



SIDE LETTER OF AGREEMENT
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Appendix A-4 Hourly Rate

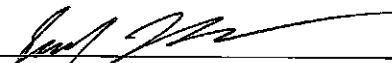
This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

1. The occasional work set forth in Appendix A-4 is not and will not be exclusively performed by unit members of CSEA.
2. When a CSEA unit member performs these duties with prior approval, they shall be paid as set forth Appendix A-4 (Attachment A).
3. This Agreement shall be effective on the date ratified by the Board.

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

By: 
Rob Corn,
President, Chapter 528

Date: 2-7-2025

By: 
Joel Rogers,
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: _____

CSEA Ratified: _____

APPENDIX A-4 HOURLY RATE

Hourly Rates for Short Term Work |

***The employee and supervisor will sign an acknowledgement of the work being offered with the corresponding pay rate prior to the work being started.*

Position / Work	Range / Step 1
Summer Crew Leads	24
Game-day Ticket Taker	2
Chaperoning	2
Scorekeeper	2
After School Clubs or Supervision (i.e. Dances, Clubs, Activities, Child Care)	2
Saturday School Supervision	2
After School Club (i.e. Homework, Yearbook)	2
Testing Proctor (i.e. ELPAC, PSAT, AP)	2
Summer Custodial Crew	4
Summer Paint Crew	43
Grounds/Gardener	7
Family Support Facilitator	28
Coaching	Paid a Stipend as per the FCEA Coaching Stipend Schedule (Appendix D-2)

MEMORANDUM OF UNDERSTANDING #10
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Mental Health Specialist II Updated Job Description
January 29, 2025

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as "the Parties." The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2026.

The parties have negotiated all matters within the scope of representation and reached agreement on the Mental Health Specialist II updated job description (Attachment A).

Rationale

The Social Emotional Learning and Health and Wellness Departments have identified the need for changes to the Mental Health Specialist II job description in an effort to implement the Children and Youth Behavioral Health Initiative (CYBHI). The role of the Mental Health Specialist II has changed to begin developing, creating and planning for a Wellness Coach certification program for district employees.

Salary

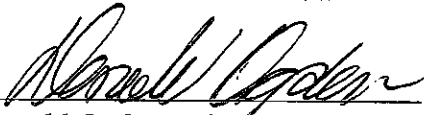
The Mental Health Specialist II job description will remain at Range 42.

Fiscal Impact

There are no costs associated with updating this job description.

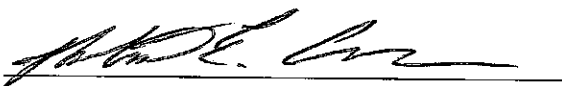
The duties and responsibilities updated in this job description shall be effective January 1, 2025. This Memorandum of Understanding will be effective upon ratification by the Board.

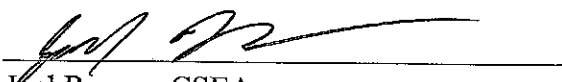
FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

Date: 2-7-2025

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: _____

CSEA Ratified: _____

UPDATED 11/20/2024

MENTAL HEALTH SPECIALIST II**DEFINITION:**

Under the direction of the Director of Strategic Initiatives and Support Services or Designee, the Mental Health Specialist II provides Provide mental health services for individuals and families including counseling, consultation, mental health evaluations, case management, and other duties as required. Assist with program planning, assessment, feedback, supervision, mentoring, report writing, and contract administration. Mental health services may be provided at various sites within the district and surrounding community.

QUALIFICATIONS:

Experience:

- A minimum of five (5) years of experience working in a school setting (preferred) or related experience working with individuals aged 3 – 21 ~~or working with schools~~

Education:

- A ~~an~~ Master's degree from an accredited university or college in the field of psychology, social work, counseling education, or related field.
- Licensed ~~in~~ through the State of California Board of Behavioral Sciences to provide mental health services (i.e., LMFT, LCSW, LPCC, or Licensed Clinical Psychologist).
- As described by the state licensing board, be actively qualified to supervise associates, interns, (i.e., MSW, MFT, LPCC, etc.)

DISTINGUISHING CHARACTERISTICS

The Mental Health Specialist II is a mental health and well-being subject matter expert supporting integrated efforts to engage students and families into positive educational experiences. Case assignments in this role are generally among the most complex in the department requiring considerable judgement and discretion. The need to deliver services in these cases is sometimes unscheduled and crisis oriented. The Mental Health Specialist II works as part of a parent engagement team to identify, facilitate, and provide services to small and large groups and individuals as needed. Advancement to the Mental Health Specialist II role requires licensure, minimum (5) years experience as a Mental Health Specialist I and advanced knowledge in the area of mental health diagnosis, intervention and consultation. Mental Health Specialist requires a minimum of (4) years of experience working as a Mental Health Associate/Intern or related experience working with individuals ages 3-21.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~Provide a variety of mental health services such as assessment / screening, counseling, case consultation to students with disabilities and non-disabled general education students, including~~ Educationally related Mental Health Services (ERMHS).
- Develop, create and provide and staff training to FCUSD in their path to obtaining Wellness Coach Certifications through the State of California
- ~~Provide, and assistance in the providing of, with~~ individual counseling, small group counseling, and whole class social skills program implementation delivery, and programs to support school wide mental health goals
- Work as part of a team to develop appropriate educationally related mental health goals, monitor progress toward those goals, and report out on progress in regularly-scheduled meetings
- Facilitate empirically supported prevention programs within the classroom
- Participate in district-wide PBIS/MTSS implementation system and support school based school-based implementation
- Collaborate with public and private agencies to coordinate services for students and families

- Participate in a variety of meetings, including staff training (both as a participant as well as presenter)
- Assist in transitioning students from alternative programs to comprehensive school programs within district
- Provide measurable mental health goals, collection methods, interpret and report out on data related to individual, small or large group progress toward educationally related mental health development
- Document and report student progress following district guidelines and directives
- Complete reports and billing information as it relates to mental health wellness services provided.
- Provide clinical supervision of up to six (6) Mental Health Specialists including Associates and/or Interns
- Perform related duties as reasonably assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

MEMORANDUM OF UNDERSTANDING #11
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Lead Fiscal Services Account Clerk &
Fiscal Services Account Clerk New Job Descriptions
January 29, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The Parties have negotiated all matters within the scope of representation and reached agreement on the Lead Fiscal Services Account Clerk (Attachment A) and Fiscal Services Account Clerk new job description (Attachment B).

Rationale

The Fiscal Services department has identified a need to align the duties of the existing Lead Account Clerk II (Range 12) and the Account Clerk II (Range 8) with the actual duties and responsibilities of the Fiscal Services department to differentiate from those duties required of the Account Clerks at the site level.

Salary

The Lead Fiscal Services Account Clerk classification will be placed on Range 14 of the Classified Comprehensive Salary Schedule. The Fiscal Services Account Clerk classification will be placed on Range 10 of the Classified Comprehensive Salary Schedule (Attachment C).

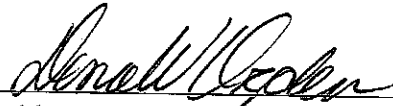
Fiscal Impact


The fiscal impact to reclassify existing Lead Account Clerk II to a Lead Fiscal Services Account Clerk is \$3,735 to the General Fund. The fiscal impact to reclassify existing Account Clerk II in Fiscal Services to a Fiscal Services Account Clerk is \$3,162 to the General Fund.

The duties and responsibilities updated in this job description shall be effective February 1, 2025. This memorandum of understanding will be effective upon ratification by the Board.


FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

By: 
Rob Corn, CSEA
President, Chapter 528

Date: 2-7-2025

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: _____

CSEA Ratified: _____

NEW 01/08/2025 VERSION 1 –
Lead Fiscal Services Account Clerk

REVIEW DATES	
Cabinet Approved	_____
CSEA Approved	1/29/2025
Board Approved	_____

DEFINITION:

Under the direction of the Fiscal Support Manager, maintains and interprets complex and financial spreadsheets, oversees projects/activities/funds records, prepares various reports, and performs advanced accounting activities such as accruals to support the monthly and annual accounting reports and the year-end closing process.

QUALIFICATIONS:

Experience: Three (3) years of increasingly responsible experience in the maintenance of financial or statistical records in one or more of the following areas, general accounting, or accounts payable.

Education: Equivalent to completion of the twelfth grade, including or supplemented by courses in typing and bookkeeping or accounting.

DISTINGUISHING CHARACTERISTICS:

The Lead Fiscal Services Account Clerk helps direct the activities of the Fiscal Services Account Clerk assigned to accounts payable activities. The Lead Fiscal Services Account Clerk is expected to handle more complex and specialized accounts payable and accounting activities than a Fiscal Services Account Clerk, including but not limited to: maintaining and interpreting complex contracts and financial ~~spreadsheets~~spread-sheets, overseeing projects/activities/funds records, preparing various reports, and performing advanced accounting activities such as accruals to supporting the monthly and annual accounting reports and the year-end closing process. Employees in this class work within established procedures but exercise independent judgment in handling individual situations and establishing methods within existing departmental guidelines. The Lead Fiscal Services Account Clerk represents the second level in a career path for clerical to professional accounting. Advancement to Lead Fiscal Services Account Clerk requiresrequire two (2) years in the capacity of Fiscal Services Account Clerk or equivalent and compliance with stated qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Perform complex and specialized accounts payable and other accounting duties to support the Fiscal Services Support Manager.
- Manages and interprets complex contracts and payments for facilities and other large projects.
- Manages and issues a batch of payments the (weekly check run) to vendors as needed.
- Oversees accounting records and documentation for appropriate audit trail.
- Performs routine bookkeeping operations.
- Prepares and reconciles accruals, other financial records and vendor files.
- Prepares, maintains and processes financial and accounting records relating to accounts payable, complex contract administration, payments, projects/activities/funds, expenses and budget control.
- Records, compiles, groups and reports transactions in various formats to provide understandable information to users.
- Reviews, analyzes, and verifies accounting documents and other records and ensures accuracy and completeness.
- Uses financial accounting system to update and retrieve accounting records and data.
- Assembles warrants and prepares listing sheets.
- Ensures funds are available and encumbered for disbursements.
- Ensures proper procedures are consistently followed, responds to inquiries concerning processes and records.
- Provides recurring reports for special projects.
- Assists in the monthly and annual financial closing process.

Approved xxx/xxx: Update Pending Board Approval

**NEW 01/08/2025 VERSION 1 –
Lead ~~Fiscal Services~~ Account Clerk**

- Prepares and reviews budget and cash disbursements report.
- Prepares accounts payable accrual entries and other reports to assist in the monthly and annual closing process.
- Prepares a variety of accounting records, reports and documents.
- Assist in opening and closing District financial records.
- Assist in preparing, adjusting and reconciliation of accounts payable to maintain correct balances in general ledger and budget ledgers.
- Works on special projects at the direction of the Fiscal Support Manager.
- Prepares and maintains complex financial spreadsheets.
- Interprets and prepares printouts for form and content and makes corrections as needed.
- Organizes or classifies documents for distribution, retention of files and supporting documentation for audit purposes and/or other disposition.
- Trains or assists with training new Fiscal Services Account Clerks
- Leads Account Payable employees through a problem-solving process resulting in analysis, cause and effect, and recommendations.
- Establish priorities and makes decisions within the scope of responsibility.
- Performs other related duties as assigned.

KNOWLEDGE:

- Intermediate accounting practices and procedures including accruals.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills, including correct English usage, grammar, spelling and vocabulary.
- Applicable laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Audit standards and record retention regulations.
- Operating various office machines, including personal computers, calculators, and assigned software programs, including mastery of Microsoft Word, PowerPoint and Excel.
- Telephone techniques and etiquette.

ABILITIES AND SKILLS:

- ~~Perform complex and specialized accounts payable and other accounting duties to support the Fiscal Services Support Manager.~~
- Read and interpret complex contracts and prepare payment schedules.
- Exercise initiative and good judgment in helping with the activities of the Fiscal Services Account Clerk assigned to accounts payable activities.
- Interpret and utilize accounting information to prepare various reports and accruals.
- Prepare and process financial, statistical, accounting and other documents, records and materials manually and on a computer.
- Meet rigid monthly and annual schedules and timelines.
- Assist personnel with questions and understanding data, procedural improvements and various accounting functions.
- Process high volume account payable quickly and accurately.
- ~~Assist in opening and closing District financial records.~~
- ~~Process high volume accounts payable quickly and accurately.~~
- ~~Assist in preparing, adjusting and reconciliation of accounts payable to maintain correct balances in general ledger and budget ledgers.~~
- Work effectively under stressful conditions and tight deadlines.
- ~~Use correct vocabulary and grammar.~~
-

NEW 01/08/2025 VERSION 1 –

Lead Data Analyst Account Clerk

- Maintain composure in the face of high workload, competing or conflicting demands, ambiguous assignments, interruptions and distractions.
- React to change in a positive manner, quickly adapting work methods or learning and implementing new work methods or procedures.
- Show a high level of care and thoroughness in handling the details of the job.
- Correctly perform the mathematical operations of the job.
- Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group, or organizational level.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

NEW 12/17/2024 VERSION 2 – RA 1.7.2025
Fiscal Services Account Clerk

REVIEW DATES	
Cabinet Approved	_____
CSEA Approved	<u>1/29/2025</u>
Board Approved	_____

DEFINITION:

Under the direction of the Fiscal Support Manager, performs a wide variety of accounting and clerical duties, maintains financial records, performs financial procedures demanding accuracy in maintaining and verifying records as well as compiling data and tabulating reports.

QUALIFICATIONS:

Experience: ~~Two~~ three (23) years of full-time experience in one or more of the following areas, general accounting, or accounts payable.

Education: Equivalent to completion of the twelfth grade, including or supplemented by courses in typing and bookkeeping or accounting.

DISTINGUISHING CHARACTERISTICS:

Positions in this class may be assigned responsibility for performing general accounts payable duties within the Fiscal Services Department to maintain books of account and other financial records. Performs the day-to-day processing of accounts payable transactions to ensure that district finances are maintained in an effective, up-to-date, and accurate manner. Employees normally receive assignments in general terms. Since procedures are generally well established, employees are expected to learn their duties quickly and to work without close supervision in a relatively short period of time. Employees in this class work within established procedures but exercise limited judgment in handling individual situations, establishing methods and determining work. The Accounting Clerk represents the first level in a career path for clerical to professional accounting. Advancement to the Lead Account Clerk requires no less than two years as a Fiscal Services Account Clerk or equivalent and compliance with the stated qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Performs accounts payable functions by matching purchase orders to invoices and entering the invoices into the applicable software according to department policies, procedures and deadlines
- Identifies errors or discrepancies and timely resolves them before processing
- Prepares and processes invoices and other financial documents manually or by using specialized automated software
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable.
- Prepares checks, including Fidelity Information Services (FIS) transactions, and backup documentation
- Performs a variety of financial record-keeping and reporting duties
- Prepares batches of invoices for data entry
- Provide assistance with issuing a batch of payments (weekly check run) to vendors as needed
- Prepares vendor checks for mailing
- Maintains updated vendor files and file numbers
- Reports sales/use taxes by calculating requirements on paid invoices
- Researches and resolves any outstanding balances on accounts and communicates with vendors in a timely manner
- Processes and reviews accounting postings

Approved xx/xx/xxxx. Update Pending Board Approval

NEW 12/17/2024 VERSION 2 – RA 1.7.2025
Fiscal Services Account Clerk

- Compares amount of payment with amount due to process and pay the correct amount of the invoice
- Posts invoice payment into the District's financial management software system
- Reviews invoice discrepancies in pricing, calculations, and taxes
- Ensures expenditure authorizations are signed
- Audit figures, postings, and documents for correct entry, and mathematical accuracy
- Verifies balances, codes, and adjusts accounting records as necessary
- Ensures payments are posted in timely manner
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Responds to inquiries from external vendors regarding the status of invoice payments
- Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to bank and County Office of Education.
- Accurately maintains financial records
- Provides exceptional customer service to internal and external customers
- Performs other related duties as required

KNOWLEDGE:

- Account payable and maintenance of general ledgers
- Financial and statistical record-keeping techniques
- Applicable computer software applications such as Microsoft Excel, Word, PowerPoint, and Outlook
- Basic mathematical computations such as addition, subtraction, multiplication, and division
- Filing and recordkeeping systems and techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Applicable laws, rules and regulations related to assigned activities
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software programs
- Telephone techniques and etiquette
- Computer programs for accounting functions such as spreadsheets, database management and others

ABILITIES AND SKILLS:

- Make arithmetic calculations with speed and accuracy
- Sort, code, categorize, tabulate, and file data
- Research problems and recommend solutions
- Check and compare information for completeness and accuracy
- Read, apply and explain policies, procedures, rules, and regulations related to an assigned work unit
- Organize and prioritize tasks to meet deadlines
- Maintain focus under pressure
- Understand and follow oral and written directions
- Operate a computer and applicable hardware and software and related office equipment
- Communicate effectively, orally and in writing
- Establish and maintain cooperative and effective working relationships with others

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing,

Approved ~~xxxx/xxx~~: Update Pending Board Approval

2

Folsom Cordova Unified School District

Position Classification: Classified

NEW 12/17/2024 VERSION 2 – RA 1.7.2025

Fiscal Services Account Clerk

some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Equity Leader II	43
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	36
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist - PowerSchool	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	33
Community Schools Facilitator	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal Data Analyst	28
ETIS Support Specialist II	27
Lead Printer II	27
Certified Occupational Therapist Assistant (COTA)	26
Equity Leader I	26
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Bilingual/Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
Instructional Materials Technician	15
Restorative Specialist	12
Translator / Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	07
Preschool Associate Teacher	05
Lead Campus Monitor	05
Campus Monitor	04
Expanded Learning Assistant	04

INSTRUCTIONAL ASSISTANTES

CTE Adult Education/Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant - General Education/Special Education	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant Biartist	04
Para Educator Mod/Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant (K-3) (4-6)	03

Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual/ESL Instructional Assistant	02
Elementary Paraeducator, (TK) (K-5)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant - Preschool	01

ADMINISTRATIVE SERIES

Administrative Assistant III	12
Administrative Assistant (Comprehensive HS/Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08

ACCOUNTING SERIES

Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
Lead Fiscal Services Account Clerk	14
Adult Education Account Technician	13
Categorical Account Technician II	12
Lead Account Clerk II	12
Facilities Account Technician	11
Categorical Account Technician I	10
Fiscal Services Account Clerk	10
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06

COORDINATORS

Bilingual/Special Project Coordinator	15
Parent Coordinator	01

CLERICAL SERIES

Academic and Career Advisor - Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02

FOOD SERVICE SERIES

Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	05

MAINTENANCE & OPERATIONS SERIES

Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician/Electrician	18
Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (DMC)	07
Grounds Worker	07

Board Approved 03/09/2023; 03/23/2023; 04/20/2023; 5/18/2023; 08/10/2023; 10/05/2023; 10/19/2023; 01/18/2024; 05/06/2024; 06/20/2024; 10/17/2024

MEMORANDUM OF UNDERSTANDING #12
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Reclassification of Employee #607060
Lead Account Clerk II to
Lead Fiscal Services Account Clerk
January 29, 2025

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as "the Parties." The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2026.

The parties have met, negotiated, and agreed to the following:

The district has created a new job description for a Lead Fiscal Services Account Clerk that better aligns with the duties and responsibilities of the Lead Account Clerk specifically assigned to Fiscal Services.

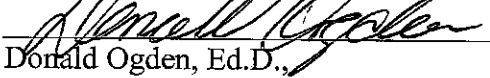
The current Lead Account Clerk II assigned to Fiscal Services is a Range 12 on the Classified Comprehensive Salary Schedule.

The District intends to reclassify Employee #607060 to a Lead Fiscal Services Account Clerk at Range 14. This would be an estimated 5% increase from its current placement.

This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be effective February 1, 2025.

The estimated Fiscal impact for this reclassification is \$3,735.00 to the General Fund.

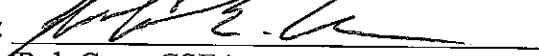
FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

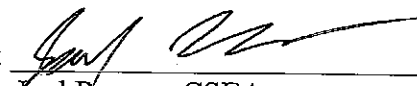
By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

Date: 2-7-2025

Board Approved: _____

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 02/07/2025

CSEA Ratified: _____

MEMORANDUM OF UNDERSTANDING #13
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Reclassification of Employee #609138
Account Clerk II to
Fiscal Services Account Clerk
January 29, 2025

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as "the Parties." The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2026.

The parties have met, negotiated, and agreed to the following:

The district has created a new job description for a Fiscal Services Account Clerk that better aligns with the duties and responsibilities of the Account Clerk II specifically assigned to Fiscal Services.

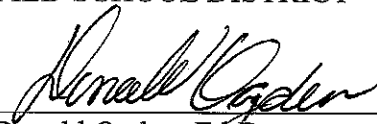
The current Account Clerk II assigned to Fiscal Services is a Range 8 on the Classified Comprehensive Salary Schedule.

The District intends to reclassify Employee #609138 to a Fiscal Services Account Clerk at Range 10. This would be an estimated 5% increase from its current placement.

This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be effective February 1, 2025.

The estimated Fiscal impact for this reclassification is \$3,162.00 to the General Fund.

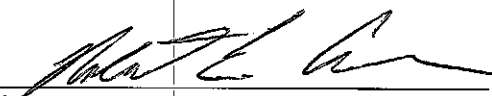
FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT


By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

Date: 2-7-2025

Board Approved: _____

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 02/07/2025

CSEA Ratified: _____

MEMORANDUM OF UNDERSTANDING #14
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Maintenance Mechanic III – Lead Job Description
January 29, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The Parties have negotiated all matters within the scope of representation and reached agreement on the Maintenance Mechanic III - Lead new job description (Attachment A).

Rationale

The Maintenance & Operations department has identified the need for a Maintenance Mechanic III - Lead due to the increased volume of maintenance projects that require oversight from experienced staff.


Salary Placement

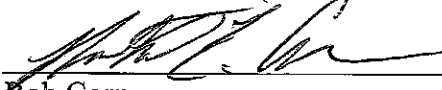
The Maintenance Mechanic III - Lead will be placed on Range 24 of the Classified Comprehensive Unit Salary Schedule (Attachment B).

Fiscal Impact

The estimated cost of promoting an internal applicant to Maintenance Mechanic III - Lead is \$18,063.

This job description shall be effective upon ratification by the Board of this MOU. This MOU will supersede the Maintenance Mechanic I & II MOU dated 10/20/2015 (Attachment C).

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

By: 
Rob Corn,
President, Chapter 528

Date: 2-7-2025

By: 
Joel Rogers,
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: _____

CSEA Ratified: _____

NEW VERSION 1 10/23/2024
MAINTENANCE MECHANIC II-- LEAD

DEFINITION:

Under general supervision and direction of the Director of Maintenance and Operations and Maintenance & Operations Manager, the Maintenance Mechanic III - Lead organizes, trains, and oversees the day-to day operations of assigned maintenance Mechanics responsible for performing a variety of skilled maintenance and operational tasks; ensures maintenance and repair work is completed safely, effectively, and in a timely manner; assists team members with technical issues or advanced problems; inspects work performed by team members; tracks and logs, materials, and other resources used for cost allocation and other financial implications. The Maintenance Mechanic III - Lead will be responsible for completing work orders and other maintenance, alteration, repair, improvement and construction projects as well as working with the other members of the maintenance team. The Maintenance Mechanic III-- Lead serves in a lead capacity and performs all functions in the Maintenance Mechanic II job description within the Maintenance and Operations department.

QUALIFICATIONS:**Experience:**

- Four (4) years journeyman level experience in maintenance
- Two (2) years' experience ~~in maintenance; acting as a lead or supervisor in maintenance~~ that includes one (1) year as a Maintenance Mechanic II with FCUSD. ;

Education:

- High School Education or equivalent.
- Completion of a trades course in any maintenance area preferred.

Training:

- Well-rounded training in one or more building trades acquired through formal apprenticeship or equivalent years of experience is highly desirable.

Licenses:

- Possession of a Valid CA Class C Driver's License and a satisfactory CA DMV driving record.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Mechanic III - Lead is a skilled, journey level specialist that is overseeing and participating with one or more teams of skilled and semi-skilled workers where the assignments are quite labor intensive. The Maintenance Mechanic III - Lead has skills and credibility with fellow skilled staff, can prioritize projects and services, conduct quality assessments of work-in-progress and completed assignments, train team members, and apply considerable knowledge of construction trades, building and infrastructure maintenance. Must have a broad knowledge of facilities maintenance and operations' activities and requirements, and at least a journeyman level working knowledge of the electrical, plumbing, carpentry, heating, and/or air conditioning and refrigeration crafts. Maintenance Mechanic I requires two years experience performing general building maintenance. Maintenance Mechanic II requires a minimum four years experience performing building maintenance work with increasing knowledge and skills equivalent to journey-level. ...Advancement to the Maintenance Mechanic III - Lead level requires the ability to lead and participate with teams of four or more maintenance workers. Must have a broad knowledge of facilities maintenance and operations' activities and requirements, and at least a journeyman level working knowledge of the electrical, plumbing, carpentry, heating, and air conditioning and refrigeration crafts. Advancement to this level requires the ability to lead and participate with teams of four or more maintenance workers. Must be able to read and understand blueprints, specifications and related building and construction codes and regulations, and supervise and instruct others in the accomplishment of related Maintenance & Operations activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Maintenance and Operations Manager, the incumbent will shall perform the following duties as they relate to the specialty field(s) assigned.

- Coordinates, assigns, and directs work related to building maintenance work utilizing a digital work order system.

Pending CSEA and Board Approval

- Oversees and inspects the work of maintenance staff and makes necessary recommendations and provides direction and guidance to assigned staff.
- Assists with the preparation of plans, estimates, specifications, bid forms, and contracts for labor, materials, and services.
- Assists in developing work methods, procedures and schedules.
- Monitors routine projects initiates schedule changes as necessary for completion.
- Recommend and help develop revised policy, procedures to improve safety or the delivery of services.
- Stay current on maintenance and facilities trends to monitor mechanical or electrical equipment.
- Assists in the Annual Facility Condition Assessment, utilizing the Facility Inspection Tool.
 - ~~May p~~Performs carpentry work including making cabinets, door casings, furniture and window trim, constructing walls and room dividers, repairing or replacing doors and jambs; and hanging sheetrock; reading and interpreting blueprints.
- ~~May p~~Performs plumbing work including repairing or installing pumps, gas, water, and sewage lines, drinking fountains, boilers, heaters, and drains.
- ~~May p~~Performs electrical work including running conduit and wire, installing circuit breakers, alarm systems, fans, light fixtures, pumps, motors, transformers, switches, and electrical components of computer systems.
- ~~May p~~Performs mechanical work including repairing, installing, and maintaining heating, ventilation and air conditioning units, compressors, condensers, motors and electrical components, and evacuating and recharging units.
- ~~May p~~Performs glazing work including measuring, cutting, and installing windows, glass, mirrors, light diffusers, caulks joints, repairs flashing.
- ~~May p~~Performs floor covering work including installing carpet, linoleum, floor tile, and ceramic wall tile.
- Performs cement work including mixing and patching holes, pouring and finishing concrete, and removing concrete.
- Installs and repairs locks and makes keys; maintains master keying system.
- Repairs roofs; cleans or replaces gutters.
- Maintains records of time and materials used.
- Modifies and fabricates equipment using a variety of welding techniques.

KNOWLEDGE:

- Journeyman level knowledge of standard practices, codes, tools materials and possession of one major building trade.
- Working knowledge of a minimum of three related maintenance trades.
- Occupational hazards and proper safety procedures.
- Equipment and materials required for full physical facility operation, maintenance and repair.

ABILITIES AND SKILLS:

- Demonstrate journey level proficiency in building trades.
- Strong organizational skills and conflict resolution strategies.
- Strong attention to detail, working in a busy, sometimes stressful environment with changing priorities.
- Using initiative and independent judgment within established guidelines.
- Ability to train and provide direction to others.
- Follow oral and written directions
- Operate power tools and equipment used in trades

Pending CSEA and Board Approval

- Safely operate a variety of light and moderately heavy construction and maintenance equipment including, but not limited to hand mowers, backhoe and attachments, dump trucks, street sweeper, water trailer, snowplow, steel roller, riding mowers, trenchers, and a variety of hand tools.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Establish and maintain cooperative relationships with district personnel and the public.
- Provide a high level of customer service to members of the public, employees, students and other staff.
- Work independently with a high degree of reliability and productivity with minimal supervision.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. The employee is required to perform both light and heavy manual labor in all weather conditions. This may include physically strenuous labor, continuous or repetitive movements: skillful, controlled manipulations of small objects; fine, highly controlled muscular movements to adjust the position of a control mechanism; bending or stooping repeatedly or continually over time; working in small, cramped spaces; climbing ladders or steps; walking on rough, uneven ground; and performing other physical tasks as required of the position; required to sit, talk, and hear; frequently required to use hand tools and computer which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Demonstrate sufficient strength, mobility and range of motion to arm lift 650 pounds and floor lift 650 pounds in an employee entrance evaluation.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public. Employees in this position will also be required to work outside, sometimes in confined spaces with exposure to dust, wind, heat, smoke, cold, rain, and may be required to stand the majority of the time.

- The noise level in the work environment is usually moderate.
- ~~Employees in this position will be required to work...~~

Pending CSEA and Board Approval



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE
EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45	Instructional Assistant-Related Services	03
Physical Therapist	45	Instructional Signing Assistant/DOE	03
Equity Leader II	43	Bilingual/ESL Instructional Assistant	02
Mental Health Specialist II	42	Elementary Paraeducator, (TK) (K-5)	01
Student Data Analyst	41	Instructional Assistant Opportunity Class	01
Behavior Specialist	38	Special Education Instructional Assistant	01
Community Schools Facilitator II	38	Instructional Assistant Adolescent Parent Program	01
Mental Health Specialist I	38	Instructional Assistant - Preschool	01
Registered Nurse	38		
School Social Worker I	38	ADMINISTRATIVE SERIES	
Database Administrator	35	Administrative Assistant III	12
Network Administrator	35	Administrative Assistant (Comprehensive HS/Middle School)	12
Network Engineer	35	Administrative Assistant II	11
Applications Specialist - PowerSchool	33	Administrative Assistant, Alternative Ed	11
Applications Specialist	33	Administrative Assistant, Fiscal Services	11
Theater Production Specialist II	32	Administrative Assistant, Elementary School	10
Systems Administrator	33	Administrative Assistant I	08
Community Schools Facilitator	29		
Mental Health Specialist Associate	29	ACCOUNTING SERIES	
School Social Worker Associate	29	Lead Financial Accountant	33
Data Administrator & CALPADS Specialist	28	Facilities Accountant	28
Fiscal Data Analyst	28	Financial Accountant	28
ETIS Support Specialist II	27	Lead Budget Technician	25
Lead Printer II	27	Payroll Accountant	18
Certified Occupational Therapist Assistant (COTA)	26	Budget Technician	17
Equity Leader I	26	Categorical Administrative Technician	14
Facilities Planner	25	Central ASB Technician	14
Lead Buyer	25	Adult Education Account Technician	13
Risk Management Specialist	24	Categorical Account Technician II	12
Centralized Tech Support Specialist	24	Lead Account Clerk II	12
Child Welfare & Attendance Specialist	24	Facilities Account Technician	11
Classified Assistive Technology Specialist	24	Categorical Account Technician I	10
Communications Specialist	24	Student Body Account Technician	09
Bilingual/Community Safety Specialist	24	Account Clerk II	08
ETIS Support Specialist I	24	Account Clerk I	06
Technology Equipment Repair Technician	24		
Workers' Compensation and Unemployment Analyst	23	COORDINATORS	
Personnel Analyst	22	Bilingual/Special Project Coordinator	15
Speech Language Pathologist Assistant	22	Parent Coordinator	01
Theater Production Specialist	22		
Employee Benefits Specialist	17	CLERICAL SERIES	
Lead Printer	17	Academic and Career Advisor - Adult Education	09
Personnel Technician	17	Registrar (Comprehensive HS)	09
Buyer	15	Athletic Clerk	08
Due Process Technician	15	College and Career Clerk	07
Help Desk Technician	15	Registrar (Alternative Education)	07
Help Desk Technician-Testing and Assessment	15	Middle School Registrar	07
Licensed Vocational Nurse	15	Medi-Cal SMAA/LEA Clerk	05
Education Services Student Liaison	15	Clerk Typist III	04
Special Education Applications Specialist	15	Clerk Typist III, District Receptionist	04
Instructional Materials Technician	13	Personnel Clerk II	04
Restorative Specialist	12	Health Assistant	04
Translator / Interpreter (Spanish)	12	Elementary School Library Media Clerk	03
Attendance Technician	11	School Clerk, Elementary/Secondary	03
Facilities Use Technician	11	Clerk Typist II / I	02
Research Assistant II, Testing and Assessment	11		
High School Library Media Assistant	10	FOOD SERVICE SERIES	
Purchasing Specialist	10	Food Service Office Technician	15
Printer II	09	Food Service Technician	14
Categorical Program Assistant	08	Food Service Clerk	11
Middle School Library Media Assistant	08	Food Service Worker II	06
Research Assistant I	07	Food Service Worker I	05
Expanded Learning Team Associate	07		
Preschool Associate Teacher	05	MAINTENANCE & OPERATIONS SERIES	
Lead Campus Monitor	05	Maintenance Mechanic III - Lead	24
Campus Monitor	01	Carpenter/Hardware Technician	18
Expanded Learning Assistant	01	Equipment Repair Technician	18
		Fire Intrusion Detection Technician	18
		Grounds Maintenance Technician	18
		Head Custodian III	18
		Maintenance Electronics Technician/Electrician	18

INSTRUCTIONAL ASSISTANTS

CTE Adult Education/Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant – General Education/Special Education	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant Brailleist	04
Para Educator Mod/Severe	04
Transition Assistant I	04
Computer Instructional Assistant	05
Elementary Intervention Program Assistant, (K-3) (4-6)	05

Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian/Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (DMV)	07
Grounds Worker	07
Custodian	04

Board Approved 03/09/2023; 03/23/2023; 04/20/2023; 5/18/2023; 05/10/2023; 10/05/2023; 10/19/2023; 01/18/2024; 06/06/2024; 06/20/2024; 10/17/2024

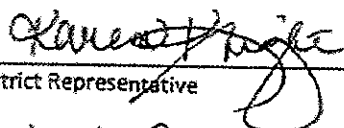
MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CSEA CHAPTER #528

Maintenance Mechanic I and Maintenance Mechanic II positions

The District proposed to create a new Job Description, Maintenance Mechanic I, and to update and rename a second Job Description, Maintenance Mechanic II. These two positions create a job pathway which, in addition to providing service to the district, enable training and promotion opportunity for employees. The parties met to bargain these two Job Descriptions.

As a result of the negotiations, the parties agree:

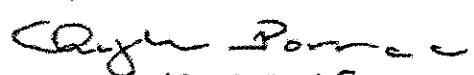
1. At any given time, the ratio of permanent/probationary Maintenance Mechanic I positions to Maintenance Mechanic II positions shall be no more 1:4.
2. The District acknowledges that the Maintenance and Operations work order process requires refinement. The District will refine the Maintenance and Operations work order process with the goal having Maintenance and Operations jobs being initiated by work orders absent unusual circumstances.
3. The parties agree that when a Maintenance Mechanic I is working as an assistant to a Maintenance Mechanic II, the Maintenance Mechanic II is required to sign off on the work order
4. This shall resolve all bargaining related to creation of the position.


District Representative

10/20/15
Date


CSEA Representative

10/20/15
Date


10.20.15

MEMORANDUM OF UNDERSTANDING #15
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Reclassification of Employee #614526
Employee Benefits Specialist to Benefits Analyst
January 29, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The parties have met, negotiated, and agreed to the following:

Employee #614526 is an eight hour (8), twelve (12) month employee. The incumbent’s current position is Employee Benefits Specialist at Range 17.

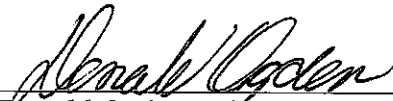
Employee #614526 has been working in the capacity of a Benefits Analyst since July 1, 2024 due to the complex changes of the District’s Health and Wellness plans.

The District intends to reclassify Employee #614526 to a Benefits Analyst (8.0) hours, twelve (12) months, at Range 22.

This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be retroactive July 1, 2024.

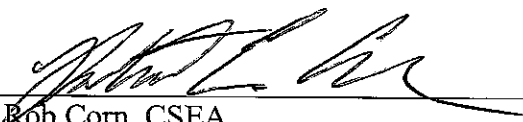
The estimated Fiscal impact for this reclassification is \$9,568 to the General Fund.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

Date: 2/7/2025

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: _____

CSEA Ratified: _____

MEMORANDUM OF UNDERSTANDING #16
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Reclassification of Employee #612283
Bilingual Instructional Assistant to Translator/Interpreter Spanish
January 29, 2025

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as "the Parties." The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2026.

The Parties have met, negotiated, and agreed to the following:

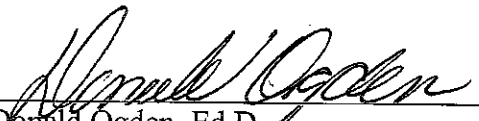
Employee #612283 is a four (4) hour, nine and one half (9.5) month Bilingual Instructional Assistant (BIA) - Spanish (Range 2) and a four (4) hour, ten and a half (10.5) month Translator/Interpreter Spanish (Range 12).

Due to departmental and program needs, the district intends to reclassify Employee #612283 four (4) hours and nine and half (9.5) months as a BIA - Spanish to (4.0) hours, and ten and a half (10.5) months as a Translator/Interpreter - Spanish, at Range 12. Making this employee an eight (8) hour, ten and a half (10.5) months Translator/Interpreter - Spanish, at Range 12.

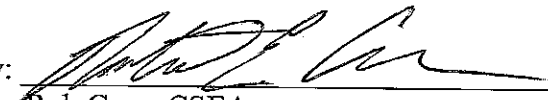
This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be retroactive July 1, 2024.

The estimated Fiscal impact for this reclassification is \$4,777 to the Categorical Funds.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Donald Ogden, Ed.D.
Associate Superintendent, HR

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

Date: 2-7-2025

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 6/2/2025

Board Approved: _____

CSEA Ratified: _____

MEMORANDUM OF UNDERSTANDING #17
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Reclassification of Employee #617634
Categorical Account Technician II to Budget Technician
January 29, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The parties have met, negotiated, and agreed to the following:

Employee #617634 is a four (4) hour, twelve (12) month employee. The incumbent’s current position is Categorical Account Technician II at Range 12.

Employee #617634 has been working five (5) hours out of class in the capacity of a Budget Technician since October 1, 2024. As a Categorical Account Technician II, the essential duties limit the employee to only assist in preparation and monitoring of the budget. Employee # 617634 has not only been maintaining and analyzing Federal Special Education budget which is in the scope of duties of the Budget Technician.

The District intends to reclassify Employee #617634 to a Budget Technician five (5.0) hours, twelve (12) months, at Range 17.

This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be retroactive October 1, 2024.

The estimated Fiscal impact for this reclassification is \$18,601 to the General Fund.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: _____

Donald Ogden, Ed.D.,
Associate Superintendent, HR

Date: _____

2-7-2025

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: _____

Rob Corn, CSEA
President, Chapter 528

By: _____

Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: _____

02/09/2025

Board Approved: _____

CSEA Ratified: _____