



**DATE:** February 5, 2025

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve Memorandum of Understanding No. 6 with California School Employees Association Chapter No. 383 - New Job Description – Community Liaison Interpreter: Attendance and TUPE (Tabacco Use Prevention Education)

**PRESENTED BY:** Mike Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve the Memorandum of Understanding No. 6 with California School Employees Association Chapter No. 383 - New Job Description - Community Liaison Interpreter: Attendance and TUPE (Tabacco Use Prevention Education).

**BACKGROUND INFORMATION**

The Memorandum of Understanding No. 6 with California School Employees Association Chapter No. 383 - New job description - Community Liaison Interpreter: Attendance and TUPE (Tabacco Use Prevention Education) is being presented for review.

**RESOURCES REQUIRED:** General Fund

**PREPARED BY:** Tichelle Criswell, Confidential Administrative Assistant, for Mike Shepherd,  
Executive Director of Human Resources

Attachments:

- CSEA 383 24-25 MOU No. 6
- Proposed Job Description