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**MADERA UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**1902 Howard Road, Madera, CA 93637**

**AGENDA**  
**Regular Meeting**  
**Wednesday, June 15, 2022**

**4:30 PM Public Meeting**

**Join Zoom Meeting**  
<https://maderausd.zoom.us/j/83388151402>

**Meeting ID: 833 8815 1402**

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**OUR MISSION**  
**Highest Student Achievement**  
**A Safe and Orderly Learning Environment**  
**Financially Sound and Effective Organization**

**1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

**2. Adoption of Agenda**

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.

**3. Communications**

Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, you may do so in two ways:

- **Prior to the meeting:** you may email your comments to [marysiegl@maderausd.org](mailto:marysiegl@maderausd.org) at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- **While in the Zoom meeting:**
  1. Click on the **Participants** icon located at the bottom of the screen.
  2. On the new window, click on the Raise Hand icon and wait for your name to be called.
  3. State your name and city of residence prior to your comment.

**4.**

**Consent Agenda**

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of the Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in July 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Approval of minutes:
  - 1. Approve the minutes from Wednesday, May 18, 2022, Regular Meeting
- C. Consideration and approval of Eligibility List/s for:
  - 1. Child Nutrition Assistant I - Open/Competitive
  - 2. Child Welfare & Attendance Liaison - Open/ Competitive
  - 3. Maintenance Journeymen - Promotional & Open/ Competitive
  - 4. Safety Operations Technician - Open/ Competitive
  - 5. Senior Executive Assistant to the Superintendent & Board of Trustees - Promotional
  - 6. Supervisor - District Warehouse - Promotional & Open/Competitive

## **5. New Business**

- A. Discuss and approve the extension of the following Promotional Eligibility List for:  
Administrative Assistant III
- B. Discuss and approve the new job classification description and salary survey recommendation for  
Senior District Registrar
- C. Discuss and approve the Professional Services Agreement for Boucher Law, PC

## **6. Informational and Reports**

- A. Director's Report
- B. Commissioner's Report

## **7. Next Regular Personnel Commission Meeting**

Wednesday, July 13, 2022 at 4:30 pm  
Madera Unified School District Office –Virtually through Zoom  
1902 Howard Road  
Madera, California 93637

## **8. Suggested Future Agenda Items**

## **9. Adjournment**

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation to participate in the public meeting, please contact the Personnel Commission Office at 559-675-4500 extension 294 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 15, 2022

**Agenda Item:**

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in July 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

**Agenda Placement:**

Action

**Background:**

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 56.74% of all eligible Madera County resident have been fully vaccinated for COVID-19 (as of June 7). Holding public in-person meetings in May could thus pose a potential health risk to the public.

Given the situation stated above, it seems our district's circumstances would satisfy the requirements of the state to hold public meetings via teleconferencing in May. The Personnel Commission will need to review this decision and make findings every 30 days regarding the need to meet via teleconferencing.

**Recommendation:**

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing in July 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 15, 2022

**Agenda Item:**

Consideration and approval of the Minutes from May 18, 2022 Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting of May 18, 2022.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from May 18, 2022 Regular Meeting.



**Minutes Record of MUSD Personnel Commission Meeting**  
**Regular Meeting held on Wednesday, May 18, 2022 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Wednesday, May 18, 2022 at 4:30 p.m.

**Roll Call**

Philip Janzen, Personnel Commission Chair - ABSENT  
David Hernandez, Personnel Commissioner Vice-Chair  
Fran Wheat, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources  
Mary Siegl, Personnel Specialist Lead

Cheri Giddens, CSEA President  
Vicky Zamora, CSEA 1<sup>st</sup> Vice – President

Kee Vang, Director of Information and Technology  
Carsten Christiansen, Principal, Berenda Elementary School

Other visitors attended.

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**1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

- Commissioner Wheat called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

**2. Adoption of Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda .MOTION NO. 42-2021/22.  
Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**3. Communications**

- Susan Hansen, LMT at Berenda Elementary Asked for an update regarding the status of the LMT positions and the Classification study. She also had a question about the Professional Fees listed on the 2022-2023 Budget.
- Director Barreras clarified that Phase 3 of the Classification study which includes a study of the LMT position has not been completed yet. She will address the budget questions during the budget portion of the meeting.

#### 4. Consent Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 43-2021/22.  
Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

#### 5. New Business

##### A. Discuss and approve the new job classification description and salary recommendation for Server Administrator

- Director Barreras presented the new job description and salary recommendation for Server Administrator.
- Director Vang indicated that he would replace one of the vacant Network Administrator positions with the Server Administrator position.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve to the new job classification description for Server Administrator and salary recommendation of classified salary Range 54. MOTION NO. 44-2021/22, DOC NO. 15-2021/22

Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

##### B. Discuss and approve the new job classification description and salary recommendation for Server Support Specialist

- Director Barreras presented the new job description and salary recommendation for Server Support Specialist.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve to the new job description for Server Support Specialist and salary recommendation of classified salary Range 40. MOTION NO. 45-2021/22, DOC NO. 16-2021/22

Ayes: Commissioners: Janzen, Hernandez and Wheat  
Noes: None  
Absent: None  
Abstained: None

##### C. Public Hearing and Adoption of the 2022-2023 Personnel Commission Budget

- Commissioner Wheat opened the Public Hearing for the 2022-2023 Personnel Commission Budget.
- Director Barreras addressed Susan Hansen's budget question and explained that the \$72,000 listed under Professional and Consulting fees was money transferred from the District to pay for a portion of the Classification study. The payment of the Classification study was not included in the Personnel Commission budget, so the District has been transferring money into this account so the Personnel Commission can pay the Consultant Agreement fees.
- No other comments were made.

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve to 2022-2023 Personnel Commission budget. MOTION NO. 46-2021/22, DOC NO. 17-2021/22

Ayes: Commissioners: Hernandez and Wheat  
 Noes: None  
 Absent: Commissioner Janzen  
 Abstained: None

## **6. Information and Reports**

### **A. Presentation of the Classified 3<sup>rd</sup> Quarterly Employee Award to Mona Hayes-Berenda Elementary School**

- Commissioner Wheat presented the Classified 3<sup>rd</sup> Quarterly Employee Award to Mona Hayes, Paraprofessional Aide, and Special Needs.
- Principal, Carsten Christiansen, congratulated Mona for her outstanding service to students, staff and families at Berenda Elementary School.
- Mona Hayes thanked the Commissioners for the award.

### **B. Director's Report**

- Director Barreras reported that the PC office has been busy with recruitments, open vacancies and new positions for the next school year.
- Director Barreras is currently working in collaboration with a great team; Assistant Superintendent of HR, Joe Aiello, CSEA President, Cheri Giddens, and Assistant Superintendent of Ed Services, Sheryl Sisil on a renewal of a classified grant with MUSD and Fresno State Kremen School of Education. The grant will propose to extend the Improving Madera Pathways to Achieving a Credential in Teaching (IMPACT) Program. This will leverage the MUSD-Kremen School partnership's 25-year history of collaborating on efforts to strengthen MUSD's homegrown teacher pipeline and build on current efforts to address MUSD teacher shortages by supporting classified employees through a pathway leading to a teaching credential and placement as certificated MUSD teachers. We are hoping to secure 25 spots to support those classified employee who want to become teachers with a yearly stipend.
- Our deadline to register for the classified conference is rapidly approaching. We have over 500 now registered. We are planning for 600 attendees. All the conference planning is looking great. We hope that the Commissioners can attend this year's conference on June 6.

### **C. Commissioner's Report**

- No reports were made.

## **7. Next Regular Personnel Commission Meeting**

- Wednesday, June 15, 2022 at 4:30 pm  
 Madera Unified School District Office –Virtually through Zoom  
 1902 Howard Road  
 Madera, California 93637

## **8. Suggested Future Agenda Items**

- None were suggested.

**9. Adjournment**

- Commissioner Wheat adjourned the meeting at 5:14 pm.

A handwritten signature in black ink, appearing to read 'IBarreras', written over a horizontal line.

Isabel Barreras, Director of Classified HR

Date: May 19, 2022





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 15, 2022

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open/Competitive

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists has been placed on the agenda as a Consent Item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Child Nutrition Assistant I - Open/Competitive
2. Child Welfare & Attendance Liaison - Open/ Competitive
3. Maintenance Journeymen - Promotional & Open/ Competitive
4. Safety Operations Technician - Open/ Competitive
5. Senior Executive Assistant to the Superintendent & Board of Trustees - Promotional
6. Supervisor - District Warehouse - Promotional & Open/Competitive

**Recommendation:**

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 15, 2022

**Agenda Item:**

Discuss and approve the extension of the following Promotional Eligibility List for:  
Administrative Assistant III

**Agenda Placement:**

Action

**Background:**

The Eligibility List for:

- o Administrative Assistant III, Expired 05/13/2022

We have viable candidates remaining on the promotional list for Administrative Assistant III. Therefore, in order to fill a recent vacancy; the PC Office would like to extend these eligibility lists until the end of June 30, 2022. This help with filling the open vacancy in a timely manner that will allow for the employee who is retiring to train the new candidate. The PC Office will run a new recruitment following the expiration date.

Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

**Recommendation:**

It is recommended that the Personnel Commission approve the extension the Administrative Assistant III (Promotional) eligibility list until June 30, 2022.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 15, 2022

**Agenda Item:**

Discuss and approve the new job classification description and salary survey recommendation for Senior District Registrar

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job description with a proposed title of Senior District Registrar. This position is under the general direction of the Director, Student Services. The Senior District Registrar maintains confidential mandatory archived student records; ensures the accuracy and confidentiality of student records; trains, leads, and provides support to staff. The incumbents in this classification provide the school community with high-quality student records service which directly supports student learning and achievement.

This classification will also help create a career ladder pathway for this department. Positions in this class provide leadership for staff in admissions and records, assisting in creating and maintaining a compliant and secure admissions and records system, and providing professional support externally to colleges. This class differs from the lower-level District Registrar class which also works at the District Office and handles complex research cases, processes records of former students, and researches stored documents. Also at a lower level is the class of Registrar-High School which works at a large high school, primarily providing registration and records maintenance for academic student information.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts as an external market for comparison: Central USD, Clovis USD, Fresno USD, Merced City SD, State Center CCD, Stockton USD and Visalia USD.

For this review, we added one additional district – State Center CCD. This District was used because they are known to have higher level of positions in their Admissions and Records Department that are comparable. The districts of Clovis, Fresno, Central and Stockton only have a lower-level Registrar, or similar Registration Specialist with a range of roughly an equivalent to range 44 at Madera. Looking internally, Madera has the High School Registrar class at range 25, and the District Registrar class at Range 32. In looking at a similar 10-15% higher range, would result in consideration of ranges from 39 – 41. With acknowledgement of the greater responsibility, Range 40 is recommended to maintain the internal alignment of the salary schedule.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

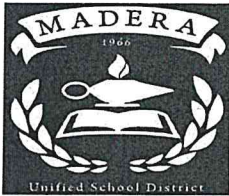
It is recommended that the Personnel Commission approve the new job description of Senior District Registrar and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Senior District Registrar	New	SR 40 (\$52,116 - \$68,549) on the 2021/2022 Classified Salary Schedule

Attachments:

Job Class Description: Senior District Registrar and Salary Survey





**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. ##-####/##  
DOCUMENT NO. ##-####/##  
DATED Mo/Da/Year

**PROPOSED TITLE: SENIOR DISTRICT REGISTRAR**

**DEPARTMENT/SITE:** Student Services  
Department

**REPORTS TO:** Director, Student Services

**SALARY SCHEDULE:** Classified Bargaining Unit  
**SALARY RANGE:** per 2020/2021 Schedule  
**WORK YEAR:** 12 Months (261 Days)

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director, Student Services, the Sr. District Registrar maintains confidential mandatory archived student records; ensures the accuracy and confidentiality of student records; trains, leads, and provides support to staff. The incumbents in this classification provide the school community with high-quality student records service which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class provide leadership for staff in admissions and records, assisting in creating and maintaining a compliant and secure admissions and records system, and providing professional support externally to colleges. This class differs from the lower-level District Registrar class which also works at the District Office and handles complex research cases, processes records of former students, and researches stored documents. Also at a lower level is the class of Registrar-High School which works at a large high school, primarily providing registration and records maintenance for academic student information.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Communicates with a diverse range of families and various outside agencies confidential information with regards to student records to meet the needs of students and families.
- Interprets, applies, and ensures compliance with applicable laws, codes, and regulations; remains current on applicable legislative decision and developments.
- Provides leadership in the coordination of the registration of students; preparation, maintenance, and security of student records; evaluation of transcripts; and the proper retention and destruction of student records as required by federal and state regulations.
- Plans, organizes, and leads work activities and functions for the Student Records Department to provide timely delivery of high-quality services.
- Prepares and maintains accurate and timely records and reports of department operations and activities such as inventory and other related documentation as directed.
- Prepares federal, state and District reports, graduation lists and documentation of student records; conducts studies and special projects as directed.
- Works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department and District mission, objectives, and values; promotes a positive work



environment.

- Provides input on the functionality, development, and maintenance of the admissions and records system including records documenting the admission and registration of students; preparation, maintenance, and security of student records; evaluation of transcripts, attendance, and graduation functions; and proper retention and destruction of student records as required by federal and state regulations.
- Provides technical expertise and recommendations to the District and other departments and divisions regarding District compliance with laws, reporting regulations and academic policies and the impacts of current and proposed policies and procedures.
- Researches, evaluates, and confers with vendors regarding supplies, materials, and equipment; orders supplies and materials according to established procedures.
- Researches and recommends implementation of new practices to improve the storage and retention of student records.
- Supports school site registrars in the evaluation of student graduation and transfer documents and the preparation of diplomas.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- State and District laws, rules, regulations, and policies applicable to assigned duties
- Family Educational Rights and Privacy Act
- California Education Code and Administrative Code
- Student recordkeeping practices, procedures and system for processing and maintaining student information
- Research methods and analysis techniques
- English usage, grammar, spelling, punctuation and vocabulary
- Principles and practices of training
- District organization, operations, policies, objectives and goals
- Computer use, including pertinent software

#### **Skills and Abilities to:**

- Train and provide leadership to assigned personnel
- Determine appropriate action within clearly defined guidelines
- Plan and organize work to meet schedules and timelines
- Establish and maintain cooperative, effective, and collaborative working relationships and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Work independently with little direction
- Learn new or updated computer systems/programs or skills to apply to current work
- Communicate effectively, both orally and in writing
- Apply integrity and trust in all situations
- Maintain confidential information
- Organize, set priorities, and use sound judgment

**RESPONSIBILITY:**

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school graduation or equivalent, with an Associate of Arts degree preferred

**EXPERIENCE REQUIRED:**

Four years of responsible technical experience, which includes two years' experience working with student records.

**LICENSE(S) REQUIRED:**

- Current California Driver's License to drive to various locations in the district.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Office environment
- Sitting for extended periods of time
- Lifting light objects
- Frequent interruptions
- Hearing and speaking to exchange information
- Seeing to read various documents and a computer screen
- Manual dexterity to operate a computer and other office equipment
- Reaching overhead, above the shoulders and horizontally
- Kneeling or crouching and bending at the waist to retrieve materials from files or shelves



## Salary Survey – Senior District Registrar

Madera USD	Senior District Registrar	High school grad or equivalent, AA degree preferred	Four years of responsible technical experience including two years working with student records		Suggest: SR 40, \$23.99	Suggest SR 40, \$27.51	Suggest: SR 40, \$31.56
State Center CCD (K-12) 15,841	Admissions & Records Specialist	High school grad or GED equivalent	Four year progressively responsible experience involving admissions, enrollment & student records; or equivalent combo		Range 9 26.43	29.47	32.51
Central USD (K-12) 15,887	No match – only Registrar						
Clovis USD (K-12) 43,654	No match – only Registration Specialist						
Fresno USD (K-12) 73,381	No match – only Registrar						
Merced City SD (K-8) 11,079	No match						
Stockton USD (K-12) 41,679	No match- only Registrar						
Visalia USD (K-12) ,375	No match						
			AVERAGES/ MEDIAN	NA	NA	NA	

**FOOTNOTE DETAILS REGARDING THE COMPARISON AGENCIES IN THE TABLE ABOVE:**

Six districts have been requested by Madera's classified bargaining unit as the minimum array of districts to be surveyed in Phase 4 of the current classification and compensation review being conducted by EH&A. These six districts are: **Central USD, Clovis USD, Fresno USD, Merced City SD, Stockton USD, and Visalia USD**. For this review, these same districts were reviewed, plus one additional district – **State Center CCD**. This district was used because they are known to have higher level positions in their Admissions and Records department that are comparable.

## NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE MADERA USD CLASS:

Only one district seemed to have a related match – State Center CCD. The districts of Clovis, Fresno, Central and Stockton only have a lower-level Registrar, or similar Registration Specialist. Their range is roughly equivalent to range 44 at Madera. Looking internally, Madera has the High School Registrar class at range 25, and the District Registrar class at range 32. In looking at a similar 10-15% higher range, would result in consideration of ranges from 39 – 41. With acknowledgement of the greater responsibility, range 40 is recommended.



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 15, 2022

**Agenda Item:**

Discuss and approve the Professional Services Agreement for Boucher Law, PC

**Agenda Placement:**

Action

**Background:**

Professional Services Agreement for Boucher Law, PC to provide services on an as needed basis in the event there is conflict of interest with the District's legal counsel law firm. The Professional Services Agreement is attached for your review and consideration.

**Recommendation:**

It is recommended that the Personnel Commission approve and authorize Isabel Barreras to sign into agreement with Boucher Law, PC.

Attachment: Professional Services Agreement for Boucher Law, PC



REQUEST FOR  
PROPOSAL



# Boucher Law, PC

[www.Boucher.Law](http://www.Boucher.Law)

Practical Legal Solutions for Today's HR

## RESPONSE TO REQUEST FOR PROPOSALS

SPECIAL COUNSEL LEGAL SERVICES

LABOR AND EMPLOYMENT LAW MATTERS

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**PREPARED FOR:** Isabel Barreras, Director – Classified Human  
Resources – Personnel Commission  
Madera Unified School District

**SUBMITTED BY:** Christopher K. Boucher, Esq.

**DATE:** June 6, 2022

**Northern California**  
2081 Center St.  
Berkeley, CA 94704

**Southern California**  
321 S Brand Blvd.  
Glendale, CA 91204

# Proposal



## 1. SERVICE DESCRIPTION

### SUMMARY OF SCOPE OF SERVICES

On behalf of Boucher Law, PC ("Boucher Law"), we are pleased to submit this proposal to the Madera Unified School District – Personnel Commission ("District") to provide special counsel legal services. Specifically, our scope of services is related to the categories of: i) Employment Advice and Litigation - Labor and Employment, Pension and Benefits Programs; ii) Personnel Investigations; and, iii) Training within the RFQ.

With a strong commitment to public sector employers, our firm has substantial experience representing public agencies in labor and employment law matters. We have experience in labor negotiations, disciplinary and grievance arbitrations, proceedings before the Public Employment Relations Board (PERB), investigations by the Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH), and employment litigation in State and Federal Court. We have expertise in all areas of employment law, including the Meyers-Milias-Brown Act (MMBA) and other public employment labor relations statutes, employment discrimination laws, disability discrimination and accommodation laws, family and medical leave laws, First Amendment and due process Constitutional obligations, rights of privacy, and the Fair Labor Standards Act (FLSA).

With respect to labor negotiations, we have substantial experience representing public agencies in labor negotiations, including matters subject to the meet-and-confer process as required by Government Code 3500 *et seq.* (the Meyers-Milias-Brown Act), advising management on issues related to mediation, impasse proceedings, fact-finding, arbitration and related procedures, and other public employment labor relations statutes. We also regularly attend closed sessions with elected officials to apprise them on the status of negotiations and to seek direction for bargaining. We pride ourselves in working well with public agency governing boards and staff to develop strategies for the labor negotiations, ascertain the interests and goals of the public agency, and develop proposals. We have experience participating in mediation and factfinding to resolve impasses that may occur.

In addition, we regularly advise clients about their obligations to meet and confer with unions before implementing managerial or operational changes that affect the wages, hours or terms and conditions of employment of represented employees. We are also frequently called upon to assist our clients with interpretation and administration of their labor agreements and responses to grievances.

We have worked with a number of public sector labor unions, including, Service Employees International Union (SEIU), International Brotherhood of Electrical Workers (IBEW), American Federation of State, County and Municipal Employees, United Public Employees, Local 1, the Teamsters' Union, Local 39 Stationary Engineers, Local 3 Operating Engineers, and Technical Engineers, IFPTE, Local 21, Western Conference of Engineers, as well as public safety unions for



police and fire personnel, such as affiliates of the California Peace Officers Association (CPOA) and the International Association of Fire Fighters (IAFF).

We have given, and are available to conduct, training on a variety of labor and employment law topics including labor relations, collective bargaining, required sexual harassment/abusive conduct training, leaves of absence, disability accommodation and the interactive process, employee discipline, and unconscious bias. We also regularly send out email alerts regarding significant labor and employment law developments that include practical guidance concerning how to comply with the new developments.

We are able to provide special counsel to the District on matters such as:

- Labor and employment litigation and administrative proceedings.
- Drafting and reviewing personnel administrative policies and procedures (including Employment Handbooks).
- Advising and assisting on employee disciplinary matters, grievances, and Personnel Commission appeals and hearings.
- Labor and employment advice, training and personnel Investigations.
- Employee disability issues – FEHA/ADA.
- Risk management/ Workers compensation (public entity employer).

Our team recognizes the unique obligations of public sector employers and are mindful of their public accountability. We have extensive experience working with elected officials and addressing their needs and concerns. For the reasons set forth below, we believe we can well serve the District.

## **2. ORGANIZATIONAL BACKGROUND**

### **FIRM STRUCTURE, OWNERSHIP, AND DESCRIPTION**

Founded by a seasoned former HR executive with a broad spectrum of industry experience, Christopher K. Boucher, Boucher Law, PC (f/k/a Boucher Labor & Employment Law) was formed to serve the needs of today's organizations as an HR-centric and HR-focused labor and employment law firm.

As a uniquely qualified legal and HR consulting firm founded in 2020, Boucher Law possesses both the practical and legal experience to assist public agencies across California on achieving solutions that are both legally defensible, yet everyday sensible. With changing federal, state, and local laws and regulations, our team prides itself in providing innovative, responsive, and practical legal solutions to meet our client's needs, and we recognize that there is no "one size fits all" approach when it comes to labor and employment law matters. We have worked with public municipalities, special districts, water and wastewater agencies, utilities, aviation, maritime, school districts, as well as higher education employers in solving their complex legal and HR challenges.

In addition, our firm's commitment to providing practical HR solutions extends to a full suite of HR consulting practice and services, which allows our team of experienced HR Consultants to work collaboratively with our clients for a seamless experience, effectively allowing us to be your "one stop shop" for all of HR's labor and employment needs, whether it is today, tomorrow, and beyond.

Our firm employs nine legal and HR professionals, and has two locations across California. Our Northern California office is located in Berkeley. We also have a Glendale office to serve our Southern California clientele.

### **STATEMENT OF QUALIFICATIONS**

As stated above, we believe our firm can effectively serve the District with its labor and employment special counsel needs. With the exception of our newest HR Consultants, each of our team members have a minimum of two decades' of experience in various HR and management roles, and we have served cities, counties, special districts, K-12 and higher education, and joint powers authorities as in-house staff prior to transitioning into a consultant role. Approximately 70-75% of our work is performed on behalf of our public agency clients. As a result, we have significant insights into the various labor and employment laws, issues, and challenges faced by public agencies, as well as their unique obligations to maintaining public accountability.

Below is a representative example of our firm's public agency clients:

- Alameda Health System\*
- Alameda Health System Foundation
- Asian Art Museum\*
- Bay Area Rapid Transit\*
- Child Start, Inc.\*
- City of Carson\*
- City of Cupertino\*
- City of Dublin
- City of Fairfield\*
- City of Half Moon Bay\*
- City of Los Altos\*
- City of Manteca\*
- City of Napa\*
- City of Pittsburg\*
- City of Richmond\*
- City of San Bruno\*
- City of San Leandro\*
- City of South Gate\*
- City of Sunnyvale\*
- City of Tracy\*
- City of Vallejo\*
- Coalition for Controlling Insurance Costs in California Schools Health and Welfare Trust
- Cosumnes Community Services District
- County of El Dorado\*
- County of Glenn\*
- County of Nevada\*
- County of Riverside\*
- Delta Diablo\*
- First 5 Santa Clara County
- Hayward Unified School District\*
- Long Beach Transit\*
- Montara Water & Sanitary District
- Mt View Sanitary District
- North Marin Water District\*
- Oro Loma Sanitary District\*
- San Mateo County Transit District\*
- Solano County Water Agency
- Southern Marin Fire District\*
- Sewer Authority Mid-Coastside\*
- Special District Risk Management Authority
- Superior Court of California, County of San Francisco\*
- Thermalito Water & Sewer District
- Town of San Anselmo\*
- University of California, Berkeley\*

*\* denotes public agencies with union-represented workforces.*



## **APPROACH / METHODOLOGY**

In all matters – whether labor relations advice, responding to grievances, unfair practice charges, DFEH or EEOC complaints of discrimination, or employment litigation – we will carefully investigate the facts so we can assess the merits early on and discuss likely outcomes and strategies. We will be guided by the Personnel Commission's objectives in the matter, such as whether it wishes to try to settle the issue or to defend vigorously against the claim or charge. We will also evaluate with the client the impact of various options on its continuing relationships with its employees and workforce.

On advice questions, we will respond promptly (usually, the same business day), as we understand the need for quick decision-making when personnel issues are involved. With agency matters (e.g., PERB, DFEH), arbitrations, appeals of discipline, and litigation, we will work closely with assigned counsel to investigate the facts, meet with potential witnesses, and prepare the defense strategy consistent with the Personnel Commission's objectives.

On labor negotiation matters, we work with the client to determine what proposals to make, to obtain the authority from the governing body, and to obtain authority on operational issues from the appropriate management personnel. We conduct the negotiations in a professional manner. We carefully draft proposals and counter-proposals to include clear language. We document all tentative agreements for the parties to sign. We maintain communications with the client concerning the status of the negotiations. We attempt to maintain a positive relationship with the labor organization throughout the process.

On arbitrations, both disciplinary, Personnel Commission hearings and grievance matters, we seek to select a hearing officer or arbitrator who we believe will be suitable for the case. We plan and prepare for the arbitration well in advance of the hearing by gathering necessary documents, interviewing potential witnesses, and carefully preparing the witnesses for the hearing. We serve as strong advocates during the hearing, as well as in the post-hearing briefs.

As to personnel policy reviews, our attorney generally obtains a Word version of the client's existing policies; reviews the policies to make sure they comply with the law and are clearly written; and makes red-lined changes to the documents, and adds comments to explain the proposed changes. Our attorney then works with the client to discuss questions or changes the client may have, and assists with finalizing the policies.

On investigation matters, our attorney commences the investigation promptly by gathering background information and any documents that pertain to the employees or issues involved. Our investigator then interviews the necessary persons, and generally conducts follow-up interviews with, for instance, the accuser and the accused, to determine whether they maintain consistency in their respective accounts. Our investigator prepares a thorough and detailed report of the findings.

With respect to responses to the DFEH and/or EEOC, we work with the client to learn the background and make sure that an appropriate investigation has been conducted of the allegations. We prepare a response that clearly explains and advocates the employer's position. In the event that the allegations in the charge have merit, we explore with the client its interest in seeking to resolve the matter.

### 3. STAFFING

#### PROJECT TEAM AND AVAILABILITY TO PERFORM

We propose that our firm's Founding Attorney, Christopher Boucher serve as the principal attorney for Carter Law Office, and he will be assisted by Adam Jennings and Margaret Ramirez from our team. Profiles outlining our team's background and professional experiences are enclosed for reference as Exhibit A.

#### **CHRISTOPHER BOUCHER, ESQ.** **SBN: 316463 (California)**

Christopher's practice focuses on labor and employment law, and his expertise includes representing employers in a union environment, including labor negotiations, changes to existing terms and conditions of employment and/or the effects of those changes, and the meaning and application of labor contract provisions. He also serves as trusted counsel to employers throughout California regarding employee discipline, due process, grievance procedure issues, reasonable accommodation, and other labor and employment law matters. His clients greatly value his extensive practical human resources and labor negotiations experience, in addition to his legal skills.

Prior to entering into private practice, Christopher spent over a decade as a seasoned human resources executive with a broad spectrum of industry experience, including municipalities, public utilities, aviation, maritime, special districts, K-12 as well as higher education. Most notably, Christopher served as the Port of Oakland's Director of Human Resources from 2014 to 2018, where he directed the Port's human resources, labor relations, benefits, EEO, leaves and disability compliance, occupational health and safety, and workers' compensation functions. In recognition of his human resources and legal accomplishments, Christopher was featured as one of 2016's national "Top Five Rising Stars" by Human Resource Executive magazine, and he was named among America's Top 50 Lawyers which identifies and highlights the accomplishments of the nation's most distinguished and skilled attorneys in all fields of practice of law.

As a former Human Resources Director/Workers' Compensation and Risk Manager, Christopher regularly consults with other employers' counsel to provide expert testimony guidance and to serve as an expert when requested to do so on ADA/FEHA matters.

In 2020, Christopher founded Boucher Law with a mission of creating a unique HR-focused and HR-centric labor and employment law firm dedicated to serving our clients legal and practical needs, and our unparalleled blend of legal and practical HR experience has been a key distinguishing and selection factor for our firm's clients.

### 4. COST OF SERVICES

For the scope of services described above, our firm proposes a blended rate blended rate of \$365 per hour for in-house and "of counsel" attorneys, and \$265 per hour for non-attorney staff. An additional surcharge of \$25.00 per hour shall apply for complex matters, including case preparation and attendance at litigation or administrative proceedings, court trials, mediations, arbitrations, administrative hearings, discovery hearings, testifying at trials and hearings, media inquiry and response, and COVID-19 or workplace violence incident case management. Travel



time and waiting time shall be charged to the client. A 5% administrative fee shall be included on invoices for any outside attorneys or sub-consultants billed to the client through our office.

In addition, other reimbursable expenses are billed at cost, and there is no mark up. Authorized reimbursable expenses include, but are not limited to, printing and copying expenses (in-house printing and copies shall be charged at \$0.15 per page for black and white copies, and \$0.50 per page for color copies); mileage expenses at the rate allowed by the IRS; bridge tolls; parking; long distance telephone and facsimile charges; computerized research (e.g. Lexis or Westlaw), including research services performed by Attorney's staff; postage; delivery costs (e.g. courier, overnight and express delivery); court fees; court reporters or transcription fees, including transcripts; deposition and discovery costs, including expert witness fees; travel expenses, including out-of-town transportation, lodging expenses and meals where appropriate; and, other similar costs.

The above rates, effective January 1, 2022, are subject to change upon thirty (30) days advance written notice to the client whether directly or by invoice. Attorneys, consultants, and staff bill their time in minimum units of one-tenth (0.10) of an hour. Communications advice (e.g. via telephone, voicemail, e-mail) is billed to a minimum increment of three-tenths (0.30) of an hour.

## 5. REFERENCES

We invite you to contact the following clients for whom we have performed similar labor and employment legal services:

CLIENT(S)	CONTACT(S)
<b>Hayward Unified School District</b> 24411 Amador St. Hayward, CA 94544	Fernando Yañez, Executive Director, Classified Human Resources & Personnel Commission (510) 784-2600 <a href="mailto:fyanez@husd.k12.ca.us">fyanez@husd.k12.ca.us</a>
<b>Coalition for Controlling Insurance Costs in California Schools Health and Welfare Trust</b> 4204 Riverwalk Parkway, Suite 400 Riverside, CA. 92505	Karyn Goodsite, Administrator (951) 715-0190 <a href="mailto:kgoodsite@keenana.com">kgoodsite@keenana.com</a>
<b>University of California, Berkeley</b> 192 University Hall Berkeley, CA 94720	Carrie Ann Colton, <i>Esq.</i> , Director of Employee & Labor Relations (510) 384-3927 <a href="mailto:cacolton@berkeley.edu">cacolton@berkeley.edu</a>

## 6. DISCLOSURE

### ATTORNEY LICENSE

Christopher Boucher is an active member of the State Bar of California in good standing. There is no alleged current, prior or ongoing contract failures, litigation or investigation pending against our firm and/or any enforcement, settlements, and disciplinary actions by any regulatory bodies.



## **INSURANCE REQUIREMENTS**

Boucher Law possesses the following insurance policies to meet the most public agencies' contract requirements (limits are denoted below):

- General Liability: \$2,000,000 each occurrence / \$4,000,000 aggregate
- Commercial Auto: \$1,000,000 combined single limit
- Commercial Umbrella: \$1,000,000 combined single limit
- Professional Liability: \$2,000,000 each claim / \$4,000,000 aggregate
- Workers' Compensation: \$1,000,000 per occurrence (statutory)

With regards to general liability, commercial auto and workers' compensation insurance, waiver of subrogation may be obtained as an endorsement for work performed on behalf of the client. The District may be added as an additional insured for the general liability and commercial auto policies. All policies are subject to a standard deductible. Proof of insurance is enclosed as Exhibit B.

## **7. CLOSING**

In closing, Boucher Law is committed to meeting the requirements of the Personnel Commission's anticipated needs

If you have any questions related to this proposal, please do not hesitate to contact Christopher Boucher at (510) 838-1000 ext. 1001 or via email at [christopher@boucher.law](mailto:christopher@boucher.law).

Thank you for the opportunity to submit our interest in working with Madera Unified School District.

# Exhibit A





## ABOUT CHRISTOPHER

Christopher's practice focuses on labor and employment law, and his expertise includes representing employers in a union environment, including labor negotiations, changes to existing terms and conditions of employment and/or the effects of those changes, and the meaning and application of labor contract provisions. He also serves as trusted counsel to employers regarding workplace investigations, employee discipline, due process, grievance procedure issues, reasonable accommodation and interactive process issues, and other labor and employment law matters.

Prior to entering private practice, Christopher spent over a decade as a seasoned human resources executive with a broad spectrum of industry experience, including municipalities, public utilities, aviation, maritime, special districts, school districts, as well as higher education. Most notably, Christopher served as the Port of Oakland's Director of Human Resources from 2014 to 2018, where he directed the Port's human resources, labor relations, benefits, equal employment opportunity, leaves management and disability compliance, occupational health and safety, and workers' compensation functions. Christopher also led two successful negotiations for successor memoranda of understanding with the Port's labor unions during this time.

In recognition of his human resources and legal accomplishments, Christopher was featured as one of 2016's national "Top Five Rising Stars" by Human Resource Executive magazine, and he was named among America's Top 50 Lawyers which identifies and highlights the accomplishments of the nation's most distinguished and skilled attorneys in all fields of practice of law. His clients greatly value his extensive practical human resources and labor negotiations experience, in addition to his legal skills.

### Workplace Investigations

As an experienced workplace investigator, Christopher has conducted investigations related to workplace misconduct, sexual harassment, race discrimination, retaliation, sexual orientation harassment, theft, fraud, favoritism, misconduct, and abusive conduct. Christopher completed extensive training from the Association of Workplace Investigators and passed the rigorous examination to earn the Certificate Holder (AWI-CH) credential, in addition to serving as part-time faculty for the Association's Training Institute for Workplace Investigators.



### Mediation

In addition to his advocacy skills, Christopher has completed successfully the requisite training to serve as a mediator in compliance with Sections 466 - 471.5 of the Business and Professions Code. Christopher has successfully utilized his mediation training to achieve settlements on labor and employment matters.

### Training

A highly sought-after trainer with a broad spectrum of public sector and industry experiences, Christopher has provided training and keynote speaking engagements on a variety of labor and employment law topics including labor relations, collective bargaining, workplace investigations, required sexual harassment/abusive conduct training, leaves of absence, disability accommodation and the interactive process, employee misconduct and discipline, the legalization of recreational marijuana and its impact to employers, violence in the workplace, workers' compensation fraud, and unconscious bias.

### Published Articles

Christopher has written articles on topics such as workplace bullying, the legalization of recreational marijuana and its impact to the workplace, and general labor and employment law updates, which have been published by professional organizations throughout California.

### Education

Christopher was graduated with a Bachelor of Arts degree from the University of California, Berkeley. He received his legal education from the Abraham Lincoln University School of Law where he was also a member of Delta Theta Phi, graduating *cum laude*. In addition, he received a professional certificate from Cornell University's School of Industrial and Labor Relations, and attended the Harvard Negotiation Institute at Harvard Law School.

### Professional Affiliations

Christopher is a member of the State Bar of California and a member of the Labor and Employment Law Section of the California Lawyers Association. He also holds memberships to the Alameda County Bar Association, the Association of Workplace Investigators, and the Society for Human Resource Management.



## ABOUT ADAM

With an extensive background in academic research and psychology, Adam serves as a Paralegal and HR Consultant and provides consultation and advice to clients on matters related to employee relations, workplace investigations, and labor negotiations. In addition, Adam also assists in matters related to employee discipline, due process, grievance procedure issues, disability reasonable accommodation/interactive process issues, and other labor and employment law matters.

### Workplace Investigations

In the area of workplace investigations, Adam has conducted investigations related to workplace misconduct, sexual harassment, race discrimination, retaliation, sexual orientation harassment, theft, fraud, favoritism, misconduct, and abusive conduct. He is a member of the Association for Workplace Investigators (AWI) and passed the rigorous examination to earn the Certificate Holder (AWI-CH) credential.

### Labor Relations & Negotiations

Adam's labor relations and negotiations experience includes participating in meet-and-confer matters related to wages, hours, and other working conditions of employment for both safety and non-safety units. In addition to successor contract negotiations, Adam has participated in negotiations over implementation of personnel policies and procedures, changes in existing work conditions (impacts), effects of layoffs and furloughs, and classification study impacts.

Adam is also skilled in responding to grievances and adjudicating the various steps of the grievance resolution process under a collective bargaining agreement, and assists in proceedings related to arbitrations, unfair labor practice charges, and regulatory agency complaints.

### Education

Adam holds a Bachelor of Arts in Psychology from the University of California, Los Angeles, and he is currently pursuing a Juris Doctor degree from the Abraham Lincoln University – School of Law.





## ABOUT MARGARET

Margaret is a seasoned human resources executive with extensive experience in employee and labor relations matters, and she possesses over 25 years of management experience with proven leadership and organizational development skills to enhance employee performance and improve business results. Throughout her tenure working for both public and private sector employers, Margaret has earned a professional reputation as a trusted advisor to other chief executives and elected officials, as well as respect by labor and union representatives. Margaret's ability to "think outside the box" has often resulted in collaborative outcomes between management and labor, and she has served as chief spokesperson in labor negotiations in her role as the Chief Human Resources Officer (CHRO).

In addition, Margaret's well-rounded experience as a HR practitioner provides our firm's clients with a full spectrum of HR services, including talent acquisition, classification and compensation, employee leaves and benefits, employee and labor relations, workplace investigations, disability compliance, occupational health and safety, risk management, and workers' compensation functions.

### Executive Coaching & Mentoring

Margaret's wealth of knowledge, both as a HR practitioner and a seasoned executive, has allowed her to effectively coach and mentor managers and supervisors on sound management skills and practices, particularly, within a union environment, as well as to develop the next generation of HR professionals. Her ability to relate to everyday challenges faced by managers and supervisors has allowed her to work closely with our firm's clients to provide one-on-one coaching and mentoring, and Margaret is well regarded by those whom she has coached and mentored in the past.

Margaret has spoken at various HR conferences and trainings, including the HR West Conference and the Bay Area Consortium of Water & Wastewater Education (BACWWE), on management and employee relations topics.

### Education

Margaret received a Bachelor of Science degree in Business Administration from the San Francisco State University.



# Exhibit B





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Shield One Insurance Services 433 Estudillo Ave #103 San Leandro, CA 94577 Phone: (510) 962-2780 Fax: (510) 372-0425	<b>CONTACT NAME:</b> BARNEY FONG <b>PHONE (A/C, No, Ext):</b> (510)962-2780 <b>FAX (A/C, No):</b> (510)372-0425 <b>E-MAIL ADDRESS:</b> SHIELDONEINS@COMCAST.NET														
<b>INSURER(S) AFFORDING COVERAGE</b>															
<b>INSURED</b> BOUCHER LAW PC 2081 CENTER STREET  BERKELEY CA 94704	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER A:</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>CHUBB (ACE PROP&amp;CAS INS COMPANY)</td> <td>20699</td> </tr> <tr> <td>INSURER B: PROGRESSIVE (UNITED FINANCIAL CAS CO)</td> <td>11770</td> </tr> <tr> <td>INSURER C: EMPLOYERS PREFERRED INSURANCE CO.</td> <td>31283(NCCI)</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER A:	NAIC #	CHUBB (ACE PROP&CAS INS COMPANY)	20699	INSURER B: PROGRESSIVE (UNITED FINANCIAL CAS CO)	11770	INSURER C: EMPLOYERS PREFERRED INSURANCE CO.	31283(NCCI)	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	D95187444	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		04291124-0	01/01/2022	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	EIG 4662047 01	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ATTORNEY AT LAW / VARIOUS LOCATIONS / 2019 HYUNDAI KONA ELECTRIC (LAST 4 OF VIN 9915)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DocuSigned by: