

Memorandum of Understanding
BETWEEN
Ravenswood City School District (“District”)
AND
California School Employees Association and its Chapter 303 (“CSEA”)

This agreement is by and between the Ravenswood City School District (hereafter “District”) and the California School Employees Association and its Chapter 303 (hereafter “CSEA”), collectively referred to as “the parties”.

BACKGROUND

Due to declining enrollment and facing a \$1.2M deficit, the District is moving forward with the merging of schools. In 2020-2021, students and staff (generally) from Willow Oaks Elementary will be merging to the Belle Haven Elementary site; students and staff (generally) from Brentwood Academy will be merging to Costano Elementary. Los Robles-Ronald McNair Academy will remain a standalone Dual Immersion elementary school and Cesar Chavez Ravenswood Middle School will remain the only District middle school.

Historically, the Boys and Girls Club of the Peninsula (hereafter “BGCP”) has operated After School Program at Belle Haven Elementary and Brentwood Academy. In an attempt to provide consistent after school programming, the District entered into a one (1) year “trial period” partnership BGCP to provide after school programming at Ravenswood Middle School for the 2019-2020 school year. This “trial period” did not displace any CSEA bargaining unit members and was executed pursuant to the terms of an agreement with CSEA which was dated August 8, 2019.

It is anticipated that student enrollment in District operated After School Programs will continue to be significantly limited by the After-School Education and Safety (ASES) grant funding. As such, an expanded partnership with the BGCP is expected to serve an increased number of students than a District operated program. If the District does not partner with BGCP to provide After School Program services, then effective with the 2020-21 school year, 328 fewer students will be served (see table below).

2020-2021 Projected After School Program Enrollment				
Location	If operated by Ravenswood		If operated by BGCP	
	# students	% students	# students	% students
Belle Haven SITE	97	18%	210	39%
Costano SITE	97	18%	245	46%
Los Robles-Ronald McNair	97	46%	125	59%
Cesar Chavez Ravenswood MS	111	19%	150	24%

Consequently, effective July 1, 2020, the District desires to contract services from the BGCP to operate the after-school program at the District, at the following sites: Belle Haven, Costano, Los Robles-Ronald McNair and Cesar

Chavez Ravenswood Middle School, however, the District acknowledges that it will not outsource any CSEA bargaining unit work unless; (1) it has negotiated with CSEA and, (2) the sub-contracting arrangement would not result in the layoff or involuntary displacement of any CSEA unit member. This agreement is a product of those negotiations and is intended to comply with the provisions of Section 45103.1 of the California Education Code and will not result in the involuntary displacement or layoff of any CSEA unit member.

AGREEMENT

CSEA and the District hereby agree to the terms and conditions as established below:

1. As of June 1, 2020, there are fourteen unit members who are employed by the District in the ASP Class Leader Classification and there are three unit members who are employed by the District as ASP Program Coordinators. The parties acknowledge and agree that this is a complete listing of all CSEA bargaining unit members who are employed by the District to support and operate after-school programs at the following schools: Belle Haven site, Costano site, Los Robles-Ronald McNair Academy and Cesar Chavez Ravenswood Middle School. Additionally, four unit members have provided notices that they intend to resign from the District effective, June 10, 2020.

2. Effective July 1, 2020 the District has created four new job classifications, as follows. These newly created job classifications will be in the CSEA bargaining unit and placed at the below referenced ranges of the 2019-20 CSEA salary schedule. Job Descriptions are attached to this agreement.

New Job Classification	Salary Range	Hours/Week	2020-21 Workdays
Operations Coordinator	RANGE #38	37.5	223
Outreach Coordinator	RANGE #38	37.5	223
Student Culture Coordinator	RANGE #38	37.5	223
Small Group Instructor	RANGE #25	19	201

3. Effective, July 1, 2020, the existing ASP Class Leaders and ASP Program Coordinators have accepted promotions from their existing job classification and have accepted employment in one of the above listed positions. No employee impacted by this agreement shall be required to serve a probation period in the new position. For the purposes of this agreement, this section shall supersede section 9.2.1 of the parties’ collective bargaining agreement, however, if the District fails to recruit enough employees to fill all new vacancies during the initial posting period, then a subsequent announcement shall be made to all employees in accordance with section 9.2.1 of the CBA.
 - a. For comparison purposes, ASP Class Leaders and Site Program Coordinators are employed at the following salary ranges, hours and annual workdays in the 2019-20 school year:

Existing Job Classification	Current Salary Range	Current Hours/Week	2019-20 Workdays
ASP Site Coordinator	RANGE #35	37.5	223
ASP Class Leader	RANGE #22	19	201

4. The Operations Coordinator, Outreach Coordinator, Student Culture Coordinator and Small Group Instructor positions will be funded by the Ravenswood Education Foundation for 2020-2021. If the Ravenswood Education Foundation is unable to fund these positions beyond 2020-2021 and the District is unable to secure alternate funding for the positions, the impacted employees shall be entitled to all layoff rights under the CBA. If the impacted employees wish to be returned to their former positions, the District will cancel or limit its partnership with BGCP in order to absorb the current employees into their previous ASP Class Leader and Site Program Coordinator classifications. As a result, the previous job classifications will be funded by the After-School Education and Safety (ASES) grant.
5. The parties agree the District will enter into a one (1) year partnership with BGCP to operate After School Program at all school sites operated by the District, effective July 1, 2020 – June 30, 2021. This partnership will NOT result in the layoff, demotion, or reduction in hours/pay for any CSEA unit member.
6. Prior to May 31, 2021, the parties will convene and through the negotiations process, determine whether to extend the term of this agreement.
7. Final approval of this agreement is contingent on ratification by the District’s governing board and by

CSEA.



Gina Sudaria, Interim Superintendent

6/9/2020

Date



Toni Stone, Director of HR

6/9/2020

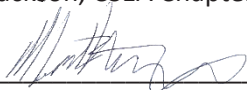
Date



Randy Jackson, CSEA Chapter 303

6/8/2020

Date



Mark Westerberg, CSEA LRR

6/8/2020

Date

Attached:

- (1) Operations Coordinator job description
- (2) Outreach Coordinator job description
- (3) Student Culture Coordinator job description
- (4) Small Group Instructor job description
- (5) 2019-20 CSEA salary schedule with new range placement

Ravenswood City School District

Position Description

CLASS TITLE: Operations Coordinator

Job Purpose Statement:

Under the direct supervision of Site Administrators, the Operations Coordinator administers and oversees the facilities and facilities projects. The Operations Coordinator coordinates daily school cleaning, repair, activity set-up, safety inspections, and security activities to keep buildings, grounds, and office space clean and orderly.

Essential Job Functions

- Collaborate with Site Administrators and maintenance staff to ensure the smooth functioning of the school.
- Lead the efforts to ensure a safe school environment including but not limited to oversight of the School Safety Plan.
- Coordinate site emergency drills and liaise with local emergency departments.
- Coordinate with facilities team on site upgrades.
- Oversee the upkeep of the school's facilities and coordinate with the District Facilities team to implement school facility projects.
- Plan and coordinate logistics for school events and activities as needed, including back to school nights, parent conferences/meetings, etc.
- Advise, assist and make recommendations to district staff as it relates to gardening, grounds, maintenance, etc.
- Perform daily inspections of school buildings, grounds, sports fields, etc. for cleanliness and health and safety standards.
- Perform other related duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Principles and practices of organization and leadership. Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.

ABILITY TO:

- Ability to develop strong relationships and work collaboratively, creatively, and flexibly with students, staff, and families.
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities in a manner that achieves District goals.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
- Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.

- Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** High school diploma or equivalent. Three years of experience in a leadership role. Ability to speak Spanish highly desirable.
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Indoors and outdoors work environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

Reports to:

- Site Administrator

Work Year:

- 11 months

Salary Placement:

- CSEA Salary Schedule Range 38

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Ravenswood City School District

Position Description

CLASS TITLE: Outreach Coordinator

Job Purpose Statement:

Under the direct supervision of Site Administrators, the Outreach Coordinator will engage in family and community outreach efforts. The Outreach Coordinator will provide support to families and consistent administrative support to plan and implement school-related events, meetings and programming.

Essential Job Functions

- Engage in regular parent communication via phone call, text, emails, and in person.
- Serve as the first point of contact for families seeking information.
- Establish and maintain positive relationships with community organizations.
- Communicate with all stakeholders: families, community members, students, and staff.
- Build and maintain strong relationships with community organizations in service of providing all students and families with necessary support.
- Lead student recruitment processes by hosting and attending events to present information to families and the community.
- Organize and lead tours for prospective families.
- Counsel with parents and pupils experiencing difficulties and makes referrals to services available within the School District, community and other related agencies.
- Assist in the coordination and supervision of students during school-sponsored activities on or off-campus.
- Maintain parent contacts and hold conferences with parents and staff as required to support or promote achievement.
- Act as a liaison to outside agencies including but not limited to law enforcement, health and welfare, and other related agencies.
- Perform other related duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Principles and practices of organization and leadership. Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.

ABILITY TO:

- Ability to develop strong relationships and work collaboratively, creatively, and flexibly with students, staff, and families.
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities in a manner that achieves District goals.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.

- Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** High school diploma or equivalent. Three years of experience working with students and families in an urban setting. Ability to speak Spanish highly desirable.
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Indoors and outdoors work environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

Reports to:

- Site Administrator

Work Year:

- 11 months

Salary Placement:

- CSEA Salary Schedule Range 38

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Ravenswood City School District

Position Description

CLASS TITLE: Student Culture Coordinator

Job Purpose Statement:

Under the direct supervision of Site Administrators, the Student Culture Coordinator, works closely with other school leaders and staff to create a safe, supportive, and structured school community. Focusing largely on student culture and expectations, the Student Culture Coordinator is charged with overseeing and developing policies, rituals, and programs that support student connection and positive engagement with the school community.

Essential Job Functions

Climate and Culture

- Contribute to a school campus that is welcoming, inclusive, and supportive of all students.
- Clearly articulate the school's mission and vision, as well as expectations of students.
- Manage efforts to develop and reinforce desired culture, including developing and overseeing orientation programs for students and faculty focused on community-building and common expectations.
- Develop and implement the rituals, routines, and celebrations that ensure a culture of belonging.
- Be highly present and visible during school hours, ensuring that the school has an appropriately supportive and structured school culture, which includes proactively circulating throughout the school campus.
- Develop and implement incentive and reward programs for exemplary behavior, attendance, community membership.
- Support crisis management efforts in collaboration with school leaders.
- Develop and manage supervision schedule, including student arrival, transitions, lunch, dismissal, and school events.
- Lead efforts to ensure that all students have excellent attendance and arrive to school on-time.

Restorative Practices

- Develop a vision for restorative practices and establish systems to support a tiered approach to a restorative community.
- Support conflict resolution through restorative conferences in partnership with students, faculty, and families.
- Train staff in restorative practices to establish, improve, and repair relationships between students and/or staff.
- Hold restorative reentry meetings in response to student discipline.
- Perform other related duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Positive Behavioral Intervention and Supports (PBIS) and Restorative practices. Principles and practices of organization and leadership. Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.

ABILITY TO:

- Ability to develop strong relationships and work collaboratively, creatively, and flexibly with students, staff, and families.
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** High school diploma or equivalent. Three years of experience working with students in an urban setting.
 - **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Indoors and outdoors work environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

Reports to:

- Site Administrator

Work Year:

- 11 months

Salary Placement:

- CSEA Salary Schedule Range 38

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Ravenswood City School District

Position Description

CLASS TITLE: Small Group Instructor

Job Purpose Statement:

Under the direction of Site Administrators, the Small Group Instructor will provide academic support to students in general education classrooms. With guidance from and in collaboration with the general education teacher, the Small Group Instructor will teach small groups during centers rotation and lead small group intervention for targeted students.

Essential Job Functions

- Teach small groups during centers rotation and lead small group intervention for targeted students.
- Create and implement small group activities and intervention that align with the daily instruction and Common Core State Standards.
- Differentiate lessons and activities so they are appropriate to students with various academic abilities.
- Review lesson plans from the general education teacher to ensure effective academic support.
- Meet with the general education teacher regularly to discuss student progress and plan next steps for instruction and intervention.
- Implement Positive Behavior Interventions & Supports (PBIS) systems and classroom management strategies.
- Instruct students on the safe and proper use of supplies and equipment.
- Perform supervisory duties while students are not in class.
- Provide assistance in any lunch administration activities.
- Perform other duties assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Youth development and lesson planning. Positive Behavioral Intervention and Supports (PBIS) and Restorative practices. Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.
- **ABILITY TO:**
 - Ability to develop strong relationships and work collaboratively, creatively, and flexibly with students, staff, and families.
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities in a manner that achieves District goals.

- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Proof of high school graduation or equivalent. One or more years of experience working with children in an organized setting. Preferred: Two years of college coursework (48 units) or an Associate of Arts (A.A.) degree (or higher) or equivalent experience. Ability to speak Spanish highly desirable.
 - **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Valid California Driver's License.

Working Conditions:

- **ENVIRONMENT:** Classroom environment with some travel between District sites.

Reports to:

- Site Administrator

Work Year:

- 10 months

Salary Placement:

- CSEA Salary Schedule Range 25

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Ravenswood City School District
 Classified Salary Schedule
 Effective July 1, 2019

Position/Title	Work Days	Range	Step A	Step B	Step C	Step D	Step E
School Support Staff	201	15	Hourly: 15.78	16.51	17.32	18.14	19.03
		15	Monthly (7.5 Hours): 2,378.78	2,488.62	2,610.67	2,733.95	2,868.20
Child Nutrition & Education Worker	201	20	Hourly: 18.12	18.99	19.89	20.83	21.84
Instructional Aide	201	20	Hourly: 18.12	18.99	19.89	20.83	21.84
		20	Monthly (7.5 Hours): 2,731.36	2,862.08	2,999.03	3,139.69	3,292.82
Campus Relations Coordinator	201	22	Hourly: 18.61	19.50	20.46	21.41	22.44
Paraeducator I - Special Education	201	22	Hourly: 18.61	19.50	20.46	21.41	22.44
After School Program Class Leader	201	22	Hourly: 18.61	19.50	20.46	21.41	22.44
		22	Monthly (7.5 Hours): 2,805.96	2,940.22	3,084.23	3,228.26	3,383.26
Laborer	246	24	Hourly: 19.13	20.06	21.02	22.04	23.10
		24	Monthly (7.5 Hours): 2,941.43	3,084.23	3,231.92	3,389.36	3,551.69
Small Group Instructor	201	25	Hourly: 19.99	20.91	22.32	22.99	24.11
Custodian	246	25	Hourly: 19.60	20.50	21.89	22.54	23.64
Grounds Specialist	246	25	Hourly: 19.60	20.50	21.89	22.54	23.64
		25	Monthly (7.5 Hours): 3,013.45	3,152.59	3,364.95	3,466.26	3,634.69
Health Aide	201	26	Hourly: 20.46	21.44	22.48	23.58	24.70
Child Nutrition & Education Manager	201	26	Hourly: 20.46	21.44	22.48	23.58	24.70
Paraeducator II - Special Education	201	26	Hourly: 20.46	21.44	22.48	23.58	24.70
Administrative Secretary	246	26	Hourly: 20.06	21.02	22.04	23.12	24.22
		26	Monthly (7.5 Hours): 3,084.23	3,231.92	3,389.36	3,554.13	3,723.78
Van Driver	201	28	Hourly: 21.46	22.49	23.58	24.70	25.91
		28	Monthly (7.5 Hours): 3,234.36	3,390.59	3,554.13	3,723.78	3,905.64

Ravenswood City School District
 Classified Salary Schedule
 Effective July 1, 2019

Warehouse Manager	246	29	Hourly:	21.54	22.60	23.66	24.81	26.03
		29	Monthly (7.5 Hours):	3,311.25	3,474.80	3,637.13	3,814.11	4,002.06
Library Instructional Media Specialist	223	30	Hourly:	22.32	23.38	24.51	25.65	26.96
		30	Monthly (7.5 Hours):	3,393.03	3,555.35	3,726.22	3,899.54	4,099.70
Makerspace School Tinkerer	201	32	Hourly:	23.62	24.73	25.97	27.21	28.51
Translator / Interpreter	223	32	Hourly:	23.42	24.52	25.75	26.98	28.26
Translator / Interpreter	246	32	Hourly:	23.16	24.25	25.47	26.68	27.95
Audio Visual Technician	246	32	Hourly:	23.16	24.25	25.47	26.68	27.95
		32	Monthly (7.5 Hours):	3,560.23	3,728.66	3,915.40	4,102.15	4,297.43
Glazier	246	33	Hourly:	23.70	24.85	26.03	27.33	28.65
Maintenance Mechanic	246	33	Hourly:	23.70	24.85	26.03	27.33	28.65
		33	Monthly (7.5 Hours):	3,644.45	3,820.21	4,002.06	4,202.22	4,404.83
After School Program Site Coordinator	223	35	Hourly:	25.17	26.35	27.64	28.99	30.39
		35	Monthly (7.5 Hours):	3,827.53	4,006.94	4,202.22	4,407.28	4,620.86
Driver/Operator	201	36	Hourly:	25.99	27.24	28.53	29.93	31.38
Carpenter/General Maint./Locksmith	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Maintenance Electrician	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Network Specialist	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Payroll Specialist	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Sprinkler/Irrigation Mechanic	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
		36	Monthly (7.5 Hours):	3,917.84	4,105.81	4,301.09	4,512.24	4,730.71
Speech Language Pathology Assistant	201	38	Hourly:	27.25	28.57	29.96	31.42	32.94
Operations Coordinator	223	38	Hourly:	27.02	28.33	29.71	31.15	32.66
Outreach Coordinator	223	38	Hourly:	27.02	28.33	29.71	31.15	32.66
Student Culture Coordinator	223	38	Hourly:	27.02	28.33	29.71	31.15	32.66
		38	Monthly (7.5 Hours):	4,108.25	4,307.19	4,517.11	4,736.81	4,966.27

Ravenswood City School District
 Classified Salary Schedule
 Effective July 1, 2019

Administrative Assistant	223	39	Hourly:	28.06	29.43	30.86	32.38	33.95
Accountant	246	39	Hourly:	27.75	29.10	30.51	32.02	33.57
			Monthly (7.5 Hours):	4,266.91	4,474.40	4,691.65	4,923.54	5,161.55
Tutor			Hourly:	19.03				
Occupational Therapist	201		Hourly:	46.06	48.63	50.72	53.19	55.80
			Annually:	69,437.41	73,303.99	76,459.01	80,191.34	84,125.05
Speech Language Pathologist	201		Hourly:	58.62	59.43	60.24	61.05	61.86
			Annually:	88,365	89,585	90,806	92,027	93,247