

**Memorandum of Understanding  
Between  
Conejo Valley Unified School District (CVUSD)  
And**

**The California School Employees Association and its Conejo Chapter 620 (CSEA)**

WHEREAS, the purpose of this memorandum is to outline the agreement between the Conejo Valley Unified School District, "District" hereinafter, and the California School Employees Association and its Chapter 620, "CSEA" hereinafter, for the purpose of reaching a mutually beneficial agreement.

WHEREAS, the current organizational structure of the Child Nutrition Department encompasses the following unit job classifications and positions with a primary function for food preparation and service:

Job Class	Position Control	Work Location	Hrs/Day	Salary Range
Child Nutrition Manager	30	TOHS CAFETERIA	8.0	44
	1102	WHS Cafeteria		
	2043	NEWBURY PARK HIGH SCHOOL		
	296	SEQUOIA MIDDLE SCHOOL	6.0	
	419	COLINA MIDDLE SCHOOL		
	1134	LOS CERRITOS MIDDLE SCHOOL		
	1847	REDWOOD MIDDLE SCHOOL		
	2421	SYCAMORE CANYON SCHOOL		
Child Nutrition Assistant – Satellite	3652	ACACIA MAGNET	5.25	30
	2973	ASPEN ELEMENTARY	4.25	
	2977	BANYAN ELEMENTARY	5.25	
	2969	CONEJO ELEMENTARY	5.25	
	2971	CYPRESS ELEMENTARY	3.75	
	3017	EARTHS MAGNET	5.25	
	4392	GLENWOOD ELEMENTARY	4	
	3019	LADERA STARS ACADEMY	4.25	
	2968	LANG RANCH ELEMENTARY	4.5	
	2978	MADRONA ELEMENTARY	5.25	
	2967	MAPLE ELEMENTARY	4.25	
	2975	CENTRAL KITCHEN	5.25	
	3653	CENTRAL KITCHEN	5.25	
	2976	CENTRAL KITCHEN	5.25	
	2974	WALNUT ELEMENTARY	5.25	
	2972	WEATHERSFIELD ELEMENTARY	4.25	
	3020	WESTLAKE ELEMENTARY	4.25	
2979	WESTLAKE HILLS ELEMENTARY	4.25		
3651	WILDWOOD ELEMENTARY	3.75		
Child Nutrition Assistant II	3107	SYCAMORE CYN MIDDLE	5.25	28
	4634	NPHS Cafeteria	5	
	1442	TOHS CAFETERIA	5	
	3075	NPHS Cafeteria	5	
	3076	WHS Cafeteria	5	
Child Nutrition Assistant I	65 Positions @ 3.5 hrs/day			25

WHEREAS, with a substantial number of staff assigned in support of operations at middle and high schools, the District asserts that it would increase productivity, accountability, and quality control at such sites if the lead worker served in formal supervisory capacity, including review and approval of daily leave of absence management, hiring, performance management/evaluation, participation in interactive accommodation meeting – review of medical work restrictions/limitations requiring modified duty accommodations;

WHEREAS, the District has historically been limited in filling the elementary service needs through promotional pathways, and to that end, seeks to provide for a greater compensation differential between Child Nutrition Assistant I and Child Nutrition Assistant-Satellite to account for the degree of responsibility, accountability, and the capacity to self-direct and communicate effectively to meet the needs of effectively serving an elementary cafeterias;

WHEREAS, in its objectives to build greater capacity in its service, the parties agree that the District shall take the following actions:

1. Conduct a promotional only recruitment to fill the following positions to be established by the Board of Education, as per job classifications adopted by the Personnel Commission:
  - a) Child Nutrition Supervisor – High School (Range 60 Step E -\$33.81 – Supervisory Schedule )
  - b) Child Nutrition Supervisor – Middle School (Range 56 Step E-\$31.50 – Supervisory Schedule)
2. Bargaining Unit members holding Child Nutrition Manager positions shall be hired into respective supervisory job classes, should they be eligible for hire per Personnel Commission Rules and Regulations.
  - Placement on Range 60/Step D (\$30.90) upon promotion
  - Placement on Range 56/Step C (\$29.03) upon promotion
  - Longevity increments are applicable on the supervisory schedule, and will be added to base pay.
3. Establish up to (6) additional Child Nutrition Assistant II positions at 5.0 hours, depending on need.
4. The parties agree that as of the date of signing, all classified bargaining unit members currently holding the title of Child Nutrition Manager passed the application process and accepted new positions in supervisory job classes. As such, the District shall eliminate the Child Nutrition Manager position upon formal promotion of the affected bargaining unit members.
5. Reallocate salary placement for Child Nutrition Assistant-Satellite job class from salary range 30 (\$19.33-\$23.39) to range 44 (\$22.01-\$26.50)
  - Incumbents are on Range 30/Step E and 1 incumbent on Step D as of July 1, 2024
6. CSEA retains its right to negotiate the job descriptions, including wages, hours, and other terms and conditions of employment, of those classifications placed within its bargaining unit.

7. CSEA retains its right to negotiate all proposed transfer of bargaining unit duties, including the right to negotiate the transfer of bargaining unit duties outside of the bargaining unit, in the future.
8. Any grievance regarding the implementation of this agreement will be initiated at Level II in Article 20 of the CBA.


This memorandum is executed on December 9, 2024.

Signatures.


District



Victor Hayek, Deputy Superintendent,  
Business Services



Shauna Ashmore, Assistant Superintendent,  
Human Resources

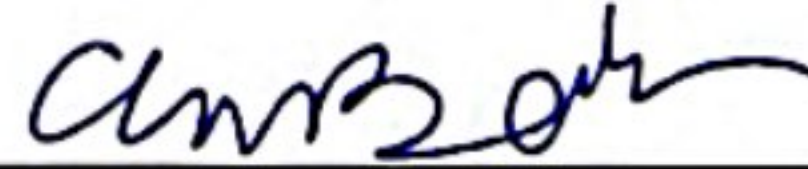


Marina Mihalevsky, Director, Classified Human  
Resources

CSEA Chapter 620



Marco Maldonado, Chapter 620 President



Annsley Rubino, Bargaining Team Member



Bridget Howze, CSEA Labor Relations  
Representative