

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**The California School Employees Association and its Wright No. 835**  
**And**  
**Wright Elementary School District**

This Memorandum of Understanding ("MOU") is entered into this 15th day of November 2021 by and between Wright Elementary School District ("District") and the California School Employees Association and its Wright Chapter 835 ("CSEA") to address reorganization of the District Office and new CSEA bargaining unit positions:


Summary of the plan which will take effect in Spring 2022:

- Inactivate: Payroll Tech (CSEA position)
- Remove: Food Service Director (Confidential)
- Add: District Office Clerk (New CSEA position)
- Add: Lead Cook (New CSEA position)
- Add: Assistant Cook time at the school where the Lead Cook works

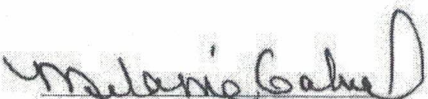
The following job descriptions are new:

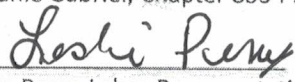
Title:           Lead Cook  
Salary:           Range 18  
Workdays:       193

Title:           District Clerk  
Salary:           Range 11  
Work Year:       12 months

  
Adam Schaible, Superintendent

11/19/21  
Date

  
Melanie Gabriel, Chapter 835 President

  
Leslie Perry, Labor Representative

11/18/2021  
Date

Wright School District  
CSEA Classification & Ranges

<u>Classification Title</u>	<u>Range</u>
Accounting Technician (See District Accountant)	22
Bilingual Community Liaison	20
Braille Facilitation Assistant	15
Cook's Assistant	7
Crossing Guard	7
Custodian	16
District Accountant	26
District Information Technology (IT) Coordinator	28
District Payroll Technician	27
District Student Data Information System Technician/ Sp Ed Secretary	26
District Technology Assistant	23
ELD Instructional Aide	10
Groundskeeper/Maintenance Assistant	16
Inclusion Aide II	12
Instructional Aide	7
Library Manager	12
Maintenance Lead	20
Office Assistant	9
Office Manager	18
Preschool Student Support Instructional Assistant	12
Reading Intervention Program Assistant	10
School Cook	12
School Nurse Assistant	20
Speech and Language Aide	10
Speech and Language Assistant	26
Speech-Language Pathologist Assistant - II	32
Student Support Instructional Assistant	11
Licensed School Nurse Assistant (LSNA)	29

~~5/21/20~~  
11/15/2021

Lead Cook 18  
District Office Clerk 11



# Wright Elementary School District / Classified Employee Salary Schedule 2021/2022

	Step 2	Step 3	Step 4	Step 5-7	Step 8-10	Step 11-13	Step 14-16	Step 17-19	Step 20-22	Step 23-26	Step 27-30	Step 31-34	Step 35-38
7	15.14	15.90	16.69	17.53	18.32	19.14	20.00	20.90	21.84	22.82	23.85	24.92	26.05
8	15.52	16.29	17.11	17.96	18.77	19.62	20.50	21.42	22.39	23.39	24.45	25.55	26.70
9	15.91	16.70	17.54	18.41	19.24	20.11	21.01	21.96	22.95	23.98	25.06	26.19	27.36
10	16.30	17.12	17.98	18.87	19.72	20.61	21.54	22.51	23.52	24.58	25.68	26.84	28.05
11	16.71	17.55	18.42	19.35	20.22	21.13	22.08	23.07	24.11	25.19	26.33	27.51	28.75
12	17.13	17.99	18.89	19.83	20.72	21.65	22.63	23.65	24.71	25.82	26.99	28.20	29.47
13	17.56	18.44	19.36	20.33	21.24	22.20	23.19	24.24	25.33	26.47	27.66	28.90	30.21
14	18.00	18.90	19.84	20.83	21.77	22.75	23.77	24.84	25.96	27.13	28.35	29.63	30.96
15	18.45	19.37	20.34	21.35	22.32	23.32	24.37	25.47	26.61	27.81	29.06	30.37	31.73
16	18.91	19.85	20.85	21.89	22.87	23.90	24.98	26.10	27.28	28.50	29.79	31.13	32.53
17	19.38	20.35	21.37	22.44	23.44	24.50	25.60	26.75	27.96	29.22	30.53	31.91	33.34
18	19.86	20.86	21.90	23.00	24.03	25.11	26.24	27.42	28.66	29.95	31.29	32.70	34.17
19	20.36	21.38	22.45	23.57	24.63	25.74	26.90	28.11	29.37	30.70	32.08	33.52	35.03
20	20.87	21.91	23.01	24.16	25.25	26.38	27.57	28.81	30.11	31.46	32.88	34.36	35.90
21	21.39	22.46	23.59	24.76	25.88	27.04	28.26	29.53	30.86	32.25	33.70	35.22	36.80
22	21.93	23.02	24.17	25.38	26.53	27.72	28.97	30.27	31.63	33.06	34.54	36.10	37.72
23	22.48	23.60	24.78	26.02	27.19	28.41	29.69	31.03	32.42	33.88	35.41	37.00	38.67
24	23.04	24.19	25.40	26.67	27.87	29.12	30.43	31.80	33.23	34.73	36.29	37.93	39.63
25	23.61	24.79	26.03	27.34	28.57	29.85	31.19	32.60	34.06	35.60	37.20	38.87	40.62
26	24.20	25.41	26.68	28.02	29.28	30.60	31.97	33.41	34.92	36.49	38.13	39.85	41.64
27	24.81	26.05	27.35	28.72	30.01	31.36	32.77	34.25	35.79	37.40	39.08	40.84	42.68
28	25.43	26.70	28.04	29.44	30.76	32.15	33.59	35.10	36.68	38.33	40.06	41.86	43.75
29	26.06	27.37	28.74	30.17	31.53	32.95	34.43	35.98	37.60	39.29	41.06	42.91	44.84
30	26.72	28.05	29.45	30.93	32.32	33.77	35.29	36.88	38.54	40.28	42.09	43.98	45.96
31	27.38	28.75	30.19	31.70	33.13	34.62	36.18	37.80	39.50	41.28	43.14	45.08	47.11
32	28.07	29.47	30.95	32.49	33.96	35.48	37.08	38.75	40.49	42.31	44.22	46.21	48.29
33	28.77	30.21	31.72	33.31	34.80	36.37	38.01	39.72	41.50	43.37	45.32	47.36	49.49
34	29.49	30.96	32.51	34.14	35.67	37.28	38.96	40.71	42.54	44.46	46.46	48.55	50.73
35	30.23	31.74	33.33	34.99	36.57	38.21	39.93	41.73	43.61	45.57	47.62	49.76	52.00
Schedule Improvements:	1994/95 2.00%	1995/96 3.00%	1996/97 3.00%	1997/98 4.00%	1998/99 2.00%	1999/00 3.00%	2000/01 9.50%	2001/02 3.00%	2002/03 1.00% off schedule	2003/04 2.00% off schedule	2004/05 2.00% off schedule	2005/06 1.00% off schedule	2006/07 3.00%
	2005/06 1.00% off schedule	2006/07 3.00%	2007/08 4.00%	2008/09 1.00% off schedule	2009/10 1.00% off schedule	2010/11 Reduced 1 Day	2011/12 Reduced 5 Days	2012/13 Reduced 3 Days	2013/14 Reduced 5 days	2014/15 5.00%	2015/16 2.00% off schedule	2016/17 3.50%	2017/18 1.00 off schedule
	2018/19 2.00% off schedule	2019/20 2.00%	2020/21 1.00%	2021/22 1.00%	2022/23 2.00%	2023/24 3.00% off schedule	2024/25 3.00% off schedule	2025/26 3.00% off schedule	2026/27 3.00% off schedule	2027/28 3.00% off schedule	2028/29 3.00% off schedule	2029/30 3.00% off schedule	2030/31 3.00% off schedule

Salaries are calculated by Hourly Rate X Hours Worked X Days Paid divided by the number of months worked.

Step Advancement: After a minimum of six (6) months employment in the District, all classified personnel will advance one step on the schedule on July 1 of each fiscal year.

Aides: Paid days include 180 Instruction Days and 3 Professional Development days for a total of 183 work days plus Holidays and Vacation.

District IT Coordinator and District Technology Assistant: Mileage Stipend: \$75/month

Library Manager: Paid days include 1 Professional Development Day.

Board Approved: 6/17/2021, updates  
8/19/2021

Note: Full Inclusion Schedule established 98/99; RSP/ELD Schedule established 01/02; Librarian restructured 01/02; Sp Ed Beh Asst added 4/03; SDC Aide-Range 11 Added 8/17/06; Speech/Lang Aide & Assist. Added 10/19/06; Yard Duty Added 12/14/06; SEBA Reclassified to Inclusion III 5/15/08; Dist Sec/Acct Tech added 8/21/08; Computer Tech added 4/16/09; RIPA added 6/18/09; Tri-District Collaborative Special Projects Secretary added 11/19/09; Crossing Guard added 5/20/10; Primary Intervention Program Asst (PIP) added 9/16/10; Braille Facilitation Assistant added 1/17/13; IA Float Days restored 2013/14; Student Support Instructional Assistant (RSP / SDC) and District IT Coordinator (Comp Tech) 9/19/13. Dist Payroll Tech added 10/18/13. Dist Student Info Syst Data Integration Tech added 2/27/14. Dist Technology Assistant added 2/27/14. Bilingual Community Liaison added 5/15/14. Special Projects Secretary revised 5/15/14. Groundskeeper-Maintenance Assistant and Maintenance Lead added 8/21/14. District Accountant added 9/17/15. Nurse Assistant added 5/19/16. Speech & Language Aide reactivated 5/18/17. Speech Language Pathologist Assistant added 3/15/18. Preschool SSIA added 7/11/19. Inclusion II Aide moved to range 12 7/11/19. Sp Projects Secretary and Data SIS Integration Technician eliminated - new combined position District Student Data Information System Technician/Sp Ed Secretary added 5/21/20.

5/11/2021 Addressing Minimum Wage State Law

Eliminated Range 1-6. Dropped (removed) Step 1, added Step 35-38, Squared Salary: % between steps 1-5 @ 5%, longevity @ 4.5%, and % between ranges at 2.5%

Note: Classified Substitutes are paid at step 2 on the range for the job in which they sub.



**LEAD COOK**  
Classified Job Description

**DEFINITION:** The Lead Cook acts as a School Cook at the site to which they are assigned, and is responsible for the overall management of the school site kitchen. The Lead Cook monitors the district food service program (FSP) to maintain district level control over purchasing and inventories, and to seek opportunities for improvement to the FSP. Prepares, or assists in the preparation, cooking and serving of a variety of foods in the school FSP. Plans, organizes and directs workers in the school site kitchen.

**SUPERVISION:**

Receives general supervision from the school site Principal. Exercises direct and indirect supervision over the Cook's Assistant and lower level cafeteria staff. Responsible to the Food Service Director.

**EXAMPLES OF DUTIES/FOOD SERVICE RELATED:**

Meets regularly with FSP employees to solicit feedback on programs; recommends suggested program changes to the Superintendent for possible implementation.

Monitors and reconciles site deliveries from the district freezer; maintains perpetual inventory.

Responsible for purchasing FSP supplies and food products for inventory control.

Test, research, and recommend new products.

Prepare and distribute monthly District Menu

Performs major cooking or baking tasks in the preparation of meals in a school site kitchen.

Performs a variety of food preparation tasks in the preparation of hot and cold foods or meals.

Orders food and supplies and is the school site contact person for communicating with outside vendors.

Picks up items if delivery is not available.

Computes necessary State food requirements and makes adjustments necessary to comply with outside vendors.

Checks recipes and estimates quantities of supplies needed.

Does calculations to extend or modify materials, supplies or foodstuff.

Helps prepare monthly school site/district menu.

Assures that the school menu meets USDA requirements.

Sets up and serves hot and cold foods, beverages and other foods at the serving line.

Participates in the cleaning and storage of cafeteria utensils and food preparation equipment and supplies.

Supervises all necessary cleaning of all kitchen facilities.

Assists and instructs assistants in methods and procedures for performing tasks assigned.

Performs regular inventories of food and supplies.

Operates a wide variety of kitchen appliances.

Supervise and trains subordinates.

Supervise students at both breakfasts.

Receive and put away all food deliveries.

Point of Sale at 2<sup>nd</sup> Breakfast/run, monitor, and train.

Completes all paperwork for the site kitchen.

Performs related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

Standard principles, practices, and supplies used in quantity food preparation and serving.

State meal pattern requirements.

Food preparation.

Care and use of food service equipment.

Methods for taking inventory of foods and supplies.

Principles and practices of supervision.

#### **Ability to:**

Prepare, package and serve large quantity food items.

Safely and efficiently operate and maintain food preparation equipment and appliance.

Keep accurate records and perform mathematical calculations.

Work with, instruct, and supervise helpers.

Operate common cafeteria appliances.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

#### **Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of twelfth grade.

Minimum of five years of successful work in these areas.

**License, Certificates and Documentation Required:**

Possession of valid California driver's license.

Food Safety Manager Certification

Documentation attesting to skills, training and experience in all area relating to this position.

**PHYSICAL DEMANDS**

Never (N)	Not Required
Rare (R)	Less than 10% of the shift
Occasional (O)	Up to 33% of the shift
Frequent (F)	Up to 66% of the shift
Constant (C)	Over 66% of the shift

**Lifting**

Weight Range	Frequency					Examples of Items Lifted	Height Lifted	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Trays, utensils, pans, food products, bowls, loose supplies	1-6'	Y	
11 – 25 lbs			X			Boxed food products, trays of food, box of fruit	1-5'	Y	
26 – 50 lbs	X								
51 – 75 lbs	X								
76 – 100 lbs	X								
Over 100 lbs	X								
Heaviest Item Lifted	X					Box of fruit	1-5'	Y	

**Carrying**

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Trays, utensils, pans, food products, bowls, loose supplies	1-100'	Y	
11 – 25 lbs			X			Boxed food products, trays of food, box of fruit	1-50'	Y	
26 – 50 lbs	X								
51 – 75 lbs	X								
76 – 100 lbs	X								
Over 100 lbs	X								
Heaviest Item Carried	X					Box of fruit	1-50'	Y	

Category	Frequency					Surface(s)	Activity
	N	R	O	F	C		
Sitting			X			Vehicle seat, office chair: padded, adjustable, swivel, wheeled	Monitoring food service area
Walking				X		Carpet, linoleum/tile, concrete	Gathering food products/supplies, transporting food/supplies, cleaning assigned work area
Standing			X			Carpet, linoleum/tiles, concrete	Preparing food items, serving food items



Category	Frequency					Activity
	N	R	O	F	C	
Bending (Neck)			X			Observing work/documents, prepping food items
Bending (Waist)			X			Reaching low drawers/shelves
Twisting (Neck)			X			Observing/monitoring surroundings
Twisting (Waist)		X				Accessing supplies/food products
Squatting		X				As alternative to bending
Climbing		X				Stepstool
Kneeling	X					
Crawling	X					
Pushing/Pulling (Dominant hand)			X			Drawers/doors, cart
Pushing Pulling (Non-Dominant hand)			X			Drawers/doors, cart
Reaching – Above Shoulder Level			X			Accessing items on upper shelves
Reaching – Below Shoulder Level				X		Prepping/serving food items, accessing supplies/equipment, maintaining/cleaning area and equipment
Balancing	X					
Coordination (Eye, Hand, Foot)	X					

Category	Frequency					Activity
	N	R	O	F	C	
Repetitive Use of Hands				X		Writing, prepping/serving food items, cleaning/maintaining work area and equipment
Simple Grasping (Dominant Hand)			x-x			Transporting/positioning objects, prepping foods, accessing supplies, using small utensils
Simple Grasping (Non-Dominant Hand)			x-x			Transporting/positioning objects, prepping foods, accessing supplies, using small utensils
Power Grasping (Dominant Hand)			X			Transporting/positioning heavier objects
Power Grasping (Non-Dominant Hand)			X			Transporting/positioning heavier objects
Fine Manipulation (Dominant Hand)			X			Handwriting, operating utensils/equipment
Fine Manipulation (Non-Dominant Hand)			X			Handwriting, operating utensils/equipment

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	■	■	Drive to food suppliers as needed
Working around equipment and machinery	■	■	Kitchen equipment
Walking on uneven ground	■	■	
Exposure to excessive noise	■	■	
Exposure to extremes in temperature, humidity, wetness	■	■	Refrigeration, warming oven
Exposure to dust, gas, fumes, or chemicals	■	■	Disinfectants
Working at heights	■	■	
Operation of foot controls or repetitive foot movement	■	■	
Use of special visual or auditory protective equipment	■	■	Gloves, aprons, hair nets
Working with bio-hazards	■	■	

**Sensory Demands**

Factor	Y	N	If yes, describe
Seeing close (inspecting)	■	■	Prepping/inspecting food products, maintaining work area
Seeing far (observing)	■	■	Monitoring work area

Seeing to sides (peripheral vision)	■	■	Monitoring work area
Seeing colors	■	■	Viewing warning levels
Speaking	■	■	Communicating w/ co-workers and students
Hearing Speech	■	■	Communicating w/ co-workers and students
Hearing mechanical sounds	■	■	Equipment malfunctions
Sensing odors	■	■	Inspecting food products
Sensing touch	■	■	

**Machinery/Equipment/Work Aids**

Machinery	Computer
Equipment	Kitchen equipment/utensils, computer
Tools	None
Other Work Aids	None

MENTAL/COGNITIVE DEMANDS	Required Yes/No	
	Y	N
Relate to other people	■	■
Perform daily activities (ex. ability to attend meetings, socialize with others, attend to personal needs, etc.)	■	■
Maintain personal habits	■	■
Multitask relative to job duties	■	■
Understand, carry out, and remember instructions	■	■
Respond appropriately to supervision	■	■
Perform work requiring regular contact with others	■	■
Perform work where contact with others will be minimal	■	■
Perform tasks requiring minimal intellectual effort	■	■
Perform intellectually complex tasks requiring higher levels of reasoning, math and language skills	■	■
Perform repetitive tasks	■	■
Perform varied tasks	■	■
Make independent judgment	■	■
Supervise or manage others	■	■
Provide clinical direction	■	■
Perform under stress (emergency, critical, dangerous situations); speed/sustained attention are make-or-break aspects of the job	■	■
Ability to work relative to the job description	■	■



**Classified Salary Schedule Range 18**

Adopted: November 17, 2021

**DISTRICT OFFICE CLERK**

**Classified Job Description**

**12 month work calendar**

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**DEFINITION**

Under immediate supervision of the Chief Business Official, the District Office Clerk (DO Clerk) provides clerical support services to the Human Resources and Business Services departments. The DO Clerk may additionally support other DO and site staff, as assigned by the Superintendent. The DO Clerk will perform a variety of assigned tasks both independently and in cooperation with department leads. Department leads will provide clear instructions and timelines, and will oversee individual projects directly.

The DO Clerk will assist with entry level tasks including filing, data entry, and assisting in work as assigned. The DO Clerk is expected to expand their knowledge and abilities through on-the-job experience, providing increasingly valuable assistance in their assignments over time. The DO Clerk may be assigned reception duties that require a moderate level of public contact in person and/or on the telephone, and requires multi-tasking. The DO Clerk may be assigned by the Superintendent to assist at Elementary School Sites infrequently, with support to the site that is within the scope of this job description.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following;

Assists with:

- Maintenance and upkeep of hard-copy and electronic filing systems for the CBO and HR Coordinator
- Creating files, labels, setups
- Data entry in multiple systems, including ESCAPE, Aeries, Excel, EDD
- Run reports in Excel, Escape and other data platforms
- Data verification: identifying errors and inconsistencies
- Typing reports and correspondence as necessary
- Processing supplemental time sheets
- Processing and entering family income verification
- Monitoring 'Direct Certification' (from Cal Pads, Migrant Ed, and Foster) of new student eligibility for Free and Reduced Lunch
- Recording eligible student data in the Student Information System (Aeries) and Nutri-kids
- Maintaining sign-out logs and distributing payroll warrants
- Processing voluntary deduction payments
- Processing accounts receivables and cash receipts
- Updating forms and webpages
- Scheduling and maintaining/monitoring calendars (interviews, reminders, staff notifications, events) Maintaining the confidentiality of sensitive and confidential information
- Entry level project management, including tracking, scheduling, and monitoring projects
- Provides reception services as needed, welcoming staff and community and directing them appropriately
- Organizing/sorting/scanning, distributing paperwork
- Updating task lists
- Proofreading
- Teamwork; cross-referencing information and collaborating on tasks
- Preparing mail, internal and USPS



- Preparing and emailing reference check forms
- Providing backup for other district office personnel as necessary
- Special projects as necessary
- Performs other related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Good oral and written communication skills
- Office software systems, including Microsoft Office and Adobe
- Office procedures, practices, and equipment
- Accurate record keeping and filing
- Proper English usage, grammar, spelling, punctuation and vocabulary

### **Ability to:**

- Exercise good judgment, use discretion, work independently, and maintain confidentiality
- Follow oral and written instructions
- Maintain accurate clerical records, and perform a variety of basic clerical tasks
- Learn and adapt
- Multi-task and stay organized
- Utilize various resources to find information
- Treat co-workers, staff, and visitors with quality customer service.
- Adhere to and meet designated timelines

### **Experience or Training:**

- Microsoft Office and Adobe preferred
- Bilingual Spanish preferred
- High School Diploma or equivalent required. Higher education preferred.

## **LICENSES, CERTIFICATES, AND DOCUMENTATION REQUIRED**

- Criminal Justice/Fingerprint clearance
- Certification of Mandated Trainings as assigned (MRT, BBP, Anti-Harassment)
- Certification of TB clearance and Mandatory Vaccinations as needed
- Onboarding documents, including disaster services relief worker oath

## **PHYSICAL DEMANDS**

- Maintain a stationary position for prolonged periods
- Intermittently move about inside the office to access file cabinets, office machinery, etc.
- Frequently operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Frequently position self to maintain files in file cabinets
- Required to communicate and exchange accurate information and ideas, in person and by electronic device, so others will understand
- Observe details at close range (within a few feet of the observer), often on paper or on a computer screen

- Infrequently lift and/or move objects weighing up to 20 pounds across office for various needs with or without assistance
- Work in proximity to co-workers and visitors in a group setting

Classified Salary Schedule Range 11

Adopted: December 16, 2021 - *pending*