TORRANCE UNIFIED SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #19

REOPENER YEAR (2023-2024)

Tentative Agreement
November 27, 2023

Article 7 – HOURS AND OVERTIME

7.1 The "Work Year" calendar for all classifications in this unit shall be subject to negotiations and included in this agreement**. The contracted work days for each classification shall be listed and included with the work calendar.** (Appendix D).

7.16 When a~~n employee~~ **unit member** serves ~~longer than five (5) days~~ in **or is assigned the duties of** a higher classification ~~within a fifteen (15) calendar day period~~ on a temporary basis ~~for another employee~~, the ~~employee~~ **unit member** shall receive the rate of pay for the higher classification **for each period worked but no less than ½ day increment, with prior supervisor approval.** ~~as prescribed in Education Code Section 45110.~~

Article 8 – PAYMENTS AND ALLOWANCES

8.1 The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendix "A" which is attached hereto and, by reference, incorporated as part of this Agreement. Pay shall also include any shift differential and/or longevity increment required to be paid under this Agreement.

8.1.1 In the event that any more favorable total compensation increase is negotiated with any other employee group, the compensation increase(s) shall apply equally to CSEA Chapter 19.

8.1.2 The Torrance Unified School District shall increase the salary schedule by **5%** ~~3.0%~~ effective **July 1, 2023.** ~~July 1, 2021, and 3.0% effective July 1, 2022.~~ **The Torrance Unified School District shall provide all unit members in paid status on December 1, 2023, with an off-schedule payment of $1,000. The $1,000 amount is for paid status of 1.0 full-time equivalent or greater; less than a 1.0 assignment will have the $1,000 bonus reduced in proportion to the work assignment (e.g. an 80% FTE assignment would receive $800).**

8.1.3 Personal Observance Day
Effective July 1, 2024: Unit members shall be entitled to take one paid Personal Observance Day (POD), which may be used subject to the following conditions:

8.1.3.1 PODs may be utilized on non-work days within the unit members contracted work year.

8.1.3.2 PODs shall not be used on an instructional workday immediately prior to or following a holiday.

8.1.3.3 Unit members must request to take PODs five working days in advance.

8.1.3.4 PODs may only be used in full-day increments.

8.1.3.5 The scheduling of PODs is subject to administrative approval. Requests may be denied if the approval of multiple requests would significantly disrupt the operations of the District. Requests will not be denied for arbitrary or capricious reasons.

8.1.3.6 Requests will be honored in the order received.

8.1.3.7 PODs do not accumulate year-to-year and are forfeited if not used. If the unit member has submitted three (3) requests, excluding denials under 8.1.3.2 -

8.1.3.4, and has not been permitted to utilize their POD, they shall be permitted to use it after the last day of instruction but on or before June 30 of that work year.

8.2 All **unit members** ~~employees~~ in the bargaining unit~~, except hourly employees,~~ shall receive their regular paychecks no less than twice per month. ~~Hourly employees shall receive their regular paychecks once a month.~~ **Additional hours beyond the regular work schedule, including overtime, are paid on a monthly basis.**

Article 15 – LEAVES

15.1.8 Family referred to throughout this Article shall mean the child, mother, father, grandmother, grandfather, or grandchild of the unit member or of the spouse or registered domestic partner of the unit member; the spouse; registered domestic partner; son, son-in-law; daughter, daughter-in-law; brother or sister of the unit member, spouse, or registered domestic partner; step-child or step-parent of the unit member; foster child; any person who has served as a foster parent or legal guardian to the unit member; any relative living in the immediate household of the unit member; or someone else related by blood or in a family-like relationship "designated person." Under extenuating circumstances, the District may approve persons other than those listed herein.

15.2.3.3 Eligible unit members may take an unpaid leave of absence, under the Federal Family and Medical Leave Act of 1993 (FMLA). ~~This Article shall be subject to the Federal law requirements under FMLA in lieu of the grievance procedure. (Appendix F)~~

15.7.4 For any use of extended illness leave, the District may require documentation from a licensed health care provider verifying the leave. Unit members shall only be responsible for providing documentation from the date of the verification request forward.

15.9 Bereavement Leave: A leave of absence with pay and without deductions from accumulated sick leave, not to exceed five (5) days, shall be granted to employees because of the death of any member of the ~~*immediate family. o.r any relative living in the immediate household of the employees.*~~ ~~(See Subsection 2.12 of Article 2)~~ Under extenuating circumstances, the District may approve persons other than those listed herein.

15.9.1 Three (3) additional days will be granted to employees if out-of-state travel or three hundred (300) miles intrastate travel is required because of the death of any member of the ~~immediate~~ family.

15.10 PERSONAL NECESSITY LEAVE

~~A permanent employee, at their election may use up to seven (7) days of sick leave (providing that sick leave is available) in any instructional year in cases of personal necessity, including any of the following:~~

Unit members may use accumulated sick leave in any school year for personal necessity for the following reasons:

15.10.1 The death of a member of the ~~employee's immediate~~ **unit member's** family when the number of days of absence exceeds the limit provided in the bereavement section of the Agreement. Member**s** of the ~~immediate~~ family are determined in ~~Subsection 2.12~~ **15.1.8** ~~Article 2~~. Permission to use the bereavement section of this Agreement for other relatives because of extenuating circumstances may be granted by the Superintendent or designee.

15.10.2 Accidents, serious in nature, which:

1) involve a unit member's property or the person or property of a member of the unit member's family;

2) involve circumstances the unit member cannot reasonably be expected to disregard; and

3) require the attention of a unit member during assigned hours of service.

15.10.3 Illnesses or problems of a member of the unit member's family which:

1) are serious in nature and, under the circumstances, the unit member cannot be expected to disregard; and

2) require the attention of unit member~~s~~ during their assigned hours of service.

15.10.4 Imminent danger to the home of a unit member which:

1) is occasioned by a factor such as a flood or fire;

2) is serious in nature which, under the circumstances, the unit member cannot reasonably be expected to disregard; and

3) requires the attention of a unit member~~s~~ during assigned hours of service.

15.10.5 Unit members may use up to seven (7) days of accumulated sick leave in any school year for personal necessity for the following reasons:

a. attendance at the funeral of a close relative or friend not living in the unit member's immediate household;

b. the birth of a child making it necessary for the non-birthing parent to be absent during assigned hours of service;

c. the adoption of a child making it necessary for the adopting parent to be absent during assigned hours of service;

d. personal necessity leave may be used for circumstances which meet all of the following criteria:

1) one of a serious nature which the unit member cannot be expected to disregard;

2) one which necessitates the immediate attention of the unit member; and

3) one which cannot be accommodated during off-duty hours.

e. appearance in court as a litigant;

f. For the observance of religious holidays;

g. To participate in the activities of the school or child care facility of any child of which the unit member is the parent, guardian or custodial grandparent.

h. to provide services as an elected mayor or city council member; and

i. personal use (no tell) leave may be used according to the following criteria.

1) up to a maximum of three (3) days per year, with no reason given, may be utilized for personal use (no tell);

2) unit members must notify the supervisor (2) workdays in advance prior to using personal use (no tell) leave.

3) unit members shall not use personal use (no tell) leave to "withhold service from the District";

15.10.6 Unit members shall not use personal necessity leave for vacation, social activities, political activities, civic or organization activities.

15.10.7 A unit member using personal necessity leave shall submit the absence verification request certifying that the unit member is using personal necessity leave for a purpose provided in this article.

~~15.10.2 Attendance at the funeral of a close relative or friend not living in the immediate household.~~

~~15.10.3 An accident involving the employee's property or property of a member of the employee's family. Such accident must:~~

~~a. be serious in nature;~~

~~b. involve circumstances employees cannot reasonably be expected to disregard; and~~
~~c. require the attention of employees during their assigned hours of services.~~

~~15.10.4 An illness or problem of a member of the employee's immediate household as defined in Item (a) of Subsection 15.10.3 above, serious in nature, which, under the circumstances, employees cannot reasonably be expected to disregard and which requires the attention of employees during their assigned hours of services.~~

~~15.10.5 Imminent danger to the homes of employees occasioned by a factor such as flood or fire, serious in nature, which, under the circumstances, employees cannot reasonably be expected to disregard and which requires the attention of employees during their assigned hours of services.~~

~~15.10.6 The birth of child making it necessary for a member of the immediate family as defined in Section 2.12 of Article 2 to be absent from his/her position during the assigned hours of service.~~

~~15.10.7 Appearance in court as a litigant.~~

~~15.10.8 For the observance of religious holidays.~~

~~15.10.9 To participate in the activities of the school or child care facility (licensed day care and Kindergarten through 12 grade) of any child of which the employee is the parent, guardian or custodial grandparent provided by Section 230.8 of the Labor Code.~~

~~15.10.10 Up to three (3) of the seven (7) days may be used for reasons not specified above in 15.10 for other personal compelling business that cannot reasonably be expected to be conducted outside of the unit member's regular working hours.~~

~~15.10.11 In the event that advanced permission is required, a unit member shall secure the advance permission of his or her immediate supervisor on the prescribed form provided.~~

15.13 Catastrophic Leave: Catastrophic Leave provisions permit unit members to withdraw sick leave credits from a Catastrophic Leave Bank when that unit member or member of his or her ~~immediate~~ family ~~(as defined in Education Code 44985)~~ suffers from a catastrophic illness or injury.

Definitions: 'Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the unit member for an extended period of time, or that incapacitates a member of the unit member's family which incapacity requires the unit member to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the unit member because he or she has exhausted all of his or her sick leave and other paid time off. It may not be used for elective surgery, personal necessity, normal pregnancy, substance abuse rehabilitation or bereavement. To be eligible for catastrophic leave, the unit member must have exhausted all accrued paid leave. ~~Immediate family for the purposes of this leave shall be limited to the unit member's spouse, parent, or dependent children as defined in the Family Leave Act of 1993 (CFRA; Government Code Section 12945.2).~~

Rules and Procedures:
6. If a unit member is incapacitated, applications may be submitted to the Committee on the appropriate form by an agent of the unit member or member of the unit member's ~~immediate~~ family.

15.14 Family and Medical Care Leave

Pursuant to State and Federal law, the District will provide family and medical care leave for eligible employees. The following provisions set forth unit members' rights and obligations with respect to such leave rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA") and the regulations of the California Fair Employment and Housing Commission

implementing the California Family Rights Act ("CFRA") (Government Code 12945.2). Unless otherwise provided by this article. "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.

15.14.1 Members Eligible for Leave

A member is eligible for leave if the member:

a) **Has been employed for at least twelve (12) months;**

b) **Has actually worked for at least 1,250 hours in the twelve (12) month period immediately preceding the commencement of the leave; and**

c) **Has not taken twelve (12) workweeks of leave in that fiscal year (July 1 through June 30).**

15.14.2 Reasons for Leave

Leave is only permitted for the following reasons:

a) **The birth of a child, or to care for a newborn of a unit member within twelve (12) months of the birth;**

b) **The placement of a child with a unit member in connection with the adoption or foster care of a child within twelve (12) months of the placement for adoption or foster care;**

c) **To care for a minor child or adult child with a disability, parent, or spouse, or a registered domestic partner who has a serious health condition;**

d) **To care for an adult child regardless of disability or dependency status, registered domestic partner, child of a registered domestic partner, grandparent, grandchild, sibling, parent-in-law, or someone else related by blood or in a family-like relationship ("designated person") who has a serious health condition;**

e) **Because of a serious health condition that makes the member unable to perform the function of his/her position;**

f) **Serious illness or injury sustained in the line of duty on active duty by a military servicemember or veteran who is the spouse, child, parent or next of kin of the employee; or**

g) **Qualifying exigency arising out of the fact that a spouse, child or parent of the employee is a covered servicemember on covered active duty or has been notified of an impending call or order to covered active military duty.**

15.14.3 Amount of Leave

Eligible members are entitled to a total of twelve (12) workweeks of leave during a fiscal year (July 1 through June 30). A member's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement. Except for leave taken for a member's pregnancy, to care for certain family members, and certain military family member reasons to care for an injured servicemember or veteran, FMLA and CFRA leave shall run concurrently. Pregnant unit members shall be entitled to twelve (12) workweeks of FMLA leave while disabled from the pregnancy, which shall run concurrently with Pregnancy Disability Leave Act (PDLA) leave, sick leave, and extended illness leave. Such unit members shall also be entitled to twelve (12) workweeks of CFRA leave to care for the child within twelve (12) months of the birth, such leave to be used once the member is no longer disabled due to the pregnancy or once entitlement to PDLA leave ends, whichever occurs first. Any FMLA leave unused for pregnancy disability shall run concurrently with CFRA for child bonding.

Article 18– LAYOFF AND REEMPLOYMENT PROCEDURES

18.3 PROCEDURES

18.3.1 ~~The DISTRICT will give a unit member no less than sixty (60) calendar day notice prior to the effective date of their layoff. Such notices shall inform the unit member of his/her displacement rights, if any, and reemployment rights. Such notice shall also inform the unit member of a reasonable amount of time, five (5) working days from the date of notice of layoff in which to render a written decision, whether or not to exercise displacement rights, if any.~~ **The District shall give a unit member notice no later than March 15 of the preceding school year the layoff is to take effect. The District shall give a unit member no less than sixty (60) calendar days notice prior to the effective date of their layoff when the unit member's position is employed under a specially-funded program. Such notice shall inform the unit member of his/her displacement rights, if any, and reemployment rights. Such notice shall also inform the unit member of a reasonable amount of time, ten (10) working days from the date of notice of layoff in which to render a written decision, whether or not to exercise displacement rights, if any.**

All "employee(s)" terms in open articles shall be changed to "unit member(s)" when the term is intended to capture bargaining unit members only.

This tentative agreement is subject to a final approval by Torrance Chapter 19 members and by the Torrance Unified School District Board of Education.

California School Employees Association
and its Torrance Chapter 19

Tania Kalemkiarian — 11/2
Tania Kalemkiarian — Date
President

11/3
Eric Lockhart — Date
Secretary

Mary K. Dunifer — 11/2
Mary K. Dunifer (Nov 29, 2023 19:20 PST)
Mary Dunifer — Date
Member

11/2
Melissa Skubik (Nov 29, 2023 18:27 PST)
Melissa Skubik — Date
Member

Robert DeWitz — 11/2
Robert DeWitz — Date
Labor Relations Representative

Torrance Unified School District

12/0
Keith Butler (Dec 1, 2023 03:45 PST)
Keith Butler, Ph.D. — Date
Chief Business Officer

Tim Stowe — 12/(
Tim Stowe, Ed. D. — Date
Superintendent

Appendix D

202 Day Positions (11B)
Health Services Assistant
Licensed Vocational Nurse

203 Day Positions (11B)
Library/Media Specialists

214 Day Positions (11B)
Office Assistant (Elem, Middle & Com Day)
Senior Office Assistant *
Tech Voc Assessment

228 Day Positions (11D)
School Staff Assistant I (Elem & Middle)

239 School Site Positions (12C)
ASB Accounting Specialist
College-Career Counseling Coord
School Staff Assistant I (High School)
Senior Office Assistant *

239 No July Positions (12C)
Special Ed Office Assistant
Staff Secretary *

239 No August Positions (D)
Accounting Assistant
Accounting Specialist
Adult Ed Specialist
Adult Ed Assmt & Attendance Tech
Adult Ed Student Support Services Tech
Adult Ed Testing Specialist
Career Planning & Placement Coord

* Assignment work days noted on Individual hiring documentation

12 Month Positions (12E)
Administrative Assistant
Benefits Specialist
Buyer
Categorical Funding Specialist
Communications Coordinator
Credentials Analyst
Database Analyst
Database Specialists IT
District Education Testing Coordinator
District Office Assistant
Enrollment and Student Services Tech
Fiscal Services Specialist
Human Resources Specialist
Human Resources Technician
MAA-LEA Specialist
Network Analyst
Nutrition Services Specialist
Office Assistant *
Payroll - Position Control Coordinator
Personnel Commission Specialist
Purchasing Specialist
Reprographics Technician
School to Career Employment Assistant
School Staff Assistant II
Senior Admin Assistant - ETIS
Senior Admin Assistant - Ed Services
Senior Buyer
Senior Fiscal Services Specialist
State Info Exchange Specialist
Staff Assistant
Staff Assistant - Special Education
Staff Assistant - Facilities
Staff Assistant - Student Svcs & Enrollment
Staff Secretary *
Systems Analyst
Systems Support Specialist
Tech Purchasing
Technology Support Specialist
Transportation Technician
Webmaster - Media Specialist

CSEA 19
2023-2024

JULY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202																															
203																															
214																															
228																															
239 Sch Site			W	H	W	W	W																								
239 no July																															
239 no Aug			W	H	W	W	W			W	W	W	W	W			W	W	W	W	W			W							
12 M			W	H	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W

AUGUST

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
TK 202																						W	W	W	W			W	W	W	W
TK 203																					W	W	W	W	W			W	W	W	W
214																						W	W	W	W			W	W	W	W
228							W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
239 Sch Site							W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
239 no July	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
RD 239 no Aug																							W	W	W			W	W	W	W
12 M	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W

SEPTEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
203	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
TS 214	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
228	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
239 Sch Site	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
239 no July	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
239 no Aug	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
12 M	W			H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		

KB

Labels	
W	Work
W	First Day of School
W	Last Day of School
H	Holiday
NV	No Work - Vacation

Legal Holidays	Date
Independence Day	July 4, 2023
Labor Day	Sept 4, 2023
Veterans Day	Nov 10, 2023
Thanksgiving	Nov 22-23, 2023
Christmas Eve	Dec 22, 2023
Christmas Day	Dec 25, 2023
New Years Eve	Dec 29, 2023
New Years Day	Jan 1, 2024
MLK Jr. Day	Jan 15, 2024
Lincoln's Birthday	Feb 12, 2024
Presidents' Day	Feb 19, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024

Instructional Breaks	
Winter Break	Dec 26-28, 2023
	Jan 2-5, 2024
Spring Break	April 1-5, 2024
Non Instructional Day	Sept 25, 2023
	Nov 20-22, 2023
	March 15, 2024
Student Free Days	October 9, 2023
	March 14, 2024

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

CSEA 19
2023-2024

OCTOBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
203		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
214		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
228		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
239 Sch Site		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
239 no July		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
239 no Aug		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W
12 M		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W

NOVEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
203	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
214	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
228	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
239 Sch Site	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
239 no July	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
239 no Aug	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	
12 M	W	W	W			W	W	W	W	H			W	W	W	W	W			W	W	W	H	H			W	W	W	W	

TK

TK

DECEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	NV	NV	NV	H		
203	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	NV	NV	NV	H		
214	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	W	W	W	H		
228	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	W	W	W	H		
239 Sch Site	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	W	W	W	H		
239 no July	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	W	W	W	H		
239 no Aug	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	W	W	W	H		
12 M	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	H			H	W	W	W	H		

RD

TS

KB

KB

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

CSEA 19
2023-2024

JANUARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	H	NV	NV	NV	NV			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
203	H	NV	NV	NV	NV			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
214	H	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
228	H	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
239 Sch Site	H	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
239 no July	H	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
239 no Aug	H	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W
12 M	H	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W

FEBRUARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
203	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
214	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
228	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
239 Sch Site	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
239 no July	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
239 no Aug	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		
12 M	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W		

TK

TK

MARCH

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
203	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
214	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
228	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
239 Sch Site	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
239 no July	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
239 no Aug	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		
12 M	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W		

RD

TS

KB

KB

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

CSEA 19
2023-2024

APRIL

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	NV	NV	NV	NV	NV			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
203	NV	NV	NV	NV	NV			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
214	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
228	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
239 Sch Site	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
239 no July	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
239 no Aug	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	
12 M	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	

MAY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
203	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
214	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
228	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
239 Sch Site	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
239 no July	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
239 no Aug	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W
12 M	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W

TK

TK

JUNE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202			W	W	W	W	W			W	W	W	W	W																	
203			W	W	W	W	W			W	W	W	W	W																	
214			W	W	W	W	W			W	W	W	W	W																	
228			W	W	W	W	W			W	W	W	W	W			W	W	H												
239 Sch Site			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W			
239 no July			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W	W		
239 no Aug			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W	W		
12 M			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W	W		

RD

TS

KB

KB

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

CSEA 19
2024-2025

JULY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202																															
203																															
214																															
228																															
239 Sch Site	W	W	W	H	W																										
239 no July																															W
239 no Aug	W	W	W	H	W			W	W	W	W	W			W	W	W	W	W			W									
12 M	W	W	W	H	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W

AUGUST

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202																					W	W	W			W	W	W	W	W	
203																				W	W	W	W			W	W	W	W	W	
214																				W	W	W	W			W	W	W	W	W	
228						W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W	
239 Sch Site					W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W	
239 no July	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W	
239 no Aug																						W	W			W	W	W	W	W	
12 M	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W	

TK
TK

RD

SEPTEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
203		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
214		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
228		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
TS 239 Sch Site		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
239 no July		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
239 no Aug		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	
12 M		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	

Labels	
W	Work
W	First Day of School
W	Last Day of School
H	Holiday
NV	No Work - Vacation

Legal Holidays	Date
Independence Day	July 4, 2024
Labor Day	Sept 2, 2024
Veterans Day	Nov 11, 2024
Thanksgiving	Nov 28-29, 2024
Christmas Eve	Dec 24, 2024
Christmas Day	Dec 25, 2024
New Years Eve	Dec 31, 2024
New Years Day	Jan 1, 2025
MLK Jr. Day	Jan 20, 2025
Lincoln's Birthday	Feb 10, 2025
Presdients' Day	Feb 17, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025

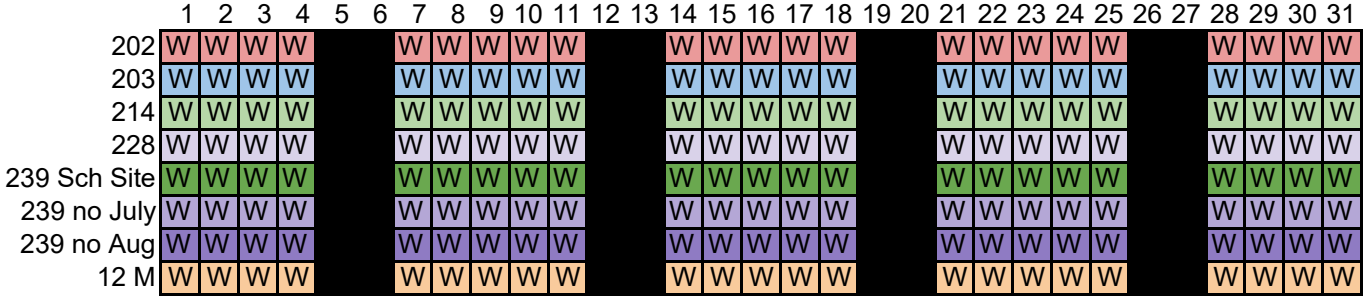
Instructional Breaks	
Winter Break	Dec 23-27, 2024
	Dec 30, Jan 2-3, 2025
Spring Break	April 7-11, 2025
Non Instructional Day	Oct 11, 2024
	Nov 25-27, 2024
	March 14, 2025
Student Free Days	October 14, 2024
	February 7, 2025

KB
KB

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

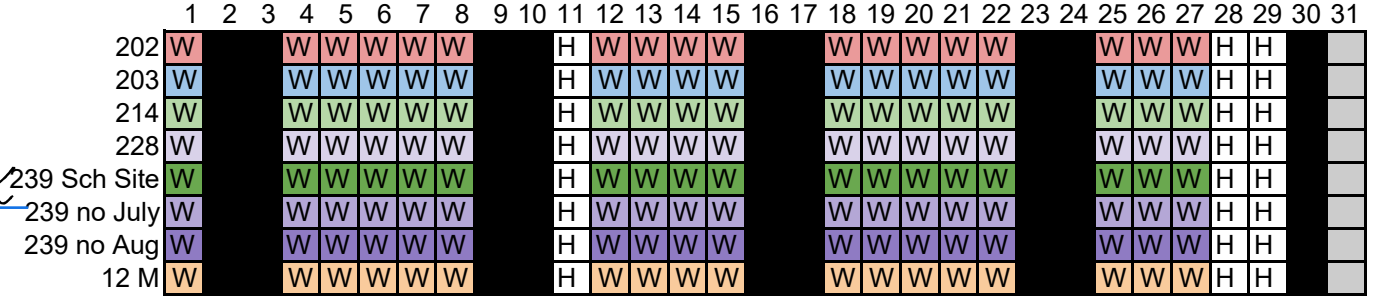
CSEA 19
2024-2025

OCTOBER



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
203	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
214	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
228	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
239 Sch Site	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
239 no July	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
239 no Aug	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W
12 M	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W

NOVEMBER

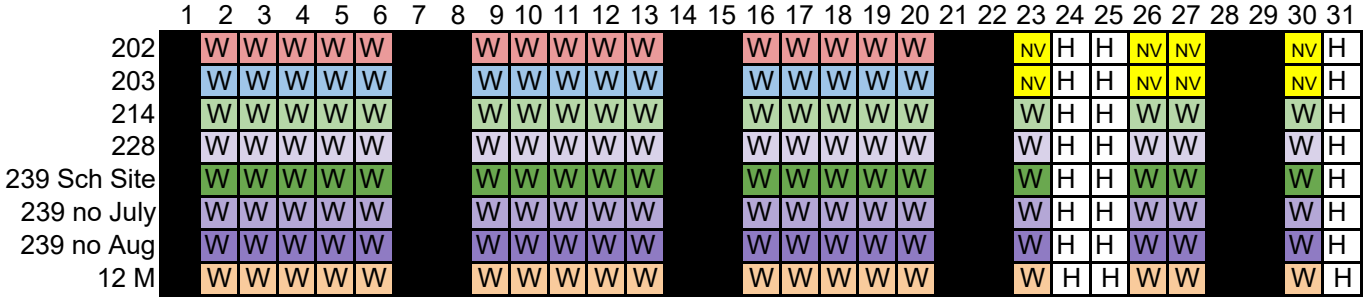


	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
203	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
214	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
228	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
239 Sch Site	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
239 no July	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
239 no Aug	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		
12 M	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H		

TK

TK

DECEMBER



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			NV	H	H	NV	NV			NV	H
203		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			NV	H	H	NV	NV			NV	H
214		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H
228		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H
239 Sch Site		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H
239 no July		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H
239 no Aug		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H
12 M		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H

RD

TS

KB

KB

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

CSEA 19
2024-2025

JANUARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	H	NV	NV			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
203	H	NV	NV			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
214	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
228	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
239 Sch Site	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
239 no July	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
239 no Aug	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W
12 M	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W

FEBRUARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
203			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
214			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
228			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
239 Sch Site			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
239 no July			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
239 no Aug			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			
12 M			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W	W			

MARCH

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
203			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
214			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
228			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
239 Sch Site			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
239 no July			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
239 no Aug			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W
12 M			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W

TK

TK

RD

TS

KB

KB

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

CSEA 19
2024-2025

APRIL

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W	W	W	W			NV	NV	NV	NV	NV			W	W	W	W	W			W	W	W	W	W			W	W	W	
203	W	W	W	W			NV	NV	NV	NV	NV			W	W	W	W	W			W	W	W	W	W			W	W	W	
214	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	
228	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	
239 Sch Site	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	
239 no July	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	
239 no Aug	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	
12 M	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	

TK
TK

MAY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
203	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
214	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
228	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
239 Sch Site	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
239 no July	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
239 no Aug	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	
12 M	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	

RD
TK
TK

JUNE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
202		W	W	W	W	W			W	W	W	W	W																		
203		W	W	W	W	W			W	W	W	W	W																		
214		W	W	W	W	W			W	W	W	W	W																		
228		W	W	W	W	W			W	W	W	W	W			W	W	W	H												
239 Sch Site		W	W	W	W	W			W	W		W	W			W	W	W		W			W	W	W	W	W			W	
239 no July		W	W	W	W	W			W	W	W	W	W			W	W	W	H	W			W	W	W	W	W			W	
239 no Aug		W	W	W	W	W			W	W	W	W	W			W	W	W	H	W			W	W	W	W	W			W	
12 M		W	W	W	W	W			W	W	W	W	W			W	W	W	H	W			W	W	W	W	W			W	

RD
KB
KB

TS

CSEA 19 CP:_____ CSEA LRR:_____ TUSD SUP:_____ TUSD CBO:_____

KB
KB

CSEA 19 TUSD 2023-24 REOPENER TENTATIVE AGREEMENT 11272023

Final Audit Report 2023-12-01

Created:	2023-11-30
By:	Robert DeWitz (rdewitz@csea.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXKZOH-Tyed_w3LrqrR9KQvbNHtmSRJuR

"CSEA 19 TUSD 2023-24 REOPENER TENTATIVE AGREEMENT 11272023" History

Document created by Robert DeWitz (rdewitz@csea.com)
2023-11-30 - 1:39:34 AM GMT- IP address: 12.207.236.162

Document emailed to Robert DeWitz (rdewitz@csea.com) for signature
2023-11-30 - 1:39:40 AM GMT

Document emailed to Tania Kalemkiarian (kalemkiarian.tania@tusd.org) for signature
2023-11-30 - 1:39:40 AM GMT

Document emailed to Time Stowe (stowe.tim@tusd.org) for signature
2023-11-30 - 1:39:40 AM GMT

Document emailed to Keith Butler (butler.keith@tusd.org) for signature
2023-11-30 - 1:39:41 AM GMT

Document emailed to Eric Lockhart (lockhart.eric@tusd.org) for signature
2023-11-30 - 1:39:41 AM GMT

Document emailed to Mary Dunifer (dunifer.mary@tusd.org) for signature
2023-11-30 - 1:39:41 AM GMT

Document emailed to Melissa Skubik (skubik.melissa@tusd.org) for signature
2023-11-30 - 1:39:42 AM GMT

Email viewed by Keith Butler (butler.keith@tusd.org)
2023-11-30 - 1:40:36 AM GMT- IP address: 66.249.84.68

Document e-signed by Robert DeWitz (rdewitz@csea.com)
Signature Date: 2023-11-30 - 1:41:34 AM GMT - Time Source: server- IP address: 12.207.236.162

Adobe Acrobat Sign

Email viewed by Melissa Skubik (skubik.melissa@tusd.org)
2023-11-30 - 2:15:28 AM GMT- IP address: 66.249.84.67

Email viewed by Tania Kalemkiarian (kalemkiarian.tania@tusd.org)
2023-11-30 - 2:22:33 AM GMT- IP address: 66.249.84.69

Document e-signed by Melissa Skubik (skubik.melissa@tusd.org)
Signature Date: 2023-11-30 - 2:27:19 AM GMT - Time Source: server- IP address: 172.248.142.139

Document e-signed by Tania Kalemkiarian (kalemkiarian.tania@tusd.org)
Signature Date: 2023-11-30 - 2:30:26 AM GMT - Time Source: server- IP address: 75.84.29.53

Email viewed by Mary Dunifer (dunifer.mary@tusd.org)
2023-11-30 - 3:17:56 AM GMT- IP address: 66.249.84.68

Signer Mary Dunifer (dunifer.mary@tusd.org) entered name at signing as Mary K. Dunifer
2023-11-30 - 3:20:55 AM GMT- IP address: 104.174.80.201

Document e-signed by Mary K. Dunifer (dunifer.mary@tusd.org)
Signature Date: 2023-11-30 - 3:20:57 AM GMT - Time Source: server- IP address: 104.174.80.201

Email viewed by Time Stowe (stowe.tim@tusd.org)
2023-11-30 - 2:59:38 PM GMT- IP address: 66.249.84.69

Email viewed by Eric Lockhart (lockhart.eric@tusd.org)
2023-11-30 - 4:04:01 PM GMT- IP address: 93.180.198.136

Document e-signed by Eric Lockhart (lockhart.eric@tusd.org)
Signature Date: 2023-11-30 - 4:05:07 PM GMT - Time Source: server- IP address: 24.43.106.66

Document shared with Carrie Skoll (skoll.carrie@tusd.org) by Robert DeWitz (rdewitz@csea.com)
2023-11-30 - 4:46:49 PM GMT- IP address: 174.193.130.92

Robert DeWitz (rdewitz@csea.com) replaced signer Time Stowe (stowe.tim@tusd.org) with Tim Stowe (stowe.tim@tusd.org)
2023-11-30 - 6:35:57 PM GMT- IP address: 172.249.80.35

Email viewed by Keith Butler (butler.keith@tusd.org)
2023-12-01 - 1:39:38 AM GMT- IP address: 98.159.37.250

Email viewed by Tim Stowe (stowe.tim@tusd.org)
2023-12-01 - 5:56:45 AM GMT- IP address: 66.249.84.69

Document e-signed by Keith Butler (butler.keith@tusd.org)
Signature Date: 2023-12-01 - 11:45:35 AM GMT - Time Source: server- IP address: 12.186.77.76

Adobe Acrobat Sign

Document e-signed by Tim Stowe (stowe.tim@tusd.org)

Signature Date: 2023-12-01 - 3:57:03 PM GMT - Time Source: server- IP address: 172.58.89.197

Agreement completed.

2023-12-01 - 3:57:03 PM GMT

Adobe Acrobat Sign