



California School Employees Association

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Adam Weinberger
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Keith Pace
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Member of the AFL-CIO

The nation's largest
independent classified
employee association



November 5, 2024

Via Electronic Only
707shasta@gmail.com

Shasta Rasmusen
Chapter President 343
P.O. Box 1621
Gualala, CA 95445

RE: Memorandum of Understanding (MOU) – Reclassification of M. Ramirez

Dear President Rasmusen:

I have received the Memorandum of Understanding (MOU) regarding the Reclassification for Maria Ramirez between the Point Arena Unified School District and California School Employees Association and its South Coast Ch. 343.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA’s Constitution and Bylaws, or Policy.

Ratification for this MOU **is** required. Please provide your Labor Relations Representative Nicole Frazer with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Stacy Galaviz
Field Director

SG/eo

Cc: Evonne Elliott, Regional Representative 36; Colette Hetland, Area B Director; Nicole Frazer, Labor Relations Representative; Nathan Jennings, Sr. Labor Relations Representative; file

Our mission: To improve the lives of our members, students and community.

MEMORANDUM OF UNDERSTANDING
Between
Point Arena Unified School District
And
The California School Employees Association and its Chapter 343

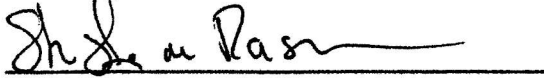
This Memorandum of Understanding ("MOU") is entered into on October 30, 2024, by and between the Point Arena Schools District ("District") and California School Employee Association and its South Coast Chapter 343 ("CSEA") collectively known as "The Parties" to address changes to the Preschool Aide job description.

The Parties agree as follows

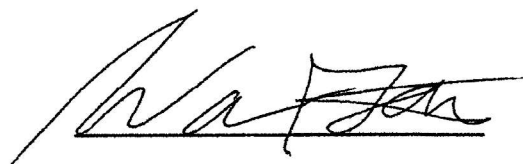
1. The parties agree to the following changes for the attached Preschool Aide job description. (see attached)
2. The parties agree to re-add the Preschool Aide to Range C on the classified salary schedule.
3. The parties agree that Maria Ramirez "Ramirez" will be reclassified from her current position of Paraeducator to a Preschool Aide.
4. The parties agree to back date this MOU to July 1, 2024. Ramirez will receive pay for the difference between July 1, 2024, and the date of ratification.
5. Seniority will be addressed as follows:
 - a. Maria Ramirez will retain her seniority date of, February 8, 2008
6. Ramirez will follow the new job description effective upon ratification of this MOU.

Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance provisions of the collective bargaining agreement.

Date Signed: 10/31/24



Shasta Rasmusen, Ch. President South Coast 343



Warren Galletti, Superintendent
Point Arena Schools



Nicole Frazer, LRR CSEA

POINT ARENA SCHOOLS

CLASS TITLE: PRESCHOOL AIDE

BASIC FUNCTION:

Under the direction of the Preschool Teacher/Director, assist in providing instruction to preschool students and assist the Preschool Teacher/Director with the preparation of instructional materials.

REPRESENTATIVE DUTIES: (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title) Works directly with the teacher/director to implement all elements of the instructional program with State guideline.

- Responsible for the safety and welfare of students.
- Provides a positive behavioral role model for students.
- Help with the preparation of lessons and record keeping.
- Effectively helps to facilitate open learning center instructional units.
- Assists in student assessments through observation and evaluation.
- Models' good health and eating habits.
- Upholds obligations of the daily schedule.
- Attends staff meetings/in-services.
- Lead small group activities.
- Assist with health, toileting and grooming needs of children.
- Assist with planning, preparation and clean-up of daily snacks.
- Supervise inside and outside play.
- Assist in facilitating the social/emotional needs of children.
- Participate in ongoing training with teacher and consultants.
- Receive and prepare food and snacks from the dining hall for daily meals.
- Keep outside playground organized, clean, and rotate materials as needed.
- May provide translation services as needed for families, students, and parent teacher conferences.
- Any such other reasonable requests or duties assigned by the preschool teacher/director.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Working with children in small group activities.
- General developmental stages of children, particularly infants/toddlers.

ABILITY TO:

- Take direction from teacher/director.
- Communicate clearly in written and spoken English.
- Work cooperatively with staff, parents and the public.
- Perform routine clerical duties as required.
- Develop positive relationship with parents and children.
- Maintain regular and reliable attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some experience in working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR Certificate issued by an authorized agency must be obtained within six months of employment.
- Some positions in this classification may be required to speak in a designated second language.
- Comply with all applicable Federal and State mandates, Board Policies and Legal requirements of the District.

WORKING CONDITIONS:**ENVIRONMENT:**

- Classroom and other learning environments.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to monitor children.
- Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Must be able to lift 50 pounds per California State Standards.

HAZARDS:

- Exposure to anti-social behavior.
- Exposure to bodily fluids and infectious diseases.

Revised: 10/25/2024

**POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT
ARENA UNION ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2024-2025 - plus 5% - effective 7/1/2024**

	A	B	C	D	E	F
	Food Service Cook I Custodian Biling. Com/Sc. Liaision Library Media Tech. Health Tech. Asst. Paraeducator: Regular Ed.	Food Service Cook II Campus Security Instruction Specialist: Construction N.A. Comm/Sch. Liais. Paraeducator: Special Education I ELD	Maintenance Admin. Assistant I Paraeducator: Special Education II Special Ed. II (Transition) Preschool Aide	Bus Driver	Admin. Assistant II	Mechanic/Bus Driver
Step	Range					
1	18.00	18.36	18.44	19.35	20.32	22.26
2	18.09	18.45	18.99	19.94	20.93	22.92
3	18.18	18.54	19.55	20.54	21.56	23.63
4	18.28	19.18	20.15	21.15	22.20	24.31
5	18.83	19.75	20.75	21.78	22.87	25.06
6	19.39	20.36	21.38	22.44	23.56	25.81
7	19.97	20.97	22.02	23.12	24.26	26.58
8	20.57	21.59	22.68	23.80	24.99	27.37
9	21.19	22.24	23.35	24.52	25.74	28.20
10	21.83	22.90	24.06	25.26	26.51	29.04
11	22.48	23.59	24.78	26.00	27.31	29.93
12	23.16	24.30	25.52	26.80	28.13	30.81
13	23.85	25.02	26.27	27.59	28.97	31.72
14	24.56	25.78	27.06	28.42	29.84	32.69
15	25.31	26.55	27.88	29.27	30.73	33.67
16	26.05	27.35	28.72	30.16	31.66	34.68
17	26.84	28.18	29.58	31.05	32.61	35.72
18	27.65	29.02	30.46	31.99	33.58	36.79
19	28.48	29.90	31.38	32.96	34.59	37.89
20	29.33	30.79	32.31	33.94	35.63	39.03
21	30.22	31.70	33.30	34.97	36.70	40.19
22	31.12	32.67	34.30	36.02	37.80	41.42
23	32.05	33.65	35.32	37.10	38.93	42.65
24	33.01	34.66	36.38	38.21	40.10	43.93

Board Approved: XX/XX/XXXX

- Note: Not Compliant with NCLB.
- Professional Growth: \$75 increment per unit of study, 4 units per year. 60 Units Maximum.
- The time base for each of the above salary values is hourly.