



**DATE:** December 13, 2023

**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 - Changes to the Receptionist - District Office Job Description

**PRESENTED BY:** Michael 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 - Changes to the Receptionist - District Office Job Description.

**BACKGROUND INFORMATION**

The Memorandum of Understanding No. 6 with California School Employees Association Chapter No. 383 - Changes to the Receptionist - District Office Job Description is being presented for review and approval.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Lupita Vazquez, Executive Assistant, for Mike Shepherd, Executive Director of Human Resources

Attachment: MOU