

ARTICLE 2: RECOGNITION

- 1 2.1 The District recognizes the Association as the exclusive representative for ~~those~~ all
 2 certificated unit members employed in the following classification:

Adult Ed Teacher	School Psychologist
Adaptive PE Specialist (APE)	Orientation and Mobility Specialist (OMS)
Child Welfare & Attendance Counselor,	Regular Probationary or Permanent Adult Education Teacher
Classroom Teacher	Resource Specialist (RSP)
School Counselor	Speech and Language Pathologist (SLP)
Deaf and Hard of Hearing Specialist	Teacher of the Deaf and Hard of Hearing (DHH) Aurally Handicapped (AH)
Activities Director of Student Athletics	Teacher of Home/Hospital Instruction (H&H)
Gifted/Talented Program Specialist	Teacher of Special Education Mild/Moderate Disabilities
Gifted/Talented Teacher	Teacher of Severely Handicapped (SH)
Intern Teacher	Teacher of Visually Impaired (VI) Handicapped (VH)
Language Arts/Reading Specialist	Teacher on Special Assignment (TSA)
School Librarian	Temporary Specialist
School Nurse	Temporary Teacher
Program Specialist	Traveling Teacher

- 3 2.2 After the effective date of this Agreement, should the District create classifications of
 4 certified unit members in addition to those listed above, such classification shall be
 5 included in the certified unit members' bargaining unit unless such classifications are
 6 management, confidential, or supervisory, as defined by the statute.

- 7 2.3 Beginning with the 2005-06 school year, the bargaining unit positions of Athletic
 8 Directors and Activities Directors at the comprehensive high schools shall be phased out
 9 of the unit and converted to administrative positions. In doing so, the following
 10 procedures shall be followed:

- 11 (a) Except as provided in (b) below, each conversion shall be on a position-by-position
 12 basis and shall be converted through attrition.
- 13 (b) A bargaining unit member currently holding the position of Athletic Director or
 14 Activities Director shall be given the choice to remain a member of the bargaining
 15 unit or go to the new administrative position if she/he meets the qualifications
 16 established by the District.
- 17 (c) Those remaining in the bargaining unit shall not be removed from the position for the
 18 express purpose of converting the position to an administrative position.

1 2.4 The District and Association recognize that the duties and work performed by the
2 certificated employees in the bargaining unit described above shall be performed only by
3 unit members. This work, excluding before and after school programs, shall not be
4 subcontracted or otherwise transferred out of the bargaining unit without joint agreement.

5 ~~Beginning with the 2019-2020 school year, the bargaining unit positions of Student~~
6 ~~Advisors at the high schools/intermediate schools shall be phased out of the unit and~~
7 ~~converted to administrative positions. In doing so, the following procedures shall be~~
8 ~~followed:~~

9 (a) ~~— Except as provided in (b) below, each conversion shall be on a position by position~~
10 ~~basis and shall be converted through attrition.~~

11 (b) ~~— A bargaining unit member currently holding the position of Student Advisor shall be~~
12 ~~given the choice to remain a member of the bargaining unit or go to the new~~
13 ~~administrative position if she/he meets the qualifications established by the District.~~

14 (c) ~~— Those remaining in the bargaining unit shall not be removed from the position for the~~
15 ~~express purpose of converting the position to an administrative position.~~

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

May 20, 2014

1 This memorandum of understanding is entered into by and between the Corona-Norco Unified
2 School District and Corona-Norco Teachers Association concerning Article 2.1, Recognition.
3 The District recognizes the Association as the exclusive representative for Temporary Specialists.
4 Continuing from July 1, 2013, CNUSD shall give employment contracts to Temporary Specialist
5 Employees (Temp Specialists).

6 Article 1-8 shall apply to Temp Specialists.

7 Article 9, Miscellaneous Provisions, shall not apply to Temp Specialists except that:

- 8 • Article 9.1-9.14 and 9.17-9.20 shall apply.

9 Article 10, Hours of Employment, shall not apply to Temp Specialists except that 10.1 will
10 include Temp Specialists as Classroom Teachers, and 10.3 shall apply. The following shall
11 apply:

- 12 • Employment contracts shall be for no longer than 133 days per school year.
- 13 • Temp Specialists hours may not exceed 28.75 work hours per week.
- 14 • Temp Specialists contracts will be 5.75 hours per day plus a 30 minute duty free lunch or
15 3.5 hours per day.
- 16 • The work week shall be consistent from week to week, but the hours may be flexed with
17 reasonable notification.
- 18 • Temp Specialists may be used for playground duty, before, during, or after the student
19 day during the regular instructional year if it is within their 5.75 hours and after all other
20 certificated teachers have been offered the available work. They may be used for this
21 purpose during intersessions. Temp Specialists may attend staff meetings, SSTs, IEPs or
22 PLCs only if inside their contractual work day.

23 Article 11, Unit Member Safety, shall apply to Temp Specialists except that: Article 11.6 and
24 11.7 shall not apply.

25 Article 12, Class Size, shall not apply. The following shall apply:

- 26 • Class size for a Temp Specialist shall not exceed 34.
- 27 • Temp Specialists shall not be included in calculations to determine class size ratios.

1 Article 13, Leaves, shall not apply. The following shall apply:

- 2 • Temp Specialists shall earn sick leave at a rate of .054 day of leave per full workday of
3 service.
- 4 • This leave is accumulable as prescribed by statute.
- 5 • Article 13.2 (b), 13.2 (c), 13.3, 13.4, 13.5, 13.8, 13.9, and 13.10 shall apply as applicable
6 per statute.

7 Article 14, Transfer Policy, shall not apply.

8 Article 15, Certificated Unit Member Evaluation Procedures, shall not apply. The following
9 shall apply: The District may evaluate the Temp Specialist at the discretion of the District on the
10 Substitute Teacher Evaluation Form.

11 Article 16, Salaries, shall not apply. Temp Specialists shall be paid according to the Salary
12 Schedule for Temp Specialists below. This Salary Schedule shall reflect the negotiated salary
13 adjustment.

TYPE	HOURS	DAILY RATE AS OF 2023-2024
Temp Specialists 1A	3.5	\$118.02
	5.75	\$193.89
Temp Specialists 1B	3.5	\$151.88
	5.75	\$249.52
Temp Specialists 1C	3.5	\$202.43
	5.75	\$332.58

14 Article 17, Unit members benefits shall not apply. The following shall apply:

- 15 • Temp Specialists may individually purchase medical and life insurance benefits through
16 the District at the same rates as Unit Members working at least 138 days in a school year.

17 Article 18, Unit Member Travel, shall apply.

18 Article 19, Part Time employment with Full Retirement Credit, shall not apply.

19 Article 20, Grievance Procedure, shall apply.

20 Article 21, Summer School, shall not apply.

21 Article 22, Professional Growth, shall not apply.

22 Article 23, Year Round School, shall not apply except that: Article 23.5, 23.8, 23.16 shall apply.

23 Article 24, Intermediate Schools, shall not apply.

24 Article 25, Left Blank Intentionally.

25 Article 26, Special Education, shall not apply.

26 Article 27, Educational Innovations, shall not apply.

27 Article 28, Site Based Decision Making shall apply.

1 Article 29, Peer Assistance and Review, shall not apply.

2 Article 30, Shared Contracts, shall not apply.

3 None of the appendices shall apply.

4 At the discretion of the District, during periods a person is not on a contract as a Temp Specialist,
5 the employee may work as day-to-day and long-term substitutes for the CNUSD so long as these
6 duties are differentiated from those required by their Temp Specialists contracts.

7 Temp Specialists may apply for any openings within the District for which they are qualified.

8 Temp Specialists may be released at the discretion of the District in accordance with the
9 California Education Code.

10 Temp Specialists may not be the teacher of record.

11 Teachers may not be asked to provide input in the evaluation of a Temp Specialist.

12 Teachers working with Temp Specialists will provide academic guidance to the Temp Specialists.

13 Site administration will direct the assignments of the Temp Specialists.

14 ~~Site~~ **Site** administration and the teacher will collaborate on the format of instruction provided to
15 the students.

16 Temp Specialists may not begin working until after the have signed the CNUSD Offer of
17 Employment/Temporary Specialist – Certificated and the designated school receives said
18 contract, approved and signed by the Superintendent of Schools or Authorized Designee.

19 Except as expressly modified herein, the Agreement between the parties shall be unchanged.

20 This Memorandum of Understanding shall constitute the entire agreement of the parties as to this
21 issue and may only be modified or amended in writing, signed by both parties.

22 This MOU shall **expire on June 30, 2027**. ~~be in effect from July 1, 2018 through June 30, 2024~~

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ARTICLE 4: MAINTENANCE OF STANDARDS BENEFITS

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4.1 Unless provided otherwise by this Agreement, no unit member shall be deprived of current benefits granted by law, or existing written Board Policy. Nor shall any unit member be required to perform duties or assume responsibilities other than those specified in law or existing written Board Policy.

4.2 Any subject or matter which was or could have been the subject of negotiations may be reopened for the purposes of negotiations by the mutual consent of the District and the Association.

ARTICLE 9: MISCELLANEOUS PROVISIONS

Rename to Article 9: Employee Discipline

Move items in current article 9 to appropriate locations in the contract as listed below.

<u>Current Article Number Location</u>	<u>Move to Article Number</u>
9.1	Article 4 Maintenance of Standards
9.2	Article 4 Maintenance of Standards
9.3	Article 1 Agreement
9.4	Article 11 Safety
9.5	Article 5 Board's Rights & District Powers
9.6 - 9.13	Stays in new Article 9 Discipline
9.14	Article 8 Professional Dues & Fees
9.15	Article 18 Unit Member Travel
9.16	Article 18 Unit Member Travel
9.17	Article 15 Evaluation Procedures
9.18	Article 11 Safety
9.19	Article 10 Hours of Employment
9.20	Article 26 Special Education
9.21	Article 6 Negotiation Procedures

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

GRADEBOOK/I.T. TASK FORCE

1 This Memorandum of Understanding is agreed upon between the Corona-Norco Unified School
2 District and Corona-Norco Teachers Association concerning Article 9.19.

3 (a) Immediately after the ratification of the CBA for the 2014-15 and throughout the 2016-
4 2017 and 2017-2018 school year, and any time thereafter when changes are made to the
5 electronic gradebook, a committee of bargaining unit members, I.T. personnel, and
6 District management will be convened for the purposes of:

7 (1) Developing guidelines related to the utilization of the District adopted electronic
8 gradebook.

9 (2) Problem solving implementation issues related to the utilization of the District
10 adopted electronic gradebook.

11 (3) Communicating with stakeholders related to the utilization of the District adopted
12 electronic gradebook.

13 (4) Developing a timeline and structure to review implementation progress and issues
14 related to the implementation of the District adopted electronic gradebook.

15 (b) At the beginning of the 2015-16 school year, teachers will be required to utilize the
16 District adopted electronic gradebook. Teachers will be required to update the grades
17 at a minimum of every other week unless otherwise determined by the committee.

18 (c) Should the District adopted electronic gradebook be changed or the technology of the
19 District adopted electronic gradebook not be an efficient and effective tool as
20 determined by the Task Force, teachers shall be held harmless for the inability to
21 utilize the District adopted electronic gradebook and the required updating until
22 appropriate training has taken place or the technology works appropriately.

23 (d) During the 2016-2017 and 2017-2018 school year a grade book steering committee
24 will continue to meet to discuss the use of the electronic grade book by unit members.

25 Except as expressly modified herein, the agreement between the parties shall be unchanged.
26 This memorandum of understanding shall constitute the entire agreement of the parties as to this
27 issue and may only be modified or amended in writing, signed by both parties.

28 This MOU shall expire on June 30, ~~2024~~ 2027.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

STANDARDS-BASED GRADING

January 24, 2024

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the implementation of Standards-Based Grading for Elementary TK-6 grade teachers.

Our intent is to improve the clarity, fairness, and effectiveness of the grading and assessment system with the goal of not increasing teacher workload.

The District and the Association agree to the following:

- (a) All TK-6 teachers shall attend three (3) days of mandatory training focused on Standards-Based Grading no later than May 31, 2025.
 - (1) All teachers shall be given the opportunity to attend the trainings scheduled during the professional workday and a substitute teacher shall be provided.
 - (2) If additional trainings are offered outside of the professional workday and/or off track, teachers shall be compensated at curriculum rate.
- (b) The District trainings shall cover the following topics:
 - (1) Fair and accurate grading practices/philosophy.
 - (2) Grading calibration in different content areas using the new scoring system.
 - (3) Q Gradebook training.
- (c) The District shall develop resources and communicate to parents and the community of the change to Standards-Based Grading. In addition, the following resources shall be provided for TK-6 teachers at the school sites:
 - (1) Calibration samples, rubric samples that align with district adopted curriculum and state standards.
 - (2) Communication resources for parents explaining the transition to standards-based grading shall be provided for teachers to share with parents, as needed.
- (d) The Standards-Based Grading Committee shall continue to meet at least one (1) time per trimester to review and discuss the progress of training and workload.
 - (1) The Joint District-Association Standards-Based Grading Committee shall be composed of equal numbers of District and Association appointees, providing experts as requested, and allowing for guests and visitors as mutually agreed upon to provide information and share concerns.
 - (2) The Committee shall make recommendations to the Negotiations Teams by March 15.
- (e) All TK-6 teachers, excluding sixth grade programs at any secondary school, shall implement standards-based grading and utilize the new report card starting in the 2025-2026 school year.

This MOU shall expire June 30, 2027.

ARTICLE 10: HOURS OF EMPLOYMENT

10.1 For the purpose of this section, the term “classroom teachers” shall mean the following classification of unit members.

Classroom Teacher

Gifted and Talented Teacher

Intern Teacher

Language Arts/Reading Specialist

Program Specialist

Resource Specialist

Teacher of the Deaf and Hard of Hearing (DHH)

Teacher of Special Education

Teacher of Visually Impaired

Teacher of Communicatively Handicapped

Teacher of Learning Handicapped

Teacher of Mild/Moderate Disabilities

Teacher of Moderate/Severe Disabilities

Teacher of Physically Handicapped

Teacher of Severely Handicapped

Teacher on Special Assignment

Temporary Teacher

Traveling Teacher

For the purpose of this section, the term “Support Personnel” shall mean all remaining classifications of unit members in section 2.1, with the exception of Regular Probationary or Permanent Adult Education Teachers.

10.2 Unit Member Professional Day- The normal workday for each unit member shall begin ten (10) minutes before and ten (10) minutes after the instructional day unless required to be longer to complete all duties required by the Collective Bargaining Agreement (CBA or “Contract”). Such duties include, but are not limited to, duty, before and after school, required parent teacher conferences/SST/IEP meetings, and one (1) sixty (60) minute staff meeting per month, with up to five (5) extra staff meetings per year but no more than two (2) staff meetings in each month. Unit members who are tracking on/off shall not be required to attend staff meetings during track on/off days. Unit members at Year Round Schools may be asked to attend a make-up meeting in order to keep transitioning unit members up to date. The workday shall include a continuous uninterrupted duty-free lunch period of thirty (30) minutes minimum duration. In addition, elementary principals shall develop a site procedure which allows all unit members who are on lunch duty or recess duty to have the opportunity to go to the restroom. The classroom teacher workday for a traditional daily intermediate and high school schedule shall include a conference/preparation period of not less than forty-five (45) continuous minutes in

1 duration or the equivalent of one regular class period at the site. The Classroom
2 teacher workday for block schedules at intermediate and high schools shall include a
3 conference/preparation period of not less than ninety (90) continuous minutes over a
4 two (2) day period. In exceptional situations including but not limited to state testing
5 and WASC, the window for calculating conference/preparation time may be extended
6 over 10 consecutive student days. In such situations, classroom teachers shall be
7 provided with equitable preparation time with a minimum of 432 minutes at the
8 intermediate and 505 minutes at the high school level or the equivalent of the sum of
9 their preparation period time over the course of 10 regular school days. Regardless of
10 schedule changes, the norm for prep time will continue where every member at the
11 site receives the equivalent of one regular class period of prep per day. If a site were
12 to change their bell schedule from the 21-22 schedule, that site would have to follow
13 the site waiver process. Parent conferences will not be scheduled during
14 conference/preparation period without prior approval of the affected teacher unless
15 the teacher is given forty-eight hours advance notice.

- 16 (a) Elementary school sites have a daily conference/preparation period outside of the
17 instructional day as determined by the unit member. All parent conferences are to be
18 scheduled by the unit members at site in accordance with District policy.
- 19 (b) At intermediate and high school sites, all conference/preparation periods are to be
20 spent at a district site.
- 21 (c) Use of conference/preparation periods for in-service or staff training shall be by
22 mutual permission of both unit members and the District.
- 23 (d) At sites with later starting times, the administration and unit members may
24 collaboratively opt for some or all meetings to take place before the start of school.
- 25 (e) Each site may set aside one consistent day each week when no after-school meeting
26 will be scheduled. This allows unit members to make routine appointments without
27 concern that a called meeting will force its cancellation.
- 28 (f) No site staff meetings will be held on days when regularly scheduled CNTA
29 Representative Council meetings are held.
- 30 (g) The workday shall also include a Professional Learning Community (PLC) time of
31 ninety (90) minutes in length, once per week on a shortened instructional day as
32 outlined on the approved academic school calendar for collaborative planning. Refer
33 to the PLC MOU.
- 34 (h) Itinerant staff and elementary support staff are not required, but may be requested by
35 collaborative teams when appropriate, to attend Professional Learning Community
36 (PLC) meetings, but shall remain on campus during that time.

1 (i) Special Education (SDC and RSP) **teachers** are allowed to miss one (1) PLC meeting
2 per month for IEP preparation agreed upon with the site administrator. IEP meetings
3 shall not take place at this time. Unit members who must travel between school sites
4 during lunch hours shall be given sufficient time to ensure that they will also have a
5 continuous uninterrupted duty-free lunch period of thirty (30) minutes minimum
6 duration.

7 (j) Using 2022-2023 as the base year, individual schools may only modify their current
8 instructional minutes through the site waiver process.

9 (k) It is the responsibility of unit members to be prepared for the instructional and/or
10 other classification specific responsibilities.

11 10.3 A unit member's immediate supervisor shall have the authority to grant release time in
12 cases of individual emergencies with no reduction in unit member's wages or other
13 benefits. Differences in application of this section shall not be subject to the grievance
14 procedure, except as to consistent application by an individual supervisor. Release time
15 shall be granted for a teacher to attend the funeral of a student who was enrolled in the
16 class of the teacher at the time of the student's death.

17 10.4 Unit members may be required to spend additional time at the work site for work-related
18 tasks, subject to the following instructions:

19 (a) Unit members may be required attend a minimum of two (2) school-wide events such
20 as open house/back-to-school nights/other collaboratively designed events per year.
21 There shall be no staff meetings on open house/back-to-school nights. Attendance at
22 all other parent-teacher organization meetings is voluntary. Attendance at the High
23 School graduation ceremony is required and will count as one of the two (2) required
24 events per year. At all high school sites prior to graduation duties being announced,
25 the site administration and CNTA Site Reps shall meet to collaborate on graduation
26 duties and the process for how duties shall be filled. Members shall be asked for their
27 preferred duties, and every effort shall be made to honor the member's preferred duty.
28 For off-site graduations, high schools shall rotate times, and unit members shall be
29 provided a parking pass and mileage reimbursement to and from the venue.

30 (b) Unit members may be required to attend extra-curricular activities (students'
31 social/athletic events) only if after a reasonable attempt to solicit volunteers,
32 sufficient volunteers are not available. Any such assignments shall be made on an
33 equitable basis. For the purposes of this article, a volunteer is a unit member who
34 requests to perform services at a specific function, and whose performance has prior
35 authorization of the unit member's supervisor.

1 (c) When IEP, SST, or 504 meetings extend more than thirty (30) minutes past the
 2 conclusion of the workday, unit members may submit time cards for up to twenty (20)
 3 hours annually at curriculum rate, in thirty (30) minute increments (at late start
 4 schools, meeting may be before school). ~~elect to be compensated at the curriculum~~
 5 ~~development rate for the additional time spent, in thirty (30) minute increments.~~
 6 Time begins thirty (30) minutes after the completion or before the start of the
 7 professional day. Unit members may not be required to attend before and after school
 8 IEP, SST, or 504 meetings on the same day, Only one (1) IEP, SST, or 504 a day,
 9 morning or afternoon. The total expenditure under this section (and Article 26.9) shall
 10 not exceed \$100,000 District-wide.

11 (d) Staff meetings shall begin as soon as possible after the end of the student instructional
 12 day.

13 (e) School sites shall schedule before and after school duties for a duration of no more
 14 than fifteen (15) minutes.

15 10.5 The workday for Adult Education Teachers shall be as mutually agreed by the District
 16 and the unit member. No unit members shall be required to teach adult education classes.

17 10.6 Unit members' input shall be solicited and considered prior to the establishment of the
 18 specific daily schedule and the non-teaching duty plan and schedule, including number of
 19 duties, location and duration at each school or work location. At elementary sites,
 20 consideration will be given to staff input regarding the number of duties for each staff
 21 member to pay. To the extent practicable, duty schedules will be reasonable and
 22 equitable.

23 10.7 Unless listed below, the work year for all unit members shall be 185 workdays.

School Librarian	191 workdays
School Nurse	
School Counselor	196 workdays
Speech Language Pathologist	
Deaf and Hard of Hearing Specialist	
Teacher of Adaptive Physical Education (APE)	
Visually Impaired (VI)	
Orientation and Mobility Specialist (OMS)	
School Psychologist	201 workdays
Activities Director	
Year-Round Multi-Track Resource Specialist	205 workdays*

Special Education Program Specialist	212 workdays
Agriculture Teacher	227 workdays

*The District ~~will~~ shall determine the number of two hundred five (205) **workdays** Resource Specialist positions available based on staffing needs. Openings for Resource Specialists shall be posted and filled as either one hundred eighty-five (185) day work year positions or two hundred five (205) day work year positions.

The work year for Adult Education Teachers and Temporary Teachers shall be mutually agreed by the District and the unit member.

~~The work year of all other unit members shall be one hundred eighty-five (185) workdays, unless otherwise agreed by the District and unit member. The work year for non-support personnel unit members who have not been employed by the District in the past in other than a substitute position and who are placed on Class A, Steps 1-3 and Class B, Step 1 shall be one hundred ninety (190) days or an equivalent number of hours agreed by the District and the unit member. All other new non-support personnel unit members shall work one hundred eighty-six (186) days. The per diem rate for these members shall be based on one hundred eighty-five (185) days of service. In assignment of the number of days in the work year for each unit member, the unit member's immediate supervisor shall give priority to the unit member's preferences whenever possible.~~

10.8 Specific workdays shall be determined by the appropriate calendar and unit member's supervisor. In the assignment of the specific workdays for each unit member, the unit member's immediate supervisor shall give priority to the unit member's preferences whenever possible. The calendar of workdays for unit members shall be as specified in the appendix. All unit members shall have at least ten (10) calendar days prior notice of returning to work after summer vacation.

10.9 The work year for ~~non-support personnel~~ unit members **with one hundred eighty-five (185) workdays** shall include one hundred eighty (180) **school student instructional days for traditional tracks and one hundred seventy-five (175) student instructional days for year-round tracks.** ~~unless otherwise agreed by the District and the unit member.~~ The remaining workdays shall be allocated for planning, preparation of work locations, assignment of student grades, student registration, and other such functions.

10.10 No less than one and one-half (1-1/2) days of the teacher in-service days prior to the start of the student year shall be available for teacher preparation. It shall be the responsibility of the site administrator to ensure the combined time for scheduled District and site in-service shall not infringe upon the one and one-half (1-1/2) days of teacher preparation time. Staff development and prep days are scheduled each year and are found on the district school track calendars. Flexibility shall be given on the order of S, P, and S/P days when administration gives the effected staff a minimum of two weeks notice via

1 email, of any change in the order, but the delineation of the days must be kept. On S/P
2 days, the S and P portions shall each be 3.5 hours in continuous length, respectively. All
3 days shall have a scheduled duty free lunch, that shall be a minimum of 30 minutes. If
4 travel from one site to another site is required, then travel time shall be embedded in the S
5 day portion and shall be exclusive of lunch or prep time. **In the 2024-2025 school year,**
6 **all unit members shall be reimbursed up to four (4) hours of curriculum rate for**
7 **preparation time. These hours shall be outside of the contract day and at the discretion of**
8 **the unit members.**

9 10.11 Whenever possible, unit members at schools that develop SIP plans and have requested
10 release time for staff development and/or professional growth shall have the request
11 honored.

12 10.12 Any high school undergoing a full WASC accreditation shall have the option of
13 customizing their student schedule to incorporate up to five (5) student minimum days.
14 Any high school undergoing a mid-year (three-year) WASC accreditation review
15 following a full, six (6) year accreditation may, upon request, customize their student
16 schedule to incorporate up to three (3) student minimum days. The instructional minutes
17 of the remaining days shall be increased to make up any student time lost as a result of
18 the aforementioned minimum days. The School Site Council shall work with the
19 principal to determine the number of days and the schedule of minimum days. Such
20 schedule shall be submitted to the Deputy Superintendent no later than March 1st of the
21 year preceding the review.

22 10.13 The elementary work calendar shall include a full non-student day followed by four
23 minimum days in order to conduct parent conferences during the professional day.
24 Beginning in the 2023-2024 school year, the conference week shall be placed no sooner
25 than the last week of Trimester 1.

26 10.14 **The District shall offer all new unit members an orientation day prior to the start of the**
27 **traditional school year. In order to fulfill the requirements of AB 119, the Association**
28 **shall be given two (2) hours of uninterrupted time to communicate with bargaining unit**
29 **members. The District portion of the training shall last five (5) hours. Unit members**
30 **assigned to a Year Round Site shall be provided with a substitute teacher in order to**
31 **attend if scheduled on a work day. Unit Members who are not scheduled to work on this**
32 **day shall be paid a stipend of \$200 for attending the AM session and \$200 for attending**
33 **the PM session for a total of \$400 for attending the entire day. This amount shall be**
34 **increased at the same percentage as yearly certificated unit member salary increases.**

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION
PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

1 The District and CNTA have an interest to create, cultivate, and support Professional Learning
2 Communities (PLCs). PLCs are groups of educators, including support staff and administrators,
3 who collaborate within grade level teams or similar content areas and work together to improve
4 student learning through ongoing professional development, shared practices, and a focused
5 Cycle of Inquiry.

6 Beginning with the 2023-2024 school year, each school shall have one shortened student day per
7 week, as outlined on the approved academic school calendar, to allow for collaboration time with
8 members of their PLC. All unit members are expected to work collaboratively. The intention is
9 to have norms and roles in the groups to develop and maintain a PLC. The District shall offer
10 professional development for this purpose, and provide a digital resource bank inclusive of, but
11 not limited to, materials, resources, and best practices created and voluntarily shared by other
12 CNUSD PLC teams.

13 The six (6) components of an effective PLC are a focus on students, collaboration, collective
14 inquiry, action orientation, commitment to improvement, and results orientation. PLC meetings
15 shall be held in accordance with the following expectations:

- 16 (a) Each PLC collaboration meeting time shall be 90 minutes in length.
- 17 (b) After-school duty shall not overlap with any part of a PLC time.
- 18 (c) Unit members shall not be required to complete PLC work outside the scheduled PLC
19 time.
- 20 (d) PLC time shall be utilized for collaboration within their Professional Learning
21 Community and shall focus on the following essential questions:
- 22 (1) What do we want students to learn?
- 23 (2) How will we know if they have learned it?
- 24 (3) What will we do if they don't learn it?
- 25 (4) What will we do if they already know it?

26 Unit members shall collaboratively identify curricular areas of need and develop
27 teams which will address these needs.

- 1 (e) Unit members and administrators shall work collaboratively to ensure PLC time is in
2 alignment with the four essential questions of PLCs and the District's Strategic Plan.
3 To achieve this goal:
- 4 (1) Administrators may attend any PLC meeting.
- 5 (2) If there are any concerns related to the use of PLC time, the following progressive
6 steps shall be used:
- 7 a. Concerns shall be addressed first at the site through joint problem solving by
8 impacted member(s) and administrator(s).
- 9 b. If the concern continues, a joint collaborative review of the concern will be
10 conducted by CNTA and the District within ten (10) school days.
- 11 c. Either CNTA or District administration may request facilitated collaborative
12 problem-solving be implemented at the site with affected unit members and
13 site administrators within ten (10) school days from the conclusion of the
14 joint, collaborative review by CNTA and the District.
- 15 (f) Site staff meetings shall not be scheduled on these days.
- 16 (g) Unit members are expected to work in a Professional Learning Community.
- 17 (1) Teachers are expected to work in their grade level or similar content area team
18 during this time.
- 19 (2) Teachers who have singleton courses (only person teaching a subject area at their
20 school site), non-classroom members, and support staff shall be required to
21 participate in a PLC. Unit members shall collaboratively and mutually determine
22 their PLC with their supervising administrator.
- 23 (h) Members must remain on site during PLC time.
- 24 (i) All members of a PLC are expected to actively participate in meetings, engage in
25 ongoing professional learning, and share their expertise and knowledge with the
26 group.
- 27 (1) Appropriate uses of PLC time shall include, but is not limited to:
- 28 a. Strategic Planning
- 29 1. Lesson design and planning, vertical and horizontal
- 30 2. Cross-grade level planning on subject matter
- 31 3. Discussing behavioral interventions and strategies
- 32 b. Data Analysis
- 33 1. Goal-setting for students based on common formative assessments

- 1 c. Instructional Design
- 2 1. Collaborating in Units of Study preparation
- 3 2. Developing and revising instruction
- 4 3. Differentiated instruction for significant subgroups (such as Special Ed,
- 5 EL, Foster Youth, etc.)
- 6 (2) Other topics may be established by mutual agreement of unit members and
- 7 administration
- 8 (3) Inappropriate uses of PLC time:
- 9 a. Collaboration time is not:
- 10 1. Intended for additional staff meetings
- 11 2. Scheduling/conducting other District, Association, or site meetings
- 12 3. Making copies, planning field trips, or grading individual assignments
- 13 4. Classroom maintenance
- 14 5. Discussing site/district policies unrelated to instruction
- 15 6. Administratively-imposed assignments or tasks

16 In order to create collaboration time in the district, six (6) minimum days were repurposed, and
17 time was added to the instructional day. In the event that PLC time is eliminated, both parties
18 agree to meet and negotiate the impacts and effects in a timely manner.

19 This MOU shall be incorporated into the contract for the 2025-2026 school year. This MOU
20 shall expire June 30, 2025.

**~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~**

~~IEP MEETING TIMECARDS~~

- 1 ~~This Memorandum of Understanding is an agreement between the Corona Norco Unified School~~
- 2 ~~District and the Corona Norco Teachers Association concerning Article 10.4(e).~~
- 3 ~~A common interest of both parties is to examine the cost, District-wide, when classroom teachers~~
- 4 ~~submit timecards as IEP meetings extend more than thirty (30) minutes past the conclusion of the~~
- 5 ~~teacher workday. Classroom teachers may submit time cards for up to twenty (20) hours~~
- 6 ~~annually at curriculum rate, in thirty (30) minute increments, for after school IEP meetings only~~
- 7 ~~(at late start schools meetings may be before school). Time begins thirty (30) minutes after the~~
- 8 ~~completion or before the start of the professional day.~~
- 9 ~~This MOU will sunset on June 30, 2024 unless it is extended by both parties.~~

**~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~**

~~SST/504 TIMECARDS~~

- 1 ~~This Memorandum of Understanding is an agreement between the Corona Norco Unified School~~
- 2 ~~District and the Corona Norco Teachers Association concerning Article 10.4(e).~~
- 3 ~~A common interest of both parties is to examine the cost, District-wide, when classroom teachers~~
- 4 ~~submit timecards as SST and 504 meetings extend more than thirty (30) minutes past the~~
- 5 ~~conclusion of the teacher workday. Classroom teachers may submit time cards for up to twenty~~
- 6 ~~(20) hours annually at curriculum rate, in thirty (30) minute increments, for after school IEP~~
- 7 ~~meetings only (at late start schools meetings may be before school). Time begins thirty (30)~~
- 8 ~~minutes after the completion or before the start of the professional day.~~
- 9 ~~This MOU will sunset on June 30, 2024 unless it is extended by both parties.~~

**~~MEMORANDUM OF UNDERSTANDING BETWEEN THE
CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~**

~~WORKLOAD TASK FORCE~~

1 ~~In order to celebrate and foster a love of learning for all stakeholders and maintain a work/life~~
2 ~~balance, a Workload Task Force will be formed in 2019-2020. The parties agree that a joint~~
3 ~~District Association Workload Task Force of six (6) CNTA appointed members and six (6)~~
4 ~~District appointed members will meet no less than four (4) times annually (unless both parties~~
5 ~~mutually agree to meet less) and will report to the negotiations team no later than March 15th of~~
6 ~~each year. The purpose of the Task Force is to:~~

- 7 (a) ~~— Determine long and short term goals,~~
- 8 (b) ~~— Analyze what programs/initiatives we currently have using data at all levels,~~
- 9 (c) ~~— Use cycle of inquiry to determine effectiveness,~~
- 10 (d) ~~— Establish clear measures of effectiveness,~~
- 11 (e) ~~— Make recommendations to keep, eliminate, and improve programs/initiatives~~
- 12 (f) ~~— Survey members and administration regarding programs/initiatives at their site.~~

13 ~~This MOU shall be in effect through June 30, 2024.~~

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION**

SB 328 START TIMES IN THE 2022-2023 ACADEMIC SCHOOL YEAR

November 30, 2021

1 The Corona Norco Unified School District (“District”) and the Corona Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the California Senate Bill
3 328 concerning mandatory start times beginning with the academic school year 2022-2023.

4 The California legislature passed Senate Bill 328 and Education Code 46148, which mandates
5 instructional start times for all secondary schools. Starting July 1, 2022, middle schools and intermediate
6 schools must start no earlier than 8:00 am. Starting July 1, 2022, high schools must start no earlier than
7 8:30am. Due to this law, transportation needs, and the intent to make the fewest changes possible while
8 complying with this law, both parties agree to the following:

9 Starting July 1, 2022, the following schools shall make the following changes:

10 ~~Intermediate Schools and Academies grades 7-8~~

11 (a) ~~All intermediate schools and academies grades 7-8 shall shift their instructional start time to~~
12 ~~8:00 am.~~

13 (b) ~~All intermediate schools and academies grades 7-8 shall maintain their same passing periods,~~
14 ~~period lengths, and lunch times as their 2022-2021 school bell schedules.~~

15 (c) ~~All intermediate schools and academies grades 7-8 shall shift end times to preserve the same~~
16 ~~amount of instructional minutes as their 2020-2021 school bell schedules.~~

17 ~~High Schools—Comprehensive~~

18 (a) ~~All comprehensive High Schools shall shift their instructional start time to 8:30 am.~~

19 (b) ~~All comprehensive High Schools shall maintain their same passing periods, period lengths,~~
20 ~~and lunch times as their 2022-2021 school bell schedules.~~

21 (c) ~~All comprehensive High Schools shall shift end times to preserve the same amount of~~
22 ~~instructional minutes as their 2020-2021 school bell schedules.~~

23 ~~High Schools—Alternative: JFK, Orange Grove, Pollard~~

24 (a) ~~All alternative High Schools shall shift their instructional start time to 8:45 am.~~

25 (b) ~~All alternative High Schools shall maintain their same passing periods, period lengths, and~~
26 ~~lunch times as their 2022-2021 school bell schedules.~~

27 (c) ~~All alternative High Schools shall shift end times to preserve the same amount of~~
28 ~~instructional minutes as their 2020-2021 school bell schedules.~~

1 Due to this law, transportation needs, and the intent to make the fewest changes as possible while
2 complying with this law, both parties agree to the following: Starting July 1, 2022, the following
3 Elementary schools shall make the following changes:

4 ~~Eastvale Elementary~~

- 5 (a) ~~Eastvale Elementary school shall shift their instructional start time to 7:35 am.~~
- 6 (b) ~~They shall maintain their same recess minutes and lunch time as their 2020-2021 school bell~~
7 ~~schedule.~~
- 8 (c) ~~They shall shift their end time to remain the same amount of instructional minutes as their~~
9 ~~2020-2021 school bell schedule.~~

10 ~~Jefferson Elementary~~

- 11 (a) ~~Jefferson Elementary shall shift their instructional start time to 8:45 am.~~
- 12 (b) ~~They shall maintain their same recess minutes and lunch time as their 2020-2021 school bell~~
13 ~~schedule.~~
- 14 (c) ~~They shall shift their end time to remain the same amount of instructional minutes as their~~
15 ~~2020-2021 school bell schedule.~~

16 ~~Parkridge Elementary~~

- 17 (a) ~~Parkridge Elementary shall shift their instructional start time to 7:45 am.~~
- 18 (b) ~~They shall maintain their same recess minutes and lunch time as their 2020-2021 school bell~~
19 ~~schedule.~~
- 20 (c) ~~They shall shift their end time to remain the same amount of instructional minutes as their~~
21 ~~2020-2021 school bell schedule.~~

22 ~~Riverview Elementary Special Education Preschool Programs only~~

- 23 (a) ~~The 4 day and DHH Special Education Preschool Programs at Riverview elementary shall~~
24 ~~shift their instructional AM program to 8:45 am-11:15 pm, and their PM program from 12:15~~
25 ~~pm-2:45 pm.~~
- 26 (b) ~~The 5 day and PALS Special Education Preschool Programs at Riverview elementary shall~~
27 ~~shift their instructional program to 8:45 am-12:15 pm.~~

28 ~~Coronita Elementary Special Education Preschool Programs only~~

- 29 (a) ~~The 4 day Special Education Preschool Program at Coronita Elementary shall shift their~~
30 ~~instructional AM program to 8:45 am-11:15 pm, and their PM program from 11:55 am-2:25~~
31 ~~pm.~~
- 32 (b) ~~The 5 day Special Education Preschool Program at Coronita Elementary shall shift their~~
33 ~~instructional program to 8:45 am-12:15 pm~~

34 No other elementary school shall change their start times and end times for the 2022-2023 school year.

1 ~~PCT/PLC~~

2 ~~All PCT/PLC schedules for the affected school sites shall be adjusted to reflect the changes above while~~
3 ~~retaining the same duration and morning or afternoon placement in the day as the 2021-2022 school year~~
4 ~~(sites that have early release remain early release, all sites with late start remain late start). The adjusted~~
5 ~~start and end times for all affected unit members shall remain consistent each day, including PCT/PLC~~
6 ~~days.~~

7 ~~Staff Meetings~~

8 ~~The unit members at the affected sites shall vote to determine whether to have staff meetings before or~~
9 ~~after school. The vote shall be a simple majority of the votes cast and shall take place at the end of the~~
10 ~~2021-2022 school year. At the end of the 2022-2023 school year, the affected unit members shall have a~~
11 ~~second opportunity to vote on whether to have staff meetings before or after school. In the event that a~~
12 ~~simple majority is not reached, another vote shall be taken. In subsequent years, changes to staff meeting~~
13 ~~times shall follow the collective bargaining agreement inclusive of Article 10.2(d).~~

14 ~~This MOU shall expire on June 30, 2024~~

**ADDENDUM TO THE
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION**

SB 328 START TIMES IN THE 2022-2023 ACADEMIC SCHOOL YEAR

1 The Corona Norco Unified School District (“District”) and the Corona Norco Teachers Association
2 (“Association”) enter into this addendum to the MOU from November 30, 2021 regarding California
3 Senate Bill 328.

4 Starting August 9, 2022 the Riverview Elementary regular day bell schedules shall be as follows:

5 (a) — 4 day Preschool and DHH Special Education Preschool Programs

6 (1) — AM: 7:45am-10:15am

7 (2) — PM: 10:55am-1:25pm

8 (b) — 5 Day and PALS Special Education Preschool Programs

9 (1) — 7:45am-11:15am

10 (c) — Gen Ed Kinder classes will follow the Kindergarten MOU from February 15, 2022

11 (d) — SDC TK/Kinder classes will follow the Special Education TK and Kindergarten MOU from
12 March 18, 2022.

13 (e) — All other classes shall have the same bell schedule as the 2021-2022 school year.

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

DUAL ENROLLMENT

January 30, 2023

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the Dual
3 Enrollment program at the comprehensive High Schools in the district excluding the Roosevelt
4 High School E-STEM and Corona High School STEM students participating in the Norco
5 Community College/University of California Riverside Engineering Pathway Program. The
6 availability and diversity of course selection on the comprehensive high school campuses is
7 important to both the District and the Association. In order to maintain diverse course offerings
8 on the CNUSD comprehensive High School campuses and retain Bargaining Unit Members, the
9 District and the Association agree to the following:

- 10 (a) This MOU shall replace the MOU: Dual Enrollment, dated May 24, 2022.
- 11 (b) All Dual Enrollment courses shall be scheduled before and/or after the regular duty
12 day.
- 13 (c) To protect graduation and A-G requirements, all Dual Enrollment courses will only be
14 awarded free elective credits.
- 15 (d) Course offerings shall be jointly reviewed and approved by site administration,
16 counselors, and members at the site. All approved courses shall be approved in
17 writing. No Dual Enrollment course shall be approved by CNUSD if it is a
18 competing course.
- 19 (e) Competing Course Definition: A Dual Enrollment course that could be transcribed to
20 replace a graduation requirement or any A-G course currently offered at the high
21 school where the participating student is enrolled.
- 22 (f) CNTA and Educational Services shall collaboratively work on a Dual Enrollment
23 proposal. The proposal shall be submitted to both bargaining teams.

24 This MOU shall not be precedent setting.

25 This MOU shall expire on June 30, ~~2024~~2025.

26

27

ARTICLE 13: LEAVES

1 13.1 By December 1st, the District shall provide each unit member with a written statement of
2 accrued sick leave entitlement for the academic year.

3 13.2 Absences for Illness or Accident (Sick Leave)

- 4 (a) ~~Sick leave may be used by the unit member for illness or injury of the unit member.~~
5 Each unit member shall be entitled to absence with full pay. ~~or the unit member's~~
6 ~~immediate family as defined in this Article.~~ In addition, sick leave may also be used
7 ~~for purposes of parental leave for reason of the birth, adoption, or foster placement of~~
8 ~~a child in accordance with all State and Federal laws, inclusive of, but not limited to~~
9 ~~the Family Medical Leave Act (FMLA) and the California Family Rights Act~~
10 ~~(CFRA). The interpretation and implementation of such laws the FCML shall not~~
11 ~~diminish any contract benefits contained herein. All statutory leaves are in addition to~~
12 ~~and The FCML shall supplement contract benefits. for personal illness or injury,~~
13 ~~exclusive of all days the unit member is not required to render services to the District~~
14 ~~for an academic year of service~~ Unit members shall receive sick days according to the
15 following schedule:

16 (1) .054 day per full workday of service;

17 (2) ~~.054 day of leave per less than full day of service;~~

18 If such unit member does not take the full amount of leave allowed in any
19 academic year under this provision, the amount not taken shall be accumulated
20 from year to year. A part-time unit member employed on a regular basis is
21 entitled to that pro-rated amount of sick leave based upon the percentage
22 relationship between the number of days the specific unit member works and the
23 number of days of a full-time assignment.

- 24 (b) When a unit member is absent from duties on account of illness or accident for the
25 period of five (5) school months or less, whether or not the absence arises out of or in
26 the course of employment of the unit member, and has exhausted all entitlement of
27 fully-paid sick leave, the amount paid the unit member shall be the difference
28 between the unit member's regular salary and the regular daily substitute teacher
29 salary. Should the unit member be absent for thirty-one (31) or more consecutive
30 working days, the amount paid shall be the difference between the unit member's
31 regular salary and the long-term substitute teacher salary retroactive to the first day of
32 absence. Each unit member shall be guaranteed no less than thirty five dollars (\$35)
33 per day of absence. In the event a substitute is not employed, the amount paid the
34 unit member shall be either (1) the difference between the amount which would have
35 been paid a substitute at the regular daily or long-term substitute rate (whichever is
36 applicable) and the unit member's regular salary or (2) fifty percent (50%) of the unit
37 member's salary, whichever is greater. The District shall make every reasonable

1 effort to secure substitutes for absent classroom teachers and for resource specialists
2 absent five (5) or more consecutive school days.

3 (c) In the event absence due to illness is five (5) consecutive workdays or less, the unit
4 member shall sign a statement declaring illness. If the illness is for a period
5 exceeding five (5) consecutive workdays, the unit member shall provide the District
6 with a statement signed by a physician, indicating the unit member was ill for the
7 stated period, and the unit member is now able to return to regular duties.

8 (d) When a unit member has exhausted all available sick leave, including accumulated
9 sick leave and continues to be absent from his or her duties on account of illness or
10 injury for a period beyond the five-month period provided pursuant to Ed Code 44977
11 and 44978.1, as outlined in Article 13.3b, and the unit member is not medically able
12 to resume the duties of their position, the unit member shall be placed on a
13 reemployment list for a period of 24 months if the unit member is on a probationary
14 status, or for a period of 39 months if the unit member is on permanent status. If the
15 unit member is medically cleared to return to work through certification of a health
16 care provider during the 24-month or 39-month period, the certificated unit member
17 shall be returned to employment in a position for which they are credentialed and
18 qualified. The 24-month or 39-month period shall commence at the expiration of the
19 five-month period provided pursuant to Ed Code Section 44977 and 44978.1.

20 (e) At any time, the District may require a physician's statement of the nature of the
21 illness and the fitness of the unit member to return to work. The physician's fee and
22 the expenses of any necessary tests or examinations required by this subsection
23 (13.2e) shall be paid by the District. The District reserves the right to designate the
24 physician. Those fees and expenses required by subsection (13.2c and 13.2d) shall be
25 borne by the unit member.

26 (f) The annual sick leave allowance shall be available to the unit member after reporting
27 for duty. Payment received for sick leave allowance in excess of days actually earned
28 shall be refunded to the District upon termination of employment.

29 (g) The provisions of this section shall also apply due to quarantine by order of any
30 authorized health officer in the State of California, not arising out of or in the course
31 of employment.

32 (h) An absent unit member's request for a particular substitute shall be honored whenever
33 possible. Unit members shall make requests for substitutes to the Human Resources
34 Division, and shall not make substitute arrangements themselves.

35 (i) Accrued fully-paid sick leave entitlement shall be reduced on a pro-rated basis for
36 less than full-day absences in increments of one-seventh (1/7) day.

37 (j) Unit members may donate as many of their personal sick leave days, beyond a base of
38 ten (10) personal sick days, as they wish to immediate family members who are
39 certified employees of the District. The definition of immediate family member in

1 this section is found in Paragraph 13.4, Bereavement Leave. Registered domestic
2 partners and their equivalent family members are included in this definition of family.
3 These conditions shall apply:

- 4 (1) Donations are voluntary;
 - 5 (2) Donating unit members shall be able to do so after the receiving unit member has
6 exhausted his/her own personal sick days; and,
 - 7 (3) Any other mutually agreed upon condition.
- 8 (k) During the first twenty (20) days of the first semester and the first ten (10) days of the
9 second semester, the District will make every effort to provide substitute support for
10 high school counselors from the first day of absence.
- 11 (l) The parties agree that Elementary Resource teachers (RSP) may request a substitute
12 after two (2) consecutive work days of absence.
- 13 (m) Counselor Substitutes: When the District has knowledge that a counselor will be out
14 5 or more consecutive days, every effort will be made to provide a substitute
15 beginning on the first day of the absence upon the counselor request.
- 16 (n) SLP Substitute Request: When the District has knowledge that an SLP will be out 3
17 weeks or more, every effort will be made to provide a substitute beginning on the first
18 day of the absence upon SLP request.

19 13.3 Pregnancy Related Disability

- 20 (a) Female unit members covered by this Agreement shall be entitled to utilize paid leave
21 upon presentation of verification from the employee's treating physician stating:
- 22 (1) The nature of the disability;
 - 23 (2) The expected duration of the disability; and
 - 24 (3) When the employee is free to return to her regular duties without restriction.
- 25 (b) The unit member may serve until such time as it is decided by a physician that she is
26 unable to perform the services required in her particular position.
- 27 (c) No later than the end of the sixth (6th) month of pregnancy, the unit member is
28 required to provide Human Resources with a statement from her physician indicating
29 her expected date of disability and a prognosis of her ability to perform her
30 contractual duties. She is required to serve until such time as illness or childbirth
31 requires her absence, or identified by her physician.
- 32 (d) Prior to the time the unit member is scheduled to return to her regular duties, she will
33 provide Human Resources with a letter from her physician stating that she is free to
34 return to her regular duties without restriction.

1 (e) ~~Up to four consecutive weeks of accrued sick leave may be reclassified as adoptive~~
2 ~~leave and used for the purpose of receiving and caring for a newly adoptive child who~~
3 ~~has not yet entered first grade. This benefit will not be subject to the difference due~~
4 ~~provisions of this article. Such leave is only available for a formal, legal adoption~~
5 ~~and the unit member must provide the District with proof of such qualifications.~~

6 (f) At the end of pregnancy or adoptive leave, the unit member may request an unpaid
7 leave for the remainder of the work year. If the unit member returns ~~during the same~~
8 ~~will~~ **on the first workday of the following academic** work year, ~~her~~ **the** current assignment
9 ~~will~~ **shall** be held for her.

10 (g) Upon written request of the unit member, the District may extend the unpaid leave for
11 one additional academic year. An extension will normally be granted only if the unit
12 member's initial unpaid leave has been for less than a full year. In cases of
13 miscarriage, an individual on unpaid leave may be considered for immediate
14 placement provided a position for which the individual is qualified exists and a
15 statement from the attending physician indicates that the individual is able to return
16 full-time to duty without detriment to her health.

17 13.4 Parental Leave

18 (a) Pursuant to State and Federal laws, a unit member may use their sick leave for
19 purposes of parental leave for a period of up to 12 workweeks. "Parental leave" is
20 defined as leave for the birth of a child or placement of a child in connection with the
21 adoption or foster care of the child by the unit member within twelve (12) months of
22 the birth or placement. If a unit member has exhausted all available sick leave,
23 including all accumulated sick leave, and continues to be absent from their duties on
24 account of parental leave, the amount deducted shall be pursuant to Article 13.2b. Any
25 leave taken under this section shall count against any entitlement to parental leave
26 under CFRA. The aggregate amount of leave taken under this section and CFRA, for
27 any qualifying reason, shall not exceed more than one 12-week period for parental
28 leave during any 12-month period.

29 (b) At the end of pregnancy or adoptive leave, the unit member may request an unpaid
30 leave for the remainder of the work year. If the unit member returns ~~during the same~~
31 ~~will~~ **on the first workday of the following academic** work year, ~~her~~ **the** current assignment
32 ~~will~~ **shall** be held ~~for her~~.

33 (c) Upon written request of the unit member, the District may extend the unpaid leave for
34 one additional academic year. An extension will normally be granted only if the unit
35 member's initial unpaid leave has been for less than a full year. In cases of
36 miscarriage, an individual on unpaid leave may be considered for immediate
37 placement provided a position for which the individual is qualified exists and a
38 statement from the attending physician indicates that the individual is able to return
39 full-time to duty without detriment to her health.

1 13.5 Bereavement Leave

2 When death occurs in the immediate family of any certificated unit member on regular
3 contract, the unit member shall be entitled to five (5) days paid leave of absence for
4 bereavement. The Superintendent may authorize a longer period of bereavement leave
5 with full salary compensation, not to exceed five (5) additional days. Members of the
6 immediate family as used in this section means the spouse, registered domestic partner
7 and their equivalent family members, son, daughter, son-in-law, daughter-in-law, mother,
8 father, mother-in-law, father-in-law, grandmother, grandfather, grandchild, brother, sister,
9 brother-in-law, sister-in-law of the unit member or of the spouse or of the children of the
10 unit member, **or designated person** or any other family member or established member of
11 the immediate household of the unit member as determined by the Assistant
12 Superintendent, Human Resources. When a verified pregnancy results in miscarriage ~~that~~
13 ~~results in a memorial service~~, the employee experiencing a miscarriage shall be entitled to
14 no more than five (5) days of bereavement leave. A “child” means a biological, foster, or
15 adopted child, stepchild, a legal ward, or a child of a person standing in loco parentis. A
16 “parent” means a biological, foster, or adoptive parent, a step parent, or a legal guardian.
17 **A “designated person” is any individual related by blood or whose association with the**
18 **unit member is the equivalent of a family relationship. The designated person shall be**
19 **identified by the unit member at the time the leave is requested and shall be limited to**
20 **one designated person per 12-month period.**

21 13.6 Military Leave of Absence

- 22 (a) The Board of Education shall grant a leave of absence to all certified unit members on
23 a regular contract, for the duration of military service, subject only to the presentation
24 of satisfactory evidence of physical and mental fitness to serve the District on return
25 from military service. Such absence shall not affect in any way the classification of a
26 probationary unit member as a permanent unit member by the District.
- 27 (b) Within six (6) months after the honorable discharge of a certified unit member from
28 the armed forces of the United States, such a unit member shall be entitled to return to
29 a position in the classification held by the unit member at the time of entrance into
30 military service and to receive the salary to which the unit member would be entitled
31 had the unit member continued in the service of the school District.
- 32 (c) District payment to the retirement system shall be made for those unit members who
33 make their contributions to the system, either during or immediately following the
34 period of military service.

35 13.7 Absence Due to Quarantine

36 Any unit member unavoidably absent from duty under quarantine arising out of the
37 course of their employment and by order of any authorized health officer in the State of
38 California, shall be paid their regular salary in full for the period of absence.

39 13.8 Exchange Teaching Leave

1 Upon the recommendation of the Superintendent, and with the written authorization of
2 the Board of Education, unit members may serve as exchange teachers in foreign
3 countries. During the period of such exchange, the Corona-Norco Unified School
4 District will pay the working salary of its unit members. It is expected that the salary of
5 the exchange teacher working during this period in the Corona-Norco Unified School
6 District will be paid by the district of origin of said exchange teacher.

7 13.9 Personal Necessity Leave

8 No more than ten (10) days per academic year of leave of absence for illness or injury
9 allowed pursuant to Education Code Section 44981 and this Agreement may be used by
10 the unit member in the following cases of personal necessity:

- 11 (a) Death of a member of the immediate family, as defined in Article 13.4. (This would
12 be in addition to Bereavement Leave.)
- 13 (b) Accident involving the unit member's person or property or the person or property of
14 a member of their immediate family, as defined above, of such an emergency nature
15 that the immediate presence of the unit member is required during their workday.
- 16 (c) Subpoena for mandatory court appearance as a litigant or a witness. In any case in
17 which a witness fee is payable, such fee shall be collected by the employee and
18 remitted to their District, not to exceed the actual amount paid a substitute. The
19 definition of the word "litigate" does not include a plaintiff in a legal action.
- 20 (d) Serious or critical illness of a member of the immediate family as defined above,
21 calling for services of a physician and of such emergency nature that the immediate
22 presence of the unit member is required during their workday and which may require
23 verification by a physician's statement.
- 24 (e) Religious holidays peculiar to the unit member's faith.
- 25 (f) Adoptive parenthood when receiving a child into the home.
- 26 (g) Parenthood: when a unit member's child is born.
- 27 (h) No more than five (5) of these ten (10) days of absence may be used by the unit
28 member in cases of personal emergency. Personal emergency is defined as resulting
29 from factors that affect the unit member or their immediate family and involve
30 circumstances the member cannot reasonably be expected to disregard and require
31 their attention during the unit member's assigned hours of service. Acceptable
32 personal emergencies are as follows, and use of the personal emergency leave shall be
33 limited to the following circumstances:
 - 34 (1) Situations involving a member of the unit member's immediate family who is in
35 the military service and require the presence of the employee.
 - 36 (2) Funeral of a very close friend or family member not covered by article 13.4.

- 1 (3) Court appearance of a member of the immediate family.
- 2 (4) Marriage of members of the immediate family
- 3 (5) Graduation of members of the immediate family.
- 4 (6) Additional services may constitute Personal Emergency, subject to the approval of
- 5 the Deputy Superintendent, Human Resources.
- 6 (7) All ten (10) of these personal necessity days may be used by the unit member for
- 7 undisclosed personal emergencies provided no more than ~~two (2)~~ **three (3)**
- 8 consecutive personal necessity days shall be used for this purpose before
- 9 returning to work.

10 The unit member shall be required to sign on a form provided by the District, a
11 statement that such absence was due to personal emergency.

- 12 (i) Two (2) days will also be granted for the following reasons, with the unit member
13 being paid the difference between their salary and the salary paid the substitute if a
14 substitute is required:

- 15 (1) Comprehensive college exams.
- 16 (2) Court appearance as a plaintiff in a legal action.
17 Payment for such absence shall be made only upon certification by the unit
18 member's supervisor that the absence was due to a situation designated as a
19 personal emergency within the meaning of this section. Should a leave be
20 declared non-pay, the Human Resources Division will be notified by the
21 Supervisor.

22 13.10 Industrial Accident or Illness Leave

23 Certified unit members shall be provided leave of absence for industrial accident or
24 illness under the following rules and regulations:

- 25 (a) The accident or illness must have arisen out of and in the course of employment of
26 the unit member and must be accepted as a bona fide injury or illness arising out of
27 and in the course of employment by the worker's Compensation Appeals Board.
- 28 (b) Allowable leave for each industrial accident or illness shall be for the number of days
29 of temporary disability and shall not exceed sixty (60) days.
- 30 (c) Allowable leave shall not be accumulated from year to year.
- 31 (d) The leave under these rules and regulations shall commence on the first day of
32 absence.
- 33 (e) When a unit member is absent from the unit member's duties on account of industrial
34 accident or illness, the unit member shall be paid such portion of the salary due
35 him/her for any month in which the accident occurs, as when added to the unit

1 member's temporary disability under Division 4 or Division 4.5 of the Labor Code,
2 will result in a payment to the unit member of not more than their full salary.

3 (f) Industrial accident or illness shall be reduced by one day for each day of authorized
4 absence regardless of temporary disability indemnity award.

5 (g) When an industrial accident or illness leave overlaps into the next fiscal year, the unit
6 member shall be entitled to only the amount of unused leave due the unit member for
7 the same illness or injury. The benefits provided by these rules and regulations shall
8 be applicable to all unit members immediately upon becoming an employee of the
9 District.

10 (h) The benefits provided by these rules and regulations shall be applicable to all unit
11 members immediately upon becoming an employee of the District.

12 (i) Any unit member receiving benefits as a result of these rules and regulations shall,
13 during the period of injury or illness, remain within the State of California unless the
14 Governing Board authorizes travel outside the state.

15 (j) Upon termination of the industrial accident or illness leave, the unit member shall be
16 entitled to the benefits provided for sick leave and the unit member's absence for such
17 purposes shall be deemed to have commenced on the date of termination of the
18 industrial accident or illness leave, provided that if the unit member continues to
19 receive temporary disability indemnity, they may elect to take as much of their
20 accumulated sick leave which when added to the unit member's temporary disability
21 indemnity, will result in payment to the unit member of not more than their full
22 salary.

23 (k) Unit members utilizing industrial leave provisions must comply with procedures
24 established by the District and use District authorized physicians unless an accepted
25 form to use their personal physician is on file in the Business Services Office prior to
26 the injury. If a unit member fails to use a District authorized physician for an
27 industrial injury, he/she may be liable for any expense incurred as well as having the
28 claim rejected.

29 (l) Only absences specifically authorized by a physician's statement will be accepted as
30 industrial leave.

31 (m) When released by a physician to return to work after an industrial leave, the unit
32 member must obtain a physician's statement to that effect. Such release will be
33 submitted to the Human Resources Division.

34 13.11 Jury Duty

35 (a) Leaves of absence will be granted to certified unit members regularly called for jury
36 duty or subpoenaed as a witness in the manner provided by law. When such leave is
37 granted, the unit member is entitled to their regular salary less any fees received.

- 1 (b) Proof of service shall be presented to the Superintendent, if so requested, upon return
2 to duty

3 13.12 Unpaid Leave of Absence

4 Unpaid Leave of Absence for personal reasons or extended leave of absence without pay
5 for personal reasons shall be granted by the Board of Education to a unit member upon
6 approval of the Deputy Superintendent, Human Resources. Reasons for which leave may
7 be granted include, but are not limited to, the following:

- 8 (a) Illness in the immediate family
9 (b) Peace Corps and Vista
10 (c) Accepting a new child into the family by birth or legal adoption
11 (d) Other circumstances which require the unit member's absence from work.

12 13.13 Educational Leaves

13 The District may authorize unpaid education leaves under the following conditions:

- 14 (a) Leaves shall be granted either for one semester (one-half year) or for one (1) full
15 work year.
16 (b) Any unit member on such leave shall be enrolled in a full-time program at an
17 accredited college or university.
18 (c) Such leaves may also be granted for educational travel provided the employee
19 receives district approval of the itinerary and the District verifies that the travel is
20 directly related to the employee's assignment.
21 (d) The program in which the unit member is enrolled shall be directly related to the unit
22 member's teaching assignment.
23 (e) Any unit member granted such leave shall guarantee that such unit member shall
24 work for the District a minimum of two (2) years following completion of such leave.

25 The determination of specific unit members granted such leave shall be completely
26 within the discretion of the District.

27 13.14 Miscellaneous

- 28 (a) Unless otherwise provided in this Article, a unit member on paid leave of absence
29 shall be entitled to return to the same position which the unit member held
30 immediately before commencement of the leave. If such position has been eliminated
31 or if such position has been filled by another regular unit member whose position has
32 been eliminated, a unit member returning from leave shall be reinstated in the same
33 job classification as defined in Article 2 and the District shall make every good faith
34 attempt to place the unit member in the same grade level as defined in Article 14.1.

1 (b) Unless otherwise provided in this Article, a unit member on paid leave of absence
2 shall be entitled to receive credit for annual salary increments provided during said
3 leave; and receive during said leave all other unit member fringe benefits, to the
4 extent not expressly prohibited by law.

5 (c) The fringe benefit program of a unit member on an unpaid leave of absence shall be
6 maintained at the unit member's option and expense.

7 13.15 Misuse of Leave

8 A unit member may take a leave of absence only under the provisions specified in this
9 section. Should a unit member be absent for reasons other than those specified, without
10 permission of the unit member's immediate supervisor, such unit member shall not be
11 paid for the period of absence. Leaves of absence shall not be used for strikes, walkouts,
12 or other conditions related to employment dissatisfaction.

13 13.16 Disability Leave

14 A member of the unit who has applied for disability allowance under STRS shall be
15 granted an unpaid leave of absence of up to twelve (12) months. If the application has
16 not been acted upon, and following proof of processing, if necessary, the additional
17 twelve (12) months of unpaid leave of absence may be granted. Any unit member who
18 has been granted disability leave shall be carried as a District employee for a period up to
19 thirty-nine (39) months.

20 13.17 CNTA Catastrophic Leave Bank

21 (a) Creation

22 (1) The Association and the District agree that the CNTA Catastrophic Leave Bank
23 (Bank) was created effective November 15, 1994.

24 (2) For the purposes of this section, a "day" shall be any day a unit member is expected
25 to be on duty as determined by the terms of this Collective Bargaining Agreement.

26 (3) Days in the Bank shall accumulate from year to year.

27 (4) Days shall be contributed to the Bank and withdrawn from the Bank without regard
28 to the daily rate of pay of the Bank participant.

29 (5) The Bank shall be administered by the CNTA Catastrophic Leave Bank Joint
30 Committee (Committee) comprised of two (2) members appointed by the President
31 of the Association and two (2) members appointed by the Assistant Superintendent
32 of Human Resources.

33 (6) The Bank shall be funded in accordance with the terms below.

34 (b) Eligibility and Contributions

35 (1) Participation is voluntary but requires contribution to the Bank. Only contributors
36 shall be permitted to withdraw from the Bank.

37 (2) All unit members on active duty with the District are eligible to contribute to the
38 Bank.
39

- 1 (3) Unit members may join the Bank by submitting their application on or before May
2 31st annually and contributing the first two (2) days of their accruable annual
3 personal sick leave from the next school year. Membership begins July 1.
- 4 (4) Contributions shall be processed on the July 1 annual accrual date. Contributions
5 shall be irrevocable. Contributions shall be general donations and shall not be
6 considered a donation to a specific unit member for their exclusive use.
- 7 (5) An assessment of the number of days in the Bank as of April 30th of each year shall
8 be provided to the Committee by May 15th. If the Bank falls below 25% of the
9 number of Bank participants in the current year, then the Committee shall have an
10 additional day from each participant contributed from the new leave allocation for
11 the following year.
- 12 (6) Contributions shall be authorized by the unit member on the CNTA Catastrophic
13 Leave Bank Application Form. Such authorization shall be continued from year to
14 year until canceled by the unit member.
- 15 (7) Cancellation occurs automatically whenever a unit member fails to make a required
16 contribution. Cancellation, on the CNTA Catastrophic Leave Bank form, may take
17 effect at any time and the unit member shall not be eligible to draw from the Bank
18 as of the effective date of the cancellation. Sick leave previously authorized for
19 contribution to the bank shall not be returned if the unit member cancels
20 participation.
- 21 (8) The District shall transfer the balance of days from the administrator bank to the
22 CNTA Catastrophic Leave Bank for those who served as an administrator and
23 subsequently became a member of CNTA.

24
25 (c) Withdrawal from the Bank

- 26 (1) Catastrophic illness or injury shall be defined as any illness or injury that is
27 expected to incapacitate the unit member for a continuous extended period of time
28 in excess of thirty (30) days.
- 29 (2) Participants in a true catastrophic condition who have exhausted their sick leave, but
30 still have differential leave available, are eligible for withdrawal from the
31 Bank. Use of the Bank is allowable only as a supplement to differential leave. The
32 District shall pay the unit member full pay and the Bank shall be charged one-half
33 (1/2) day.
- 34 (3) If a unit member is incapacitated, applications may be submitted to the Committee
35 by the participant's designated agent or member of the unit member's family.
- 36 (4) Participants applying for withdrawals from the Bank shall be required to submit
37 written verification at least ten (10) days prior to withdrawal. Written verification
38 shall include a CNTA Medical Evaluation Form, a CNTA Request for Withdrawal
39 Form, any additional requests necessary to properly process the leave, and an
40 official doctor's note. The doctor's note must indicate the nature of the illness or
41 injury, the probable length of the absence from work, and a statement that the
42 illness/injury is catastrophic per the definition provided.

- 1 (5) Withdrawals from the Bank shall be granted in units of no more than 30
2 days. Withdrawals shall become effective immediately upon the exhaustion of sick
3 leave and may be retroactive, if applicable.
- 4 (6) Bank members may request up to 100 days total undesignated withdrawal from the
5 bank. Participant's total withdrawal from the bank may not exceed the maximum
6 number of differential days allowable under state and federal law. Recipients will
7 pay back one day per year on July 1 until allotted days are repaid. If recipient
8 leaves District employment, any allotted days not yet paid back will be absorbed by
9 the Bank.
- 10 (7) The Committee shall not deny any valid application request.
- 11 (8) Members of the Committee shall keep information regarding the nature of the
12 illness confidential.
- 13 (9) Leave from the Bank may not be used for illness or disability which qualifies the
14 participant for Workers' Compensation leave.
- 15 (10) If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal
16 request, the Committee is under no obligation to provide days and the District is
17 under no obligation to pay the participant any funds whatsoever. If the Committee
18 denies a request for withdrawal, or an extension of withdrawal, because of
19 insufficient days to fund the request, they shall notify the unit member, in writing, of
20 the reason for the denial.
- 21 (11) Bank participants who are denied a withdrawal or whose withdrawal is not renewed
22 or terminated may, within twenty (20) days of denial, appeal, in writing, to the
23 President of the Association, or their designee, and the District Superintendent, or
24 their designee. These parties shall hold a hearing within twenty (20) days of the
25 appeal. The parties shall issue a confidential written decision within ten (10) days
26 following the hearing. If the participant's incapacitation does not allow
27 participation in this appeal process, the participant's designated agent or a member
28 of the family may act on their behalf.

29
30 (d) Administration of the Bank

- 31 (1) CNTA shall have the responsibility of maintaining the informal records of the Bank,
32 receiving enrollment forms, withdrawal requests, cancelation forms, and verifying
33 the validity of requests.
- 34 (2) The Committee shall have the responsibility of approving or denying the requests
35 and communicating its decisions, in writing, to the participants, the Association, and
36 the District.
- 37 (3) Formal records are maintained by the District. The District shall make every effort
38 to provide the Association with the following formal records by August 31st. The
39 District shall provide the formal records to the Association no later than September
40 30th, unless a later date is mutually agreed upon. Such records shall include:
 - 41 a. Deduction of sick days from the previous year.
 - 42 b. The number of Bank days used by Bank members.
 - 43 c. The total number of accumulated days in the Bank on June 30th of the
44 previous school year.

- d. The number of days contributed by participants for the current year.
- e. The names and employee number of participants with their individual contributions.
- f. The total number of days available in the Bank as of July 1st.
- g. The names and employee number of any additional unit members who have joined.
- h. The names and employee number of any unit members who have canceled participation.

- (4) The Committee's authority shall be limited to administration of the Bank. The committee shall approve all valid requests complying with the terms of this Article. Optional medical procedures, or non-emergency procedures that can be scheduled during breaks shall not constitute a true catastrophic condition, though complications arising from such procedures may become catastrophic. Requests for the following shall be invalid: elective surgery, bariatric/weight loss surgery, sprains/strains (wrist, hand, knee, ankle, back), pregnancy, tubal ligation/vasectomy, cosmetic surgery, knee and hip replacement, shoulder/rotator cuff tear surgery, carpal tunnel/hand/finger surgery, ankle and foot surgery, stress/depression related illness.
- (5) Applications shall be reviewed and decisions of the Committee reported to the applicant, in writing, within ten (10) days of receipt of the application.
- (6) The Committee shall keep all records confidential and shall not disclose the nature of the illness except as is necessary to process the request for withdrawal and defend against any appeals of denials.
- (7) If the Bank is terminated for any reason, the days remaining in the Bank shall be returned to current members of the Bank equally.

Definition

~~Bargaining unit members who suffer a catastrophic injury/illness that is expected to incapacitate the unit member for an extended period of time (in excess of thirty (30) days).~~

(e) — Eligibility

- (1) — ~~All permanent unit members on active duty with the District are eligible to contribute to the Catastrophic Leave Bank.~~
- (2) — ~~Participation is voluntary, but requires contribution to the bank. Only contributors will be permitted to withdraw from the Bank.~~
- (3) — ~~The contribution, on the appropriate form, will be authorized by the unit member and continued from year to year until cancelled by the unit member.~~
- (4) — ~~Cancellation of membership in the Bank occurs automatically whenever a unit member with more than ten (10) days of remaining sick leave fails to make~~

1 his/her assessment contribution as per the above paragraph. The unit member
2 shall not be eligible to draw from the Bank as of the effective date of cancellation.
3 Sick leave previously authorized for contribution to the Bank shall not be returned
4 if the unit member effects cancellation.

5 (5) — Leave from the Bank may not be used for illness or disability which qualifies the
6 unit member for Workers' Compensation leave, and his/her own paid leave.

7 (6) — When the unit member may reasonably be presumed to be eligible for disability
8 retirement under STRS or if applicable, Social Security, he/she may be requested
9 to apply for such retirement. Failure of the unit member to submit a complete
10 application, including medical information provided by the applicant's own
11 physician, within twenty (20) workdays will disqualify the unit member from
12 further Sick Leave Bank payments.

13 (7) — Unit members joining the Catastrophic Sick Leave Bank during open enrollment
14 shall become members of the Bank on the first day of their paid service the
15 following school year. Two of their initial ten (10) days of personal sick leave
16 shall be donated to the Catastrophic Sick Leave Bank on the first day of their
17 Catastrophic Sick Leave Bank membership.

18 (8) — Pending active membership in the Catastrophic Sick Leave Bank, enrollees who
19 have submitted their application may contribute or receive designated
20 contributions. No withdrawals from the bank may be made prior to becoming a
21 full member of the bank per the criteria in Article 13.16 b(g).

22 (9) — The District will transfer the balance of days from the administrator bank to the
23 CNTA bank for those who served as an administrator and subsequently became a
24 member of the CNTA.

25 (f) — Establishment of the Bank

26 (1) — Any eligible unit member may donate to the Catastrophic Leve Bank from their
27 first two (2) days of yearly accruable personal sick leave. Membership begins
28 July 1.

29 (2) — The donation of sick leave by the unit member shall be irrevocable. The unit
30 member shall file a "Certified Sick Leave Bank Deposit Form" with the payroll
31 office. A donation to the sick leave bank shall be a general donation from prior
32 years' accumulations, and shall not be considered a donation to a specific unit
33 member for his/her exclusive use.

34 (3) — The use of this Catastrophic Sick Leave Bank shall only be available to those
35 eligible bargaining unit members who have made a donation of one sick leave day
36 to join the Bank and one day as an annual contribution to the Bank prior to their
37 request and have continued participation under 13.16(b).

1 (4) — An additional day of contribution will be required of all participants if the number
2 of days in the Bank falls below 25% of the number of bargaining unit members.
3 Catastrophic Leave Bank unit member participants who are drawing from the
4 Bank at the time of the assessment will not be required to contribute to remain
5 eligible to draw from the bank. If a Catastrophic Leave Bank unit member
6 participant has ten (10) or fewer days sick leave at the time of the assessment,
7 he/she need not contribute the additional day at this time to remain a participant in
8 the Catastrophic Leave Bank, however, the unit member will be assessed the
9 additional day at the commencement of the next work year.

10 (5) — Bargaining unit members may join the Catastrophic Sick Leave Bank by
11 submitting their application by May 31st annually and contributing the first two
12 (2) days of their accruable annual personal sick leave from the next school year.

13 (g) — Designated Contributions

14 (1) — Members of the Catastrophic Leave Bank may contribute as many of their
15 accrued personal sick leave days, beyond a base of ten (10) personal sick days, as
16 they wish in increments of ten (10) days, or less, to designated individuals.

17 a. — Donations are voluntary;

18 b. — Donating unit members shall be able to do so after the receiving unit member
19 has exhausted his/her own personal sick days; and,

20 c. — Any other mutually agreed upon condition.

21 The Association and District mutually agree to further discussions related to
22 paragraph 13.16(d) upon request by either party.

23 (h) — Withdrawal from the Bank

24 (1) — A unit member wishing to use this sick leave bank shall submit a “Certified Sick
25 Leave Bank Request For Withdrawal Form.” This form shall be submitted to the
26 Corona Noreo Teachers Association office. The request shall clearly state the
27 details of the catastrophe and the amount of sick leave requested. Appropriate
28 written verification of the catastrophic illness or injury must be included with the
29 request. The unit member should be prepared to provide additional
30 documentation on the nature and severity of the illness or injury, if requested. A
31 Sick Leave Bank Committee shall consider the request of the unit member.

32 (2) — The unit member to receive donated sick leave must have exhausted all fully paid
33 leave and be in a true catastrophic condition.

34 (3) — A unit member who has exhausted sick leave but still has differential leave
35 available is eligible for withdrawal from the bank. Use of the Sick Leave Bank
36 benefit is allowable only as a supplement to such differential leave. The District

1 shall pay the unit member full pay and the bank shall be charged on a pro-rata
2 basis.

3 ~~(4) — The maximum number of duty days allowed to be utilized by one unit member for~~
4 ~~a single catastrophic injury/illness shall not exceed eighty (80) work days. A unit~~
5 ~~member may request a specific number of days on a “Certified Sick Leave Bank~~
6 ~~Request For Withdrawal Form” obtainable at the Corona Norco Teachers~~
7 ~~Association office.~~

8 ~~(5) — Catastrophic Leave Bank Members may request up to eighty (80) days total~~
9 ~~undesigned withdrawal from the bank in increments of twenty (20) days or less.~~
10 ~~Recipients will pay back one day per year until allotted days are repaid.~~

11 ~~(6) — Any days approved that are unused by the unit member shall be returned to the~~
12 ~~Catastrophic Sick Leave Bank.~~

13 ~~(7) — If a unit member uses a day from the Sick Leave Bank, pay for that day shall be~~
14 ~~the same rate the unit member would have received had the unit member worked~~
15 ~~that day. No distinction shall be made as to the differing pay rates of the donors~~
16 ~~or recipients.~~

17 ~~(8) — If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal~~
18 ~~request, the Committee is under no obligation to provide days and the District is~~
19 ~~under no obligation to pay the participant any funds whatsoever. If the~~
20 ~~Committee denies a request for withdrawal, or an extension of withdrawal,~~
21 ~~because of insufficient days to fund the request, they shall notify the participant,~~
22 ~~in writing, of the reason for the denial.~~

23 ~~(i) — Administration of the Bank~~

24 ~~(1) — The Catastrophic Leave Bank Committee shall have the responsibility of~~
25 ~~maintaining the informal records of the Catastrophic Leave Bank, receiving~~
26 ~~withdrawal requests, verifying the validity of requests, approving or denying the~~
27 ~~request, and communicating its decisions, in writing, to the participants and to the~~
28 ~~District. Formal records are maintained by the District’s Business Office. Such~~
29 ~~formal records include the deduction of sick days and pay to eligible parties.~~
30 ~~During November of each year, the payroll office shall provide the Association a~~
31 ~~statement outlining the number of days available in the bank as of November 1 of~~
32 ~~that year and the number of days used in the previous fiscal year.~~

33 ~~(2) — The Committee’s authority shall be limited to the administration of the bank. The~~
34 ~~Committee shall approve all properly submitted requests complying with the~~
35 ~~terms of this article. Withdrawals may not be denied on the basis of type of~~
36 ~~illness or disability.~~

37 ~~(3) — Catastrophic Leave Bank shall be administered by a four (4) member Catastrophic~~
38 ~~Leave Bank Committee, two (2) members appointed by the President of the~~

1 Association and two (2) members appointed by the Deputy Superintendent,
2 Human Resources.

3 ~~(4) — The Committee may grant, reject, or partially grant a request. Any rejection of a~~
4 ~~request may be appealed to the President of the Association, or designee, and the~~
5 ~~District Superintendent, or designee, for final action and decision. The timelines~~
6 ~~for filing an appeal shall be twenty (20) workdays following receipt of the~~
7 ~~decision of the committee.~~

8 ~~(5) — Applications shall be reviewed and decisions of the Committee reported to the~~
9 ~~applicant, in writing, within ten (10) workdays of the receipt of the application.~~

10 ~~(6) — The Committee shall keep all records confidential and shall not disclose the~~
11 ~~nature of the illness, except as necessary to process the request for withdrawal,~~
12 ~~and defend against any appeals of denials.~~

13 ~~(j) — Appeal~~

14 ~~Catastrophic Leave Bank participants who are denied a withdrawal or whose~~
15 ~~withdrawal is not renewed or terminated may, within twenty (20) workdays of denial,~~
16 ~~appeal, in writing, to the President of the Association, or his/her designee, and the~~
17 ~~District Superintendent, or his/her designee. These parties shall hold a hearing within~~
18 ~~twenty (20) workdays of the appeal. The parties shall issue a confidential written~~
19 ~~decision within ten (10) workdays following the hearing. If the participant's~~
20 ~~incapacitation does not allow participation in this appeal process, the participant's~~
21 ~~agent or a member of the family may process the appeal.~~

22 ~~(k) — Hold Harmless~~

23 ~~(1) — The Association agrees that it will not file, on its own behalf, or on the behalf of~~
24 ~~any unit member, any grievance, claim, or lawsuit of any kind related to any~~
25 ~~attempt by a unit member to retrieve donated sick leave used by another unit~~
26 ~~member pursuant to this provision. The Association also agrees that it will not~~
27 ~~file, on its own behalf or on behalf of any unit member, any grievance, claim, or~~
28 ~~lawsuit of any kind which attempts to challenge in any way the legal enforcement~~
29 ~~of this provision.~~

30 ~~(2) — The Association agrees to defend, indemnify and hold harmless the District from~~
31 ~~any loss or damages arising from the implementation of this provision.~~

32 ~~(l) — Review Process and Termination of Bank~~

33 ~~(1) — At the end of two years, the parties will meet to review the experience history of~~
34 ~~the Catastrophic Leave Bank and determine the feasibility of continuing the~~
35 ~~program. If it is determined to discontinue the program, all remaining sick leave~~
36 ~~days in the Bank will be distributed equitably to the then current members of the~~
37 ~~Bank.~~

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(2) ~~If the Sick Leave Bank is terminated for any reason, the days remaining in the Bank shall be equitably distributed to the then current members of the Bank.~~

~~13.18 Family Care and Medical Leave Act~~

~~The District shall comply with the requirements of both the Family Care and Medical Leave Act (FCML) and state law. The interpretation and implementation of the FCML shall not diminish any contract benefits contained herein. The FCML shall supplement contract benefits.~~

**~~SIDE LETTER BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND THE
CORONA NORCO TEACHERS ASSOCIATION~~**

1 This side letter is an agreement between the Corona Norco Unified School District (District) and
2 the Corona Norco Teachers Association (Association) regarding Article 13.16 of the Collective
3 Bargaining Agreement. The District and the Association agree to the following terms within and
4 limited only to Article 13.16.

5 (a) ~~— **Catastrophic injury/illness** is considered an injury or illness that will incapacitate~~
6 ~~the unit member for an extended period of time (in excess of thirty (30) days). The~~
7 ~~following exclusions apply; however, complications related to these exclusions may~~
8 ~~qualify as a catastrophic condition. A list of examples that constitute exclusions is~~
9 ~~shown below for guidance only, and is not considered an all-inclusive list.~~

- 10 ● ~~Elective surgery~~
- 11 ● ~~Bariatric/Weight Loss surgery~~
- 12 ● ~~Sprains/strains (wrist, hand, knee, ankle, back)~~
- 13 ● ~~Pregnancy~~
- 14 ● ~~Tubal ligation/vasectomy~~
- 15 ● ~~Hysterectomies not related to cancer treatments~~
- 16 ● ~~Cosmetic surgery~~
- 17 ● ~~Knee and hip replacement~~
- 18 ● ~~Shoulder/rotator cuff tear surgery~~
- 19 ● ~~Carpal tunnel/hand/finger surgery~~
- 20 ● ~~Ankle and foot surgery~~
- 21 ● ~~Stress/Depression related illness~~

22 The severity of the illness or injury may change over time, which is why a
23 recertification process is necessary. If the individual's health has improved, he/she
24 may no longer be in a catastrophic situation. Conversely, someone may have a
25 progressive illness that originally is not catastrophic but later reaches the catastrophic
26 level.

27 (b) ~~**Written Verification** shall include a CNTA Medical Evaluation Form, and official~~
28 ~~Doctor's note that includes the statement that the illness/injury is catastrophic per the~~
29 ~~definition provided, and additional requests necessary to properly process that leave.~~

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1 14.1 Definitions

- 2 (a) Site: Refers to individual schools or the District Office.
- 3 (b) Assignment: Refers to a unit member's site, grade level (elementary only), and
4 department (secondary only). Unit members working at one site are considered
5 assigned to that site. Unit members working at more than one site (excluding those
6 **with work stations** at the District Office) shall designate one site as their assigned site.
- 7 (c) Reassignment: A change within the same site at the grade level (elementary),
8 department (secondary only), or track change at a year-round school.
- 9 (d) Transfer: A change of a unit member from one site to another site.
- 10 (e) Voluntary: A unit member-initiated change in assignment.
- 11 (f) Involuntary: A District-initiated change in assignment.
- 12 (g) Vacancy: ~~A vacancy is any~~ assignment that does not have a unit member assigned to
13 it. The District has the sole discretion to determine whether a vacancy exists.
- 14 (h) Seniority: For purposes of this Article, seniority dates from the first paid day of
15 service with a contract of 75% or more of a school year.

16 14.2 Voluntary Reassignment Procedures (Unit Member-initiated)

- 17 (a) Voluntary reassignment opportunities shall be posted or emailed to unit members at
18 the affected site. Postings shall include the grade level, track, start date, required
19 credential(s), **application**, application process, and other necessary qualifications.
- 20 (b) **If more than one unit member volunteers for a reassignment, the District shall**
21 **reassign based on the most senior unit member per District seniority, the educational**
22 **needs of the District, and in a manner that is minimally disruptive to the site. In the**
23 **event seniority is not the determining factor, a meeting may be requested between the**
24 **site administrator, a Human Resources designee, a CNTA representative, and the**
25 **affected unit member.**
- 26 (c) Voluntary reassignments shall not be arbitrary or capricious.

27 14.3 Voluntary Transfer Procedures (Unit Member-initiated)

- 28 (a) Voluntary transfer opportunities shall be posted at each site or emailed to all unit
29 members as they arise. Postings shall include the grade level, track, start date,
30 required credential(s), application, application process, and other necessary
31 qualifications.
- 32 (b) **All unit members satisfying the required qualifications who have submitted an**
33 **application for transfer prior to the deadline shall be offered an interview. and may be**
34 **considered for the assignment.**

1 (c) Transfers shall not be arbitrary or capricious.

2 14.4 Involuntary Reassignment Procedures (District-initiated)

3 (a) In the event that involuntary reassignments are required, the District shall follow
4 these steps:

5 (1) Volunteers shall be sought first among unit members in the assignments losing
6 positions and then among unit members across the site.

7 (2) Volunteers shall be reassigned first.

8 (3) If no unit member volunteers, the District shall make reassignments based on
9 District seniority, the educational needs of the District, and in a manner that is
10 minimally disruptive to the site. **The District shall use seniority as the primary**
11 **factor in reassignments.** In the event seniority is not the determining factor, a
12 meeting shall be held between the site administrator, a Human Resources
13 designee, a CNTA representative, and the affected unit member.

14 (4) **Involuntarily reassigned unit members shall have the first priority to volunteer to**
15 **return to a similar assignment on site within the current and for the subsequent**
16 **school year.**

17 (5) ~~If possible,~~ **No unit member shall be involuntarily reassigned for two consecutive**
18 **years. If this is not possible, CNUSD and CNTA shall discuss options through**
19 **joint problem solving.**

20 (b) In the event that an involuntary reassignment results in a grade change at the
21 elementary level **or a department change at the secondary level,** the unit member shall
22 be provided up to \$1000 approved by the District for grade and site instructional
23 materials and supplies. These materials and supplies remain the property of the
24 District. Approval of these supplies shall not be arbitrary or capricious.

25 (c) When possible, unit members shall be notified no less than five (5) student days prior
26 to implementation of an involuntary reassignment.

27 (d) At the unit member's request, prior to the involuntary reassignment being made, a
28 conference shall be held between the District and the unit member outlining the
29 specific reasons for the transfer. A unit member may have a representative at the
30 conference. A written rationale shall be provided to the unit member upon request.

31 14.5 Involuntary Transfer Procedures (District-initiated)

32 (a) In the event that involuntary transfers are required, the District shall follow these
33 steps:

34 (1) Volunteers shall be sought first at the site. If more unit members volunteer than
35 are needed, the unit member with the most District seniority shall be selected.

- 1 (2) If no unit member volunteers, the unit member at the site or department with the
2 least District seniority shall be involuntarily transferred.
- 3 (3) If more than one (1) involuntary transfer is necessary, the unit member with the
4 most District seniority (then the next most, and so on) shall **select an available**
5 **assignment and be transferred** first.
- 6 (4) Involuntarily transferred unit members will have the first priority to volunteer to
7 return to their original site for the subsequent school year.
- 8 (5) Involuntarily transferred unit members shall be granted two (2) days of bankable
9 release time to move sites. In the event that an involuntary transfer results in a
10 grade change at the elementary level **or a department change at the secondary**
11 **level**, the unit member shall be provided up to \$1000 approved by the District for
12 grade and site instructional materials and supplies. These materials and supplies
13 remain the property of the District. Approval of these supplies shall not be
14 arbitrary or capricious.
- 15 (6) **If possible**, No unit member shall be involuntarily transferred for two consecutive
16 years. **If this is not possible, CNUSD and CNTA shall discuss options through**
17 **joint problem solving.**
- 18 (b) At the unit member's request, prior to the involuntary transfer being made, a
19 conference shall be held between the District and the unit member outlining the
20 specific reasons for the transfer. A unit member may have a representative at the
21 conference. A written rationale shall be provided to the unit member upon request.

22
23 14.6 Timelines

- 24 (a) Voluntary reassignment and transfer opportunities shall be posted for no fewer than
25 five (5) student days.
- 26 (b) Unit members must apply within the posting period.
- 27 (c) Within two (2) weeks of the beginning of each school year, the District may fill
28 vacancies with temporary staff as permitted by law.
- 29 (1) **The beginning of the year for Elementary and Special Education unit member**
30 **openings shall be the start date for year-round.**
- 31 (2) **The beginning of the year for Secondary unit member openings shall be the start**
32 **date for traditional.**
- 33 (d) Beginning each school year, the unit members may request individual notification via
34 the unit member's District email address of transfer vacancies at a specific site or
35 sites. Requests are to be made year to year and expire at the end of each school year.
- 36 (e) Each elementary unit member shall receive a tentative notification from their
37 principal of possible **involuntary reassignment or involuntary transfer assignment**

1 displacement from the school site for the subsequent school year no later than April
2 15.

- 3 (f) Each elementary unit member shall receive a tentative notification from their
4 principal of possible assignment displacement from the school site for the subsequent
5 school year no later than April 15 no later than five (5) workdays before the last day
6 prior to the end of the school year.

7 14.7 Year-Round Schools

- 8 (a) Grade and track assignments at Year-Round schools are separate assignments and are
9 each subject to voluntary and involuntary reassignments. Administrators shall solicit
10 unit member preference between grade and track assignments. Reassignments shall
11 be made based on these track and grade preferences, taking into consideration
12 available assignments in accordance to Article 14.4 Involuntary Reassignment
13 Procedures (District-Initiated).
- 14 (b) Unit members who have children attending schools in the District will have priority
15 to enroll their children at the same site and/or on the same track as the unit member,
16 subject to available space.
- 17 (c) Unit members who are married or registered domestic partners shall have the option
18 of being placed on the same track, subject to available space.
- 19 (d) For the purposes of this section only, tracks A and B shall be deemed equivalent to a
20 traditional schedule.

21 14.8 New School Openings

22 When staffing new school openings, the District shall fill vacancies with voluntary and
23 involuntary transfers in accordance with this Article. It is understood that Human
24 Resources will monitor the staffing of new schools to avoid excessively impacting the
25 staff at other District schools, when possible.

26 14.9 General Provisions

- 27 (a) Should a unit member be denied a voluntary transfer or voluntary reassignment, the
28 District shall notify the member within ten (10) district calendar days.
- 29 (b) The District reserves the right to make involuntary transfers for reasons of legal
30 liability or action, which shall be exempt from the provisions of this Article.
- 31 (c) Involuntary reassignments and involuntary transfers are conducted prior to voluntary
32 reassignments and voluntary transfers. —, which take precedence over other unit
33 member or district-initiated reassignments or transfers.
- 34 (d) Site administrators may elect to notify unit members of reassignment opportunities
35 personally, by telephone or by electronic means. For initial staffing decisions in the
36 Spring, elementary site administrators shall gather unit member interest for the

1 following school year. Site administration shall use this information when
2 determining unit member assignments.

- 3 (e) The creation or dissolution of a shared contract may require a reassignment transfer
4 of a unit member, at the sole discretion of the District. In such cases, the provisions
5 of Article 14.2 through 14.7 shall not apply. Refer to Shared Contract Article.

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ARTICLE 16: SALARIES

- 1 16.1 The per diem rate of pay for each unit member shall be the unit member's annual salary
2 as defined and tabulated in the "Basic Work Year Salary Schedule" in effect at the time,
3 divided by one hundred eight-five (185). "The Hourly Rate of Pay" for each unit
4 member shall be the per diem rate of pay divided by seven and one-half (7.5).
- 5 16.2 A unit member who serves more or less than a basic work year shall receive a salary
6 equal to the number of days worked multiplied by the unit member's per diem rate of pay.
- 7 16.3 Upon request by the affected unit member, salary payments for services in addition to the
8 unit member's regular assignment shall be made by separate check as soon as practicable
9 after the service has been performed.
- 10 16.4 A unit member shall be credited one step of advancement on the basic work year salary
11 schedule in effect at the time for each year of certificated experience prior to employment
12 by the District to the maximum of ten (10) years.
- 13 16.5 Continued step advancement on the salary schedule shall be at the rate of one step for
14 each year of employment in the District. A unit member who is employed for at least
15 75% of the work year shall be given credit for that year's experience for step
16 advancement. Unit members working less than 75% of the work year shall have
17 advancement on the salary schedule prorated appropriately. Accumulation of service
18 credit is eliminated by a break in contracted service.
- 19 16.6 A unit member shall be placed in the appropriate class of the Basic Work Year Salary
20 Schedule upon verification of the specific class. In order to be accepted for class
21 advancement, course work must be completed after the date which the degree is granted.
- 22 16.7 Official grade cards, official transcripts, or a letter signed by the registrar of an accredited
23 college or university on letterhead with the official stamp or seal showing evidence of
24 sufficient course credit, shall be submitted to Human Resources and acted upon by the
25 Board of Education at its next regular meeting. Accredited college or university means
26 those accredited by associations which are members of the American Council on
27 Education and/or the California Commission on Teacher Credentialing. Reassignment to
28 a higher classification shall become effective at the beginning of the next pay period
29 following approval by the Board. All units taken for course credit shall be upper division
30 or graduate credits, unless approval has been granted prior to enrollment by the Deputy
31 Superintendent, Human Resources. In order for course credits to be acceptable for class
32 advancement, they must be from an approved institution and must meet one of the
33 following requirements:
- 34 (a) Be related to the teaching field;
- 35 (b) Apply toward an advanced degree or credential in the field of education;
- 36 (c) Apply toward a planned expansion of the education field.

- 1 16.8 For the purpose of class placement, quarter units shall be converted to semester units by
2 multiplying the quarter units by two-thirds (2/3).
- 3 16.9 Notwithstanding the provisions of Article 16.8 above, continuing education hours
4 required of a school nurse for renewal of a license by the California Board of Registered
5 Nurses shall be accepted for salary advancement course credit at the rate of one semester
6 unit per fifteen (15) hours.
- 7 16.10 The District shall provide each unit member with an annual statement of the number of
8 units that the District has on file for each unit member.
- 9 16.11 The hourly rate of pay for Home Teaching and Adult Education shall be specified in the
10 Adult Education and Home Teaching Hourly Rate Schedule in the Appendix.
- 11 16.12 The hourly rate of pay for curriculum preparation and in-service planning shall be as
12 specified in the Appendix.
- 13 16.13 A secondary teacher who is assigned one or more teaching periods in addition to those
14 scheduled in the standard seven and one-half (7-1/2) hour workday shall be paid under
15 separate contract at a daily rate of one-seventh (1/7) of the unit member's per diem
16 placement on the Basic Work Year Salary Schedule in effect at the time for each such
17 extra period.
- 18 16.14 Pro-rated per diem compensation, as specified in section 16.2, shall be provided all unit
19 members who work other than the standard seven and one-half (7-1/2) hour workday,
20 except as otherwise provided in this agreement.
- 21 16.15 The annual compensation for Secondary Department Heads and Team Leaders shall be as
22 specified in the Secondary Department Head and Team Leader Pay Schedule in the
23 Appendix.
- 24 16.16 The extra pay amounts for extracurricular assignments shall be as specified in the
25 Extracurricular Pay Schedule in the Appendix.
- 26 16.17 The supplemental daily pay rate for support personnel shall be as tabulated in the
27 Supplemental Daily Pay Rate Schedule in the Appendix. The supplement shall be paid in
28 addition to the basic salary for each workday.
- 29 16.18 Notwithstanding the provisions of Article 2.2, if a new unit member job classification
30 which is not designated as management, confidential, or supervisory is established, the
31 District shall negotiate with the Association over the appropriate salary for that
32 classification, which shall be retroactive to the first day the position was filled.
- 33 16.19 Any dispute on compensation shall be limited to one (1) year back from the date of any
34 grievance.

1 16.20 Both the Association and the District understand that economic conditions can be
2 unpredictable and recognize the need to be flexible in dealing with the uncertainties
3 inherent in long-term financial planning. The District must maintain a three (3) year
4 balanced budget, and the Association seeks to give assurance to its members that their
5 jobs are secure.

6 16.21 Contingencies

7 Any net, ongoing funded/underfunded adjustments to the local control funding formula
8 (LCFF) base will trigger a mutual agreement reopener.

9 16.22 Ongoing negotiations

10 Absent a mutually agreed alternative, beginning in 2015-16, unit members' salaries shall
11 be increased by the continuing net funding actually received for the LCFF base, inclusive
12 of K-3 CSR and 9-12 CTE; and exclusive of supplemental funding, except that the first
13 one percent (1%) shall be allocated toward providing steps and columns to the salary
14 schedules and shall, therefore, not apply to any increase. Any adjustments to fringe
15 benefits shall be at the option of the Association and shall be deducted from funds
16 available under this formula. Supplemental funding will be discussed as a separate item.
17 For additional clarification refer to the side letter regarding Article 16.21, 16.22, and
18 16.23 of the 2014-15 Collective Bargaining Agreement (CBA).

19 16.23 Beginning July 1, 2023, the Certificated Basic Work Year Salary Schedule as well as all
20 compensation derived from it (stipends, extra-curricular pay, supplemental daily pay
21 rates, and any other hourly pay rates), shall be increased by 4.25%. In addition, the
22 Certificated Basic Work Year Salary Schedule shall be changed to reflect the following
23 attachment prior to the 4.25%. There will also be an increase in benefits by \$2,030 to
24 each tier, for a total on-going compensation package of 6.15%. Also, all certificated non-
25 management staff shall receive an increase of a 5.0% one-time off salary schedule
26 increase. All unit members employed by the District as of October 1, 2023 shall receive
27 this increase. Both parties agree to bargain in good faith the Summer School 2024
28 compensation no later than November 1, 2023. Both parties agree to implement the
29 recommendations of the Extra Curricular Pay Task Force for the Extra Curricular Pay
30 Schedule starting on July 1, 2023. Starting July 1, 2023, the Language, Speech
31 Pathologist Daily Supplement rate shall be increased from \$20.30 to \$40.71. Starting
32 July 1, 2023, Teachers of Dual Language Immersion and Language Immersion shall
33 receive a daily supplement of \$20.30.

1 16.24 For the 2022-2023 school year, all unit members employed as of October 1, 2022 or hired
2 later in the 2022-2023 school year shall receive \$2,000 each to support student academic
3 and social-emotional learning through purchasing school supplies including, but not
4 limited to, classroom supplies, consumables, MTSS/PBIS classroom materials, décor,
5 furniture, testing kits, etc. Funds shall be spent at the unit member's discretion per
6 district guidelines. All unspent funds shall carry over, but must be spent by the end of the
7 2024-2025 school year. These funds shall be in addition to any site funds normally
8 allocated to unit members.

**SIDE LETTER BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION
REGARDING ARTICLE 16.21, 16.22, AND 16.23 OF THE
2015-18 COLLECTIVE BARGAINING AGREEMENT**

1 The parties agree to the following:

- 2 (a) Due to unpredictable state funding, negotiations shall take place regarding all forms
3 of compensation for unit members at the request of either party.
- 4 (b) Previously negotiated agreements between the parties must be met, and state required
5 financial disbursements must be made before any continuing net funding, as
6 described in Paragraph 16.23 is disbursed.
- 7 (c) Employer paid contributions, per unit member, to state pension programs shall be
8 made first from any available LCFF base funds (Paragraph 16.23 and LCFF base
9 funding).
- 10 (d) Step and Column increases shall be made second.
 - 11 (1) Step and Column increases generally amount to the equivalent of 1% of the
12 average general salary schedule.
 - 13 (2) It shall be the actual cost of Step and Column or 1%, whichever is lower.
 - 14 (3) Actual cost shall be determined by comparing the average unit member's salary
15 according to the Basic Salary Schedule from June 30 of one year with June 30 of
16 the following year minus any annual raise for the second comparison year. The
17 difference shall be converted to a percentage. Finally, this calculation for the
18 previous two fiscal years will be averaged giving a three-year running average
19 which will be understood to be the actual cost of Step and Column.
- 20 (e) Increases to compensation (salaries, stipends, benefits) shall be made third.
- 21 (f) The 1% provided for Step and Column is determined in the following manner:
22 Example: if Paragraph 16.23 funds (excluding supplemental and concentration fund
23 monies if applicable) increase by 5%, the required employer contributions to STRS
24 will be made first, then the next 1% will be used for step and column. After that,
25 ongoing paragraph 16.23 and LCFF base funding will be used for ongoing salary
26 increases or mutually agreed upon compensation increases.

- 1 (g) This Side Letter is based on mutual understandings concerning existing CBA
2 language.
- 3 (h) This Side Letter will be discussed annually during scheduled negotiations. Should
4 the state make changes to the mandated schedule of STRS district contributions other
5 than those in effect at the time of the signing of this Side Letter, the parties will return
6 to the negotiations process regarding the effects of those changes.
- 7 (i) Both parties agree that the Salary and Benefits Articles of the CBA (Articles 16 and
8 17) are automatically reopened annually. Furthermore, all existing CBA language
9 will remain in effect until modifications have been mutually agreed upon by both
10 parties.

~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~

~~NATIONAL BOARD CERTIFICATION~~

- 1 ~~The Corona Norco Unified School District and the Corona Norco Teachers Association agree to~~
- 2 ~~reimburse upon request, bargaining unit members who have completed National Board~~
- 3 ~~Certification; proof of completion must accompany the request. The amount shall not exceed~~
- 4 ~~\$2000 and this is a one-time payment.~~
- 5 ~~This MOU shall be in effect through June 30, 2024.~~

~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~

~~CPR REIMBURSEMENT FOR BAND TEACHERS
FOR THE 2022-2023 ACADEMIC SCHOOL YEAR~~

February 6, 2023

1 The Corona Norco Unified School District (“District”) and Corona Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding mandatory CPR
3 training for Band Teachers for the academic school year 2022-2023.

4 For the 2022-2023 school year only, both parties agree to reimburse any Band Teacher who was
5 mandated to be CPR certified for their regularly assigned rostered class, up to \$50 each upon
6 submission of a receipt for the class.

7 For 2023-2024, it is the intent of the District to offer a CPR class opportunity free of charge to all
8 unit members who are mandated to be CPR certified.

9 This MOU shall expire on June 30, 2024.

ARTICLE 17: UNIT MEMBER BENEFITS

17.1 The District shall provide each unit member who is employed no less than one hundred thirty-eight (138) workdays in a school year with the choice of either an annual allowance of Option 1 or Option 2 to be selected by each unit member from a list of approved fringe benefit programs. The District shall provide each unit member who is employed less than one hundred thirty-eight (138) workdays in a school year with $1/138 \times$ number of days worked \times the total cost of the fringe benefit plan for which they qualify.

17.2 The fringe benefits program shall be approved by the Association, and shall include, but shall not be limited to, health insurance, dental insurance, life insurance, income protection insurance, and tax sheltered annuities.

17.3 Each unit member shall be covered by a health insurance plan comparable to the plans offered through the District. Unit members hired before July 1, 1991 may choose Option 1 or Option 2. Employees hired after July 1, 1991 must choose Option 1.

Option 1: District will provide a fringe benefit amount to be used exclusively for the purchase of medical, dental, and vision insurance for the family. For the ~~2023-2024~~ 2024-2025 school year, the maximum contribution provided shall be:

Insured Parties	Benefit Amount
Employee	Employee: \$10,000/year
Two Party/Employee plus child(ren)	Employee: \$10,000 + Two Party Enhancement \$750 = \$10,750/year
Family	Employee: \$10,000 + Family Enhancement \$2,000 = \$12,000/year

Option 2: District will provide \$3,200 per unit member to be used for medical coverage, dental coverage, vision coverage, life insurance, income protection insurance, or cash payments.

Unit members choosing Option 2 at any future date have the opportunity to choose Option 1.

Unit members choosing Option 1 may not at any future date choose Option 2.

17.4

- (a) In the event that a unit member on Option 1 chooses a plan, the aggregate cost of which exceeds the amounts referenced above, such excesses shall be paid through payroll deduction installments.
- (b) The parties are committed to exploration of a possible restructure of the present fringe benefit package. The goal of this restructure will be to provide a level of service equal or superior to the present level at a lower cost to the bargaining unit member and/or District.

1 17.5 In addition, all bargaining unit members will be covered by a \$45,000 life insurance
2 policy to be paid by the District at a cost not to exceed \$60 per year. Any cost in
3 excess of \$60 per year shall be paid by the employee.

4 17.6 A unit member who is absent on account of accident or illness and who has exhausted
5 the accumulated paid leaves shall continue to receive the annual fringe benefit
6 allowance for that period of absence due to accident or illness not to exceed twelve
7 (12) months from the date of initial illness.

8 17.7 A unit member on a Board-approved unpaid leave of absence shall be entitled to
9 receive approved fringe benefit programs for the period of the leave at the unit
10 member's expense.

11 17.8 The District shall continue to allow retired unit members to participate in the fringe
12 benefit program to the extent allowed by the contracting providers, at their own cost.
13 The District will contribute \$6,150 toward one (1) or two (2)-party medical, dental,
14 and/or vision insurance coverage for unit members who retire after September 30,
15 1990. One hundred dollars (\$100) of this \$6,150 may be used for the purchase of a
16 District offered life insurance policy. Retirees must meet the following criteria:

17 (a) Must have a minimum of ten (10) years of service as a certificated employee in the
18 Corona-Norco Unified School District at the time of retirement.

19 (b) Must be at least fifty (50) years of age at the time of retirement. Employees hired
20 after July 1, 2007 must be at least fifty-five (55) years of age at the time of
21 retirement.

22 (c) This language will not eliminate from participation those employees who retired
23 and qualified for participation in the program between September 30, 1983, and
24 September 30, 1995. Retired unit members electing to participate in this program
25 will retain eligibility until completion of the insurance year during which the unit
26 member reaches age sixty-five (65). In the event the retired unit member is
27 located in an area which the District-approved insurance companies do not serve,
28 the District shall provide this compensation toward one-party medical and dental
29 insurance coverage. When the unit member/retiree completes the year in which
30 the retiree reaches age six-five (65), and the District contribution toward medical
31 and dental insurance coverage ends, the District shall continue to allow retired unit
32 members to participate in group retiree medical and dental plans under E.C. 7000-
33 7008.

34 (d) The retiree and their spouses will have thirty (30) days after losing active
35 employee coverage to enroll in the health or dental care plans during this initial
36 enrollment period. If retired members or their spouses lose other coverage and can
37 provide documentation of that loss, they will be allowed to enroll in the health or
38 dental plan if they do so within 31 days of losing their coverage.

1 (e) Retirees or spouses electing to participate in this coverage will be required to pay
2 all premiums, dues, and other charges, including any increases in the rate of
3 premiums or dues for these persons, and all costs incurred by the District in
4 administering this coverage.

5 (f) Enrollment in Medicare A shall not be a prerequisite for enrollment in any District
6 health plan pursuant to this article. However, the purchase of Medicare B may be
7 required for enrollment if the participant qualifies to purchase it. In addition, a
8 District health plan may be restructured to pay for benefits as if each participant is
9 enrolled in Medicare B as soon as the participant qualifies to purchase Medicare B.
10 A health plan may condition eligibility for enrollment on the effective assignment
11 of any Medicare benefits for which the enrollee would be eligible.

12 (g) A retiree or spouse who has been previously covered under this article and who
13 has voluntarily terminated that coverage thereafter will be excluded from obtaining
14 coverage under this article. This subdivision does not apply to a person who is
15 changing plans within a District open enrollment period.

16 17.9 A unit member who is employed pursuant to Article 19 of this agreement shall receive
17 the annual fringe benefit allowance until retirement.

18 17.10 All medical examinations and tests required for continuing employment or change of
19 position shall be paid for by the District. In the absence of prior positive reaction,
20 tuberculosis tests may be either intradermal or x-ray, at the unit member's option.

21 17.11 All bargaining unit members are eligible to participate in the District's section 125
22 plan effective June 1, 1992.

23 17.12 Bargaining unit members new to the district, assigned to year-round school tracks and
24 beginning service no later than August 8, who do not have medical coverage for the
25 months of August and September from spouse or previous employer, shall be provided
26 medical insurance for the initial August and September, at no cost to the bargaining
27 unit member.

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1 **MEMORANDUM OF UNDERSTANDING BETWEEN**
2 **THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**
3 **AND**
4 **THE CORONA-NORCO TEACHERS ASSOCIATION**

5 October 18, 2023

6 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers
7 Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding
8 Article 21: Summer School.

9 **ARTICLE 21: SUMMER SCHOOL**

10 21.1 Staff Selection

- 11 (a) No later than four weeks before the start of the assignment, the District shall
12 circulate to each unit member a notice of anticipated Summer School/extended
13 year openings and invite applications on a District-supplied form.
- 14 (b) Any current unit member shall be considered a qualified applicant for a
15 Summer School/extended year position and shall be given priority over all
16 other applicants. Assignments shall be limited to those applicants with
17 appropriate grade level/subject area credentials and experience within three (3)
18 years. Priority shall be given to an applicant who has not held a Summer
19 School or extended year position the previous year and has not had an
20 unsatisfactory evaluation or been placed on an improvement plan during the
21 past two (2) school years.
- 22 (c) Each qualified applicant shall be interviewed by those persons responsible for
23 applicant screening and selection.
- 24 (d) All applicants shall be notified of their selection or non-selection at least five
25 business days prior to the start of all positions known at that time. Additional
26 hiring may be required subject to additional enrollment. A list of all selected
27 applicants shall be posted at the Human Resources Division and transmitted to
28 the Corona-Norco Teachers Association, prior to the commencement of
29 summer school./extended year.
- 30 (e) Support Staff

- 1 1. A minimum of two nurses shall be offered exclusive summer school work.
- 2 2. High School Counselors: One counselor shall be assigned to the
- 3 independent study program, not to exceed 30 hours. Three (3) counselors
- 4 shall be assigned to each comprehensive school, not to exceed 24 hours.
- 5 Additional counselors or hours may be assigned based on student
- 6 enrollment.
- 7 3. A minimum of one at-large counselor at the high school level and one at
- 8 the K-8 level shall be offered exclusive summer school work to support
- 9 student socioemotional needs.
- 10 4. All support staff shall be hired as needed and the District shall follow the
- 11 Collective Bargaining Agreement where applicable.
- 12

13 21.2 Compensation

14 Unit members assigned to Summer School/extended year positions shall receive one-

15 seventh (1/7) of the unit members per diem placement on the Basic Work Year Salary

16 Schedule in effect at the time for each hour of assignment.

17 21.3 Sick Leave

18 (a) All Summer School/Extended School Year assignments are positive pay. For each

19 day a unit member reports to work, they shall be compensated for that time as

20 negotiated. If a unit member is unable to report to work, they shall not receive

21 compensation for that day. Sick leave which is accrued during the regular school

22 year is not applicable to the Summer School/Extended School Year assignment.

23 (b) All unit members working Summer School, Extended School Year, and/or

24 Intersession shall receive sick leave that can accrue. For every 10 days worked or

25 major fraction thereof, unit members shall receive .5 (one-half) of a sick day. This

26 sick leave may not be used for absences during Summer School/Extended School

27 Year/Intersession time assignments.

28

29 21.4 Hours Of Employment

- 1 (a) Intermediate/Elementary: Between 9-12 days per session at 4 hours 30 minutes
2 compensation for each session per day for teachers (4 hours of teaching, 15 minutes
3 duty as determined by the site, and 15 minutes of prep at the unit member's
4 discretion).
- 5 (b) High School: Between 17-22 days per session at 4 hours compensation for each
6 session per day for teachers (3 hours 30 minutes of teaching, and 15 minutes duty as
7 determined by the site, 15 minutes of prep at the unit member's discretion).
- 8 (c) Extended School Year (ESY): Between 9-12 days per session at 4 hours 30 minutes
9 compensation for each session per day for teachers (4 hours of teaching, 15 minutes
10 duty as determined by the site, and 15 minutes of prep at the unit member's
11 discretion).
- 12 (d) For Title I sites, additional days and hours may apply in accordance with site needs.
- 13 (e) Should an emergency IEP/504 meeting need to be conducted, the unit member shall be
14 compensated at curriculum rate.
- 15 (f) Staff Meeting
- 16 i. One (1) compensated hour for the purpose of a staff meeting for
17 member paid at the curriculum rate
- 18 ii. If additional training is needed, members shall be paid at curriculum
19 rate. The training shall not exceed a total of 2 hours.
- 20 iii. A draft of the Duty schedule shall be provided at the Staff Meeting.
21 Unit members shall be given an updated duty schedule at least one (1)
22 business day prior to the start of the session.
- 23

24 21.5 In the absence of previously approved Summer School curriculum materials, with
25 written agreement between Human Resources and the unit member, a unit member will be
26 compensated for developing such curriculum material at the curriculum preparation and in-
27 service planning rate.

28 21.7 Courses

1 (a) Class size for virtual and in-person summer school shall follow Article 12 for
2 Special Education ESY classes. General Education class size shall not exceed the
3 following numbers:

4 i. K = 28 students

5 ii. 1st – 3rd = 32 students

6 iii. 4th – 6th = 34 students

7 iv. 7th – 12th = 42 students

8 v. PE = 55 students

9 vi. All class sizes shall be adhered to starting on the third day of each
10 session.

11 (b) All courses that include an online component shall be completely virtual.

12 (c) Virtual teachers shall report to a physical site for all student days.

13 (d) Virtual courses shall be offered utilizing an online platform.

14 (e) A virtual teacher shall teach no more than 42 students at a time per session.

15 (f) Virtual teachers shall teach no more than 1 course at a time with a maximum of 42
16 students per session, or 2 courses with a combined maximum of 32 students per
17 session.

18 (g) In order to address high school students in danger of graduating, the District may
19 offer Temporary Additional Assignments for credit recovery to interested unit
20 members throughout the school year. The District shall use Article 21.1 a-d for
21 staff selection. These assignments shall be scheduled outside the unit member's
22 duty day. Unit members shall utilize an online student management system. Unit
23 members shall define and set a daily 1-hour time frame to communicate with
24 students or respond as needed. Unit members shall submit a timecard not to
25 exceed 25 hours at per diem rate.

26
27 21.7 The District has the sole discretion to determine the need for Summer School.

28
29 This language MOU shall replace Article 21, and shall be incorporated into the contract.

30 This MOU shall be in effect through June 30, 2024.

ARTICLE 25

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REMOVE ARTICLE FROM CONTRACT.

ARTICLE 26: SPECIAL EDUCATION

- 1 26.1 The term “full inclusion student” refers to a student with a moderate to severe disability
2 whose IEP identifies that the student will be placed in a regular education. The District
3 must offer in-service training to regular classroom teachers, prior to receiving a full
4 inclusion student presenting special needs unfamiliar to the teacher. This training shall
5 occur prior to the student being placed into the classroom to the extent practicable. Upon
6 the request of either the regular classroom teachers, special education teacher, or the site
7 administrator additional assistance and/or training must be offered to the extent
8 appropriate and practicable.
- 9 26.2 The District shall notify the receiving school of a full inclusion student as far in advance
10 as possible.
- 11 26.3 The District and the Association shall jointly monitor caseloads to insure reasonable
12 equity.
- 13 26.4 Every effort shall be made to ensure reasonable equity of case load among unit members
14 with comparable assignments.
- 15 26.5 The District shall staff positions for Resource Specialists as full-time equivalent positions
16 first. If a split full-time equivalent position is needed, a Resource Specialist shall not be
17 assigned to more than two (2) sites.
- 18 26.6 For the purposes of the voluntary and involuntary reassignment of Special Education
19 teachers to another Special Education position, Article 26.6 shall apply in lieu of Article
20 14.
- 21 (a) Voluntary reassignments
- 22 (1) Special Education teachers may request a voluntary change of work location
23 and/or assignment for an upcoming school year by submitting such a request in
24 writing, to the Human Resources Division prior to March 1 of any school year.
25 Special Education teachers may include written information in support of their
26 qualifications for their requested reassignment. Such requests for a voluntary
27 reassignment shall remain in effect until the first day of school at the bargaining
28 unit member’s current school site.
- 29 (2) The Special Education Department will post, on its website, a twice monthly
30 updated listing of all positions currently available for reassignment, beginning
31 March 15 of each school year and continuing through the first day of school for
32 the position(s) listed.
- 33 (3) Should a Special Education teacher’s request for reassignment not be granted, a
34 meeting may be requested with the Special Education Department administrative
35 designee.

1 (4) The final decision regarding assignment and reassignment shall be made by the
2 Special Education Department administrative designee.

3 (b) Displaced unit members transferred or reassigned shall be granted two days of
4 bankable release time to relocate.

5 (c) Involuntary Reassignments

6 Involuntary reassignments shall be based upon the educationally-related needs of the
7 District, utilizing the following procedures:

8 (1) The Special Education teacher to be involuntarily reassigned shall be offered a
9 meeting with the Special Education Department administrative designee. At this
10 meeting, the reasons for the reassignment and the new assignment shall be
11 identified.

12 (2) If the Special Education teacher declines to meet, the new assignment shall be
13 communicated in writing, with a written offer to meet and review the reasons for
14 the reassignment.

15 (3) Prior to beginning the new assignment, the Special Education teacher may request
16 a voluntary reassignment in accordance with Article 26.7(a)(1).

17 (4) The final decision regarding assignment and reassignment shall be made by the
18 Special Education Department administrative designee.

19 26.7 For the purpose of calculating case load maximum for Resource Specialists pursuant to
20 Education Code 56362 C, two hundred five (205) day work year Year-Round Multi-Track
21 Resource Specialists shall be considered a 1.111 full-time equivalent and the caseload
22 maximum shall adhere to edcode.

23 26.8

24 (a) When mainstreaming Special Day Class students in Grades K-6, students will be
25 assigned equitably amongst all classes, across tracks at the appropriate grade level.

26 (b) Regular Education teachers shall be invited to the IEP Team meeting when
27 mainstreaming into their class will be considered. Where existing IEPs identifying
28 mainstreaming are to be implemented, pre-planning and consultation between the
29 teachers and/or administrative staff will occur.

30 (c) When mainstreaming Special Day Class students, options to mitigate the impact on
31 class size will include, but not be limited to:

32 (1) Providing mainstreaming when other students are pulled out of the class for other
33 services or other activities;

34 (2) Sharing Instructional Aides;

35 (3) Providing mainstreaming when at-risk students are being served by other staff;

1 (4) Other mutually agreed options developed at the site that do not violate the
2 Collective Bargaining Agreement.

3 (d) Placement of mainstreamed students, and/or peer models will not exceed the stated
4 contractual class size maximums.

5 26.9 ~~Resource Specialist Program (RSP) teachers and Special Day Class (SDC) teachers may~~
6 ~~submit time cards for up to ten hours (10) annually, in thirty (30) minute increments, for~~
7 ~~after school IEP meetings only (at late start schools meetings may be before school).~~
8 ~~Time begins thirty (30) minutes after the completion or before the start of the~~
9 ~~professional day.~~

10 When IEP, SST, or 504 meetings extend more than thirty (30) minutes past the conclusion
11 of the workday, unit members may submit time cards for up to twenty (20) hours
12 annually at curriculum rate, in thirty (30) minute increments (at late start schools
13 meetings may be before school). Time begins thirty (30) minutes after the completion or
14 before the start of the professional day.

- 15 (a) Unit members may not be required to attend before and after school IEP meetings on the
16 same day.
- 17 (b) RSP teachers at their maximum caseload may timecard up to 2 hours (at curriculum rate)
18 for initial qualifying IEPs.
- 19 (c) Upon mutual agreement between site administration and a special education teacher
20 (NSH/SH/SDC unit member), that unit member may remain to provide behavior
21 support/supervision until a bus or parent arrives to pick up a student. A unit member who
22 chooses to remain beyond a regularly scheduled duty to provide support may be
23 compensated in 15 minute increments at per diem rate.
- 24 (d) The total expenditure under this section (and Article 10.4c) shall not exceed \$100,000
25 District-wide.
- 26 (e) Only one (1) IEP a day, morning or afternoon.
- 27 (f) Once ten (10) hours (annually) have been reached, a unit member may request extra sub
28 days for IEPs.

29
30 26.10 Special Education teachers and support providers shall have equal access to base
31 curriculum including the same materials (Teacher's Education, digital and print) provided
32 as general education base curriculum for each grade level of each student in their class/on
33 their caseload.

~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~

~~RSP/SDC TIMECARDS~~

1 ~~The parties agree that Resource Specialist Program (RSP) teachers and Special Day Class (SDC)~~
2 ~~teachers may submit time cards for up to twenty hours (20) annually, in thirty (30) minute~~
3 ~~increments, for before and after school IEP meetings only. Time begins thirty (30) minutes after~~
4 ~~the completion or before the start of the professional day. Teachers may not be required to attend~~
5 ~~before and after school IEP meetings on the same day. The total expenditure shall not exceed~~
6 ~~\$100,000 district wide. Once ten (10) hours (annually) have been reached, a unit member may~~
7 ~~request extra sub days for IEPs.~~

8 ~~This MOU shall be in effect from July 1, 2018 through June 30, 2024.~~

~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~

~~SPED SUPERVISION~~

- 1 ~~The parties agree that upon mutual agreement between site administration and a special~~
- 2 ~~education teacher (NSH/SH/SDC unit member), that unit member may remain to provide~~
- 3 ~~behavior support/supervision until a bus or parent arrives to pick up a student. A teacher who~~
- 4 ~~chooses to remain beyond a regularly scheduled duty to provide support may be compensated in~~
- 5 ~~15 minute increments at per diem rate. Compensation will be drawn from funds in Article 10.4(e)~~
- 6 ~~This MOU shall be in effect from July 1, 2018 through June 30, 2024.~~

~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~

~~RSP INITIAL IEP TIMECARDS~~

~~RSP teachers at their maximum caseload may timecard up to 2 hours (at curriculum rate) for
initial qualifying IEP's. The total expenditure shall not exceed \$100,000 district wide, as
referenced in Article 10.4(c)~~

~~This MOU shall be in effect from July 1, 2018 through June 30, 2024.~~

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~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION
SPED TASK FORCE~~

1 The parties agree that a joint District Association Special Education Task Force will meet no less
2 than four (4) times annually for the life of the contract. The calendar of meeting dates shall be
3 developed by the Superintendent's designee and the CNTA President's designee by June 30th of
4 the prior year. The purpose of the Task Force is;

- 5 (a) — to identify Special Education unit members' concerns regarding working conditions;
- 6 (b) — to discuss District identified areas of concerns;
- 7 (c) — to recommend whether to continue secondary Special Education PCT release for one
8 meeting per month;
- 9 (d) — to make recommendations to both parties of possible solutions to identify problems
10 and concerns;
- 11 (e) — and to provide progress updates quarterly to the E Board and Cabinet.

12 The Task Force will be composed of equal numbers of District and Association appointees,
13 providing experts as requested, and allowing for guests and visitors as mutually agreed upon to
14 provide information/share concerns.

15 The goal of the Task Force will be to find long-term approaches to common concerns. Both
16 parties are committed to maintaining an excellent District Special Education program for the
17 students of the CNUSD.

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

May 22, 2024 ~~October 14, 2024~~

1 The Corona-Norco Teacher Association (CNTA) and the Corona-Norco Unified School
2 District (CNUSD) enter this Memorandum of Understanding (MOU) regarding Speech
3 Language Pathologists (SLP) to clarify caseload averages, additional hours, and current
4 practices.

5 (a) SLPs will be assigned a caseload consistent with state law and SELPA requirements,
6 currently a District-wide average of 55 to 1. For purposes of computing caseloads, 55 to 1
7 shall constitute one full-time equivalent SLP at 196 workdays per school year.

8 (b) For services to TK-12 Speech and Language students, **Full Time Equivalents** (FTEs)
9 required for current state requirement of an average of 55 students per SLP shall be computed
10 by the following formula:

$$\text{Required FTEs} = \frac{\text{No. of students TK-12 district wide receiving SLP services}}{55}$$

13 (1) For the purposes of determining the total number of students receiving SLP services,
14 student data maintained in a WEB-based IEP writer database will be used. All
15 appropriate steps will be taken to safeguard the confidentiality of student
16 information. The Assistant Superintendent or his designee shall review, on October
17 1st and April 1st of each year, caseload calculations based upon the methodology
18 listed above with the CNTA President/ Designee.

19 (2) If, upon either of those dates, District caseload averages exceed legal limits, **the**
20 **District shall not subcontract out or otherwise transfer out of the bargaining unit the**
21 **work without joint agreement from the Association.** ~~and additional SLPs are~~
22 ~~unavailable to be hired, it is understood and agreed that as a last resort, the District~~
23 ~~will contract for such services. However, both the District and the Association agree~~
24 ~~that contracting out for such services is not desirable and not in the best interests of~~
25 ~~either party to this Agreement or the students of the District. Therefore, the District~~
26 ~~agrees to utilize its best efforts to recruit, hire, and retain Speech and Language~~
27 ~~Pathologists and will only utilize contracting out of such services when no other~~
28 ~~option is reasonably available to the District. In the event that the District contracts~~
29 ~~out Speech and Language Pathologist services, the District agrees it will notify the~~
30 ~~Association of the contracting out of the services and immediately enter into~~
31 ~~discussions with the Association on how to improve and enhance the District's~~
32 ~~ability to recruit, hire and retain Speech and Language Pathologists.~~

1 (3) Preschool Special Education students receiving services from Speech and Language
2 Pathologists (SLPs) shall not be mixed in caseloads with Special Education students
3 in grades TK-12 who are receiving Speech and Language Services. The District
4 shall comply with applicable legal requirements pertaining to SLP caseloads where
5 the Speech and Language Pathologists serve exclusively preschool students.

6 (4) SLPs assigned to serve preschool students exclusively shall have a 196-work year
7 unless they are offered and agree to an additional temporary assignment offered by
8 the District on a trimester or semester basis, as may be needed. Speech and
9 Language Pathologists accepting additional temporary assignments up to up to 16
10 additional days per school year pursuant to this agreement shall be compensated in
11 accordance with the provisions of the Collective Bargaining Agreement for such
12 additional temporary services.

13 ~~(5) Speech and Language Pathologists accepting additional temporary assignments up~~
14 ~~to 16 additional days per school year pursuant to this Agreement will be~~
15 ~~compensated in accordance with the provisions of the Collective Bargaining~~
16 ~~Agreement.~~

17 (6) SLPs who serve a caseload that does not include preschool students will be assigned
18 a caseload consistent with state law and SELPA requirements, currently a District-
19 wide average of 55 to 1. For purposes of computing caseloads, 55 to 1 shall
20 constitute one full-time equivalent SLP at 196 workdays per school year. Up to 16
21 additional days per school year or the equivalent thereof may be added on a
22 temporary trimester or semester basis by mutual agreement where the need arises.
23 **Additional days shall be compensated in accordance with the provisions of the**
24 **Collective Bargaining Agreement.** These additional assignments shall be computed
25 toward additional FTEs for purposes of computing the District-wide average. This
26 information will be provided to the Association.

27 (c) Pursuant to Section 26.3 of the Collective Bargaining Agreement, the District and the
28 Association ~~will~~ **shall** monitor caseloads and assignments.

29 (d) SLPs with caseloads above 55 shall submit timecards for additional hours worked at their
30 daily rate **inclusive of their daily supplement. All additional hours shall have prior approval**
31 **by a Special Education Administrator. If the number of hours requested is not approved, then**
32 **a joint review of the hours requested shall be conducted by CNTA President designee and the**
33 **District Superintendent designee within ten (10) school days.** It is also understood that this
34 practice regarding SLP's does not exclude them from benefiting from the district wide
35 practice of having additional timecard hours approved at the discretion of their direct
36 supervisor or the department manager.

37 **(e) Opportunities for additional work shall be rotated equally among the existing SLP's**
38 **within the District through the use of a rotating list based on seniority as defined by**
39 **California Education Code.**

1 (f) Each year the District/CNTA will re-evaluate the need to continue and/or clarify the time
2 carding practices with regards to SLP's.

3 (g) The Special Education department will shall communicate transfers and reassignments
4 pursuant to this Agreement to the Association. Any SLP may request a meeting with the
5 SELPA Director/Administrative Director of Special Education to discuss their reassignment.
6 If unresolved, a meeting may be requested with the Superintendent or designee.

7 This side letter will remain in effect until June 30, 2025.
8

**~~MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION~~**

**~~RESOLVING GRIEVANCE REGARDING
SPEECH AND LANGUAGE PATHOLOGY ASSIGNMENTS~~**

July 2, 2008

9 ~~WHEREAS, the District and the Association wish to resolve the issues that have arisen around~~
10 ~~the caseload, assignments, an recruitment of speech and language pathologists;~~

11 ~~WHEREAS, the District and the Association have already implemented for the 2007-2008~~
12 ~~school year certain steps designed to attract and retain speech pathologists in the current~~
13 ~~environment of scarcity;~~

14 ~~WHEREAS, the District and the Association wish to comply with the collective bargaining~~
15 ~~agreement and applicable legal requirements concerning the assignment and compensation of~~
16 ~~speech and language pathologists;~~

17 ~~NOW, therefore, the parties agree as follows:~~

18 (a) ~~Effective July 1, 2008, the District will begin implementations of this Agreement~~
19 ~~whereby preschool Special Education student receiving services from Speech and~~
20 ~~Language Pathologists (SLPs) shall not be mixed in caseloads with Special Education~~
21 ~~students in grades TK-12 who are receiving Speech and Language Services. The~~
22 ~~District will comply with applicable legal requirements pertaining to SLP caseloads~~
23 ~~where the Speech and Language Pathologists serves exclusively preschool students.~~

24 (b) ~~SLPs assigned to serve preschool students exclusively will have a 196-work year~~
25 ~~unless they are offered and agree to an additional temporary assignment offered by~~
26 ~~the District or a trimester or semester basis, as may be needed. Speech and Language~~
27 ~~Pathologists accepting additional temporary assignments up to 16 additional days per~~
28 ~~school year pursuant to this Agreement will shall be compensated in accordance with~~

1 the provisions of the Collective Bargaining Agreement ~~for such additional temporary~~
2 ~~services.~~

3 (c) SLPs who serve a caseload that does not include preschool students will be assigned a
4 caseload consistent with state law and SELPA requirements, currently a District-wide
5 average of 55 to 1. For purposes of computing caseloads, 55 to 1 shall constitute one
6 full-time equivalent SLP at 196 workdays per school year. Up to 16 additional days
7 per school year or the equivalent thereof may be added on a temporary trimester or
8 semester basis by mutual agreement where the need arises. These additional
9 assignments shall be computed toward additional FTEs for purposes of computing the
10 District-wide average. This information will be provided to the Association.

11 ~~(d) For services to TK-12 Speech and Language students, FTEs required for current state~~
12 ~~requirement of an average of 55 students per SLP shall be computed by the following~~
13 ~~formula:~~

$$14 \text{ Required FTEs} = \frac{\text{No. of students TK-12 district wide receiving SLP services}}{15 \quad 55}$$

16 ~~If this number cannot be served by full-time employee SLPs (with 196-day work year), the~~
17 ~~remaining FTEs, after all TK-12 SLPs have been afforded a 196-day assignment, shall be~~
18 ~~offered as temporary assignments pursuant to paragraph 3 of this Agreement, and if declined~~
19 ~~or prevented by logistical considerations, such work shall be contracted to an outside vendor.~~
20 ~~This information will be provided to the Association.~~

21 ~~(f) The current grievance shall be withdrawn with prejudice.~~

22 ~~(g) Entering into the Agreement does not constitute an admission of wrongdoing or violation~~
23 ~~of law or the collective bargaining agreement by either party.~~

24 ~~(h) The District and the Association will continue their collaborative efforts to recruit and~~
25 ~~retain additional credentialed Speech and Language Pathologists.~~

26 ~~(i) Pursuant to Section 26.3 of the Collective Bargaining Agreement, the District and the~~
27 ~~Association will monitor caseloads and assignments.~~

28 (j) The parties hereby expressly acknowledge their understanding that implementation of
29 this Agreement will, of necessity, result in the transfer or reassignment of existing
30 caseloads and site assignments of currently assigned SLPs. The Special Education
31 department will shall communicate transfers and reassignments pursuant to this
32 Agreement to the Association. Any SLP may request a meeting with the SELPA
33 Director/Administrative Director of Special Education to discuss their reassignment. If
34 unresolved, a meeting may be requested with the Deputy Superintendent or designee.

35 ~~(k) It is understood and agreed that if this Agreement is not approved by the Corona-Noreo~~
36 ~~Teachers Association, the parties will continue their collaborative efforts to recruit;~~
37 ~~however the District intends to maintain its current assignment methods and ratios in~~
38 ~~accordance with the District's interpretation of applicable state law and the SLEPA~~

1 Agreement. Nothing in this Agreement shall constitute or be argued by either party to be
2 evidence that the Association agrees or acknowledges that the District's current
3 assignment methods or ratios comply with the Collective Bargaining Agreement, the
4 applicable state law and/or the SELPA Agreement.

5 ~~(l) The Agreement will continue in existence unless either party notifies the other in writing~~
6 ~~by April 15 of any school year of its desire to modify the provisions of this Agreement.~~

7 ~~(m) For the purposes of determining the total number of students receiving SLP services,~~
8 ~~student data maintained in a WEB-based IEP writer database will be used. All~~
9 ~~appropriate steps will be taken to safeguard the confidentiality of student information.~~
10 ~~The Assistant Superintendent or his designee shall review, on October 1st and April 1st of~~
11 ~~each year, caseload calculations based upon the methodology listed above with the~~
12 ~~CNTA President/ Designee. If, upon either of those dates, District caseload averages~~
13 ~~exceed legal limits and additional SLPs are unavailable to be hired, additional days~~
14 ~~and/or hours will be offered to existing staff to the degree necessary to bring caseload~~
15 ~~averages into compliance. If additional days and/or hours are not accepted by current~~
16 ~~Speech and Language Pathologists, it is understood and agreed that as a last resort, the~~
17 ~~District will contract for such services. However, both the District and the Association~~
18 ~~agree that contracting out for such services is not desirable and not in the best interests~~
19 ~~of either party to this Agreement or the students of the District. Therefore, the District~~
20 ~~agrees to utilize its best efforts to recruit, hire, and retain Speech and Language~~
21 ~~Pathologists and will only utilize contracting out of such services when no other option~~
22 ~~is reasonably available to the District. In the event that the District contracts out Speech~~
23 ~~and Language Pathologist services, the District agrees it will notify the Association of~~
24 ~~the contracting out of the services and immediately enter into discussions with the~~
25 ~~Association on how to improve and enhance the District's ability to recruit, hire and~~
26 ~~retain Speech and Language Pathologists.~~

27 DATE: ~~9-20-08~~

28 UPDATED: ~~6-2-20~~

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**~~ADDENDUM TO THE
MEMORANDUM OF UNDERSTANDING
RESOLVING GRIEVANCE REGARDING
SPEECH LANGUAGE PATHOLOGY ASSIGNMENTS DATED~~**

~~July 2, 2008~~

1 ~~The July 2, 2008 SLP Memorandum of Understanding (MOU) shall remain in full force with the~~
2 ~~exception of the following added language:~~

3 ~~The Special Education Division shall rotate the opportunities for additional work equally among~~
4 ~~the existing SLPs within the District through the use of a rotating list based on seniority (as~~
5 ~~defined by EC 44845). The rotational offer of additional work shall be used during the following~~
6 ~~occasions:~~

7 ~~(a) — As a result of a vacancy or approved leave of absence, prior to any SLP services~~
8 ~~rendered by a non-district contract employee, the District shall offer available days~~
9 ~~and/or hours to existing staff to the degree necessary to bring caseload average into~~
10 ~~compliance during the first 30 days.~~

11 ~~(b) — After the review and calculation of district caseload on October 1st and April 1st of~~
12 ~~each year as described in the July 2, 2008 MOU.~~

13 ~~When any SLP works additional days and/or hours or elects to decline the offered work, he or~~
14 ~~she shall be placed at the bottom of the rotation list.~~

15 ~~The work schedule, number of hours and/or days, and the work location shall be determined by~~
16 ~~the District.~~

17 ~~Prior to outsourcing SLP work, the District shall notify CNTA whenever a position is being~~
18 ~~outsourced and provide the name of the outside contracting agency. Additionally, the District will~~
19 ~~provide CNTA the information on the additional work rotation process as needed.~~

20 ~~This MOU shall be in effect from July 1, 2021 though June 30, 2024.~~

**SIDE LETTER BETWEEN
THE CORONA NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA NORCO TEACHERS ASSOCIATION**

1 This is a side letter between the Corona Noreo Teacher Association and the Corona Noreo
2 Unified School District regarding Speech and Language Pathologists (SLP). The purpose of this
3 side letter is to clarify both intent of the additional compensation available by timecard in the
4 MOU's and Addendum in Article 26, dated July 2, 2008 and to clarify the current practice.

5 The MOU's currently in the CBA were written at a time when the average caseloads were above
6 the staff recommended 55. Both CNTA and CNUSD recognize significant progress has been
7 made in lowering the district average caseload, which is currently 46. Additionally, both CNTA
8 and CNUSD recognize the importance of ongoing recruitment efforts to attract and retain SLP's
9 during a time of ongoing statewide scarcity of fully credentialed SLP's.

10 During the 2016-2017 school year, SLP's with caseloads above 55 have been able to submit
11 timecards for additional hours worked at their daily rate. It is the understanding of both CNTA
12 and CNUSD that this practice will continue into the 2018-2019 school year. It is also understood
13 that this practice regarding SLP's does not exclude them from benefiting from the district wide
14 practice of having additional timecard hours approved at the discretion of their direct supervisor
15 or the department manager.

16 Each year the District/CNTA will re-evaluate the need to continue and/or clarify the time-carding
17 practices with regards to SLP's.

18 This side letter will remain in effect until June 30, 2024.

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

ADULT TRANSITION PROGRAM

June 30, 2016

1 This is a memorandum of understanding between the Corona-Norco Teachers Association and
2 the Corona-Norco Unified School District regarding the Adult Transition Program. For the 2016-
3 17 school year, the program will continue in its current form. Teachers' prep time will be paid at
4 a rate of 1/7 each semester to reflect the student contact hours that are worked.

5 In the 2017-18 school year, the Adult program will be restructured to incorporate one hour of
6 independent work experience for students each day. This affords teachers in the Adult Transition
7 Program a preparation period in accordance with the Collective Bargaining Agreement. The
8 teachers and district management will collaborate in designing this restructured program. the
9 District will be responsible for communicating to parents about this restructured day for students.
10 All student IEP's will be updated accordingly.

11 Each year the District will re-evaluate the number of students in the program and the cost to the
12 District to maintain the program.

13 The MOU shall expire on ~~will sunset at the end of the school year June, 30 2024~~ 2027.

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

SITE CONTRACT WAIVER

July 17, 2008

1 As the teacher workday is subject to the collective bargaining process it may not be unilaterally
2 changed.

3 Non-instructional time may be allocated to required duties (such as yard duty, bus duty, staff
4 meetings, etc.). The shifting of recess and lunch minutes without affecting the overall number of
5 non-instructional minutes should not be subject to this agreement. Nothing in this agreement
6 shall limit a site administrator's ability to modify the teacher workday on minimum days, during
7 special school events, or for temporary situations (i.e., inclement weather, emergency situations,
8 etc.), within the parameters of Article 10.

9 However, to ensure that school site staff are able to implement educational reform practices, the
10 following procedures shall be utilized to modify the teachers' workday:

- 11 (a) Site Specific Contract Waivers may only be sought on provisions of the CBA
12 contained in Article 10: Hours of Employment, with the exceptions noted in this
13 article.
- 14 (b) A Site Specific Contract Waiver shall not increase the length of the workday for
15 classroom teachers or support personnel as defined in Article 10.
- 16 (c) No later than February 15th, the site administration must submit the Site Contract
17 Waiver Proposal Form that directly follows this MOU to Human Resources. No later
18 than March 1, the Site Contract Waiver Proposal Form must be approved by a
19 unanimous vote of the CNUSD/CNTA Site Waiver Committee, comprised of three (3)
20 CNTA members and three (3) District administrative staff.
- 21 (1) Sites identified by the State as Program Improvement (Pi) sites may submit Site
22 Specific Contract Waiver Proposals upon receipt of notification.
- 23 (d) No later than March 1, the Site Specific Contract Waiver Proposal must be approved
24 by a unanimous vote of the CNUSD/CNTA Site Waiver Committee. If approved,
25 secret ballot elections must be completed with results reported to the affected site
26 Unit Members, District and CNTA by March 30 in order to implement the Site
27 Contract Waiver for the following year. If the timelines are not followed, the Site
28 Contract Waiver shall not be implemented and it will be necessary to initiate the

1 process the following year. By mutual consent, both parties may agree to extend the
2 March dates in the timeline.

- 3 (e) CNTA will conduct and oversee the election in partnership with the site
4 administration. The election will be open for up to 5 school days.
- 5 (f) Waivers are site approved with at least 70.0% of the affected Unit Members voting
6 “Yes.” Affected Unit Members are those assigned to the site at the time of the vote.
- 7 (g) If a site wishes to continue an existing waiver with or without modifications, the
8 proposal must be resubmitted annually to the Joint Committee by February 15
9 followed by at least a 70.0% positive vote of the affected Unit Members by March 30.
10 After a successful initial vote by the Unit Members, completed by March 30 of each
11 year, two consecutive renewal votes must occur, and the waiver will then be
12 considered the default way of operating at the site.
- 13 (1) Affected “Unit Members” means those unit members who are assigned to a
14 position for the upcoming school year that will be directly impacted by the Site
15 Contract Waiver. If assignments for the upcoming school year have not been
16 made at the time of the vote, unit members currently assigned to the positions that
17 will be directly impacted by the Site Contract Waiver shall be considered affected
18 Unit Members.
- 19 (h) No unit member shall be asked to leave the site or be retaliated against or harassed in
20 any manner by administration as a result of their support or opposition to a waiver or
21 waiver proposal.
- 22 (i) All Site contract Waivers must complete one school or calendar year of
23 implementation.
- 24 (j) Unit members adversely affected by a waiver proposal will be given transfer priority
25 by meeting with CNTA and the Assistant Superintendent of Human Resources to
26 attempt to facilitate a transfer to an existing vacancy for which they are qualified.
- 27 (1) Priority status means that no non-priority status transfers shall take place until all
28 priority status transfers have been properly processed.

29 This MOU shall expire on June 30, ~~2024~~ 2027.

30 Revised March 18, 2022

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~~ARTICLE 28: STAFF BUY-BACK DAY LANGUAGE~~

- ~~28.1 — The District will offer as many staff buy-back days as authorized for payment by the State. The District will provide appropriate in-service opportunities at a variety of off-track times. All staff buy-back days may be available for staff development at each site. Such activity(ies) shall be determined by each site. The hours and plans shall be in compliance with state regulations (“staff development instructional methods, including teaching strategies, classroom management and other training designed to improve pupil performance, and academic content in the core curriculum areas”). The rate of pay shall be the total dollars earned by the District less required payroll costs. Unit members may participate in a single staff development activity over several days but must be present for the equivalent of a full-time instructional work day. Participation in the staff development buy-back days by unit members is voluntary.~~
- ~~28.2 — District staff development buy-back day opportunities shall be published as available.~~
- ~~28.3 — Unit members shall be invited to submit proposals for staff development buy-back day activities which meet the above-referenced state regulations. Such proposals shall be submitted for consideration to the District each year.~~
- ~~28.4 — All unit members who are presenters for staff development buy-back days will be compensated utilizing the same formula. Payment for both participants and presenters shall be made per state regulations.~~
- ~~28.5 — Association sponsored staff development buy-back days~~
- ~~(a) — Subject to District approval, staff development buy-back day in-service activity(ies) may be offered by the Association if the activity meets the state regulations referenced above. Rationale for rejection of any Association proposal shall be provided in writing within ten (10) working days of receipt.~~
 - ~~(b) — If a unit member is a presenter at such in-service activities, they shall be compensated at a rate equivalent to that of other unit members who are presenters for the staff development buy-back day activities offered by the District. If the presenter is an employee of CTA, the Association or participating unit members shall assume the costs of the presenter’s fee, if any.~~

ARTICLE 29 27: UNIT MEMBER SUPPORT PROGRAMS PEER ASSISTANCE AND REVIEW (PAR) AND INDUCTION

- 27.1. The Association and the District are continuously striving to provide the highest possible quality of education. For students to succeed in learning, teachers must succeed in teaching. Therefore, the parties agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and peer assistance. Unit Members in ~~either program~~ **Support Programs** are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to a successful ~~The Association and the District are continuously striving to provide the highest possible standard.~~
- 27.2. Joint Panel
- (a) A Joint Panel of Association and District representatives shall administer the Peer Assistance and Review (PAR) Program and the Induction program.
 - (b) The Joint Panel shall consist of five (5) members including three (3) permanent certificated classroom teachers appointed by the Association and two (2) administrators appointed by the District.
 - (c) A panel member's term shall be three (3) years. **Panel members may serve multiple terms.**
 - (d) Administrators shall have at least five (5) years of administrative experience at the site level and at least two (2) years of administrative experience in the Corona-Norco Unified School District.
 - (e) The Joint Panel shall establish its own meeting schedule, **within the budget allocated by the District.** To meet, at least four (4) members of the Joint Panel must be present. Such meetings may take place **before, during, or after** the regular teacher workday. **CNTA panel members will be provided with a substitute teacher for meetings scheduled during the day or paid Curriculum Rate for meetings scheduled outside of the regular teacher workday.** ~~Teachers who are members of the Joint Panel shall be released from their regular duties to attend meetings, without loss of pay or benefits. If, in carrying out their responsibilities as members of the Joint Panel, teachers find it necessary to work beyond their regular workday, they shall be compensated at the Curriculum rate of pay.~~
 - (f) The Joint Panel shall have oversight and be responsible, **within the budget allocated by the District,** for the following:
 - (1) PAR Program
 - a. Establish its own rules of procedure, including the method for the selection of a Chairperson. ~~Said~~ Rules and Procedures shall be consistent with the provisions of this Agreement, and to the extent there is an inconsistency, the Agreement shall prevail.
 - b. Establish the selection process for Consulting Teachers.
 - c. ~~Conducting~~ an annual program evaluation and make recommendations for improvement. ~~Said r~~Recommendations shall be forwarded to the ~~d~~District and the ~~a~~Association for review and comment in compliance with this Agreement.
 - d. ~~Providing~~ annual **onboarding** training for the ~~any new~~ Joint Panel members.

- e. ~~Selecting trainers and/or training providers.~~
 - f. Providing training for Consulting Teachers, prior to the Consulting Teacher's participation in the program.
 - g. Sending written notification of participation in the PAR Program to the Participating Teacher and the Consulting Teacher. For Referred Participating Teachers, and the site principal shall also receive notification.
 - h. ~~Making available~~ Provide the panel list of Consulting Teachers for selection by the Voluntary Participating Teacher.
 - i. Assign Consulting Teacher to a Referred Participating Teacher.
 - j. Communicate and provide Distributing, at the beginning of each school year, a copy of the adopted Rules and Procedures to all bargaining unit members and administrators.
 - k. Establishing a procedure for application as a Consulting Teacher.
 - l. Determining the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget, and other relevant considerations. This determination shall be done by June 1 of each year.
 - m. Reviewing the final report prepared by the Consulting Teacher. and making recommendations to the Governing Board regarding the Referred Participating Teacher's progress in the PAR Program.
 - n. All proceedings and materials related to evaluations observations, reports and other personnel matters shall be strictly confidential. Therefore, Joint Panel members and Consulting Teachers may disclose such information only as necessary to administer this Article.
 - o. Develop the consulting teacher application form, initial evaluation forms, observation forms, and final report format for use by the consulting teacher.
- (2) Induction Program
- a. Establish its the rules of procedure for the joint panel, including the method for the selection of a Chairperson. Said Rules and Procedures shall be consistent with the provisions of this Agreement, and to the extent there is an inconsistency, the Agreement shall prevail.
 - b. Establish the selection process for Induction Support Providers.
 - e. ~~Conduct an annual program evaluation and make recommendations for improvement. Said recommendations shall be forwarded to the district and the association for review and comment in compliance with this Agreement~~ The Induction program is overseen and accredited by the Commission on Teacher Credentialing (CTC). The Joint Panel shall be provided accreditation findings for review and may make recommendations for improvement.
 - d. Providing annual training for the Joint Panel members.

- e. ~~Develop comprehensive procedures to facilitate cooperation among eligible new hires, their teacher preparation institutions, and the district's Human Resource department.~~
- f. ~~Establish criteria for recommending a clear credential that is clear, concise, and publicly articulated.~~
- g. ~~Develop an appeal process for induction participants who are deemed not to have completed the program.~~
- h. Work jointly to ensure that the induction program meets the standards for professional induction programs, as established by the ~~California~~ Commission on Teacher Credentialing. No teacher shall be required by the district to participate in an induction program that does not meet these standards.
- i. Review Assignments of Induction Support Providers to participating Induction teachers in accordance with this Article. The Joint Panel shall convene to discuss any concerns regarding assignments of Induction Support Providers.

27.3. PAR

(a) Participating Teachers (PT)

- (1) A Referred Participating Teacher is a teacher with permanent status, who has been on an improvement plan for at least ninety (90) calendar days, or sixty (60) workdays, whichever is greater, and still received a final unsatisfactory evaluation in any of the areas of subject matter knowledge, teaching strategies, or teaching methods and instruction. The Referred Participating Teacher receives assistance to improve their instructional skills, classroom management, knowledge of subject, and/or related aspects of their teaching performance due to an unsatisfactory final evaluation.
- (2) A Volunteer Participating Teacher is a teacher with permanent status who volunteers to participate in the PAR Program. The purpose of participation in the PAR Program is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Volunteer Participating Teacher. A Volunteer Participating Teacher shall select a Consulting Teacher from the list of Consulting Teachers provided by the Joint Panel. All communication between the Consulting Teacher and a Volunteer Participating Teacher shall be confidential, and without the written consent of the Volunteer, shall not be shared with others, including the site principal, the evaluator or the Joint Panel. The Volunteer PT may terminate his or her participation in the PAR Program at any time.
- (3) The Participating Teacher has the right to be represented throughout these procedures by the Association representative of his or her choice.

(b) Consulting Teachers (CT)

- (1) A Consulting Teacher is a teacher who provides assistance to a Participating Teacher pursuant to the PAR program. The qualifications for the Consulting Teacher shall be set forth in the Rules and Procedures, provided that the following shall constitute minimum qualifications:
 - a. A Credentialed classroom teacher with permanent status.

- b. ~~Substantial~~ **At least five (5) years of** recent experience in classroom instruction.
 - c. Shall demonstrate exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.
- (2) In filling a position of Consulting Teacher, each applicant is required to submit three references from individuals with specific knowledge of his or her expertise, as follows:
- a. A reference from a site principal or immediate supervisor.
 - b. A reference from an elected Association representative.
 - c. A reference from another classroom teacher.
- (3) All applications and references shall be treated with confidentiality.
- (4) Consulting Teachers shall be selected by a majority vote of the Joint Panel **which may include following** classroom observations by the Joint Panel.
- a. A Consulting Teacher shall be provided release time **by the Joint Panel** as needed, **within the budget allocated by the District**. The term of the Consulting Teacher shall be three (3) years and may reapply. ~~A teacher shall not be appointed to an administrative position in the District while serving as a Consulting Teacher or for two (2) full years after concluding service as a Consulting Teacher.~~ **If a Consulting Teacher obtains an administrative position, they shall not be assigned as the evaluator of any participating teacher, referred or voluntary, whom they supported during the prior two (2) academic school years.**
 - b. Functions performed by **Consulting Teachers** pursuant to this Article by bargaining unit employees shall not constitute either management or supervisory functions. The Consulting Teacher shall continue all rights of bargaining unit members. In addition to the regular salary, a Consulting Teacher shall receive Curriculum pay for all work beyond the regular workday and/or work year, **with prior approval of the Joint Panel**.
 - c. Consulting Teachers shall have the responsibility for no more than two (2) PAR Participating Teachers.
 - d. **For Referred Participating Teachers,** ~~the~~ Consulting Teacher shall provide at least twenty (20) hours of in-classroom support over the course of the school year, in addition to other forms of assistance provided. **If the Consulting Teacher does not have full-time release, the following shall be provided:**
 - 1. **A substitute teacher for in-classroom support, not to exceed the equivalent of five (5) full days.**
 - 2. A stipend equal to ~~at~~ **eight (8) days per diem.**
 - e. **For Voluntary Participating Teachers, the Consulting Teacher and Voluntary Participating Teacher shall develop a plan for voluntary assistance. The plan shall be submitted to the Joint Panel for purposes of coordination and planning, subject to available resources. The Consulting Teacher shall provide up to ten (10) hours of support, in-classroom and/or consultation, as determined by the Joint Panel. Release**

time may be provided during the school day for classroom observations and compensation at per diem rate for work conducted outside of the regular teacher workday. The number of Consulting Teachers available to assist with Voluntary Participating Teachers shall be determined by the Joint Panel within the budget allocated by the District.

- f. The Principal, Consulting Teacher, and Referred Participating Teacher shall meet to discuss the outlined areas of improvement and types of assistance to be provided.
- g. The Consulting Teacher reviews the recommended areas of improvements, provides assistance to the Referred Participating Teacher in any of the areas of subject matter knowledge, teaching strategies or teaching methods and instruction needed. The assistance provided shall address the areas for improvement noted by the principal and shall take into consideration state and local standards.
- h. The Consulting Teacher, Referred Participating Teacher, and the Principal are expected to develop and maintain an ongoing, cooperative working relationship.
- i. Consulting Teachers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring or by other activities, which, at their professional judgment, will assist the Participating Teacher.
- j. The Consulting Teacher shall meet with the Referred Participating Teacher to discuss the PAR Program, to establish mutually agreed upon performance goals, develop the assistance plan and develop a process for determining successful completion of the PAR Program.
- k. The Consulting Teacher shall conduct multiple observations of the Referred Participating Teacher during classroom instruction and shall have both pre-observation and post-observation conferences. Observations for Voluntary Participating Teachers may occur based on the developed plan for assistance.
- l. The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall provide periodic written reports to the Referred Participating Teacher
- m. The Consulting Teacher shall continue to assist the Referred Participating Teacher until the Consulting Teacher concludes that the teaching performance of the Referred Participating Teacher is satisfactory, or that further assistance will not be productive. A copy of the Consulting Teacher's report shall be submitted to and discussed with the Referred Participating Teacher to receive his or her input and signature before it is submitted to the Joint Panel. The Referred Participating Teacher's signing of the report does not necessarily mean agreement, but rather that they have received a copy of the report. The Consulting Teacher shall submit a final report to the Joint Panel by May 1. The Referred Participating Teacher shall have the right to submit a written response, within twenty (20) days, and have it attached to the final report. The Referred Participating Teacher shall also have the right to request a meeting with the Joint Panel, and to be represented at this meeting by the Association representative of their choice.

27.4. Induction Program

- (a) The induction program is not a substitute for the contractual evaluation procedure in Article 15 of the agreement. The performance evaluation and the induction program are separate and unrelated procedures.
- (b) Each candidate will develop an Individual Learning Plan (ILP) collaboratively with their **Induction Support Provider**. **Induction Support Providers** shall provide Induction assistance for no more than eighteen (18) certificated bargaining unit members per school year.
- (c) The participation records of any teacher, including but not limited to, notifications, timelines, program participation, special assistance, feedback about levels of participation, etc., shall remain the property of the teacher and shall not be placed in their personnel file or used in their performance evaluation. The **District** may maintain only those records necessary to prove participation and completion of the program. These records shall be kept confidential and shall not be shared with the teacher's immediate supervisor ~~or the district administration~~.
- (d) **At the completion of the Induction Program, the Induction Support Provider and Participating Teacher shall complete and sign final documentation. This final documentation shall be reviewed by the Induction Program Director prior to affirming completion of the program. If the Induction Program Director does not affirm completion, the Participating Teacher may appeal this decision to the Superintendent, or their designee. If the mentor submits a final report, a preliminary copy of the final report shall be submitted to and discussed with the teacher to receive their input prior to the final report being completed. The teacher's signature on the final report does not necessarily mean agreement, but rather that the teacher has received a copy of the report. The teacher shall have the right to submit a written response within twenty (20) days and have it attached to the final report. The final documentation shall not be placed in the teacher's personnel file. When the teacher has completed the induction program, they will be able to apply to the CCTC for a clear credential, unless a unit member is on a waiver from the CCTC as long as all other requirements have been completed.**
- (e) Teachers who have been selected as **Induction Support Provider** shall be granted by the district full opportunity for appropriate professional development.
- (f) The **Induction Support Provider**, in conjunction with the **Association** and the **District**, shall be full partners in the design, content, and implementation of the professional development program for **Induction Support Provider**.
- ~~(g) The district shall provide participating teachers paid release time to meet with mentors for the purpose of developing and implementing the ILP.~~
- (h) The ILP shall take into consideration the participating teacher's prior preparation, training, and experience, as well as the specific assignment and teaching context of the teacher.
- (i) Results from the pre-service teaching performance assessment may guide initial planning for induction ~~at the discretion of the participating teacher~~. California Standards for the Teaching Profession based on formative assessment evidence guides the development, monitoring, and ongoing revisions of the subsequent ILPs.
- (j) The term of Induction **Support Provider** shall be four (4) years. ~~A mentor shall not be appointed to an administrative position in the District during their term or for two (2) full years after concluding service as an Induction Support Provider.~~ **If a Consulting Teacher obtains an**

administrative position, they shall not be assigned as the evaluator of any Participating Teacher, Referred or Voluntary, whom they supported during the prior two (2) academic school years.

- (k) Induction **Support Providers** shall be returned to their regular assignment upon completion of their term as an Induction **Support Providers**. Induction **Support Providers** are eligible to apply for transfer at any time during their term. Induction **Support Providers** returning to the classroom before the end of their term shall notify the Joint Panel prior to March 1.
- (l) ~~The district shall provide all the necessary resources and release time to assist the participating teacher to complete the ILP.~~ Participating teachers shall not be responsible for ~~any~~ of the costs associated with participation in of the **Induction** program.

27.5. Status and Liability of Unit Members

- (a) Functions performed by unit members under this article shall not constitute either management or supervisory functions as defined in the Educational Employment Relations Act.
- (b) The District agrees to indemnify and hold harmless and provide a defense to the Association and any Association-selected member of the Joint Panel against any claims, causes of action, damages, grievances, administrative proceedings or any other litigation arising from the Association's participation in Peer Assistance and Peer Review (PAR) Program and the Induction Program.

27.6. Records

- (a) All documents and information relating to individual participation in the programs shall be considered personnel matters subject to the personnel record exemption of the California Public Records Act.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

TASK FORCES

The parties agree to the following joint District-Association Task Forces:

Academy

Extra-Curricular Pay Schedule

Language Immersion

Special Education (SPED)

Virtual Education

Workload

Year Round School

Unless mutually agreed upon, each Task Force shall meet no less than four (4) times annually. ~~between January and June in the year prior to an open contract (full contract negotiations year).~~ The calendar of meeting dates shall be developed by the Superintendent's designee and the CNTA President's designee by June 30 of the prior year. The purpose of the Task Force is:

- (a) To identify concerns specific to Unit Members;
- (b) To discuss District identified areas of concerns;
- (c) To make recommendations to both parties of possible solutions to the identified concerns when appropriate;
- (d) To make recommendations to the negotiations team of possible negotiable solutions to identified concerns by ~~July 1~~ **January 15 each year**; and
- (e) To provide updates quarterly to the Association Executive Board and the District Cabinet

Additional tasks may be assigned by mutual agreement between the Superintendent's designee and the CNTA President's designee.

The Task Force shall be composed of equal numbers of District and Association appointees, providing experts as requested, and allowing for guests and visitors as mutually agreed upon to provide information/share concerns. In order to effectively and efficiently run the Task Force, each party shall appoint relevant members. The goal of the Task Force shall be to find long-term approaches to common concerns. Both parties are committed to maintaining an excellent Educational program for the students of the CNUSD.

This MOU shall be in effect through June 30, ~~2024~~ **2027**.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

AD HOC NON-STUDENT DAYS TASK FORCE

July 18, 2024

1.1 **Task Force:** The parties agree that a joint District-Association Ad Hoc Non-Student Days Task Force shall meet no less than four (4) times (unless both parties mutually agree to meet less). The calendar of meeting dates shall be developed by the Superintendent's designee and the CNTA President's designee. The purpose of the Task Force is:

- (a) To identify concerns specific to Unit Members around the use of non-student days;
- (b) To discuss District identified areas of concern;
- (c) To make recommendations to both parties of possible solutions to the identified concerns when appropriate; and
- (d) To make recommendations to the negotiations team of possible negotiable solutions to identified concerns by January 15, 2025.

The Task Force shall be composed of equal numbers of District and Association appointees, providing experts as requested, and allowing for guests and visitors as mutually agreed upon to provide information/share concerns. In order to effectively and efficiently run the Task Force, each party shall appoint relevant members. The goal of the task force is to find long-term approaches to common concerns. Both parties are committed to maintaining an excellent Educational program for the students of the CNUSD.

This MOU shall be in effect through June 30, 2025.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION

CNUSD VIRTUAL SCHOOL**

May 22, 2024

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the CNUSD Virtual School.

(a) Definitions:

- (1) Virtual School: Any school site or classroom in which the students do not attend class in person and receive more than 75% of their instruction online. This does not include Home and Hospital Students.
- (2) Brick-and-Mortar School: Any school site or classroom in which the students attend in person and receive more than 75% of their instruction in a face-to-face classroom.

(b) Staffing and Transfers

- (1) Teachers for virtual school positions shall be credentialed teachers with permanent status in the Corona-Norco Unified School District.
- (2) No more than 10% of the total unit members may be assigned to the Virtual School. Should legislation change, both parties reserve the right to bargain this provision.

(3) Involuntary Displacements:

- a. In the event a position becomes available within two (2) weeks of the beginning of the traditional school year or cannot be filled by a permanent employee, due to exhaustion of the hiring pool or lack of applicants/interest, the District may hire a non-permanent/temporary employee for the remainder of that school year. The District shall fly the position for transfer for the following school year.
 1. If a member is involuntarily displaced and selects a year-round site, the unit member shall forfeit the right to return to the virtual school within two (2) weeks of the beginning of the year round school year.

- b. In the event that an involuntary displacement does not result in a grade change at the elementary level, but the member is moved from a virtual school to a brick-and-mortar school, the unit member shall be provided up to \$1000 approved by the District for grade and site plan appropriate supplies. Approval of these supplies shall not be arbitrary or capricious.
- (4) All other transfer and displacement language shall be followed per the Collective Bargaining Agreement.
- (c) **Certificated Support Personnel**
 - (1) Staffing of certificated support personnel shall be comparable to brick-and-mortar sites. Factors to be considered for staffing certificated support personnel are enrollment, students on IEPs, EL status, Title 1 status, and low SES status.
 - (2) The District shall provide focused FTE positions for virtual support services and limit split positions (virtual/brick-and-mortar) to the greatest extent practicable.
 - (3) Caseloads shall be comparable to brick-and-mortar sites.
 - (4) With the exception of assessments for IEPs, all support services shall be provided virtually to the greatest extent possible.
- (d) **Work Conditions**
 - (1) The instructional day for the Virtual School shall start at 8:30 am and end at 2:45 pm, inclusive of a 45-minute duty-free lunch.
 - (2) The daily teacher duty day shall include a minimum of the following:
 - a. Grades TK-3 shall include a plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year.
 - 1. 145 minutes for student small groups, interventions, daily check-ins
 - 2. 30 minutes for student progress monitoring
 - 3. 60 minutes of planning time
 - 4. 60 minutes of virtual office hours
 - b. Grades 4-8 shall include a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.
 - 1. 145 minutes for student small groups, interventions, daily check-ins
 - 2. 30 minutes for student progress monitoring
 - 3. 60 minutes of planning time
 - 4. 60 minutes of virtual office hours

- c. Grades 9-12 shall include a plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year.
 - 1. 145 minutes for student small groups, interventions, daily check-ins
 - 2. 30 minutes for student progress monitoring
 - 3. 60 minutes of planning time
 - 4. 60 minutes of virtual office hours
- (3) All bargaining unit members working at a virtual school shall report to an assigned worksite.
- (4) All virtual teachers shall have a dedicated workspace that provides a private, quiet space that has appropriate working conditions for an online classroom at the site.
- ~~(5) Members will not be required to travel to attend staff meetings but may be asked to attend virtually.~~
- (6) If all sources of internet access are down for more than 90 minutes, unit members may choose to leave the site and work remotely.
- (7) During the 23/24 school year, the District and CNTA will meet to collaboratively determine the appropriate technology and standard issued workspace equipment that shall be provided to virtual school bargaining unit members beginning in the 24/25 school year.
- (e) Unit Member Support and Resources
 - (1) All virtual teachers shall report to an administrator appointed solely to the Virtual School.
 - (2) Funding for the Virtual School shall be comparable to funding for the brick-and-mortar schools.
 - (3) The District shall staff the Virtual School with classified staff according to the unique needs of the virtual environment, ensuring equitable custodial, clerical, student and family support compared with a brick-and-mortar site.
 - ~~(4) Materials (instructional supplies, copies, etc.) shall be provided to unit members at the physical site to which they are assigned.~~
- (f) Leaves
 - (1) ~~During the 23/24 school year,~~ **T**he District and CNTA shall **continue meet** to collaboratively develop and pilot a substitute teacher plan for full implementation in the 24/25 school year.
 - (2) Assigning of Substitutes shall follow the same protocols as brick-and-mortar sites.

(g) Unit Member Expectations

- (1) When virtually working with students, cameras are expected to be on.
- (2) Unit members shall be expected to be available and working with students during their professional work day.

(h) Class Size

- (1) Elementary class size shall follow Article 12, inclusive of any MOU of the Collective Bargaining Agreement.
- (2) Secondary class size at brick-and-mortar schools with virtual classes shall follow Article 12, inclusive of any MOU of the Collective Bargaining Agreement.
- (3) Secondary class size inclusive of PE at Virtual Schools: The total number of students in instructional and home room classes for CNUUSD Virtual Intermediate and High School classrooms shall not exceed the max class contacts in Article 12, inclusive of any MOU of the Collective Bargaining Agreement per unit member.
- (4) CNUUSD Virtual Intermediate and High School teachers shall have a home room. Virtual School students shall be evenly distributed amongst all Intermediate and High School teachers.
- (5) To the greatest extent possible, home room class sizes shall be balanced between unit members.
- (6) Elementary Grade Level Assignments (TK-5th Grade)
 - a. The Collective Bargaining Agreement language regarding combination classes shall apply to the virtual school. Enrollment for that language shall be based on the number of students TK-5.
 - b. Based on unknown fluctuations in enrollment, there is potential for a number of combination class assignments. It is the intent to minimize the offering of combination classes to the greatest extent practicable.

(i) Secondary Course Assignments (6th-12th Grade)

- (1) Based on unknown fluctuations in enrollment, there is potential for as many as ~~5~~ 5 different course curricula to be assigned to one unit member inclusive of all areas in which the unit member is credentialed. It is the intent for full-time virtual unit members to have no more than 3 different course curricula. Multiple sections of the same course offered will be assigned to the same teacher, to the greatest extent possible.
- (2) If a virtual full-time unit member is assigned 4 or more different course curricula, the District will consult with CNTA on a solution within 5 working days when possible and not less than 24 hours prior to implementation.

(j) Virtual School Curriculum

- (1) Following the formal collaborative adoption of virtual curriculum, it is the expectation of the District that unit members will utilize the adopted curriculum to the greatest extent possible. Academic freedom and supplementation remains at the discretion of the unit member.
- (2) In the event that there is not an adopted virtual curriculum for a course provided by CNUSD, volunteers shall be sought from all properly credentialed unit members assigned to the virtual school first. If there are no volunteers, the creation of the course section curriculum shall be offered as an extra duty opportunity to all properly credentialed unit members district wide. The unit member will be consulted regarding the specifics of the assignment and shall only be assigned the course by mutual agreement.
- (3) A unit member agreeing to write the foundational curriculum for a course will have the option of utilizing release time and/or time carding at curriculum rate, not to exceed 40 hours per quarter per course. Any division of this allocation shall be approved at the discretion of the virtual school administrator.

(k) Duty

- (1) The virtual school shall be funded TK-12 for the school site extra duty fund. A separate extra duty fund committee shall be created for each grade span: TK-5, 6-8, 9-12. Each grade span shall be funded according to their enrollment, utilizing the secondary extra duty fund process per the Collective Bargaining Agreement to allocate funds.
 - (2) Virtual School Unit Members shall ~~not~~ participate in supervision duty before, during or after school.
 - (3) Virtual School Unit Members may be required to participate in Professional Duties as listed in ~~a~~Article 10 of the Collective Bargaining Agreement.
- (l) Other than the items explicitly bargained in this agreement, all other parts of the Collective Bargaining Agreement shall apply.

This MOU will expire on June 30, ~~2024~~ 2027

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 MISCELLANEOUS EXTRA DUTY ASSIGNMENT
SALARY SCHEDULE**

- Curriculum Preparation and Inservice Planning- \$52.88
- Bargaining unit members who voluntarily attend District sponsored Inservice Training, while off track, or while in non-paid status, will be paid curriculum rate.
- Bargaining unit members participating in specialized committees (i.e. Special Education Task Force, Electronic Gradebook, Extra Curricular Pay Schedule Committee, Academy Committee, Year Round School Committee, etc.) which have been mutually agreed upon by Association and District will receive curriculum hourly rate while in a non-paid status/beyond contract hours.
- **Any unit member who has completed National Board Certification and provides proof of completion, shall receive a one-time payment of \$2,000.**

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

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The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memo of Understanding (“MOU”) regarding the Education Specialist Degree.

Both parties agree to the following:

1. For the 2023-2024 school year, an Education Specialist, Ed. S., and Ed Specialist degree shall be considered the equivalent of Master’s Degree for the purposes of salary placement and/or advancement.
2. All placements that have been submitted following Article 16, shall be retroactive to July 1, 2023.
3. This item shall be incorporated into the contract.
4. This MOU shall not be precedent setting.

This MOU shall be incorporated into the 2024-2025 contract.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION**

DUAL ENROLLMENT TASK FORCE

April 13, 2024

1 1.2 **Task Force:** The parties agree that a joint District-Association Dual Enrollment Task Force shall
2 meet no less than four (4) times between April and September of 2024 (unless both parties mutually
3 agree to meet less). The calendar of meeting dates shall be developed by the Superintendent's
4 designee and the CNTA President's designee by April 30, 2024. The purpose of the Task Force is:

- 5 (a) To identify concerns specific to Unit Members assigned to High Schools;
- 6 (b) To discuss District identified areas of concern;
- 7 (c) To make recommendations to both parties of possible solutions to the identified concerns when
8 appropriate; and
- 9 (d) To make recommendations to the negotiations team of possible negotiable solutions to identified
10 concerns by October 1, 2024.

11 The Task Force shall be composed of equal numbers of District and Association appointees,
12 providing experts as requested, and allowing for guests and visitors as mutually agreed upon to
13 provide information/share concerns. In order to effectively and efficiently run the Task Force, each
14 party shall appoint relevant members. The goal of the task force is to find long-term approaches to
15 common concerns. Both parties are committed to maintaining an excellent Educational program for
16 the students of the CNUSD.

17 This MOU shall be in effect through June 30, 2025.

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CORONA-NORCO UNIFIED SCHOOL
DISTRICT
AND
CORONA-NORCO TEACHERS ASSOCIATION**

Extra-Curricular Pay Schedule Committee

The parties agree that a joint District-Association ~~Pay Schedule~~ Taskforce ~~will~~ **shall** meet no less than four (4) times for the ~~life of the contract~~ **2023-2024 school year**. The calendar of meeting dates shall be developed by the Superintendent's designee and the CNTA President's designee by ~~June 30th of the prior year~~. September 1st, 2023. The purpose of the taskforce is to: ~~create a list of duties and responsibilities for each position listed on the Extra-Curricular Pay Schedule page, and to provide progress updates quarterly to the Eboard and Cabinet.~~

1. Evaluate and refine the requirements, stipends and formula for the Extra-Curricular Stipend Pay Schedule.
2. Create a District approval process for unit members and administration to add additional Extra-Curricular stipends to the pay schedule.
3. Evaluate current Lead Pay Schedule.
4. Provide progress updates quarterly to the Executive Board and Cabinet.
5. Evaluate the GSAA Counselor Stipends.

The committee ~~will~~ **shall** be composed of equal numbers of District and Association appointees; ~~as specified in the Miscellaneous Extra Duty Assignment Salary Schedule page~~, providing experts as requested, and allowing for guests and visitors as mutually agreed upon to provide information **and** share concerns.

The taskforce will make recommendations to the Negotiations Teams ~~of possible solutions to identified problems~~ by Marth 15th.

This MOU shall be in effect through June 30, 2024.

1 **MEMORANDUM OF UNDERSTANDING BETWEEN THE**
2 **CORONA-NORCO TEACHERS ASSOCIATION**
3 **AND**
4 **CORONA-NORCO UNIFIED SCHOOL DISTRICT**

5 **C.T.E. EDUCATION PATHWAY TEACHERS**

6 September 18, 2023

7 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
8 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the CNUSD
9 Career Technical Education (CTE) Education Pathway Teachers.

- 10
- 11 I. For the 2023-2024 school year, CTE Education Pathway Teachers shall have the
12 following schedule:
- 13 A. Three (3) Periods of teaching a class the unit member is credentialed and qualified
14 to teach,
- 15 B. Two (2) periods with no rostered classes that shall dedicated to build the
16 Education Pathway, and
- 17 C. One (1) period of preparation time
- 18
- 19 II. For the 2024-2025 school year and following years, CTE Education Pathway Teachers
20 shall have the following schedule:
- 21 A. Four (4) Periods of teaching a class the unit member is credentialed and qualified
22 to teach,
- 23 B. One (1) period with no rostered classes that shall dedicated to apprenticeship to
24 continue to build the Education Pathway, and
- 25 C. One (1) period of preparation time.
- 26

27 This MOU shall be incorporated into the Collective Bargaining Agreement for 2024-2025.
28 This MOU shall expire on June 30, 2025.

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1 **MEMORANDUM OF UNDERSTANDING BETWEEN THE**
2 **CORONA-NORCO TEACHERS ASSOCIATION**

3 **AND**

4 **CORONA-NORCO UNIFIED SCHOOL DISTRICT**

5 After-School Extended Learning Opportunities Program (ELOP) Enrichment

6 February 2, 2023

7
8 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
9 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the after school
10 ELOP starting in 2023.

11 Both parties are interested in offering supplemental after-school academic enrichment
12 opportunities and Social-Emotional Learning (SEL) opportunities for K-8 students starting in
13 March 2023. Both parties are interested in offering a robust enrichment and SEL program to
14 students and encourage all unit members to design innovative sessions that will stimulate student
15 creativity, social-emotional learning, and expand their educational opportunities. In addition,
16 both parties agree to the following:

17 1) Staff Selection

- 18 a. Any current unit member shall be considered a qualified applicant for ELOP and
19 shall be given priority for Certificated work over all other applicants.
20 b. Priority shall be given to applicants with appropriate grade level-or subject area
21 experience.
22 c. Priority shall be given to an applicant who has not held an ELOP position the
23 previous year.
24 d. Starting with the 2023-2024 school year, the District shall circulate to each unit
25 member a notice of anticipated ELOP openings and invite applications on a
26 District supplied form at a minimum of two (2) months prior to the start of the
27 program.
28 e. All applicants shall be notified of their selection or non-selection no later than two
29 (2) weeks for all the positions known at that time.
30 f. Unit members interested in providing after school academic enrichment and/or
31 SEL shall provide a proposal detailing the focus, rationale, district-provided
32 materials needed, and schedule to the administrator overseeing ELOP.
33 g. All academic enrichment and SEL opportunities shall directly support district and
34 school goals.
35 h. The district has the sole discretion to determine the need and scope of academic
36 and SEL enrichment.

37 2) Hours of Employment (Days and Hours)

- 38 a. Unit members will commit to a minimum of 1 hour of academic enrichment
39 and/or SEL per week.

- b. Unit members will commit to a minimum of a 4-week assignment.
- c. The schedule for ELOP academic enrichment and/or SEL shall be mutually agreed upon between the unit member providing the service and site principal prior to the start of the enrichment.

3) Compensation

- a. All unit members shall receive one-seventh (1/7) of the unit member's per diem placement on the Basic Work Year Salary Schedule in effect at the time for each hour of assignment.
- b. Unit members who are support staff shall have their Supplemental Daily Pay Schedule calculated hourly and added to their one-seventh compensation.
- c. Pay shall be given on regular pay warrants through timecards as service is rendered.

4) This MOU shall not be precedent setting.

This MOU shall expire on June 30, 2024.

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
THE CORONA-NORCO TEACHERS ASSOCIATION
TK AND KINDERGARTEN**

June 12, 2024

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding all TK and
3 Kindergarten programs in the district.

4 Both Parties, agree to the following:

5 (a) Definitions:

- 6 (1) **Line of sight:** A teacher standing at their classroom door, can view the door to the
7 restroom.
- 8 (2) **District-directed assessments:** Assessments that are not mandated by the state but
9 are required by the district.
- 10 (3) **Rostered Instructional Minutes:** Regular class time (minutes working with
11 rostered class)
- 12 (4) **Student Support Minutes:** Minutes working with students outside of Rostered
13 Instructional Minutes.
- 14 (5) **Total Student Contact Time:** Rostered Instructional Minutes plus Student Support
15 Minutes.
- 16 (6) **TK Teacher:** All general education and all special education teachers who teach
17 TK, unless otherwise specified.
- 18 (7) **Kindergarten Teacher:** All general education and all special education teachers
19 who teach Kindergarten, unless otherwise specified.

20 (b) Facilities:

21 (1) Site Restrooms

- 22 a. Priority for in-classroom restrooms shall be given to TK and Kindergarten
23 classes. TK teachers, Kindergarten teachers, and Site Administration shall
24 collaborate to determine the best use of restroom facilities for their site using
25 these criteria:
- 26 1. First consideration for in-classroom restrooms shall be given to TK classes
27 that share a classroom, Special Education TK, and Special Education
28 Kinder classes.
- 29 2. If an in-classroom restroom is not available, then a classroom with
30 restrooms dedicated to TK/Kindergarten students, within 80 ft of the
31 classroom door and within line of sight from the class shall be provided.

1 3. If in-classroom restrooms, or TK/Kindergarten dedicated restrooms that
2 are within 80 ft and within line of sight are not available, then
3 TK/Kindergarten classes shall be given either paraprofessional or noon
4 supervisor support for all instructional minutes to support immediate
5 escort of student to the restroom.

6 (2) Classrooms

7 a. Room Assignments shall prioritize TK and K classrooms to bathroom
8 locations with consideration also given to proximity to the kinder play area.

9 b. Any member that must move their classroom in order to accommodate the
10 TK/K facility prioritization, shall be given the following:

11 1. Boxes

12 2. Custodial support to move boxed items

13 3. Up to two bankable days or compensation of up to 10 hours Curriculum
14 Rate.

15 c. Using an Interest Based Problem Solving Process, Site Administration shall
16 meet with the team comprised of TK and Kindergarten teachers to collaborate
17 and create TK and K classroom assignments by April 30th of each school year.
18 This is to provide time for classroom movement and address potential teacher
19 concerns.

20 d. In the event Site Administration and the team comprised of TK and
21 Kindergarten teachers are unable to reach consensus regarding any TK and/or
22 Kindergarten facility decision, a joint collaborative review of the concern shall
23 be conducted by CNTA and the District within ten (10) school days. Either
24 CNTA or the District may request a facilitated Interest Based Problem Solving
25 session at the site with affected unit members and site administrators within
26 ten (10) school days from the conclusion of the joint collaborative review by
27 CNTA and the District.

28 e. Furniture:

29 1. The District shall ensure that classrooms are equally equipped with
30 appropriate furniture and materials for the developmental needs of
31 students.

32 (b) Combination Classes

33 (1) There shall not be any combo classes with general education TK students or
34 general education Kindergarten students.

35 (2) Beginning in the 2025-2026 school year, there shall not be any combo classes
36 with Special Education TK students or Special Education Kindergarten students.

1 a. In the event that there is concern around the dismissal of Special Education
2 TK students at a site during the 2024-2025 school year, a joint collaborative
3 review of the concern shall be conducted by CNTA and the District within ten
4 (10) school days. Either CNTA or the District may request a facilitated Interest
5 Based Problem Solving session at the site with affected unit members and site
6 administrators within ten (10) school days from the conclusion of the joint
7 collaborative review by CNTA and the District.

8 (c) Schedule

9 (1) Arrival

10 a. AM TK and Kindergarten students shall have the same arrival time as 1-6
11 grade students at the site.

12 b. AM TK and Kindergarten teachers shall have the same arrival procedures as
13 1-6 grade teachers at the site.

14 (2) Dismissal.

15 a. PM TK teachers, Kindergarten teachers, and Site Administration shall meet to
16 collaborate on the best time that their PM TK and Kindergarten students shall
17 be dismissed from class. Sites can select to dismiss at the same time as 1-6
18 grade students at the site or up to 15 minutes before 1-6 grade students
19 (Alternative Dismissal Instructional Minutes).

20 b. If it is collaboratively determined to dismiss up to 15 minutes before 1-6 grade
21 students (Alternative Dismissal Instructional Minutes) then;

22 1. After the Alternative Dismissal Instructional Minutes, the teacher is done with
23 their instructional minutes for the day and any remaining students shall be the
24 responsibility of site administration;

25 2. These Alternative Dismissal Instructional Minutes before 1-6 grade students
26 are dismissed shall be considered instructional minutes for PM
27 TK/Kindergarten teachers;

28 3. After these Alternative Dismissal Instructional Minutes, if duties are required
29 of PM TK/Kindergarten teachers, the current contract language shall be
30 followed;

31 (3) For the 2024-2025 school year, in order to allow parents to plan, put routines and
32 procedures in place, and practice dismissal, Kinder students shall begin the school
33 year following the AM TK schedule for 10 school days. During these shortened
34 student days, the Kinder teacher professional day shall remain the same as 1-6
35 grade teachers.

36 (4) Beginning in the 2025-2026 school year, in order to allow parents to plan, put
37 routines and procedures in place, and practice dismissal, Kinder students shall

1 begin each school year with a minimum day schedule. Full days shall begin, the
2 first Monday after the first two Fridays of each school year. During these student
3 minimum days, the Kinder teacher professional day shall remain the same as 1-6
4 grade teachers.

5 (5) Kindergarten schedules shall require at most 212 minutes of daily academic
6 instruction. The other rostered instructional minutes may be used by the
7 kindergarten teachers for social emotional skills, imaginative play, and other skills
8 as deemed appropriate by the kindergarten teacher.

9 (6) At each individual site, TK and Kindergarten teachers shall be provided a total
10 number of daily minutes for lunch and recess/break time equal to the total number
11 of daily minutes provided to the First through Third grade teachers at that site for
12 lunch and recess/break time. Recess/breaks may be scheduled together or at
13 various times throughout the day. Lunch periods shall be provided prior to the
14 first minute of the 6th hour of the workday.

15 (7) Student Support Minutes

16 a. For all TK teachers, all time spent supervising their own students, including
17 but not limited to drop-off and pick-up time, shall be considered student
18 contact time and shall not extend the professional work day. If supervising
19 students in addition to their own students, this shall be considered a duty and
20 Elementary duty contract language shall apply in lieu of student contact time.

21 b. Total daily student contact time (all time spent working with students), shall be
22 equal to the total daily student contact time for first through third grade
23 teachers at each individual site.

24 c. The priority of Student support minutes shall be for TK and Kindergarten
25 students. Sites with an even number of AM/PM teachers shall work with
26 another TK or Kindergarten teacher during their Student Support Minutes.
27 Sites with an uneven number of AM/PM (or all AM) teachers shall
28 collaboratively design an equal student support minute schedule for support of
29 primary grade students. Primary grade support shall be provided in the
30 following order: TK, Kindergarten, then first grade, and lastly second grade. In
31 the event the TK team and the site admin are unable to reach consensus, a joint
32 Interest Based Problem Solving process shall be conducted by CNTA and
33 District Leadership within 10 school days.

34 d. The schedule for Student Support Minutes shall be reviewed collaboratively by
35 affected unit members and administration, annually in the third trimester, or
36 whenever changes need to be made.

37 e. Teachers shall not be interrupted during Student Support Minutes to attend
38 meetings or perform other duties, unless coverage is provided.

1 f. Student support minutes provided to students not on the teacher's roster, shall
2 be supplemental/additional support. Collaboration and communication between
3 teachers is encouraged. A TK teacher providing supplemental support shall not
4 be required to prepare lessons or provide first instruction.

5 (8) Three hours of collaboration per trimester outside the workday may be used for
6 planning and compensated at curriculum rate per kindergarten teacher.

7 (d) Assessments

8 (1) District-directed assessments shall not be given to TK students.

9 (2) To provide support for District-directed assessments, all Kinder teachers shall be
10 afforded six (6) sub days per year, as determined by the teacher; an additional
11 roving sub shall be assigned to the school site for a make-up day during each
12 testing window, if needed. The teacher may utilize the sub to administer the
13 assessment or to provide instruction.

14 (3) To provide support for District-directed assessments in One-Way-Immersion
15 (OWI) Language Classrooms, all OWI Kinder teachers shall be afforded twelve
16 (12) sub days per year, as determined by the teacher; an additional roving sub will
17 be assigned to the school site for a make-up day during each testing window, if
18 needed. The teacher may utilize the sub to administer the assessment or to provide
19 instruction.

20 (4) If there are no District-directed assessments for any given trimester, then no subs
21 shall be provided.

22 (e) Toileting/Diapering

23 (1) TK and Kindergarten unit members shall not be expected to diaper or help in the
24 toileting of students as part of their normal daily activities.

25 (f) Support

26 (1) The District shall provide each general education TK teacher with a
27 paraprofessional for all instructional minutes. This paraprofessional shall not be
28 used for section (b)(1)a.3. in this MOU.

29 (2) The District shall provide each general education Kindergarten teacher with a
30 paraprofessional for a minimum of three (3) hours per day. This paraprofessional
31 shall not be used for section (b)(1)a.3. in this MOU unless by mutual agreement
32 between CNTA and the district.


33 (3) The District shall provide each Special Education TK and Special Education
34 Kinder teacher a base staffing of at least four (4) paraprofessionals for all
35 instructional minutes.

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(4) If a paraprofessional cannot be hired for any reason, a substitute shall be provided;

(5) Each Special Education TK and Special Education Kinder teacher may request up to three (3) days per year to prepare and write IEPs.

This MOU shall sunset on June 30, 2026 unless extended by mutual agreement of the parties.



Glen Gonsalves Date
Assistant Superintendent, Human Resources



Meg E'amato Date
CNTA President