunities shall be posted prior to ~~May 30<sup>th</sup>~~ April 1<sup>st</sup> of each year as described below. The Chapter President and/or ~~their~~ he/his designee may request to review summer assignments.

- a. Interest forms for the opportunity to apply for additional assignments shall be provided to all unit members with consideration being given to unit members working in the applicable classifications first and consideration given to unit members working outside the applicable classification second. If additional assignments are available after being offered to members in the applicable classification, then such opportunities shall be posted at each work site and emailed to all members.
- b. Interest forms will be posted on the District website, at the school/department work site, and provided to each unit member via district email and individual mailbox.
- c. Interest forms will be submitted to the Human Resources Office by the deadline indicated on the form. Upon verification of seniority, the interest forms will be released to department managers to begin the selection process.
- d. All selections and notifications to employees will be completed within ten (10) days of the deadline indicated on the interest form.

~~17.12.6 – The assignment of additional work in the Maintenance and Facilities Department shall be made among unit members submitting interest forms utilizing the following factors in the following order: availability, seniority, and any documented attendance abuse as defined in the parties Memorandum of Understanding dated January 19, 2006. If the District has concern with an applicant's work performance as documented by their immediate supervisor, they shall contact the CSEA Chapter President to discuss the applicant and assignment prior to making the assignments. Such opportunities shall be posted prior to May 30th of each year.~~

~~a. For the 2021-2022 school year, additional work in Maintenance and Facilities Department shall be provided to unit members in accordance with the Memorandum of Understanding located in Appendix K. **The assignment of additional work in the Maintenance and Facilities Department during the summer shall be based on the following:**~~

- a) **The District shall post all additional short-term work opportunities by April 1 of each year. The posting shall include the Saturday bidding date and the deadline for submission of interest forms.**
- b) **The assignment of additional short-term summer work in the Maintenance and Facilities Department shall be bid upon by interested unit members.**
- c) **Unit members shall bid on assignments by seniority on the designated Saturday stated on the posting. If a unit member is not in attendance or late they will not be eligible to participate in the bidding process.**
- d) **After the bidding process, if there is an opening, the next most senior member interested in the assignment who has not previously bid and been given a summer assignment will be eligible by seniority for short-term summer work. Such assignments shall be posted five (5) days after the bidding process.**
- e) **Unit members with any documented attendance abuse as defined in section 13.3 may not be eligible to bid.**
- f) **If the District has concern with an applicant's work performance as documented by their immediate supervisor, they shall contact the CSEA Chapter President to discuss the applicant and assignment prior to making the assignments.**

17.12.7 – It is recognized that Saturday School sessions increase the workload on custodial staff, including safety and sanitary requirements. The District shall provide adequate hours to custodial staff to perform the required additional work. The intent of this section is to alleviate additional workload on custodial staff, maintain legally required safety and sanitary conditions for students, and ensure that unit members are assigned to perform unit work.

17.12.8 – Unit members working less than twelve (12) months shall be allowed to work available additional assignments they are eligible for during Winter Break and/or Spring Break and will not be required to use their vacation time identified in Article XXI, Section 21.3.1.

### Section 17.13 Driving Assignments

17.13.1 - Routes will be established by the District. Routes will be bid on by seniority. Drivers with the highest bargaining unit seniority shall have first choice of routes. Only a driver meeting the qualifications required to drive the size and type of vehicle required for a specific route can bid on said route. It is understood and agreed that the District may make changes in the above assignments as necessary. The Association shall be notified of the change(s) prior to the effective date.

17.13.2 - All bus drivers shall be provided with an average of six (6) hours of work each day (a monthly average) during the regular school year.

17.13.3 - Initial route assignments will be posted for bidding at least three (3) days prior to the bid. Written notice of the actual date, time and location of bidding shall be sent to drivers no less than ten (10) days prior to the actual posting of established routes.

17.13.4 - Trip assignments that occur on regular school days (Monday through Friday) shall first be used to provide drivers with the six (6) hour guarantee on a monthly average. Trips not needed to provide the guarantee shall be offered to available drivers on a seniority basis with consideration given to the convenience of the District, overtime hours, and, in the opinion of the District, the capability of the driver to perform the specific requirements of the assignment. Any driver who accepts a trip assignment above the six (6) hour guarantee and then returns the trip to be redispached shall lose ~~their~~ ~~his/her~~ next assigned trip. The single exception to this shall be if the trip is returned as a result of an approved absence per Article XIII ~~✓~~ LEAVES. For the purposes of this section, the personal necessity days outlined in section 13.4-~~4d~~ shall not apply.

17.13.5 - Trip assignments that occur on Saturday, Sunday or Holidays shall be offered to the driver with the highest seniority with consideration given to the ability of the driver and the required bus. There will be a limit of one (1) trip per driver per day. In the event there are more assignments than drivers on a given day, the remaining assignments will be distributed on the basis of seniority.

17.13.6 - The driver shall be responsible for maintaining the security of the vehicle and remain available to the group for the duration of the standby time except during meal periods and rest time. During these times, the driver is responsible for properly securing the vehicle.

17.13.7 - If an assignment requires an overnight stay, the driver shall be paid for actual driving time plus standby time on the first day and for actual driving time plus standby time or eight (8) hours, whichever is greater, for subsequent days of that assignment. Lodging and meals shall be provided for the driver.

17.13.8 - Sign-On/Bus Check Out - Drivers who have not previously checked out the vehicle assigned to them, shall sign on thirty (30) minutes prior to leaving the yard for the purpose of bus check out. Subsequent runs with the same assigned vehicle shall sign on fifteen (15) minutes prior to destination time.

17.13.9 - Layover /Return Trips - Drivers required to stand by for a run which is to begin within forty-five (45) minutes may, at the driver's election, remain in paid status. If the driver elects to stay in paid status, layover time shall be used for paperwork, bus cleaning or additional assignments.



#### 17.13.10 - Sign-Off Time

A.M.: Fifteen (15) minutes after dropping off the last students at school. P.M.: Fifteen (15) minutes after returning to the yard. Time to be used for paperwork, sweeping bus and bus lock-up.

17.13.11 - The District shall provide the opportunity for the yearly bus driver certificate renewal. Drivers participating in the District renewal program shall be paid at the appropriate rate of pay for all time charged toward renewal of their certificate. Drivers wishing to upgrade their certificate to include another bus classification shall be provided with a maximum of **twenty** (20) hours of training and shall be compensated at their regular rate of pay. The training will take place during the regular work day.

#### Section 17.14 Overtime in Maintenance and Grounds Series

Overtime opportunities in the Maintenance and ~~Facilities Department~~ **Grounds series** shall be distributed among unit members utilizing the following factors in the following order; required skills and seniority within the ~~Department~~ **classification**.

- a. To determine which unit members possess the "required skills" listed in 17.14 above, prior to offering overtime, the supervisor shall first identify the specific tasks of the assignment. The supervisor will then determine which classifications will perform the overtime by reviewing the job descriptions. All permanent employees serving in the identified classifications shall be determined to have the "required skills."
- b. Upon the supervisor's determination of the classifications that will perform the overtime, the supervisor shall post a notice of the overtime for a minimum of forty-eight (48) hours unless there is an emergency. Such notice shall include the following: (1) the specific overtime task; (2) the name of the classifications to perform the work; (3) the estimated duration of the assignment, including the number of days and the number of hours of overtime work; (4) the number of employees needed to perform the overtime; (5) and the dates of the assignment. Upon request, copies of such notices shall be made available to the Chapter President.
- c. To further effectuate the assignment of overtime in maintenance, the parties agree that the employee who has identified **their** ~~his/her~~ interest on such posted overtime notices with the highest seniority in the department shall receive overtime work. In the event that this employee is unable to complete the assignment, then the task will be offered to the employee on the list with the next highest seniority in the department.
- d. In the situation where the supervisor determines that the work required demands such high skills, that only certain employees within specified classifications would be able to do the work, notice will immediately be given to the Chapter President. This notice will give the Chapter an explanation as to why the order of choosing employees, using the factors defined in Section 17.14, were not followed and will identify the specific concern avoided by the supervisor's selection. The Chapter will then have the opportunity to discuss the assignment of these overtime hours with the supervisor.

#### Section 17.15 Overtime Work in the Custodial Series

Overtime opportunities in the Custodial series shall be distributed among unit members utilizing the following factors in the following order:

- a. **First by rotation within the affected classification based upon the seniority of unit members at a work site where the overtime is needed and who wish to participate.**
- b. **If overtime work is rejected by all unit members at the site, then by district wide seniority within the classification.**

Section 17.15 **17.16** Work Calendars

The parties shall meet and begin to negotiate to establish the start and end date for all unit member classifications no later than April 1<sup>st</sup>. Final approval of the employee work calendar will occur within **thirty** (30) days of the approval of the student calendar, **when possible**. Once established, work calendars will be posted on the District website ~~and a written notice will be sent to each employee working in the affected positions within ten (10) days.~~

Any alterations to unit member's work calendar that fell after the end of the normal school year must be negotiated and finalized prior to any implementation of the revised work schedule or announcement to the unit.

Section 17.16 **17.17** Short-Term and Substitute Hours

~~17.16.1~~ **17.17.1** – Bargaining unit members who are interested in performing short-term and/or substitute hours shall submit the Short-term and Substitute Hours Form to the Human Resources Office. Members who submit the interest form may be offered substitute and/or short term work, after such work has been offered to members on the re-employment list as per Section 14.3.5.

~~17.16.2~~ **17.17.2** Unit members shall only perform short-term work with prior authorization from the site or District manager.

Section 17.17 **17.18** Employee's Monthly Category

The following shall be the identification of an employee's monthly category as determined by their individual total number of paid work days:

Total Number of Paid Work Days	Monthly Category
0 – 210	9.5 Month Employee
211 – 215	9.75 Month Employee
216 – 226	10 Month Employee
227 – 231	10.5 Month Employee
232 – 237	10.75 Month Employee
238 – 242	11 Month Employee
243 – 248	11.25 Month Employee
260 – 261	12 Month Employee

**ARTICLE XVIII: WAGES**

Section 18.1 Employment Data

**18.1.1** - Upon initial employment and upon each change in classification thereafter, each unit member shall be furnished two copies of ~~his/her~~ **their** class specifications, salary data, assignment or work location, probation period end date, and immediate supervisor together with duty hours and the prescribed work week.

**18.1.2** - The salary data shall include the annual, monthly or pay period, daily, hourly, overtime, longevity, and differential rate of compensation, whichever are applicable. In addition, unit member(s) shall be provided information regarding level pay, and anticipated payroll adjustments, if applicable, as projected for the first year of employment.

18.1.3 - One copy shall be retained by the unit member and the other copy shall be signed and dated by the unit member and returned to the Human Resources Office within fifteen (15) days.

Section 18.2 Initial Placement

18.2.1 - Unit members employed on or after the effective date of this Agreement shall be placed on Step 1 in the appropriate salary range on the current salary schedule.

18.2.2 - Upon verification of prior experience and skills, a new unit member may be placed on a step higher than Step 1.

Section 18.3 Step Advancement

18.3.1 - **The unit member's first step advancement shall occur upon completion of six months in the position, and on an annual basis thereafter until the maximum step is reached.** ~~Step advancement shall occur upon the completion of the initial probationary period and on an annual basis thereafter until the maximum is reached.~~

18.3.2 - For the purpose of this rule, an appointment made after the fifteenth (15th) day shall be effective **at** the beginning of the next month.

18.3.3 - Upon return from an unpaid leave of absence, the unit member will be placed on the step and range occupied before the leave started. Time spent on unpaid leave shall not be credited toward the time needed for step advancement.

Section 18.4 Working Out of Classification

Unit members who are required to perform duties which are typically performed by a unit member in a higher class for more than five (5) days in a fifteen (15) calendar day period will have their pay adjusted to reflect a 5% increase over their regular pay. In the event the 5% increase causes the unit member to be paid at a rate greater than the range for the higher class, the % increase shall be reduced to an amount equal to step five (5) of the range of the higher class. In no case will the increase exceed 5%.

**The parties agree to meet to create a Memorandum of Understanding pertaining to out of class work scenarios within 30 days of ratification of the 2023-2024 Reopener Negotiations Tentative Agreement.**

Section 18.5 Longevity Increment

Advancement on the schedule below is based on **the** original date of hire in the District amended by any breaks in service.

Years of Continuous Service	Longevity Increments	Percent (%) of "MAX" Range Step
7	2 ½ %	2 ½ %
10	5%	7 ½ %
13	2 ½ %	10%
15	2 ½ %	12 ½ %
20	2 ½ %	15%



25	7½%	22 ½%
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### Section 18.6 Shift Premium

18.6.1 - A shift premium of 3% per hour shall be paid to any unit member assigned on a "regular" full shift starting on or after noon and ending on or before midnight.

18.6.2 - Shift premium shall be paid during the regular school year (September to June) unless a unit member continues to work their ~~his/her~~ regular shift during the summer.

### Section 18.7 Split-Shift Premium

A daily split-shift premium of ~~\$2.00~~ **\$5.00** per day will be paid when a break in the workday equals or exceeds 1-1/2 hours. For the purpose of this provision, the premium pay of ~~\$2.00~~ **\$5.00** shall not be exceeded regardless of the number of splits per day. **This provision excludes unit members who simultaneously hold two positions.**

### Section 18.8 Mileage Reimbursement

Unit members required to use their vehicle on District business, including District-approved conferences, shall be reimbursed at the IRS rate for all miles driven on behalf of the District. Claims for mileage reimbursement shall be paid within thirty (30) days following submission.

### Section 18.9 Payroll Errors Wage Errors

18.9.a - Any District error resulting in insufficient payment for a unit member shall be corrected, and a supplemental check issued, not later than five (5) days after the unit member provides notice to the payroll department. ~~The District Payroll Supervisor shall send written communication to any unit member affected by an overpayment error and enter into a repayment agreement with the unit member prior to adjusting their payroll.~~

**18.9.b - When the District determines a wage overpayment has been made to a unit member it shall notify the employee of the overpayment in writing and afford the employee with an opportunity to respond, request information from the district related to the overpayment, or meet with the district to review financial data related to the overpayment before commencing recoupment actions.**

- **The employee affected by the alleged overpayment shall have the sole authority to agree or disagree with the District's claimed overpayment amounts. Upon the employee's written agreement to the overpayment amounts, reimbursement shall be made to the school employer District through one of the following methods mutually agreed to by the employee and the District:**
  - (A) **Cash payment or cash installment payments.**
  - (B) **Installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred.**
  - (C) **The adjustment of appropriate leave credits or compensating time off, provided that the overpayment involves the accrual or crediting of leave credits such as vacation, annual leave, holiday leave, or compensating time off. Any errors in sick leave balances shall only be adjusted with sick leave credits.**

**Absent mutual agreement on a method of reimbursement, within 30 days of the unit member verifying the overpayment amount, the District shall proceed with recoupment pursuant to method (B) above.**

### Section 18.10 Meals

Any unit member who, as a result of an approved work assignment, must have meals away from the District shall be reimbursed not to exceed the IRS Per Diem travel rates provided the unit member submits valid receipts.

### Section 18.11 Lodging

Any unit member who, as a result of an approved work assignment, must be lodged away from home overnight shall be reimbursed by the District for the full cost of such lodging provided the unit member submits valid receipts. Where possible, the District shall provide advance funds to the unit member for such lodging.

### Section 18.12 Uniforms

The District shall pay the full cost of the purchase or lease of distinctive uniforms, identification badges, and cards specifically required by the District to be worn or used by unit members. When a new unit member is hired, they shall receive five (5) uniforms from the District. As needed, the District will provide replacement uniforms. Unit members will maintain and wear the uniform provided by the District. Altering uniforms will not be permitted.

### Section 18.13 Tools

The District agrees to provide all tools, equipment, and supplies required by the District for performance of the unit member's employment duties.

### Section 18.14 Property Loss

The District shall reimburse unit members for actual value, mutually agreed upon by the unit member and manager, of any loss, damage, and/or destruction of clothing or personal property approved for use by the appropriate site manager or supervisor in the course of the performance of duties unless such damage is due to negligence by the unit member. Reimbursement shall be up to \$500.

### Section 18.15 Regular Rate of Pay

The regular rate of pay for each position shall be in accordance with the rates established for each class as provided for in Appendix A, which is attached hereto and by reference incorporated as a part of this Agreement. In the event a unit member performs additional short-term hours and/or substitute hours in a higher classification, they shall be paid the greater of either the unit member's current rate or step one (1) of the higher pay range.

### Section 18.16 Wages

~~Effective July 1, 2021, unit members will receive a three and a half (3.5%) percent over the 2020-2021 Salary Schedule to become the 2021-2022 Salary Schedule.~~

~~Additionally, unit members will receive a one-time off salary schedule payment equal to one and a half (1.5%) percent of an employee's annual salary for the 2021-2022 school year after the 3.5% increase listed above is applied to the salary schedule.~~

~~Effective July 1, 2022, unit members will receive a six and a half (6.5%) percent on-schedule increase over the 2021-2022 Salary Schedule to become the 2022-2023 Salary Schedule. In the event the State provides additional unrestricted ongoing funding beyond the allocations included in the final 2022/23 Budget Act approved on June 27, 2022, the parties agree to meet to discuss mutual options of the allocation of any additional funds.~~

**For the 2023-24 school year, unit members will receive a 4% on schedule ongoing increase over the 2022-2023 salary schedule, retroactive to July 1, 2023. Additionally, unit members will receive a one-time off schedule salary payment equal to 2% of an employee's total earnings for the 2023-24 school year after the 4% increase listed above is applied to the salary schedule, retroactive to July 1, 2023. The off-schedule payment will be paid in two installments for work performed between July 1, 2023 and December 31, 2023, and between January 1, 2024 and June 30, 2024.**

The intent of the parties is to provide compensation equity between employee groups. Should an inequity occur, the District shall confer with CSEA to determine distribution of the difference to unit members.

**18.17 Compensation for Overnight Sixth Grade Camp**

Employees required to attend **overnight** the 4-day Sixth-grade camp shall **receive their regular rate of pay, up to eight (8) hours per day, and an additional nightly daily stipend amount of \$114.25** be compensated \$457.00. The rate will be prorated for partial attendance.

**ARTICLE XX: HEALTH AND WELFARE**

**Section 20.1 Benefits and Eligibility**

For the purpose of this section, eligibility shall be defined as: those unit members who are regularly employed four (4) hours per day or more on a monthly average.

Effective July 1, 2018, and as long as the District continues to be a member of the Self Insured Schools of California (SISC), unit members whose permanent assignment is less than thirty-six (36) hours per week are not required to select a District provided medical plan. Unit members whose permanent assignment is thirty-six (36) hours per week or more shall be required to select a District provided medical plan and pay the employee's share of the selected plan.

**20.1.1 Medical Insurance**

The District shall provide the eligible unit member with the agreed upon insured medical plan including dependent coverage. New unit members employed by the District after July 1, 2006 and eligible for health benefits subject to the required contributions by this agreement will be limited to either an Anthem Blue Cross HMO or Kaiser HMO until they have completed two continuous years of employment. Upon completion of two continuous years of employment, the unit member ~~shall have a one-time opportunity during the three (3) subsequent open-enrollments to change to~~ **may choose an Anthem** Blue Cross PPO program. ~~A unit member may exercise his/her eligibility for such change during the three (3) subsequent open enrollment periods.~~

**20.1.2** For the plan year 2010 and thereafter pending negotiations, unit members shall be responsible for the following contributions toward the premium cost of medical plan benefits based on the plan and coverage selected by way of a tenths salary deduction:

Any PPO Plan	Unit member pays 10% of the actual premium cost.
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<p>Anthem Blue Cross HMO or Kaiser</p>	<p>Unit member only coverage pays an amount equal to the prior year plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit member plus 1 family member coverage pays an amount equal to the prior year plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 who will pay 10% of the actual plan premium</p> <p>Unit member plus more than 1 family member coverage pays an amount equal to the prior year plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 who will pay 10% of the actual plan premium</p>
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**20.1.3 Dental Insurance**

The District will provide the unit member with an agreed-upon dental service plan, including dependent coverage. Enhancement to the agreed upon Dental Service plan is are available at additional cost to the unit member.

**20.1.4 Vision Care Insurance**

The District shall provide the unit member with an agreed upon vision service plan, including dependent coverage. **Enhancement to the agreed upon Vision Service plan is are available at additional cost to the unit member.**

**20.1.5 Life Insurance**

**20.1.5.1** - The District shall provide a unit member with fully paid \$50,000 level term-life insurance policy. Coverage shall continue during the period of a District-approved unpaid leave of absence, if requested, at the unit member's expense.

**20.1.5.2** - The unit member insured under the master group contract may convert insurance to a private plan upon termination of employment or termination of group insurance because of a change in classification. The unit member must apply within thirty-one (31) days after the day the group life insurance terminates.

**Section 20.2 – Health Benefits Management Committee (HBMC)**

**20.2.1** - The intent of the Health Benefits Management Committee (HBMC) is to provide transparency and involvement with the health plans provided to certificated, classified and management employees.

The committee will evaluate the performance of the plan consultant periodically and either renew or select a new consultant for the health plans.

20.2.2 - The Association and the District shall designate the HBMC to select and monitor health benefits. The group will be composed of three (3) voting members from each Association (3 from A.P.L.E., 3 from C.S.E.A.) and six (6) from the District. HBMC members will be chosen by their respective associations. Each group may confer with outside consultants.

20.2.3 - The group will meet each month (4<sup>th</sup> week) to monitor and review expenditures of each of the selected health benefit plans. Those plans will include medical, dental, vision and life insurance. Meeting times may be modified by mutual agreement.

20.2.4 - The committee will develop and recommend to their respective bargaining team the proposed benefit package each year.

### Section 20.3 Continuance - Retired Unit Members

20.3.1 - Unit members who have served continuously for ten (10) years in the District and who retire under the Public Employees' Retirement System (PERS) Provisions (straight/disability retirement) after age fifty-five (55) may elect to have employee only medical and prescription drug plan continue on the same basis as unit members until such time the retiree reaches the age of eligibility for Medicare or other government-funded health insurance programs, or upon death of the retiree, whichever occurs first. Eligible retired unit members who have elected to continue their medical and prescription drug plan may also, at their own expense, elect to enroll eligible dependents by submitting monthly payments to the District.

20.3.2 - Retired unit members who qualify under the provisions of section 20.3.1 above may elect to have the Dental coverage continue on the same basis as unit members for themselves and their dependents until such time the retiree reaches age sixty-five (65) or upon death of the retiree, whichever occurs first.

20.3.3 - Retirees are not covered by life insurance but may continue coverage at their own expense by contacting the insurance carrier and converting to a private plan within thirty-one (31) days of retirement.

20.3.4 - Retired unit members who qualify under the provisions of section 20.3.1 above may elect to have the vision coverage continue on the same basis as unit members until such time the retiree reaches age sixty-five (65) or upon death of the retiree, whichever occurs first.

## ARTICLE XXII: HOLIDAYS

### Section 22.1 Scheduled Holidays

Unit members shall be entitled to the following paid holidays as adopted annually by the District:

2021-2022			
Independence Day	July 5, 2021	New Year's Eve	December 31, 2021
Labor Day	September 6, 2021	New Year's Day	December 30, 2021
Veteran's Day	November 11, 2021	Martin Luther King Jr. Day	January 17, 2022
Thanksgiving Day	November 25, 2021	Lincoln's Birthday	February 14, 2022
Day After Thanksgiving	November 26, 2021	Washington's Birthday	February 21, 2022
Admissions Day	The holiday in lieu of Admission Day shall be designated as December 23, 2021	Spring Recess Day	April 15, 2022
Christmas Day	December 24, 2021	Memorial Day	May 30, 2022

2022-2023			
Independence Day	July 4, 2022	New Year's Eve	January 2, 2023
Labor Day	September 5, 2022	New Year's Day	January 3, 2023
Veteran's Day	November 11, 2022	Martin Luther King Jr. Day	January 16, 2023
Thanksgiving Day	November 24, 2022	Lincoln's Birthday	February 13, 2023
Day After Thanksgiving	November 25, 2022	Washington's Birthday	February 20, 2023
Admissions Day	The holiday in lieu of Admission Day shall be designated as December 27, 2022	Spring Recess Day	April 7, 2023
Christmas Day	December 26, 2022	Memorial Day	May 29, 2023
		<b><u>Juneteenth</u></b>	<b><u>June 19, 2023</u></b>



**2023-2024**

<b><u>Independence Day</u></b>	<b><u>July 4, 2023</u></b>	<b><u>New Year's Eve</u></b>	<b><u>January 1, 2024</u></b>
<b><u>Labor Day</u></b>	<b><u>September 4, 2023</u></b>	<b><u>New Year's Day</u></b>	<b><u>January 2, 2024</u></b>
<b><u>Veteran's Day</u></b>	<b><u>November 10, 2023</u></b>	<b><u>Martin Luther King Jr. Day</u></b>	<b><u>January 15, 2024</u></b>
<b><u>Thanksgiving Day</u></b>	<b><u>November 23, 2023</u></b>	<b><u>Lincoln's Birthday</u></b>	<b><u>February 12, 2024</u></b>
<b><u>Day After Thanksgiving</u></b>	<b><u>November 24, 2023</u></b>	<b><u>Washington's Birthday</u></b>	<b><u>February 19, 2024</u></b>
<b><u>Admissions Day</u></b>	<b><u>The holiday in lieu of Admission Day shall be designated as December 26, 2023</u></b>	<b><u>Spring Recess Day</u></b>	<b><u>April 1, 2024</u></b>
<b><u>Christmas Day</u></b>	<b><u>December 25, 2023</u></b>	<b><u>Memorial Day</u></b>	<b><u>May 27, 2024</u></b>
		<b><u>Juneteenth</u></b>	<b><u>June 19, 2024</u></b>

**Section 22.2 Eligibility**

**22.2.1** - A unit member shall be eligible for holiday leave provided **they were** he/she was in a paid status during the working day immediately preceding or succeeding the holiday **as provided in Education Code 45203**. In order for a unit member to qualify for the Admissions Day in lieu of holiday, the unit member must have worked on the actual Admissions Day.

**22.2.2** - Any holiday falling on a Saturday shall be observed on the preceding Friday. Any holiday falling on a Sunday shall be observed on the succeeding Monday. If a unit member is assigned on a workweek schedule other than Monday through Friday, and a holiday falls on the first day of **their** his/her two day break, **they** he/she shall be given the preceding day off as **their** his/her holiday. If the holiday falls on the second day of **their** his/her two day break, **they** he/she shall be given the succeeding day off as **their** his/her holiday.

**22.2.3** – Employees on an approved non-typical ~~work-week~~ **workweek** schedule (example: schedule other than Monday through Friday or less than five (5) days per week) will be notified by the start of the school year or within five (5) days of date of hire when there is related holiday adjustment caused by the approved non-typical workweek schedule. For all employees who have to adjust holidays due to a non-typical ~~work week~~ **workweek** schedule, the in-lieu holiday shall be taken the week before or the week of the holiday.

**Section 22.3 Holiday Compensation**

A unit member who is required to work on the approved District holidays shall be paid compensation, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the

rate of time and one half their his/her regular rate of pay; with the exception of Christmas, New Years Day, Thanksgiving, and Fourth of July which will be compensated at double the regular rate of pay.

Chris Lawyer 2/9/2024  
Date  
CSEA Chapter President No. 293

Nancy Blade 2/9/2024  
Date  
Executive Director, Human Resources

Jasmine Fernandez 2/9/24  
Date  
Labor Relations Representative

Dr. Issaic Gates 2/9/24  
Date  
Assistant Superintendent, Human Resources



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**Placentia-Yorba Linda Unified School District  
Board of Education Regular Meeting  
March 12, 2024**

**NOTICES OF COMPLETION**

Projects may only be accepted as complete by action of the Governing Board. The following projects have been inspected by District staff and found to be substantially complete:

<b>P.O. Number</b>	<b>Contractor</b>	<b>Project</b>
T82C0699	New Dimension General Construction	Tuffree Middle School Bid No. 223-06 Labor and materials for home economics room improvement project

**Administrator**  
Gary Stine, Assistant Superintendent, Administrative Services

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES REPORT  
 Board of Education Regular Meeting  
 March 12, 2024**

<u>Retirement</u>	<u>Position</u>	<u>Site</u>	<u>Effective</u>
Susan Ong	Nutr Svs Prod Kit Lead	El Dorado	06/13/24
Janette Petersen	Nutr Svs Prod Kit Lead	El Dorado	06/13/24

<u>Resignation</u>	<u>Position</u>	<u>Site</u>	<u>Effective</u>
Sandra Banda	Child Care Tchr I	Brookhaven	02/20/24
Beverlee Boeglin	Nutr Svs Wkr	Tuffree	03/08/24
Tricia Canales	Academy Tutor	Tynes	02/16/24
Elena Carrera	Child Care Tchr I	Van Buren	02/21/24
Giuliana Cassinerio	Bil Clerk I	Kraemer	03/15/24
Kimberly Diaz	Child Care Tchr I	Morse	02/27/24
Roger Hills	Child Care Tchr I	Travis Ranch	02/22/24
Lizethe Molina	SPED Int Asst	Travis Ranch Elem	03/08/24
Bryce Neff	Instr Aide PE	Linda Vista/Topaz	01/11/24
Sarah Soberanes	Bil Sch Sec II	El Camino	02/23/24
Fernando Villanueva Castro	Noon Duty	Glenknoll	03/01/24
Vannary Yam	SPED Int Asst	Van Buren	02/23/24

<u>Termination</u>	<u>Position</u>	<u>Site</u>	<u>Reason</u>	<u>Effective</u>
#12475	SPED Int Asst	YLMS	Medical Layoff	03/05/24

**Change of Status**

<u>Employee</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Ana Avila	Bil Receptionist	Account Tech I, Ra 29, St 4 \$28.96	03/04/24
Linda Brocki	Noon Duty	SPED Asst, Ra 16, St 1 \$18.12	02/05/24
Anais Coalwell	SPED Aide III	SPED Aide II, Ra 18, St 2 \$20.00	01/12/24
Rene Dominguez	Supervisor II	Supervisor I, Ra 6, St 3 \$104,756	12/19/23
Dana Griffiths	Supervisor II	Director III, Ra 3, St 1 \$116,245	03/13/24
Lynda Maguire	Payroll Clerk, Range 27	Payroll Tech, Ra 32, St 5 \$34.08	02/14/24
Kimberly McCoy	Payroll Clerk, Range 27	Payroll Tech, Ra 32, St 4 \$32.45	02/14/24
Danette Schroeder	Payroll Clerk, Range 27	Payroll Tech, Ra 32, St 5 \$34.08	02/14/24
Sharon St. Aubin	Payroll Clerk, Range 27	Payroll Tech, Ra 32, St 5 \$34.08	02/14/24

**Leave of Absence**

<u>Employee</u>	<u>Position</u>	<u>Site</u>	<u>Reason</u>	<u>Effective</u>
Veronica Castillo	Clerk I	Lakeview	Family Medical	02/17/24-03/17/24
Magdalena Dominguez	Sch Sec II	BYMS	Medical	02/07/24-05/17/24
Cameron Nunez	Child Care Tchr I	Sierra Vista	Medical	02/06/24-03/11/24
Angela Worcester	Bus Driver	Transp	Family Medical	Intermittent: 02/23/24-04/26/24

**Working Out of Class**

<u>Employee</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Carlos Alvarado	Grounds II	Sprinkler Repairman	01/17/24-03/29/24
Joanne Griego	Nutr Svs Wkr	Nutr Svs Prod Kit Lead	01/08/24-06/14/24
Stephanie Ochoa	Nutr Svs Wkr	Nutr Svs Prod Kit Lead	01/08/24-06/14/24
Rosa Padron	Nutr Svs Wkr	Nutr Svs Sat Kit Lead	02/01/24-06/14/24
Gabriela Solis	Nutr Svs Wkr	Nutr Svs Prod Kit Lead	01/08/24-06/14/24

New Hire

<u>Employee</u>	<u>Position</u>	<u>Site</u>	<u>Salary</u>	<u>Effective</u>
Yulian Alfaro	Nutr Svs Wkr	El Dorado	Ra 13, St 1 \$16.82	02/22/24
Linda Cagney	Child Care Tchr I (ELOP)	Rose Drive	Ra 16, St 1 \$18.12	01/22/24
Hui-Chen Chiou	Noon Duty	Mabel Paine	Ra 1, St 1 \$16.00	01/29/24
Kara Doller	Nutr Svs Wkr	El Dorado	Ra 13, St 1 \$16.82	02/20/24
Lorna Encinas	Noon Duty	Glenview	Ra 1, St 1 \$16.00	11/30/23
Juana Equihua	Noon Duty	Melrose	Ra 1, St 1 \$16.00	02/20/24
Cory Garcia	SPED Aide II	Lakeview	Ra 18, St 1 \$19.02	01/29/24
Jenny Gee	Elem L/M Tech	Golden	Ra 23, St 1 \$21.50	02/09/24
Ryan Goode	Nutrition Svs Wkr	Nutrition Svs	Ra 13 St 1 \$16.82	02/13/24
Irene Han	SPED Aide II	Travis Elem	Ra 18, St 1 \$19.02	01/17/24
Dustin Le	Account Tech I	Fiscal Svs	Ra 29, St 1 \$24.98	02/16/24
Jose Martinez	Noon Duty	Ruby Drive	Ra 1, St 1 \$16.00	01/30/24
Brian Montelone	SPED Aide II	Esperanza	Ra 18, St 1 \$19.02	02/07/24
Joelene Navarrete	Noon Duty	Ruby Drive	Ra 1, St 1 \$16.00	02/21/24
Arisbeth Ortiz Canedo	Child Care Tchr I (ELOP)	Sierra Vista	Ra 1, St 1 \$18.12	02/15/24
Maritza Ramos	School Bus Driver	Transportation	Ra 29, St 1 \$24.97	02/07/24
Deann Rodriguez	Academy Tutor	Expand Lrng	Ra 16, St 1 \$18.12	02/15/24
Liliana Ruiz Martinez	Child Care Tchr I (ELOP)	Fairmont	Ra 16, St 1 \$18.12	01/22/24
Citlalli Silva	Child Care Tchr I (ELOP)	Brookhaven	Ra 16, St 1 \$18.12	01/24/24
Precious Thompson	Noon Duty	Glenknoll	Ra 1, St 1 \$16.00	02/13/24
Eva Venegas	Instr Aide PE	Ed Svs-Elem	Ra 15, St 1 \$17.67	02/13/24
Fernando Villanueva Castro	Noon Duty	Glenknoll	Ra 1, St 1 \$16.00	01/10/24
Andrea Villegas	SPED Aide II	Rio Vista	Ra 18, St 1 \$19.02	02/01/24
Mikayla Zatezalo	Child Care Tchr I	Travis Ranch	Ra 16, St 1 \$18.12	02/21/24

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Instructional Aide, Range 15 to Instructional Assistant, Range 17; Effective 02/14/24

Antonio Alatorre, Jr.  
Ava Allen  
Dora Almeida  
Anna Ayala-Trevino  
Maddison Conrad  
Conner Davis  
Edward Dunn, IV  
Estela Espinoza  
Lindsay Farer  
Kevin Garcia  
Reyna Hernandez  
Kassie Howard  
Jennifer Knight  
Lisa Lasater  
Christopher Lawson  
Yvonne Lee  
Alyssa Millan  
Kyle Myers  
Yashnee Nathraj  
Bryce Neff  
Xavier Nunez-Sundara  
Anthony Olague

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Instructional Aide, Range 15 to Instructional Assistant, Range 17; Effective 02/14/24 (Cont'd)

Christine Ostaszewski  
Cristian Polo  
Kelly Pugged  
Jing Qi  
Wendy Rakochy  
Brianna Rombeiro  
Estevan Salgado  
Joseph Terry  
Lauren Vandegriff  
Eva Venegas  
Lauren Westphal  
Paige Williams

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Bilingual Instructional Aide, Range 16 to Instructional Assistant - Bilingual, Range 18; Effective 02/14/24

Rosa Arriola  
Cathy Keeler  
Marianna Lozoya  
Teresa Pinon  
Carmen Urdiano

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide I, Range 16 to Special Education Assistant, Range 22; Effective 02/14/24

Saji Abraham  
Shireen Ahmad  
Alexandra Alpern  
Robin Baar  
Sheetal Bhanji  
Sandra Blakeley  
Beverly Blossom  
Audrienne Bridges-Skipper  
Linda Brocki  
Gina Brown  
Erin Brunner  
Juan Camacho  
Kristin Camacho  
Mirella Chavez  
Marisela Chavolla  
Kimberly Chiles  
Bridgette Cloutier  
Carmen Cobian  
Jessica Coghill  
Melissa Cole  
Taylor Conely  
Michael Crays  
Nicole Cryan  
Jennifer Donaldson  
Lakshmi Donti  
Teresa Eckart  
Constance Ellis Francis  
Christina Fairman

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide I, Range 16 to Special Education Assistant, Range 22; Effective 02/14/24 (Cont'd)

Madison Fernandez  
Brianna Figueroa  
Judith Floray  
Bianca Flores  
Sarah Flores  
Diane Fowks  
Kirsten Frazier  
Rita Gamache  
Patricia Gibbs  
Kim Gill  
Melissa Goettsche  
Anthony Griego  
Michelle Guerrero  
Karen Gutekunst  
Michele Heffernan  
Abraham Hernandez  
Danielle Holguin  
Erin Hoskins  
Wei Huang  
Katie Ibrahim  
Brittney Ispas  
Michele Ives  
Anna Jacob  
Deborah Jaeckel  
Jesus Jimenez Martinez  
Karen Johnson  
Koree Johnson  
Cordelea Kendrick  
Cali Kimble  
Doug Kuhl  
Ana Kuppenov  
Monica Landfield  
Jou-I Lee  
Adele Lightfoot  
Leanne Mangilit  
Gloria Mc Donnell  
Erica Mendez  
Sofia Mendoza  
Kimberly Mora  
Denise Newberry  
Ruth Panzino  
Catherine Pembleton  
Laura Penner  
Melissa Pineda  
Saba Rafiqi  
Valentina Ramos  
Marisol Rivera  
Ana Marcela Roche  
Steven Rodriguez  
Laura Rutledge  
Jessica Salgado

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide I, Range 16 to Special Education Assistant, Range 22; Effective 02/14/24 (Cont'd)

Krystal Sanchez  
Kira Schmitt  
Laura Scott  
Magdalena Serna  
Mikako Sernaque  
Eva Sierra  
Nicole Smith  
Yesuk Son  
Linda Struiksma  
Pamela Taggart  
Brenda Thomas  
Amy Trail  
Yvonne Truong  
Jessica Trutanich  
Kimberly Tweedt  
Cintia Valle  
Alyssa Vandiver  
Yajaira Vasquez  
Brittany Vega  
Emily Vogt  
Laura Wachter  
Caroline Wahlstrom  
Cynthia Whisler  
Lindsey Woodside  
Susan Worley  
Tina Zaldatte  
Yifan Zhao

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide I - Bilingual, Range 17 to Special Education Assistant - Bilingual, Range 23; Effective 02/14/24

Veronica Burke

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide II, Range 18 to Special Education Intervention Assistant, Range 24; Effective 02/14/24

Susan Accardo  
Adrianna Aguila  
Sarah Albillo  
Lorraine Allen  
Heidi Allen  
Joel Alonso  
Soraida Arceneaux  
Magdalena Avalos  
Ashley Balderas  
Odalys Barahona  
Susan Battaglia  
Jeanette Bell  
Janet Beltran  
Douglas Byrnes  
Linda Calvert  
Shari Cardinez  
Karen Carr

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide II, Range 18 to Special Education Intervention Assistant, Range 24; Effective 02/14/24 (Cont'd)

Anthony Castaneda  
Marco Cervantes  
Gina Clark  
Anais Coalwell  
Colleen Cook  
Emma Corbell  
Gabriele Coughran  
Natalya Couron  
Laura Dame  
Priscilla David  
Bella Delgadillo  
Deann Dixon  
Jennifer Dodgion  
Citlali Dominguez Cobian  
Micaela Doppieri  
Eliana Dopudja  
Veronica Dorado  
Rachel Douge Beaulieu  
Valerie Drasdo  
Michelle Dwyer  
Cinnamon Earl  
Lilian Ebanks  
Anna Egizii  
Stephanie Elder  
Adel Elgarawany  
Krystle Elizarraras  
Laura Facio Gonzalez  
Ashley Falls  
Jessica Ferrino  
Berlyn Figueroa  
Trevor Figueroa  
Cynthia Fixa  
Lita Fleckenstein  
Marlee Fleckenstein  
Yvette Flores  
Stephanie Forshee  
Lakshmi Priya Ganesh  
Cara Garcia  
Cory Garcia  
Maria Garza  
Damaris Gomez Lopez  
Annelise Gonzalez  
Christy Goodman  
John Goss  
Jordyn Griggs  
Esther Gudino  
Irene Han  
Megan Harry  
Julie Hedlund  
Janet Hernandez  
Maria Hernandez



Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide II, Range 18 to Special Education Intervention Assistant, Range 24; Effective 02/14/24 (Cont'd)

Jesse Higgins  
Pujaben Hirpara  
Sean Hogan  
Natalie Horn  
Cynthia Izvoreanu  
Gina Jackson  
Trina Jackson  
Daniel Jacob  
Vasanthakumar James  
David Jimenez Vital  
Cameron Justice  
Joanna Keating-Velasco  
Jillian Keeler  
Tondi Kennedy  
Mi Kyoon Kim  
Jennifer Kopiczko  
Anna Kornoff  
Jason Lander  
Angelica Lara Garcia  
Kara Lindley  
Christine Lopez  
Ryan Martinez  
Michelle Masciale  
Shevawn Maule  
Jennifer Mc William  
Rona McManus  
Maria Teresa Medina Guadalupe  
Cheryl Meeves  
Laura Merica  
Fathima Mohamed Samsudeen  
Brian Montelone  
Monique Moreno  
Amanda Morgan  
Shawwna Morris  
Amalia Myer  
Agnieszka Naylor  
Stephanie Newbill  
Leann Ochoa  
Joan Okeefe  
Karina Olea Arias  
Jennifer Oltman  
Madhuri Padalkar  
Erika Parrilla  
Maria Pelaez  
Jacob Perez Rodriguez  
Brittany Pham  
Gabriela Phipps  
Ei Ei Phyu  
Melanie Piercy  
Aleen Quero-Ortiz  
Lucia Ramirez

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide II, Range 18 to Special Education Intervention Assistant, Range 24; Effective 02/14/24 (Cont'd)

Adriana Reeves  
Norma Reyes  
Sheila Richards  
Marisa Richter  
Gina Roberts  
Yadira Rodriguez-Pena  
Elvira Ruiz-Hazlett  
Theresa Saenz  
Sally Sando  
Maria Sandoval  
Christine Schiebeck  
Jade Segura Smith  
Kathy Seidel  
Michelle Sellers  
Sandra Seneviratne  
Lori Sharp  
Meenakshi Shelar  
Carly Skomsvold  
Patricia Solorio-Cisneros  
Angelica Sotelo  
Breanne Sotelo  
Tosha Spencer  
Kerry Starkey  
Danae Tagaloa  
Ariane Tapia  
Briana Tapia  
Leslie Thompkins  
Lindsey Tii  
Colleen Tolley  
Patricia Trejo  
Yajaira Uribe  
Andrea Villegas  
Liliana Vitela  
Kathy Wagner  
Majela Walker  
Lucy Wheaton  
Delaney Wheeler  
Kimberly White  
Mandy Wolgamott  
Danny Worley, Jr.  
Vannary Yam  
Luke Yokogawa

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide II – Specialized Physical Health Care Services, Range 19 to Special Education Intervention Assistant - Specialized, Range 26; Effective 02/14/24

Saeda Alrifai  
Correna Becerra  
Jessica Carter  
Stephanie Felix  
Ana Flores

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide II – Specialized Physical Health Care Services, Range 19 to Special Education Intervention Assistant - Specialized, Range 26; Effective 02/14/24 (Cont'd)

Natalie Francis  
Evelyn Gonzales Rivera  
Wendy Grafton  
Darcy Gregg  
Maria Gutierrez  
Gloria Kravitz  
Ashley Lawton  
Patricia Martinez  
Heide Mc Cue  
Kathy Miller  
Samantha Moore  
Lisa Munn  
Ariana O'Brien  
Hope Osborn  
Lauren Parkes  
Tessa Pennington  
Tiziana Ramirez-Vargas  
Joseph Rojas Granja  
Edith Serrano  
Michelle Spoonhower  
Theresa Stanford  
Lindsay Taylor  
Ian Volker  
Stacy Wallace  
Patricia Wellington, III  
Laura Woolard  
Samantha Zadah

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide III, Range 20 to Special Education Aide III, Range 22; Effective 02/14/24

Lauren Absmeier  
Lindsey Aguilar  
Brandy Aguirre  
Anissa Alcaraz  
Rosa Alvarado  
Carrie Araque  
Sally Bagheri  
Elizabeth Bahena  
Evangalina Barba  
Sydney Barrett  
Kimberly Bordwell  
Patricia Burkhardt  
Juana Camacho  
Suzanne Campbell  
Perla Castillo  
Tim-Ping Cheng  
Denise Coultrup  
Brian Cusick  
Brittany Daniel  
Jacqueline Darling

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide III, Range 20 to Special Education Aide III, Range 22; Effective 02/14/24 (Cont'd)

Sherry Di Croce  
Krista Dorado Argomaniz  
Valerie Dyer  
Julie Fick  
Kate Futerer  
Pamela Gagnon  
Linda Genotti  
Corinne German  
Tracy Gonzalez  
Lindsey Green  
Kerstain Guest  
Douglas Gutierrez  
Antonia Guzman Estrada  
Komala Hatjygeorge  
Stephanie Inzunza  
Matthew Jackson  
Destiny Jaramillo  
Aysha Kazi  
Brenda King  
Anchao Lai  
Carrie Larsen  
Kelly Leitner  
Mary Lepore  
Gail Lofdahl  
Golnaz Lotfalipour  
Brandon Lubello  
Jamie Lumsdaine  
Marietta Luzzi  
Michele Mack  
Heather Magdaleno  
Michelle McCahery  
Diana Mendez  
Lizethe Molina  
Ashwinee Nangare  
Amy Nelson  
Catie Nichols  
Diane Oropeza  
Chloe Padilla  
Kristina Panagiotou  
Marsha Peckham  
Brittany Pham  
Johana Pizzano  
Maria Ramos  
Soledad Resendiz  
Phoebe Robinson  
Lisa Seifen  
Citlalli Silva  
Jennifer Smith  
Lorraine Straw  
Consuelo Torres  
Kimberly Valda Arana

Reclassification per MOU #293-2024-001 between CSEA and PYLUSD: from Special Education Aide III, Range 20 to Special Education Aide III, Range 22; Effective 02/14/24 (Cont'd)

Anna Valencia  
Christine Walker  
Joseph Winter  
Elizabeth Young

Short Term

<u>Employee</u>	<u>NTE Hrs</u>	<u>Reason</u>	<u>Site</u>	<u>Effective</u>
Maher Adukhader	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Carlee Anderson	12	Clerical Support	Mabel Paine	02/16/24-06/14/24
Ashley Balderas	100	Student Support	Mabel Paine	02/26/24-06/13/24
Kelly Barr Hansen	100	Student Support	Linda Vista	01/16/24-06/13/24
Sheetal Bhanji	20	Math Intervention	Wagner	01/29/24-02/23/24
Edyta Biernacki	40	Student Support	Bryant Ranch	02/12/24-06/13/24
Zachary Brushwyler	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Rebecca Buonauro	150	Clerical Support	Risk Management	02/20/24-06/30/24
Monique Bystedt	100	Student Support	Travis Elem	01/15/24-06/13/24
Maria Cabrea	5	Student Support	Linda Vista	03/04/24-06/13/24
Gabriella Campos	50	Student Support	Tynes	08/15/23-10/13/23
Tricia Canales	100	Student Support	Tynes	01/16/24-06/13/24
Karissa Carranza	20	Health Clk Support	Health Svs	02/05/24-06/13/24
Natalia Castillo	50	Student Support	Linda Vista	01/29/24-06/13/24
Perla Castillo	50	Student Support	Tynes	11/16/23-06/13/24
Mayumi Chase	2	CAASPP Support	Acct & Assess	01/08/24-06/14/24
Rosa Chirino	4	Noon Duty Mtgs	Glenview	12/11/23-06/13/24
Autumn Cohen	100	Student Support	Linda Vista	02/05/24-06/13/24
Melissa Cole	2	Math Intervention	Glenknoll	02/22/24-02/23/24
Emma Corbell	100	Student Support	SPED	12/04/23-06/14/24
Amy Cueva	6	Math Intervention	Mabel Paine	02/20/24-02/23/24
Lynnette Currier	20	Math Intervention	Van Buren	01/29/24-02/23/24
Brian Cusick	100	Student Support	Valadez	01/29/24-03/29/24
Priscilla David	100	Student Support	Esperanza	11/13/23-06/13/24
Ian Delaney	100	Student Support	YLMS	08/29/23-06/13/24
Seth Diaz	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Stephanie Elder	5	SPED Training	SPED	01/24/24-01/25/24
Lorna Encinas	4	Noon Duty Mtgs	Glenview	12/11/23-06/13/24
Carmen Esposito	100	Student Support	SPED	01/15/24-06/14/24
Wendy Estrada	4	Noon Duty Mtgs	Glenview	12/11/23-06/13/24
Bakshi Falit	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Judith Floray	100	Student Support	Bryant Ranch	01/29/24-06/13/24
Ellen Franklin	10	Student Support	Linda Vista	12/18/23-06/13/24
Maria Garza	100	Student Support	Travis Elem	02/05/24-06/13/24
Samarah Gibbs	4	AVID Tutor	Valencia	02/24/24-02/24/24
Jose Gutierrez	150	Warehouse Support	Warehouse	12/01/23-12/29/23
Melissa Hansen	100	Student Support	Sierra Vista	01/16/24-06/13/24
Anna Hernandez	4	Noon Duty Mtgs	Glenview	12/11/23-06/13/24
Josh Hernandez	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Mili Hernandez	10	Translation Svs	Esperanza	02/21/24-06/13/24
Valerie Hibbard	150	Student Supervision	Rio Vista	02/16/24-06/13/24
Pujaben Hirpara	6	SPED Training	SPED	01/24/24-01/25/24
Christian Holiday	50	Univ Sports Inst Adv Board	Ed Svs	03/06/24-06/30/24

Short Term

<u>Employee</u>	<u>NTE Hrs</u>	<u>Reason</u>	<u>Site</u>	<u>Effective (Cont'd)</u>
Betty Hsueh	22	Student Support	Fairmont	01/26/24-06/13/24
Anna Jacob	50	Student Support	Mabel Paine	12/11/23-06/13/24
Emmittee Keeler	150	Theater Support	Use of Facilities	02/09/24-02/29/24
Raenell Kistler	4	Noon Duty Mtgs	Glenview	12/11/23-06/13/24
Helen Lee	100	Student Support	SPED	01/08/24-06/14/24
Jou-L Lee	25	Translation Svs	SPED	01/08/24-06/14/24
Golnaz Lotfalipour	100	Student Support	SPED	01/08/24-06/14/24
Evangelina Lozoya	100	Student Support	SPED	01/08/24-06/13/24
Mariana Lozoya	125	Student Support	Melrose	01/17/24-05/31/24
Marietta Luzzi	100	Student Support	Mabel Paine	02/05/24-06/13/24
Blase Maffia	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Claudia Monge	100	Student Support	Ruby Drive	01/26/24-06/13/24
Robert Moreno	70	AVID Tutor	Valencia	01/16/24-06/13/24
Catherine Morgan	100	Student Support	Golden	01/08/24-06/13/24
Heather Murphy	150	Clerical Support	Maintenance	03/01/24-04/01/24
Martha Okuno	50	Translation Svs	SPED	01/16/24-06/13/24
Anna Ordorica	20	Health Clk Support	Health Svs	02/26/24-06/13/24
Matthew Palmer	150	Theater Support	Use of Facilities	12/04/23-12/31/23
Teresa Pinon	10	ELD Training	Topaz	02/01/24-06/13/24
Francisca Plaza Von Dem Bussche	4	Noon Duty Mtgs	Glenview	12/11/23-06/13/24
Sabrina Rivera	20	Student Support	Ruby Drive	02/15/24-06/13/24
Ana Marcela Rocke	4	Student Support	Tuffree	02/24/24-02/24/24
Deann Rodriguez	75	Academy Tutor	Expanded Lrng	02/15/24-06/14/24
Tatiana Rodriguez	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Alan Rodriguez-Castro	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Sharon Rohbacker	50	Student Support	Van Buren	12/18/23-06/13/24
Carly Skomsvold	6	SPED Training	SPED	01/24/24-01/25/24
Christopher St. Aubin	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Lindsay Taylor	25	Student Support	YLMS	02/01/24-06/13/24
Nhu Tran	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Tanya Trejo	126	AVID Tutor	Kraemer	02/08/24-06/07/24
Jonathan Tune	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Jaime Vasquez	150	Student Support	Bryant Ranch	01/16/24-06/13/24
Lilly Weissenbach	50	Translation Svs	SPED	02/05/24-06/13/24
Kevin Whalen	150	Theater Support	Use of Facilities	02/01/24-02/29/24
Jae Yang	64	Sub Cust Trng	Custodial	02/05/24-02/15/24

Substitutes

<u>Employee</u>	<u>Position</u>	<u>Site</u>	<u>Effective</u>
Rama Alessa	SPED Asst, SPED Int Asst	SPED	02/01/24-06/14/24
Robin Baar	Academy Tutor	Expanded Lrng	02/05/24-06/13/24
Victoria Bohnert	Academy Tutor	Ruby Drive	02/05/24-06/13/24
James Bush	Bus Driver	Transportation	02/13/24-06/30/24
Monique Bystedt	SPED Asst, SPED Int Asst	SPED	01/24/24-06/13/24
Jessica Canseco	Clerk I	Bryant Ranch	01/30/24-06/13/24
Karissa Carranza	Health Clerk	Health Svs	02/05/24-06/13/24
Natalia Castillo	Instr Asst PE	Ed Svs-Elem	01/31/24-06/13/24
Jenny Chiou	SPED Asst, SPED Int Asst	SPED	01/29/24-06/13/24
Inkap Choi	Noon Duty	Rose Drive	02/05/24-06/13/24
Clifford Cooper	Nutr Svs Wkr	Nutrition Svs	02/01/24-06/14/24

Substitutes

<u>Employee</u>	<u>Position</u>	<u>Site</u>	<u>Effective (Cont'd)</u>
Johanna De Leon	Bil Sch Sec I	Ruby Drive	02/01/24-06/13/24
Stephanie Edson	Clerk I, II, Att Clerk, Sec	El Dorado	02/01/24-06/14/24
Jill Elder	Clerk I, II, Att Clerk, Sec	El Dorado	02/14/24-06/13/24
Stacie Estrada	Instr Asst	Travis Elem	01/01/24-06/14/24
Heather Flores	Clerk I, Sch Sec I	Lakeview	02/20/24-06/14/24
Heather Flores	Clerk I	Glenview	02/22/24-06/14/24
Belinda Garcia	Clerk I, Sch Sec I	Tynes	02/26/24-06/13/24
Elham Golgouei	Campus Sup	TRMS	01/01/24-06/14/24
Nicole Hunter	Instr Asst PE	Ed Svs-Elem	01/31/24-06/13/24
Chad Kirkpatrick	SPED Asst, SPED Int Asst	SPED	01/22/24-06/13/24
Shanda Kreidt	Instr Asst Music	Elem Music	02/20/24-06/13/24
Anwasha Makherjee	Noon Duty	Golden	02/05/24-06/13/24
Adrienna Martinez	SPED Asst, SPED Int Asst	SPED	02/15/24-06/14/24
Ericka Martinez	Bil Clerk I	Glenview	01/30/24-06/13/24
Nicole McKee	ELMT	Ed Svs-Elem	01/31/24-06/13/24
Alexandra Mehrazar	Noon Duty	Wagner	02/08/24-02/29/24
Alexandra Mehrazar	Noon Duty	Fairmont	02/26/24-06/13/24
Mariah Mills	Noon Duty	Golden	01/25/24-06/13/24
Lizethe Molina	Bus Driver	Transportation	02/23/24-06/30/24
Leilani Munoz	SPED Asst, SPED Int Asst	SPED	02/20/24-06/13/24
Hayden Nighswonger	CIS	Fairmont	02/26/24-06/13/24
Amber Perez	Noon Duty	Bryant Ranch	01/19/24-06/13/24
Emily Perkins	AVID Tutor	YLMS	01/16/24-06/13/24
Jessica Ramos	Librarian	Tuffree	02/08/24-06/13/24
Jessica Ramos	Sch Sec II, Att Clk II, Clk III	Tuffree	02/08/24-06/13/24
Dennis Riggs	Nutr Svs Wkr	Nutrition Svs	01/08/24-06/14/24
Deann Rodriguez	Academy Tutor	Expanded Lrng	02/09/24-06/13/24
Emily Salazar	Instr Asst PE	Ed Svs-Elem	01/24/24-06/13/24
Jenny Shon	Noon Duty	Travis Elem	02/22/24-06/14/24
Stacie Torrez	Campus Sup	TRMS	01/01/24-06/14/24
Jaime Vasquez	SPED Asst	Bryant Ranch	01/22/24-06/13/24
Eva Venegas	Instr Asst PE	Ed Svs-Elem	02/13/24-06/13/24
Melissa Viana	Health Clerk	Health Svs	02/05/24-06/13/24
Fernando Villanueva Castro	Noon Duty	Glenknoll	01/10/24-06/13/24
Alissa Williams	Noon Duty	Wagner	02/20/24-02/29/24
Jae Yang	Custodian	Custodial	02/05/24-06/30/24

District Funded Co-Curricular Assignments

<u>Stipends</u>	<u>Assignment</u>	<u>Site</u>	<u>NTE Amount</u>	<u>Effective</u>
William Allgeier	Men's Soccer CIF	El Dorado	\$224	02/01/24-02/07/24
Brian Batsel	Men's Tennis	YLHS	\$2917	02/12/24-04/27/24
Garret Boaz	Men's Basketball CIF	El Dorado	\$268	02/02/24-02/09/24
Zachary Brushwyler	Women's Lacrosse	Esperanza	\$3034	02/10/24-04/27/24
Kevin Cralley	Women's Soccer CIF	El Dorado	\$447	02/01/24-02/14/24
Eugene Day	Women's Track	YLHS	\$2188	02/17/24-04/27/24
James DeLeon	Women's Lacrosse	El Dorado	\$2917	02/10/24-04/27/24
Jessica Diaz	Women's Water Polo CIF	Esperanza	\$265	02/04/24-02/08/24
Ted Dickenson	Softball	Esperanza	\$3207	02/10/24-04/27/24
Meghann Henderson	Women's Basketball CIF	Esperanza	\$268	02/05/24-02/10/24
John King	Women's Soccer CIF	Esperanza	\$628	02/04/24-02/17/24
Steven McManus	Men's Soccer CIF	El Dorado	\$314	02/01/24-02/07/24

District Funded Co-Curricular Assignments

<u>Stipends</u>	<u>Assignment</u>	<u>Site</u>	<u>NTE Amount</u>	<u>Effective (Cont'd)</u>
William Nardi	Women's Tennis	Esperanza	\$1459	11/08/23-02/09/24
Jazmine Perez	Women's Basketball CIF	El Dorado	\$268	02/02/24-02/08/24
Bradley Poma	Women's Swimming	El Dorado	\$4247	02/17/24-04/26/24
David Quintero	Wrestling CIF	El Dorado	\$1229	01/18/24-02/24/24
Gilbert Quintero	Women's Wrestling CIF	El Dorado	\$1568	01/18/24-02/24/24
Bodie Quirk	Men's Tennis	El Dorado	\$3034	02/12/24-04/19/24
Matthew Raya	Women's Basketball CIF	El Dorado	\$327	02/02/24-02/08/24
Tucker Raya	Women's Basketball CIF	El Dorado	\$268	02/02/24-02/08/24
Danielle Rumarly	Women's Basketball CIF	El Dorado	\$268	02/02/24-02/08/24
Muneer Saied	Men's Basketball CIF	El Dorado	\$268	02/02/24-02/09/24
Madisyn Scott	Women's Lacrosse	Esperanza	\$4247	02/10/24-04/27/24
Greg Stull	Women's Track	YLHS	\$2188	02/17/24-04/27/24
Bryan Swarm	Men's Swimming	El Dorado	\$4247	02/17/24-04/26/24
Adina Taul	Softball	El Dorado	\$407	02/10/24-04/24/24
Rebecca Taul	Softball	El Dorado	\$3335	02/10/24-04/24/24
Brienne Trujillo	Men's Swimming	El Dorado	\$3034	02/17/24-04/26/24
Ed Tunstall	Softball	Esperanza	\$4551	02/10/24-04/27/24
McKenzie Turman	Softball	El Dorado	\$2800	02/10/24-04/24/24
Adriana Valdez-Lopez	Women's Soccer CIF	Esperanza	\$447	02/04/24-02/17/24
Elaina Valenzuela	Women's Wrestling	Esperanza	\$1604	02/08/24-02/24/24
James Valverde	Women's Basketball	Esperanza	\$250	11/13/23-02/03/24
James Valverde	Women's Basketball CIF	Esperanza	\$327	02/05/24-02/10/24

Booster Funded Co-Curricular Assignments

<u>Employee</u>	<u>Assignment</u>	<u>Site</u>	<u>NTE Amount</u>	<u>Effective</u>
Madisyn Adams	Cheer/Song	Esperanza	\$588	08/01/23-08/31/23
Luis Borja	Women's Soccer CIF	El Dorado	\$500	02/01/24-02/14/24
Mauro Cardoza	Women's Soccer	Valencia	\$2132	11/13/23-02/03/24
Eugene Day	Women's Track	YLHS	\$1020	02/17/24-04/27/24
Kyle Hallerbach	Music	TRMS	\$1500	01/01/24-06/14/24
Trina Jackson	Event Supervision	Esperanza	\$1500	02/09/24-06/14/24
Joshua Jerome	Woodwind	Tuffree	\$665	02/01/24-06/13/24
Emma Khamo	Women's Soccer	YLHS	\$2917	11/13/23-02/02/24
Laura Kelly	Event Supervision	Esperanza	\$1500	02/09/24-06/14/24
Alex Le	Men's Golf	Esperanza	\$2000	02/24/24-05/04/24
Tamara Lefler	Event Supervision	Esperanza	\$1500	02/09/24-06/14/24
Madison Lewis	Women's Lacrosse	El Dorado	\$2745	02/10/24-04/27/24
Rebecca Okin	Event Supervision	Esperanza	\$1500	02/09/24-06/14/24
Christine Ostaszewski	Music	TRMS	\$1920	01/01/24-05/31/24
Ryan Palaeologus	Men's Tennis	El Dorado	\$840	02/12/24-04/19/24
Tristan Parker	Speech & Debate	YLHS	\$250	01/13/24-02/12/24
Jeanette Pun	Music	TRMS	\$900	02/01/24-05/31/24
Luis Ramirez	Track & Field	Esperanza	\$802	01/12/24-02/16/24
Valerie Ramirez	Color Guard/Band	El Dorado	\$1800	01/01/24-06/14/24
Charles Robertson	Event Supervision	Esperanza	\$1500	02/09/24-06/14/24
Chris Schmitz	Music	TRMS	\$1680	02/01/24-05/31/24
Aza Stackhouse	Music	TRMS	\$2080	01/01/24-03/29/24
Greg Stull	Women's Track	YLHS	\$1020	02/17/24-04/27/24
Aaron Tam	Music	TRMS	\$1530	01/01/24-05/31/24
Adina Taul	Softball	El Dorado	\$2000	02/10/24-04/24/24
Chang Yue	Music	TRMS	\$1530	01/01/24-05/31/24



Preschool Program: Preschool Paraeducator, Bil Preschool Paraeducator, Child Dev Preschool Educator:  
Short Term: NTE 200 Hrs., Substitute, NTE 8 Hrs.

<u>Employee</u>	<u>Effective</u>
Natalia Castillo	02/01/24-06/28/24
Zenaida Flores De Rosas	01/23/24-06/30/24

Child Care Program: Child Care Teacher I: Short Term: NTE 250 Hrs., Substitute, NTE 8 Hrs., All Sites,  
07/01/23-06/30/24

<u>Employee</u>	<u>Effective</u>
Sandra Banda	02/21/24-06/30/24
Linda Cagney	01/22/24-06/30/24
Elena Carrera	02/22/24-06/30/24
Arisbeth Ortiz Canedo	02/15/24-06/30/24
Alissa Schwartz	02/02/24-06/30/24
Christy Vino	02/02/24-06/30/24

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
 CERTIFICATED HUMAN RESOURCES REPORT  
 Board of Education Regular Meeting  
 March 12, 2024**

Resignation

<u>Employee</u>	<u>Site</u>	<u>Position</u>	<u>Effective</u>
Laura Fisher	Brookhaven	Principal	06/28/24
Jason Garcia	Elem PE	Teacher	02/08/24-Revised
Amanda Guy	Sierra Vista	Teacher	06/14/24
Julia Hauler	Fairmont	Teacher	02/14/24
Jennifer Hauser	Tynes	Teacher	06/14/24
Lorraine Hernandez	Mabel Paine	Teacher	06/14/24
Paul Kim	Yorba Linda MS	Asst Principal	06/25/24

Retirement

<u>Employee</u>	<u>Site</u>	<u>Position</u>	<u>Effective</u>
Robin Breneman	B-Yorba	Teacher	06/15/24
Donna Brothers	YLHS	Teacher	06/15/24
Vasiliki Marshall	Esperanza	Teacher	06/15/24
Teresa Shermer	Valencia	Teacher	06/15/24

Change of Status

<u>Employee</u>	<u>From</u>	<u>To</u>	<u>Salary</u>	<u>Effective</u>
Sara Horchler	Speech Ther, 100%	Speech Therapist, 60%	\$61,728	01/08/24
Taylor Holloway	Administrator	Ed Svs, Asst Director	\$167,574	03/13/24

Leaves of Absence

<u>Employee</u>	<u>Position</u>	<u>Site</u>	<u>Reason</u>	<u>Effective</u>
Janet Arbuckle	Resource Specialist	Kraemer	Medical	03/01/24-03/29/24
Kristi Coonan	Asst Principal	Fairmont	Medical	02/13/24-04/30/24
Hillary Finnegan	Speech Pathologist	Travis MS	Maternity/Bonding	04/08/24-10/08/24
Rachel Friedrichs	Teacher	Woodsboro	Maternity/Bonding	02/20/24-06/14/24
Shannon Gibson	Teacher	Topaz	Medical	02/14/24-03/29/24
Kimberly Griffin	Teacher	Sierra Vista	Medical	02/22/24-03/11/24
Tarek Hassoun	Teacher	Woodsboro	Medical	03/04/24-05/10/24
Damion Laning	Teacher	Travis MS	Maternity	02/26/24-04/26/24
Damion Laning	Teacher	Travis MS	Discretionary Unpaid	04/29/24-05/24/24
Richard Mc Alindin	Asst Supt	Exec Svs	Medical	02/17/24-03/15/24
Jenna Redwine	Teacher	Ruby Drive	Maternity	04/08/24-06/03/24
Tamara Thomsen	Teacher	Kraemer	Medical	02/19/24-03/15/24
Rilee Williams	Teacher	Esperanza	Child Bonding	03/11/24-03/29/24
Christine Yuan	Psychologist	Spec Ed	Maternity	04/08/24-05/31/24

Employ

<u>Teacher</u>	<u>Subject</u>	<u>Site</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
Morgan Lopez	School Nurse	Health Svs	Temp	Col 4 Step 6, \$80,701	02/16/24
Alexys Scott	JROTC	Esperanza	Temp	\$10,000/Mo	04/01/24
Matthew Shrock	Elem PE	Ed Svs	Temp	Col 5 Step 3, \$74,635	02/07/24

Employ, Management

<u>Employee</u>	<u>Site</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Kerry Mamrot	Special Ed	Administrator	Ra 4, St 7 \$158,492	04/08/24

Medical Layoff

<u>Employee</u>	<u>Position</u>	<u>Site</u>	<u>Effective Date</u>
#2734	Teacher	Fairmont	02/22/2024

Extra Duty Assignments

<u>Employee</u>	<u>Site</u>	<u>Extra Duty</u>	<u>Hrly Rate</u>	<u>Hours</u>	<u>Effective</u>
Uzma Anwar	Valadez	Tutoring	\$55	22	02/08/24-06/13/24
Theresa Ashton	Exp Learning	EL Support	\$55	50	02/26/24-06/13/24
Paul Barajas	El Dorado	Lunch Supv	\$55	50	01/29/24-06/13/24
Uriel Barba	El Dorado	WASC Prep	\$55	20	12/01/23-06/14/24
Sarah Barton	Ed Svs	Univ Sports Inst Adv Board	Per diem	50	03/06/24-06/30/24

Yvonne Batshoun-Gonzalez

	Glenview	After School Prg	\$55	6	02/29/24-06/13/24
Marlene Beltran	Ed Svs	TK Prof Dev	\$55	5	02/05/24-06/14/24
Tamara Borrego	Fairmont	Attend IEP Mtgs	\$55	2	01/27/24-01/27/24
Erin Braun	Tuffree	ELAC Mtg/Testing	\$55	20	01/08/24-06/14/24
Jackie Caballero	Mabel Paine	After School Prog	\$55	19	01/30/24-02/23/24
Kent Campbell	Student Svs	Tutoring	\$55	15	01/01/24-06/13/24
Cindy Davila	Mabel Paine	Fam Math & Literacy	\$55	2	01/25/24-01/25/24
Nicole Dewitt	Linda Vista	After School Interv	\$28	50	02/13/24-03/15/24
Emily Drinkwine	Spec Ed	Sub Psych	Per Diem	90/Day	02/01/24-06/30/24
Angela Duenas	Spec Ed	IEP Meeting & Prep	\$28	53	12/04/23-06/14/24
Nicole Fairfield	Morse	Math Concepts	\$55	5	01/29/24-06/13/24
Kayla Fausto	Wagner	Math Intervention	\$28	20	01/29/24-02/23/24
Jennifer Fouladi	Fairmont	Sub Asst Principal	Per Diem	50/Day	02/14/24-04/30/24
Shelly Freeland	Tynes	Attend IEP Mtg	\$55	15	03/04/24-06/13/24
Alexandra Gauthier	Van Buren	Math Intervention	\$55	19	11/29/23-12/22/23
Alexandra Gauthier	Van Buren	Math Interv Sub	\$28	19	12/18/23-12/22/23
Susan Groff	El Dorado	Math Intervention	\$28	90	01/29/24-06/14/24
Maria Gutierrez	Glenview	Reading Intervention	\$55	50	01/29/24-05/09/24
Lorraine Hernandez	Spec Ed	Home Instruction	\$55	30	01/08/24-06/14/24
Suzanne Hofstetter	Fairmont	Sub After Sch Interv	\$55	1	02/08/24-02/08/24
Christine Jackson	Rio Vista	Classroom Move	\$55	8	12/22/23-12/22/23
Candace Leard	Fairmont	After School Interv	\$55	1	02/09/24-02/09/24
Karen McCoy	Spec Ed	Student Assessment	\$28	100	01/15/24-06/14/24
Kylie McEntee	Spec Ed	Tutor & Instruction	\$55	5	02/13/24-03/29/24
Geena Misra	Morse	Math Concepts	\$28	5	01/29/24-06/13/24
Anell Nevarez-Carrera	Ed Svs	Parent Ed Night	\$55	3	01/22/24-06/14/24
Joseph Perez	Kraemer	After School Prg	\$28	10	02/01/24-03/29/24
Ginny Petrilla	Brookhaven	After School Prg	\$55	20	01/29/24-02/23/24
Tamara Platt	Ed Svs	TK Task Force	\$55	2	10/20/23-02/13/24
Kelly Prinzing	Mabel Paine	Math Intervention	\$55	19	01/29/24-02/23/24
Arielle Redira	Spec Ed	IEP & Class Support	\$28	30	08/29/23-06/14/24
Alexis Reyes Cruz	Valencia	PSAT Proctor	\$55	1	10/14/23-10/14/23
Claire Schade	Mabel Paine	Attend IEP Mtg	\$55	10	01/16/24-06/13/24
Julia Skates	Fairmont	After School Interv	\$28	20	01/29/24-02/23/24
Ruth Watts	Mabel Paine	Math Intervention	\$28	19	01/29/24-02/23/24
Michelle Whaley	Rose Drive	After School Interv	\$55	4	01/29/24-02/23/24
Alison Willmann	Morse	After School Interv	\$28	19	01/30/24-02/22/24
Jessica Zunigabravo	Ed Svs	TK Coaching	\$55	2	10/20/23-02/13/24

Educational Services, Administer & Score the Performance Task for grades 3-5, \$55/Hr., NTE 2 Hrs.,

02/01/24-06/13/24

Rachel Ackerman  
Tammie Aho  
Michele Alberto  
Tanya Amaral  
Anita Amaya  
Rebecca Anderson  
Michelle Anderson  
Harvey Armbrust  
Laurel Ayer  
Barbara Barboza  
Meghan Bautista  
Carin Benner  
Garrett Bentley  
Janelle Betts  
Suzanne Bilhartz  
Priscilla Bishop  
Tara Bloomquist  
Zoe Bonfield  
Janet Brown  
Jackie Caballero  
Trina Cabral  
Wendy Caldwell-Fong  
Jenna Case  
April Chaney  
Ryan Chang  
Wendy Chastain  
Julio Chavez  
Michelle Chavez  
Lisa Chouchan  
Heather Christman  
Tracy Chung  
Lindsay Clark  
Adam Cohen  
Hollis Cruse  
Rebecca Cunningham  
Katherine Davidson-Burrows  
Jaclyn Deano  
Jennifer Delaney  
Vanessa Diaz  
Leonel Diaz  
Jordan Dodge  
Kristen Dominguez  
Natali Drage-Riggio  
Angela Duenas  
Amanda Dunnuck  
Ashley Eskew  
Kelly Felten  
Joan Fiala  
Vladimir Figueroa  
Aracely Figueroa  
Tobey Foster

Educational Services, Administer & Score the Performance Task for grades 3-5, \$55/Hr., NTE 2 Hrs.,  
02/01/24-06/13/24 (Cont'd)

Lisa Fraser  
Shelly Freeland  
Rachel Friedrichs  
Jorge Garcia  
Shannon Gibson  
Rubi Gil-Arevalo  
Jennifer Gill  
Adolfo Gomez  
Jaime Griffin  
Victoria Groscost  
Courtney Gruis  
Marisela Gutierrez  
Paul Hanna  
Terri Hanna  
Tarek Hassoun  
Julia Hauler  
Shealee Hazlett  
Richard Hebert  
Michael Hedderig  
Lorraine Hernandez  
Alexis Hightower  
Amy Huhn  
Kasidy Igawa  
Patricia Johnson  
Andrea Jones  
Sandy Jung  
Katelyn Levia  
Barbara Kohler  
Erin Koss  
Kristine Hernandez  
Kylie Mc Entee  
Mary Lawrence  
Mary Le  
Candace Leard  
Tara Leifeste  
Sally Lester  
Tami Lewis  
Robert Lexin  
Amy Livergood  
Monique Lloyd  
Donna Lopez  
Noelle Lopez  
Erin Malner  
Marci Malone  
Cebrina Mangold  
Heather Marasco  
Maria Marquez  
Janet Martin  
Stephan Martinez  
Linda Mason  
Kathryn Maucher

Educational Services, Administer & Score the Performance Task for grades 3-5, \$55/Hr., NTE 2 Hrs.,  
02/01/24-06/13/24 (Cont'd)

Jill McClain  
Jenny McLane-Raya  
Meghan Meyers  
Cathy Miller  
Lena Miller  
Tina Mora  
Mackenzie Mosley  
Heather Mulkey  
Toni Munoz  
Helen Nelson  
Kimberly Nerio  
Kim Newmyer  
Barbara Nypert  
Leanne Olson  
Sarah Olson  
Bernadette Osborne  
Dawn Page  
Rosemary Pang  
Katherine Paniagua  
Lynette Parelli  
Sara Partida  
Mark Passarella  
Brianna Pearson  
Jenny Perez  
Norma Perez Rocha  
Molly Pinkham  
Carrie Pipkin  
Aimee Pope  
Paula Powers  
Shauna Radicelli  
Ann Rago  
Madison Ramos  
Jenner Rasic  
Joy Rasic  
Jennifer Raya  
Jenna Redwine  
Liliana Reyes  
Karen Ricotta  
Stephanie Rodriguez  
Marisela Rojo  
Stacie Rose  
Thomas Roth  
Heidi Sabio  
Mary Sanchez  
Vanessa Sandoval  
Diane Seitz  
Briana Seward  
Patricia Shea  
Jamie Shipe  
Sherri Simmons  
Matthew Sitar

Educational Services, Administer & Score the Performance Task for grades 3-5, \$55/Hr., NTE 2 Hrs., 02/01/24-06/13/24 (Cont'd)

Mary Skates  
Karen Skokan  
Lisa Smith  
RebeccaLee Smith  
Danielle Snow  
Allison Spinney  
Karen Stewart  
Lynn Strohenger  
Claudia Sundstrom  
Emily Taylor  
Traci Tellers  
Kristin Tesoro  
Deana Thelen  
Kimberly Thorp  
Lauren Thurston  
Alexandria Torres  
Cheryl Torres  
Guadalupe Toscano  
Rachelle Van Der Ham  
Danielle Van Pool  
Tiffany Vasquez  
Joanne Vaught  
Scott Villanueva  
Marie Vu  
Sarah Walls  
Chelsey Walters  
Brian Warman  
Dana Watts  
Virginia Welch  
Craig Wilkerson  
Kelly Willey  
Barbara Wilson  
Kimberly Wisnia  
Michelle Woinarowicz  
Amy Woodrum  
Veronica Yanez  
Laura Yeamen  
Vanessa Zamorategui  
Steven Zietlow  
Maricel Zuniga

Educational Services, CAASP Training, \$55/Hr., NTE 2 Hrs., 01/08/24-06/14/24

Tammi Aho  
Ligia Alvarado-Stowell  
Alejandra Alvarez  
Nicole Aquino  
Janet Arbuckle  
Teresa Ashton  
Barbara Barboza  
Janette Bedard  
Jeanette Besheer Hogan

Educational Services, CAASP Training, \$55/Hr., NTE 2 Hrs., 01/08/24-06/14/24 (Cont'd)

Erin Braun  
Wendy Caldwell Fong  
Michele Cardenas  
Mayumi Chase  
Jaclyn Chavez  
Lindsay Clark  
Rebecca Cunningham  
Bethany Curtis  
Jackie Deano  
Jennifer DiCarlo  
Olivia Goldberg  
Patricia Johnson  
Madeleine Kiblinger  
Amy Larsen  
Olivia Lytton  
Noelle Martinson  
Jenny McLane-Raya  
Leanne Olson  
Angela Pinson  
Leslie Poling  
Erin Pon  
Aimee Pope  
Paula Powers  
Omar Ramon Ortiz  
Karen Ricotta  
Natali Riggio  
Rachel Schiff  
Lisa Smith  
Lauren Thurston  
Jennifer Villasenor  
Katie Visconti  
Dana Watts  
Barbara Wilson

Educational Services, Full Day TK Pilot, \$55/Hr., NTE 10 Hrs., 02/20/24-06/26/24

Angelina Avila Perez  
Marlene Beltran  
Nicole Campbell  
Kellene Cook  
Veronica Gomez  
Molly Gorman  
Janeen Hill  
Emily Liu  
Susy Magana  
Jodi Nakamoto  
Anell Nevarez-Carrera  
Danielle Ostrosky  
Marsha Pinson  
Jennifer Soto  
Jennifer Steward  
Jessica Zunigabravo



Educational Services, HS Gov/Econ Calendar Task Force, \$55/Hr., NTE 2 Hrs., 02/20/24-06/14/24

Rey Lejano  
Sarah Schnebly  
Heather Waugh

Educational Services, OPENSIED Unit Collaboration, \$55/Hr., NTE 8 Hrs., 02/07/24-06/14/24

Ann Chen  
Carrie Winn

Educational Services, Publishers Training for World Language, \$55/Hr., NTE 2 Hrs., 04/01/24-06/14/24

Vanessa Amorin  
Yesenia Castillo  
Imelda Gaitan  
Dana Gigliotti  
David Hatori  
Magdalena Karpinska  
Vanessa Lara  
Lisa Larriva  
Carmen Linares  
Cynthia Luna-Munoz  
John Miller  
Priscilla Palacios  
Steven Picht  
Yubeli Urrea Castro  
Linda Yakzan

Educational Services, Psych/Social Calendar Task Force, \$55/Hr., NTE 2 Hrs., 02/13/24-06/14/24

Brendan Newberry  
Issac Owens  
Lloyd Walls  
Patrick Wren  
Judy Yen

Educational Services, Universal Sports Institute Advisory Board, \$55/Hr., NTE 50 Hrs., 03/06/24-06/30/24

Michael English  
Steve Lawson  
Jason Presley

El Dorado, Mentoring At-Risk Students, \$55/Hr., NTE 10 Hrs., 02/26/24-06/30/24

Tiffany Badger  
Jennifer Bremer  
Carolina Cantoran  
Imelda Gaitan  
Carmen Linares  
Catherine Manalo  
Daniel Myers  
Cozette Petitt  
Jeffrey Picou  
Kathleen Switzer  
Candace Tingley  
Yubeli Urrea Castro  
Amanda Wolf

El Dorado, Saturday School, \$55/Hr., NTE 5 Hrs., 02/24/24

Cozette Pettit  
Kathleen Switzer

Glenknoll, After School Math Tutoring, \$55/Hr., NTE 20 Hrs., 01/29/24-02/23/24

Janet Brown  
Judy Gutierrez

Glenknoll, Family Math Night, \$55/Hr., NTE 2 Hrs., 02/22/24

Janet Brown  
Judy Gutierrez  
Sarah Hoffman  
Deja McCullough

Glenview, Math Academy, \$55/Hr., NTE 60 Hrs., 01/29/24-05/09/24

Noe Anaya  
Yvonne Bathsoun-Gonzalez  
Carla Martin  
James Novek  
Norma Perez-Rocha  
Marisela Rojo  
Molly Skane  
Kimberly Wisnia  
Laura Yeaman  
Vanessa Zamortegui

Glenview, Substitute Teachers Covering Math Academy, \$28/Hr., NTE 60 Hrs., 01/29/24-05/09/24

Muhita Ahmad  
Noe Anaya

Golden, ELOP Math Intervention, \$55/Hr., NTE 20 Hrs., 01/29/24-02/23/24

Joleen Jones  
Laurie Hansen  
Marquise Hawley  
Lauren Richards  
Scott Villanueva

Lakeview, After School Math Intervention Program, \$55/Hr., 01/29/24-02/23/24

<u>Employee</u>	<u>NTE Hours</u>
Suzanne Bilhartz	16
James Burns	20
Tiffany Eliot	16
Chieh-Weh Liu	20
Gabriella Sarjeant	20
Shannon Vlastnik	16

Linda Vista, After School Intervention, \$55/Hr., 02/13/24-03/15/24

<u>Employee</u>	<u>NTE Hours</u>
Jennifer Dabasinskas	25
Susan Gaglia	5
Illyse Harker	25
Nancy Miller	100

Rio Vista, IEP Meeting Coverage, \$55/Hr., NTE 5 Hrs., 02/14/24-02/15/24

Debbie Gamble  
Cathy Miller

Sierra Vista, Math Intervention, \$28/Hr., NTE 6 Hrs., 01/26/24-02/23/24

Isabel Jackle  
Leanne Olson

Special Education, Attend IEP Meetings, \$55/Hr., NTE 12/04/23-06/14/24

<u>Employee</u>	<u>NTE Hours</u>
Andrea Cronin	5
Naomi Taber	6
Jessica Zunigabravo	10

Special Education, Elementary SPED Department Meetings, \$55/Hr., NTE 10 Hrs., 01/08/24-06/13/24

Rachel Ackerman  
Anita Amaya  
Lisa Amini  
Katherine Becker  
Garrett Bentley  
Veronica Chamu-Lemus  
April Chaney  
Maria Corral  
Cynthia Davila  
Ticiana Doty  
Tracy Downey  
Briana Eckels  
Elliot Edwards  
Jennifer Ehlen  
Rubi Gil-Arevalo  
Amy Gonzalez  
Ana Gonzalez  
Molly Gorman  
Tarek Hassoun  
Julia Hauler  
Lorraine Hernandez  
Colleen Jelensky  
Caroline Johnson  
Ben Kessler  
Jisu Kim  
Amy Larsen  
Ryan Lauder  
Brittany Levitt  
Saede Lussier  
Cebrina Mangold  
Janet Martin  
Kylie McEntee  
Ashmi Mehta  
Meghan Meyers  
Lena Miller  
Nadira Mohabir  
Melissa Moores  
Karen Moses

Special Education, Elementary SPED Department Meetings, \$55/Hr., NTE 10 Hrs., 01/08/24-06/13/24

(Cont'd)

Nikko Mostajo  
Madison Ormsbee  
Danielle Ostrosky  
Emily Pacheco  
Nora Pacheco  
Jenny Valerio  
Katie Riggs  
Melissa Robison  
Kylee Saito  
Mary Vicky Sanchez  
Jessica Sandoval  
Mary Skates  
Chelcy Suarez  
Traci Tellers  
Mark Ukes  
David Valdez  
Lisa Valenzuela  
Danielle VanPool  
Claire Viele  
Shannon Vogelesang

Special Education, IEP and Assessments, \$55/Hr., 01/08/24-06/14/24

<u>Employee</u>	<u>NTE Hours</u>
Cebrina Mangold	25
Donna Simester	10

Special Education, IEP and Tri Annuals, \$55/Hr., 12/04/23-06/14/24

<u>Employee</u>	<u>NTE Hours</u>
Elizabeth Caglia	6
Irene Kapetanos	13

Student Services, F1/J1 International Student Support, \$65/Hr., 01/26/24-06/14/24

<u>Employee</u>	<u>NTE Hours</u>
Dana Armstrong	12
Laura Campuzano	4
Tempa Davidson	16
Carolyn Douglas	4
Sarah Miller	20
Peyton Pike	32
Amy Selof	20

Topaz, Meet the Masters Inservice, \$55/Hr., NTE 2 Hrs., 01/29/24-06/13/24

Elvira Bermudez  
Priscilla Bishop  
Michelle Chavez  
Heather Christman  
Andrea Cronin  
Ticiania Doty  
Shannon Gibson  
Marisela Gutierrez  
Rossana Hamilton

Topaz, Meet the Masters Inservice, \$55/Hr., NTE 2 Hrs., 01/29/24-06/13/24 (Cont'd)

Michael Hedderig  
Lisa MacDonald  
Salvador McBenttez  
Rachel Moss  
Minerva Pena  
Mary Skates  
Stacy Stevens  
Danielle Van Pool

Tuffree, Saturday School, \$55/Hr., NTE 5 Hrs., 02/24/24

Stephanie Brock  
Matt LeGrand

Tynes, After School Training for Meet the Masters, \$55/Hr., NTE 3 Hrs., 01/26/24-06/13/24

Athiah Chaudry  
Jordan Dodge  
Ashley Eskew  
Shelly Freeland  
Rubi Gil-Arevalo  
Violet Hobbs  
Tiffany Kim  
Kathryn Maucher  
Beatriz Millan  
Yeni Osuna Pasillas  
Krystal Santa Ana  
Briana Seward  
Hillary Sippell  
Suzanne Wilson

Van Buren, Math Intervention, \$55/Hr., NTE 20 Hrs., 01/29/24-02/23/24

Francine Bless  
Jaime Griffin  
Erin Koss  
Jessica Nguyen  
Cassandra Raichel  
Stephanie Scott  
Makiko Shibata Ellis

Wagner, After School Math Intervention, \$55/Hr., NTE 20 Hrs., 01/29/24-02/23/24

Martha Fano  
Madeleine Kiblinger  
Juliet Lawrence  
Diane Seitz

Stipends

<u>Employee</u>	<u>Site</u>	<u>Assignment</u>	<u>NTE Amount</u>	<u>Effective</u>
Beth Fisher	B-Yorba	Doctoral Stipend	\$1500/Annual	01/01/24-06/30/24
Elizabeth Larriva	Valencia	IB Training	\$100	02/10/24-02/10/24

Educational Services, Consulting Teacher, 08/29/23-06/14/24

<u>Employee</u>	<u>NTE Amount</u>
Cari Briggs	\$2200
Connor Hipwell	\$2200
Claudia Lyman	\$3300
Jon Mann	\$3300
Claire Viele	\$3300

Wagner, Outdoor Education Program, NTE \$1000, 02/05/24-02/09/24

Sherry Cruz  
Ashlee Duncan

District Funded Co-Curricular Assignments

<u>Stipends</u>	<u>Site</u>	<u>Co-Curricular Assignment</u>	<u>NTE Amount</u>	<u>Effective</u>
Allison Burns	Valencia	Hd Girls Basketball	\$4247	11/13/23-02/03/24
Karly Carazo	El Dorado	Girls Swim	\$3034	02/17/24-04/26/24
Melissa Chavez	El Dorado	Hd Girls Softball	\$4551	02/10/24-04/24/24
Joe Chavoya	Valencia	Boys Soccer	\$3034	11/13/23-02/03/24
Kevin Claborn	Esperanza	Hd Boys Golf	\$3641	02/24/24-05/04/24
Mykaela Clemmer	El Dorado	Girls Lacrosse	\$2917	02/10/24-04/27/24
Jacob Eazell	El Dorado	Hd Boys Tennis	\$3944	02/12/24-04/19/24
Chris Fitzgerald	Esperanza	Hd Girls Track & Field	\$4551	02/17/24-04/27/24
Barry Gardner	Valencia	Hd Boys Soccer	\$5400	11/13/23-02/03/24
Barry Gardner	Valencia	Girls Soccer	\$250	11/13/23-02/03/24
Olivia Goldberg	Esperanza	Softball	\$3335	02/10/24-04/27/24
Ashley Haney	Esperanza	Hd Girls Water Polo	\$318	02/04/24-02/08/24
Stirley Jones	YLHS	Girls Basketball	\$3501	11/13/23-02/03/24
Kiley Kendall	Valencia	Hd Girls Water Polo	\$3641	11/13/23-02/03/24
Steve Lawson	El Dorado	Hd Wrestling	\$1153	11/13/23-01/27/24
Steve Lawson	El Dorado	Hd Boys Wrestling CIF	\$1568	01/18/24-02/24/24
Mike Lorge	Valencia	Girls Basketball	\$3891	11/13/23-02/03/24
Matt Mahoney	Valencia	Boys Wrestling	\$3585	11/13/23-01/27/24
Erika Mayer	Tuffree	Yearbook Adviser	\$1063	02/01/24-06/13/24
Rich Medellin	Esperanza	Hd Boys Track & Field	\$4551	02/17/24-04/27/24
Ryan Mounce	El Dorado	Hd Boys Basketball	\$1153	11/13/23-02/03/24
Ryan Mounce	El Dorado	Hd Boys Basketball CIF	\$327	02/02/24-02/09/24
Patrick O'Donnell	El Dorado	Hd Girls Lacrosse	\$4084	02/10/24-04/27/24
Danny Ortega	Valencia	Hd Boys Basketball	\$5400	11/13/23-02/03/24
Dennis Riggs	YLHS	Hd Boys Golf	\$3501	02/24/24-05/04/24
Kevin Sweet	El Dorado	Boys Basketball CIF	\$268	02/02/24-02/09/24
Kyle Thomas	El Dorado	Hd Girls Soccer CIF	\$628	02/01/24-02/14/24
Brent Willis	Esperanza	Boys Golf	\$3034	02/24/24-05/04/24

Booster Funded Co-Curricular Assignments

<u>Stipends</u>	<u>Site</u>	<u>Co-Curricular Assignment</u>	<u>NTE Amount</u>	<u>Effective</u>
Chris Fitzgerald	Esperanza	Track & Field	\$1604	11/27/23-02/16/24
Barry Gardner	Valencia	Girls Soccer	\$2600	11/13/23-02/03/24
Catherine Manalo	El Dorado	Softball	\$1000	02/10/24-04/24/24
Debbie Mariotti	Esperanza	Hd Girls Track & Field	\$1604	11/27/23-02/16/24
Rich Medellin	Esperanza	Hd Track & Field	\$2188	11/27/23-02/16/24
Shane Nagatani	Esperanza	Orchestra	\$1500	02/01/24-06/14/24
Dennis Riggs	YLHS	Hd Boys Golf	\$2500	11/27/23-02/10/24

Booster Funded Co-Curricular Assignments

<u>Stipends</u>	<u>Site</u>	<u>Co-Curricular Assignment</u>	<u>NTE Amount</u>	<u>Effective (Cont'd)</u>
Thomas Storing	Esperanza	Track & Field	\$1604	11/27/23-02/16/24
Leonard Takahashi	Valencia	Boys Soccer	\$2529	12/14/23-02/03/24

Substitute Teacher, 2023-2024 SY

Jason Garcia

Luke Lussier

Krista Perez