

**Tahoe Truckee Unified School District
And
California School Employees Association and its Tahoe Truckee Chapter
#383 [CSEA]
2025-2026 Tentative Agreement**

The following negotiated items establish the Tentative Agreement between the Tahoe Truckee Unified School District [TTUSD] and the California School Employees Association and its Tahoe Truckee Chapter #383 [CSEA] (together the "Parties") for 2025-2026 negotiations:

Article 3.3.8 Changes proposed were agreed (see attached)

Article 16 - Wages:

TTUSD Proposes a total compensation package of **three percent (3.57%)** as follows:

- **Article 16 - Wages**

All cells of the classified salary schedule shall be increased by **two and six hundred forty-eight thousandths of a percent (2.648%)** retroactive to July 1, 2025. (see attached)

A one time off schedule bonus of one thousand two hundred dollars (\$1,200.00) to all eligible members prorated by FTE. This represents the equivalent of a one time value of one and seventy eight hundredths of a percent. (1.78%)

- The job title of Library Media Assistant to Library Media Specialist shall be moved from **Instructional Assistant Classification** to Positions **Not In A Related Classification**. The range shall be increased from range 14 to range 16. This change will be retroactive to July 1, 2025. The current employees shall retain their current step placement on the salary schedule in the new range. Their seniority shall remain unaffected. This increase is calculated at **ninety two thousandths of a percent. (.092%)** (Revised job description and updated salary key attached.)

Article 17 - Health and Welfare Benefits:

The District's annual health benefit contribution to all eligible members and all tiers shall be increased by eight and one half percent (8.5%) which shall be prorated as per Article 17.2.3 in the Collective Bargaining Agreement. This increase is calculated at **eighty three hundredths of a percent. (.83%)**

Effective October 1, 2025:

12-month Employees:

Employee Only (Single) \$11,447.84 (\$953.99) per month for twelve (12) months)

Employee + One (1) \$13,167.56 (\$1,097.30) per month for twelve (12) months)

Employee + Family \$17,835.23 (\$1486.27) per month for twelve (12) months)

11-month Employees:

Employee Only (Single) \$11,447.84 (\$1040.71) per month for eleven (11) months)

Employee + One (1) \$13,167.56 (\$1,197.05) per month for eleven (11) months)

Employee + Family \$17,835.23 (\$1621.38) per month for eleven (11) months)

The parties have agreed to the following Memorandums of Understanding (MOU)

- MOU #1 Winter Stipend (see attached)
- MOU #2 Classified Summer Assistance Program (see attached)

The parties agree that this tentative agreement completes negotiations for Articles 16 and 17 for the 2025-2026 school year. The parties shall continue to meet and negotiate on any remaining openers or items of mutual interest.

Dated: 10/6/25

For the Association:

Malissa Cruz

Malissa Cruz, CSEA 383 President

Dated: 10/6/25

For the District:

Michael Shepherd

Michael Shepherd, Executive Director, HR

Marco Pimentel 10/6/2025

Marco Pinemtel, CSEA Labor Relations Rep.

Kerstin Kramer

Kerstin Kramer, Superintendent CLO

Approved by the Board: _____

Ratified by CSEA: _____

Article 3.3.8 Extra Hours Trip/Shuttle Procedures: Transportation**3.3.8.1**

All extra hours trips will be scheduled and approved by the Transportation Department. The Transportation director will make a determination of which type of vehicle(s) will be used for each trip based on impacts to home to school transportation, safety, bus availability, driver availability, distance, trip hours, cost, and changes in applicable statutes and regulations. The Transportation Department will be responsible to maintain a list of all eligible and interested drivers. Trips involving contract drivers will be assigned on a rotational basis as described below.

Trip bidding:

At the beginning of the school year, prior to the first bidding session, and prior to all other bidding sessions, all eligible drivers shall sign a statement expressing their interest, or non-interest, in trips before the list is established. Should a driver fail to turn in a statement expressing interest or non-interest in trips prior to a bid session, the driver will be excluded from that session.

The initial Fall session rotation shall be based on seniority, based on the date of hire, until all the available trips have been assigned and shall stay in that order until the winter bidding session.

At the beginning of each of the three sports seasons; fall, winter, and spring, (to include all known trips through the summer) the department shall post a calendar of scheduled trips for examination by all drivers.

Fall Session: Fall sports through finals date, Winter Session: Winter sports through finals date, Spring Session: Spring sports through finals date, including any known Summer trips until Fall Session. Any trips not sport related will fall within these set schedules.

The department will then schedule a “bidding session”, with two weeks notice, of required attendance, for all interested drivers. Should a driver fail to be in required attendance nor have a pre-approved absence from the Bidding Session, the driver will be removed from the trip’s list for that sports season. A driver with a pre-approved absence shall have trips chosen by proxy, by management present at the bidding session.

In the winter season, after the initial seniority-based round of assignment, the list will be ordered by the LEAST amount of qualifying trip hours total extra/or overtime trip hours accrued during the previous session and the rotation order shall remain as such for the entire session.

Rotation: Once the order is established, the entire session will remain in this order. Any newly available trips will be offered in the appropriate order starting with the driver after the last driver accepting a trip.

The spring session shall be re-ordered by the Least amount of qualifying trip hours (total trip hours accrued starting from the beginning of the first session) and shall remain in that rotation the entire session.

If, during the winter and spring bidding sessions, it is determined that one or more drivers have accumulated more than 16 hours beyond the average, such drivers shall pass the first round during the bidding process, as necessary to maintain equality.

Any trip hours accrued during a driver's regular contracted hours will not count towards qualifying trip hours.

3.3.8.2

Eligible drivers are those who have been driving as a school bus driver for no less than one year and have successfully completed the Activity Trip Training Module. (not necessarily with with our district as long as they have over a year of driving, trip training, and deemed proficient)

Eligible drivers become ineligible if any of the following occur in a district vehicle.

- One or more "at fault" accidents. An at fault accident is defined as hitting any "fixed" object such as a parked car, stationary pole, building, etc. Or on the road way as defined by Ed Code or CHP regulations.
- A Vehicle Code Violation
- Safety violations resulting in substantiated documented disciplinary action.

Drivers may become re-eligible after completing appropriate re-training pertaining to related offense(s) by a certificated school bus driver trainer. The transportation director and school bus driver trainer will determine what

training is appropriate. Re-training for re-eligibility shall be completed within three (3) to six (6) months.

All eligible drivers selected for extra hours trips will be paid as a bus driver for hours worked as a bus driver. The extra duty drivers will be paid at the same step that they hold in their non-extra duty position, but on the bus driver range except Dispatcher, Lead Dispatcher -Transportation Scheduler, Driver Instructor, and Vehicle Service Worker, who will be paid at step 10 of the bus driver range.

If a driver becomes eligible mid-bidding session, they are allowed to bid on trips that are dated after their eligibility date.

Non-contracted drivers may be used for trips only if all contracted drivers have been asked and have declined.

A driver may add or remove his or her name from the trip list upon written request to the Director of Transportation, prior to each bidding session.

If a trip is canceled, the assigned driver shall be the first offered any newly scheduled trip. If a different driver states they can no longer do an assigned trip, they forfeit their trip hours, but will remain in the current rotation order for other newly scheduled trips .

If the cancelled driver denies the next offered trip, they return to their original place in the rotation. The department then shall return to the rotation of the session where they last left off, after the last person asked.

If the trip is canceled at any point after the driver arrives at the bus yard, the driver shall be compensated for a minimum of two hours or for the number of hours actually worked, whichever is greater, at the appropriate rate of pay.

3.3.8.3

If trip drivers choose to switch their trips with each other, they must switch a trip for a trip and it must be approved by the director of Transportation or the manager on call.

3.3.8.4

The department shall make trip information available to a CSEA representative, appointed by the current president, periodic review of the extra-hours/or

overtime hours, trip hours, and rotation list to confirm that protocols are being followed and fair.

3.3.8.5 Shuttles

Extra duty, non-trip, non-overtime hours, (i.e., home to school runs vacant because of trips, absence, etc.) shall first be offered to contracted drivers who are available and interested. Those employees shall express their interest in writing.

A shuttle; or a local trip based on department needs, generally within the district boundary, may be assigned to any driver, and will not affect the trip rotation.

Shuttles will be assigned/prioritized on available interested drivers that are most practical in proximity, timing, and drivers needing to fulfill time or non-overtime hours first.

2025-2026 MOU #1

**MORANDUM OF UNDERSTANDING BETWEEN TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT ("District")
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TAHOE TRUCKEE CHAPTER NO. 383
("CSEA")**

Winter Stipend

This Agreement was made and entered into this day, September 19, 2025, by and between Tahoe Truckee Unified School District ("District") and California School Employees Association and its Tahoe Truckee Chapter NO. 383 ("CSEA") collectively referred to as the ("Parties") regarding issues related to the Winter Stipend.

1. The parties acknowledge that during the winter months, the extreme nature of the weather often necessitates a shift in workload and work hours for many classified employees. In recognition to our employees for going above and beyond in ensuring safe learning environments and the safe transport of students to and from school, the parties agree with the following:
2. The following employees shall receive a \$1,500 stipend prorated for less than 8 hour employees:
 - a. Facilities, Maintenance, and Operations (including site based) and Transportation Services.
 - i. The following employees shall receive the stipend:
 1. Head Custodians, Custodians, Warehouse Specialist, Warehouse Delivery Drivers, Maintenance Crafts Persons, School Bus Drivers, Dispatcher, Vehicle Service Workers, Heavy Duty Diesel Mechanics, Lead Dispatcher Scheduler, School Bus Driver Instructor, and Administrative Assistant Transportation.
 - ii. The stipend shall be paid at the end of March 2026.
 - iii. This stipend applies to classified employees in the aforementioned positions only.

Absent mutual written agreement, this MOU shall expire on June 30, 2026.

This MOU shall fully and finally complete negotiations related to the Winter Stipend.

2025-2026 MOU #2

MEMORANDUM OF UNDERSTANDING BETWEEN TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
("District")
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TAHOE TRUCKEE CHAPTER NO. 383
("CSEA") (together "Parties")

Classified School Employee Summer Assistance Program

The above parties have met and negotiated the decision, impacts, and effects relating to Education Code 45500 and the Classified School Employee Summer Assistance Program (CSESAP) for 2026-2027.

1. The Employer agrees to participate in the CSESAP and extend this salary benefit option to the bargaining unit.
2. By no later than January 1, 2026, the Employer shall provide notice to all bargaining unit members which shall include the following:
 - a. A description of the Classified School Employee Summer Assistance Program.
 - b. Details about eligibility for the program, including.
 - 1) the bargaining unit member must have been employed with the LEA for at least one year at the time the bargaining unit member elects to participate.
 - 2) the bargaining unit member is employed by the LEA in their regular assignment for 11 months or fewer out of a 12-month period, excluding any hours worked outside of their regular assignment (A "month" means 20 days or four weeks of 5 days each, including legal holidays.); and,
 - 3) the regular annual pay the bargaining unit member receives directly from the district in their regular work assignment is \$62,400.00 or less for an entire school year at the time of enrollment. (For the purposes of determining regular annual pay, exclude any pay received by the bargaining unit member during the previous summer recess period.)

All timelines for the program as follows:

3. By January 1, 2026, the LEA must notify the bargaining unit members that the LEA has elected to participate in the program for the next school year.
4. By March 1, 2026, any bargaining unit member who wishes to participate, must notify the LEA, using a form developed by the CDE, that the bargaining unit member wishes to participate in the program for the 2026-2027 school year. The bargaining unit member may elect to have up to 10% of their monthly pay withheld during the school year. The bargaining unit member must specify (1) the amount to be withheld from the monthly paychecks, and (2) whether they wish to have the withheld amounts paid out during the summer recess period in one or two payments.

5. By April 1, 2026, the LEA must notify the CDE that it has elected to participate in the program, using a form developed by the CDE. The LEA must specify (1) the number of bargaining unit members who are participating, and (2) the total estimated amount to be withheld from the bargaining unit member paychecks for the 2026-2027 school year.

6. By May 1, 2026, the CDE will notify participating LEAs in writing of the estimated amount of state match funding that a participating bargaining unit member can expect to receive. If the \$99,000,000 funding and any available funding from prior fiscal years is insufficient to provide one dollar for each one dollar that has been withheld from the bargaining unit members' paychecks, the CDE must notify the LEAs of the expected prorated amount of state match funds that each classified bargaining unit member could expect to receive.

7. By June 1, 2026, the LEAs must notify the participating bargaining unit members as to the estimated amount of state match funds the bargaining unit member could expect to receive.

8. After receiving the notification, and no later than 30 days after the start of the school year, the bargaining unit member may (1) withdraw their election to participate in the program, or (2) reduce the amount to be withheld from their paycheck.

9. The LEA must then deposit the amounts withheld from participating bargaining unit members' monthly paychecks according to each bargaining unit member's choices, in an account within its general fund known as the Classified School Employee Summer Assistance Program Fund, during the 2026-2027 school year.

10. If any bargaining unit member separates from employment during the 2026-2027 school year, the bargaining unit member is entitled to any pay withheld from their paycheck pursuant to this program; however, a bargaining unit member who upon separation from employment requests the withheld amount be returned is not entitled to receive any state match funds.

11. A bargaining unit member who experiences a personal or financial hardship during the 2026-2027 school year may elect to end participation in the CSESAP and request to be immediately paid out any pay withheld from their paycheck pursuant to this program; however, the bargaining unit member is not entitled to receive any state match funds. Payment of any withheld funds shall occur no later than the next pay warrant cycle after the bargaining unit member has made a hardship request.

12. On or before July 31, 2027, the participating LEAs must request payment from the CDE, on a form developed by the CDE, for the amount of the bargaining unit member pay that has been deposited in the Program Fund.

13. Provide all forms developed and promulgated by the CDE to bargaining unit members. The Employer shall distribute CDE forms within 5-days of receipt or learning of the forms publication, unless the forms are received/published within 5-days of a bargaining unit member cut-off date, in which instance the forms shall be sent electronically on the same day it is received/published and mailed via next day service.

14. Bargaining unit members shall be made aware the money will likely not be paid until after August 31, 2027, after summer recess.

15. No participant in the Classified School Employee Summer Assistance Program is barred from applying for, and if selected, working summer school during the summer in which this benefit is earned.

16. A bargaining unit member may withdraw from *further* participation in the program more than 30-days after the start of the 2026-2027 school year and leave withheld amounts in the program. In such instances, the LEA agrees to report this contribution to the CDE as if contributions had been made for the duration of the program at a reduced percentage.

Library Media Specialist

Purpose Statement

The job of the Library Media Specialist is to serve as a site elementary or middle school librarian performing a variety of library duties including the acquisition, circulation, maintenance and distribution of library books, instructional materials, and non-book media (including District-issued technology devices). The Library Media Specialist assists students and teachers in the selection, location and use of library materials and equipment to support instruction; implements age appropriate programs for students utilizing library resources, and selects appropriate items in support of classroom instruction.

This job reports to the Assigned Administrator

Essential Functions

- Performs a variety of library duties involved in the inventory, acquisition, circulation, maintenance and distribution of library books, instructional materials, and non-book media (including District-issued technology devices) and; processes new books and instructional materials; catalogues books and instructional materials.
- Processes, oversees and distributes textbooks and other instructional materials; collects books and non-book media (including District-issued technology devices) from students; replaces lost or damaged books and non-book media (including any District-issued technology devices); maintains related records; maintains related records of library non book media (including District-issued technology devices); follows District policies and procedures for collection and distribution of non-book media (including District-issued technology devices) and textbooks. Works in collaboration with the Curriculum and Tech Departments.
- Performs a variety of duties related to library circulation; checks books, textbooks and technology devices in and out; inputs student and staff information into an assigned database; follows cataloging procedures; imports book records; updates records as necessary. Acquires, processes, manages and maintains all Literature/Reading Circle books to encourage reading group success.
- Plans, manages and executes class, small group and individual student visits to the library to teach age-appropriate information literacy skills; assists students with identifying age and grade appropriate book selection; enforces the rules of acceptable student behavior. Implements library processes and monitors library usage and assets for the purpose of ensuring a positive learning environment and efficient use of resources.
- Plans, organizes and coordinates literacy-focused events (e.g. Family Reading Night, Author Visits, Summer Library Programs, Reading Challenge Celebrations, weekly RUFF student visits, Book Fairs, etc.) for the purpose of encouraging literacy and instilling in all students a love of reading. Builds and develops relationships with local community organizations (e.g. Truckee Humane Society and local public libraries) for the purpose of promoting library programs.
- Develops and manages the library budget, works with vendors and suppliers, researches and makes appropriate expenditure decisions for the purpose of purchasing supplies, materials and books needed to support library programming.
- Identifies program needs for the purpose of requesting funding/grants and/or support from school administration and parent organizations (e.g. PTO, Excellence in Education) to maintain or enhance literacy programs and the library.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the library.
- Attends related meetings as required.
- May provide support for specific indoor and outdoor student safety site duties.

Job Requirements & Skills

Skills

Skills are required to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: reading, understanding and interpreting a variety of media, including technical information; grant writing; communicating effectively with diverse audiences; adapting to changing work priorities; applying pertinent laws, codes, policies and/or regulations; coordinating activities with classroom teachers, parent groups, outside organizations, etc.; defining and facilitating program goals in line with curricula needs; organizing information and concepts; operating standard office and computer equipment; planning and managing projects; preparing and maintaining accurate records, and using pertinent software applications.

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; keep records associated with tracking expenditures and maintaining a basic budget; read a variety of complex, multi-step written and oral instructions. Specific knowledge based on competencies required to satisfactorily perform the function of the job include: community resources, materials used in the specific activity/program including library reference materials and resources; library best practices, procedures and terminology including the Dewey Decimal Classification System, library catalog systems, copy cataloging methods and inventory procedures; curriculum, instruction, school literacy goals and media development, codes, policies, and/or regulations; relevant professional standards and practices; age-appropriate materials and activities; and stages of child development. Knowledge of children's and young adult literature; curriculum subject areas and appropriate library access needs for students; classroom management and teaching skills. Interpersonal skills using tact, patience and courtesy; oral and written communication skills, and correct English usage, grammar, spelling and vocabulary.

Ability

Ability is required to schedule activities, meetings and gather, collate, and/or classify data; and use job-related equipment and technology. Flexibility is required to work with a diversity of students and groups in a wide variety of circumstances; work with a variety of data utilizing defined but different processes; and operate equipment using defined methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: developing and executing an effective age-appropriate library program in line with established standards and curricula needs; presenting/reading diverse materials and library media, and instructing library users in applicable information literacy skills and content; leading and managing discussions on a wide range of topics; communicating with diverse groups and with persons of varied education and cultural backgrounds; setting priorities; adapting to changing work priorities; dealing with frequent interruptions; meeting deadlines and schedules and working under time constraints; providing leadership and direction; working as part of a team; providing opportunities for the exchange of ideas, maintaining confidentiality; and working with detailed information/data. Complete work with many interruptions and minimum supervision; enforces the rules of acceptable student behavior in the library.

Responsibility

Responsibilities include: working with minimal supervision using both standardized routines and non-standardized procedures; leading, guiding and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform job functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; frequent climbing and balancing; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. The job is performed under a generally hazard free environment.

Job Description: Library Media Specialist /Board Date: Pending

Experience:

Two years' experience working in a library, instructional setting or related profession.

Certificates & Licenses:

None Specified

Education:

High School Diploma or equivalent

Clearances:

DOJ/FBI Fingerprint Clearance

TB Clearance

Additional Qualifications

Ability to travel to other sites/locations

Supervision

Assigned Administrator

Required Testing

Successful Completion of Pre-Employment Process

Continuing Education/ Training

Training attendance at workshops as appropriate

Salary Grade

Proposed Range 16

Work Year

199 days [CLAS6]