

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE BOARD OF EDUCATION**

**AND**

**THE CORONA-NORCO TEACHERS ASSOCIATION/  
CALIFORNIA TEACHERS ASSOCIATION/  
NATIONAL EDUCATION ASSOCIATION**

**THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**

July 1, 2021 to June 30, 2024

Year 1: 7/1/21 – 6/30/22

Year 2: 7/1/22-6/30/23

**Ratified by CNTA on October 25<sup>th</sup>, 2022**

**Yes: 1519      No: 184**

**\*\*\***

**Approved by CNUSD Board of Trustees  
on  
November 8<sup>th</sup>, 2022**

## PREAMBLE

### A RELATIONSHIP COMPACT

#### 1 Purpose

2 The Corona-Norco Teachers' Association and the Corona-Norco Unified School District are committed  
3 to our innovative professional relationship.

4 The Association and the District have successfully established and maintained a collaborative  
5 relationship based upon the principles and strategies that underpin Interest Based Bargaining since the early  
6 1990's. Our desire is to build, maintain, and expand relationships based upon these principles and strategies  
7 throughout the District.

8 The foundation of these relationships will transcend the differences in interests, will endure the changes  
9 in leadership of both organizations, and will extend beyond the legal and contractual requirements.

10 A "tenet" is defined as an established fundamental belief. The Association and the District have  
11 identified four chief tenets that are the essential components of this innovative relationship:

- 12 I. process based collaboration
- 13 II. strong trust
- 14 III. flexible and focused leadership
- 15 IV. vigorous communication

16 Together, both parties will use this compact to model and practice behaviors that promote an enduring  
17 cooperation.

#### 18 Tenet Number I: COLLABORATION

19 "Alone we can do so little; together we can do so much." -- Helen Keller

20 Our relationship will be founded on a model of interest-based collaboration. The process of solving  
21 problems will require collaborative attention and a commitment to the concept that the most effective  
22 resolutions come out of high functioning teams. Organized groups with a sincere commitment to this process,  
23 provide the opportunity for rich discussion. That interdependence of the group deepens learning and fuels the  
24 energy necessary for creatively solving the complex challenges.

#### 25 Tenet Number II: TRUST

26 "Trust is the foundation of real teamwork, and that teamwork begins by building trust." --Patrick Lencioni

27 In an interest-based collaborative relationship we agree that trust is essential, and is the foundation of a  
28 successful problem solving process. An organizational relationship that is grounded in behaviors of trust will  
29 promote the needed discussion, debate, and creativity to meet the demands of district-wide challenges. We will  
30 identify and use consistent behaviors that build trust, and serve to strengthen the working relationship between  
31 the Association and District.

## PREAMBLE

### 1 **Tenet III: LEADERSHIP**

2 “Leadership is solving problems.” -- Colin Powell

3 Our commitment to interest based collaboration will serve as a model of effective behaviors and  
4 interactions for all individuals, teams, and groups in the district. Leadership is practiced not so much in words  
5 as in attitude and in actions. Our attitude towards district wide problem solving will be proactive, solution  
6 oriented and focused on common interests in order to provide the leadership needed to meet the challenges of an  
7 ever changing educational environment. This leadership tenet will provide a collective value to CNUSD.

### 8 **Tenet IV: COMMUNICATION**

9 “Communication is the real work of leadership.” -- Nitin Nohria

10 Our relationships and daily work will be based in effective communication. We believe in timely and  
11 transparent behaviors that build upon an established trust, and the belief that all stakeholders must be well  
12 informed. It is important that we use multiple strategies of communication to meet the varied needs of those  
13 who have tasked us to lead. The quote by Steven Covey, “Seek first to understand, then be understood,” is the  
14 basis for communication in a thriving organization.

#### 15 **Actions to Support the Compact**

16 A common interest is the expansion of the Interest Based Bargaining principles and strategies to  
17 decision-making beyond the negotiating table.

- 18 • Ongoing Professional Development
- 19 • Leadership Training
- 20 • Interest Based Decision Making Training (Trainer of Trainers Model)
- 21 • Identification of areas for ACBD (Always Consult Before Deciding)
- 22 • Provide opportunities for facilitated practice
- 23 • Expand methods and strategies of communication
- 24 • Develop a team of process facilitators

# TABLE OF CONTENTS

Preamble – Relationship Compact.....	ii
--------------------------------------	----

<u>ARTICLE</u>		<u>PAGE</u>
1.	Agreement.....	1
2.	Recognition.....	2
	MOU: Temporary Specialists.....	3
3.	Definitions.....	6
4.	Maintenance of Benefits.....	7
5.	Board's Rights and District Powers.....	8
6.	Negotiation Procedures.....	9
7.	Association Rights.....	11
8.	Professional Dues and Fees.....	15
9.	Miscellaneous Provisions.....	20
	MOU: Gradebook/IT Task Force.....	24
	MOU: Standards Based Report Cards.....	24
10.	Hours of Employment.....	25
	MOU: PCT.....	30
	Intent Language for PCT MOU.....	31
	MOU: IEP Timecards.....	31
	MOU: SST/504 Timecards.....	31
	MOU: High School Graduation.....	32
	MOU: Workload Task Force.....	32
	MOU: SB 328 Start Times 2022.....	32
11.	Unit Member Safety.....	35
	Code of Conduct for Meetings.....	38
12.	Class Size.....	39
	MOU: GSAA 2014.....	39
	MOU: GSAA 2015.....	40
	MOU: GSAA 2016.....	41
	MOU: GSAA 2017.....	43
	MOU: GSAA 2018.....	45
	MOU: GSAA 2019.....	48
	MOU: GSAA 2020.....	52
	MOU: GSAA 2022.....	56
	MOU: GSAA Support Services.....	60
	MOU: Kindergarten 2022.....	61
13.	Leaves.....	63
	Side Letter: Article 13.16.....	79
14.	Transfer Policy.....	80
15.	Certificated Unit Member Evaluation Procedures.....	86
16.	Salaries.....	90
	Side Letter: Compensation Formula.....	93
	Side Letter: 2015 Compensation.....	94
	MOU: 2021 Compensation.....	94

## TABLE OF CONTENTS

17.	Unit Member Benefits.....	95
18.	Unit Member Travel.....	99
19.	Part Time Employment with Full Time Retirement Credit.....	100
20.	Grievance Procedures .....	102
21.	Summer School .....	108
	MOU Summer School/Intersession/ESY .....	110
22.	Professional Growth.....	111
23.	Year-Round School.....	112
24.	Intermediate Schools.....	114
25.	Article is empty .....	115
26.	Special Education.....	116
	MOU: RSP/SDC Timecards .....	119
	MOU: SPED Supervision .....	119
	MOU: RSP Initial IEP Timecards.....	119
	MOU: SPED Task Force.....	119
	MOU: SLP Assignments.....	120
	MOU: SLP Assignments Addendum .....	122
	Side Letter: SLP's .....	122
	MOU: SPED/TK/K.....	123
	Side Letter: SPED/TK/K.....	125
27.	Educational Innovations.....	126
	MOU: Site Contract Wavier .....	127
28.	Staff Buy-Back Day Language .....	130
29.	Peer Assistance and Review.....	131
30.	Shared Contracts .....	142
	MOU: Secondary Level One Participant Shared Contract .....	144
	Side Letter: Shared Contracts .....	145

## TABLE OF CONTENTS

Appendix A: School Site Extra Duty Fund.....	146
Side Letter: School Site Extra Duty Fund.....	146
Appendix B: Retirement Bonus .....	147
MOU: Adult Transition Program .....	147
MOU: Year Round School Task Force.....	148
MOU: Academy Task Force .....	148
MOU: Extra Curricular Pay Schedule Committee.....	149
MOU: National Board Certification.....	149
MOU: COVID School Closure .....	150
MOU: COVID Nurses .....	157
MOU: COVID Summer School 2021 .....	159
MOU: COVID Summer School & ESY 2020 .....	162
MOU: COVID End of the Year Check Out 2020 .....	162
MOU: COVID School Reopening 2020 .....	163
MOU: COVID School Reopening 2020 Addendum.....	173
MOU: COVID Holiday Bell Schedule 2020 .....	194
MOU: COVID Vaccination Verification 2021 .....	202
MOU: COVID Winter Break 2021 .....	204
MOU: Dual Enrollment .....	205
MOU: COVID Contract Extension 2021 .....	208

### **Salary Schedules**

Certificated Basic Work Year Salary Schedule .....	209
Temp Specialists .....	210
Lead Pay Schedule .....	211
Extra Curricular Pay Schedule.....	212
Adult Education and Home Teacher Hourly Rate Schedule.....	213
Supplemental Daily Pay Rate Schedule.....	214
Salary for Summer School .....	215
Miscellaneous Extra Duty Assignment Salary Schedule .....	216

### **Calendars**

Elementary Calendar (2022-2023).....	217
Secondary Calendar (2022-2023) .....	219

**ARTICLE 1: AGREEMENT**

- 1 1.1 This Agreement is made and entered into this 1st day of July 2019, by and between the  
2 Corona-Norco Unified School district (hereinafter referred to as District) and the Corona-  
3 Norco Teachers Association/California Teachers Association/National Education Association  
4 (hereinafter referred to as “Association”), the recognized exclusive representative of the unit  
5 members as defined in Article 2.
- 6 1.2 The District and the Association recognize the extraordinary economic circumstance facing  
7 the State of California and the need to call for extraordinary measures. The District and the  
8 Association have collaboratively developed solutions that protect jobs, programs for the  
9 students, and District solvency. The District and the Association agree, upon restoration,  
10 either party may propose to reinstate any of these Articles as part of the reopeners on Salary  
11 and Fringe. The District and the Association agree to the duration of this agreement from July  
12 1, 2021 through June 30, 2024.
- 13 1.3 The parties reserve the right to reopen negotiations on any article in this contract by mutual  
14 agreement.



## ARTICLE 2: RECOGNITION

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

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

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

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

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

12 (b) A bargaining unit member currently holding the position of Athletic Director or  
13 Activities Director shall be given the choice to remain a member of the bargaining  
14 unit or go to the new administrative position if she/he meets the qualifications  
15 established by the District.

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

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

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

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

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

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

May 20, 2014

This memorandum of understanding is entered into by and between the Corona-Norco Unified School District and Corona-Norco Teachers Association concerning Article 2.1, Recognition. The District recognizes the Association as the exclusive representative for Temporary Specialists.

Continuing from July 1, 2013, CNUSD shall give employment contracts to Temporary Specialist Employees (Temp Specialists).

Article 1-8 shall apply to Temp Specialists.

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

Article 9.1-9.14 and 9.17-9.20 shall apply.

Article 10, Hours of Employment, shall not apply to Temp Specialists except that 10.1 will include Temp Specialists as Classroom Teachers, and 10.3 shall apply. The following shall apply: Employment contracts shall be for no longer than 133 days per school year.

Temp Specialists hours may not exceed 28.75 work hours per week.

Temp Specialists contracts will be 5.75 hours per day plus a 30 minute duty free lunch or 3.5 hours per day.

The work week shall be consistent from week to week, but the hours may be flexed with reasonable notification.

Temp Specialists may be used for playground duty, before, during, or after the student day during the regular instructional year if it is within their 5.75 hours and after all other certificated teachers have been offered the available work. They may be used for this purpose during intersessions.

Temp Specialists may attend staff meetings, SSTs, IEPs, or PCTs only if inside their contractual work day.

Article 11, Unit Member Safety, shall apply to Temp Specialists except that:

Article 11.6 and 11.7 shall not apply.

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

Class size for a Temp Specialist shall not exceed 34.

Temp Specialists shall not be included in calculations to determine class size ratios.

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

Temp Specialists shall earn sick leave at a rate of .054 day of leave per full workday of service.

**MOU: TEMPORARY SPECIALISTS**

This leave is accumulatable as prescribed by statute.  
Article 13.2 (b), 13.2 (c), 13.3, 13.4, 13.5, 13.8, 13.9, and 13.10 shall apply as applicable per statute.

Article 14, Transfer Policy, shall not apply.

Article 15, Certificated Unit Member Evaluation Procedures, shall not apply. The following shall apply:

The District may evaluate the Temp Specialist at the discretion of the district on the Substitute Teacher Evaluation Form.

Article 16, Salaries, shall not apply.

Temp Specialists shall be paid according to the Salary Schedule for Temp Specialists below. This Salary Schedule shall reflect the negotiated salary adjustment.

TYPE	HOURS	DAILY RATE AS OF 2022-2023
Temp Specialists 1A	3.5	\$113.21
	5.75	\$185.99
Temp Specialists 1B	3.5	\$145.69
	5.75	\$239.35
Temp Specialists 1C	3.5	\$194.13
	5.75	\$319.02

Article 17, Unit members benefits shall not apply. The following shall apply:  
Temp Specialists may individually purchase medical and life insurance benefits through the district at the same rates as Unit Members working at least 138 days in a school year.

Article 18, Unit Member Travel, shall apply.

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

Article 20, Grievance Procedure, shall apply.

Article 21, summer School, shall not apply.

Article 22, Professional Growth, shall not apply

Article 23, Year Round School, shall not apply except that:

Article 23.5, 23.8, 23.16 shall apply.

Article 24, Intermediate Schools, shall not apply.

Article 25, Left Blank Intentionally.

Article 26, Special Education, shall not apply.

Article 27, Educational Innovations, shall not apply.

Article 28, Site Based Decision Making shall apply.

Article 29, Peer Assistance and Review, shall not apply

Article 30, Shared Contracts, shall not apply.

None of the appendices shall apply.

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

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

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

Temp Specialists may not be the teacher of record.

## MOU: TEMPORARY SPECIALISTS

- 1 Teachers may not be asked to provide input in the evaluation of a Temp Specialist.
- 2 Teachers working with Temp Specialists will provide academic guidance to the Temp Specialists.
- 3 Site administration will direct the assignments of the Temp Specialists.
- 4 Site administration and the teacher will collaborate on the format of instruction provided to the
- 5 students.
- 6 Temp Specialists may not begin working until after they have signed the CNUSD Offer of
- 7 Employment/Temporary Specialist – Certificated (attached) and the designated school receives said
- 8 contract, approved and signed by the Superintendent of Schools or Authorized Designee.
- 9 Except as expressly modified herein, the Agreement between the parties shall be unchanged.
- 10 This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue
- 11 and may only be modified or amended in writing, signed by both parties.
- 12 This MOU shall be in effect from July 1, 2018 through June 30, 2024

### ARTICLE 3: DEFINITIONS

- 1 3.1 “Unit Member” refers to any employee who is included in the appropriate unit as defined in  
2 Article 2.
- 3 3.2 “School Day” means any day when schools are open and students are in attendance.
- 4 3.3 “Work Day” means a day that unit members are required to be on duty.
- 5 3.4 A “School Year” or an “Academic Year” begins on the first day of July and ends on the last  
6 day of June.
- 7 3.5 “Work Year” refers to the aggregate of workdays assigned to a specific unit member pursuant  
8 to Article 10.
- 9 3.6 “Release time” means time during one or more workdays when a unit member is released  
10 from duties without loss of pay or other benefits.
- 11 3.7 “Parties’ refers to the Corona-Norco Unified School District and the Corona-Norco Teachers  
12 Association/California Teachers Association/National Education Association.
- 13 3.8 “Association” means the Corona-Norco Teachers Association/California Teachers  
14 Association/National Education Association.
- 15 3.9 “Board” means the Board of Education of the Corona-Norco Unified school District.
- 16 3.10 “District” means the Corona-Norco Unified School District.
- 17 3.11 “S-day” means a workday without students for the purpose of District/site based in-service for  
18 T-track only, a teacher preparation day.
- 19 3.12 “P-day” means a workday without students for the purpose of classroom/lesson preparation  
20 planning.
- 21 3.13 “M-day” the district shall maintain six (6) minimum days. The minimum days are for grade-  
22 level, cross-grade level, cross track, departmental, or intradepartmental planning and team  
23 collaboration. Site staff meetings shall not be scheduled on these minimum days. Unit  
24 members are expected to work in appropriate educational settings with colleagues.
- 25 3.14 “Regular Substitute” is a day-to-day substitute for a unit member for 30 or less consecutive  
26 working days.
- 27 3.15 “Long-Term Substitute” is a substitute for a unit member for 31 or more consecutive working  
28 days.
- 29 3.16 “S/P” means a workday without students – one-half day for the purpose of district/site based  
30 in-service; one-half day for the purpose of the classroom/lesson preparation.
- 31 3.17 “Accredited College or University” means those accredited by associations which are  
32 members of the American Council on Education and/or the California Commission on  
33 Teacher Credentialing.
- 34 3.18 “Itinerant Staff” are unit members who are assigned to more than two school sites.

#### **ARTICLE 4: MAINTENANCE OF BENEFITS**

1 4.1 Unless provided otherwise by this Agreement, no unit member shall be deprived of current  
2 benefits granted by law, or existing written Board Policy. Nor shall any unit member be  
3 required to perform duties or assume responsibilities other than those specified in law or  
4 existing written Board Policy.

5 4.2 Any subject or matter which was or could have been the subject of negotiations may be  
6 reopened for purposes of negotiations by the mutual consent of the District and the  
7 Association.

**ARTICLE 5: BOARD’S RIGHTS AND DISTRICT POWERS**

1 5.1 The District on its own behalf, and on behalf of the electors of the District, hereby retains and  
2 reserves unto itself all powers, rights, authorities, duties, and responsibilities conferred upon  
3 and vested in it by the Laws and Constitution of the United States and the State of California.

4 5.2 The exercise of the forgoing powers, rights, authorities, duties, and responsibilities by the  
5 district, the adoption of policies, rules and regulations, and the practice in furtherance thereof,  
6 and the use of judgment and discretion in connection therewith, shall be limited only by the  
7 terms and conditions of this Agreement.

8 5.3 The provisions of this article are not intended to expand the rights and powers of the District  
9 beyond statutory and constitutional limits or in any manner to waive or diminish the rights of  
10 the Association or the unit members as provided by the terms and conditions of this  
11 Agreement.

## **ARTICLE 6: NEGOTIATION PROCEDURES**

1 6.1 Interest-Based Negotiations

2 (a) The Association and the District agree that the Relationship Contract (Preamble) shall  
3 be used as the basis for negotiations between the parties. It is understood that the  
4 Relationship compact is exempt from Article 20, Grievance Procedures, and any and  
5 all legal venues.

6 (b) The parties to this agreement do not waive any implied or stated rights under SB 160  
7 (Rodda Act). The parties each reserve the right to serve notice upon the other party  
8 that the Relationship Compact (preamble) shall not be used as the basis for  
9 negotiations between the parties.

10 6.2 Negotiations shall take place at mutually agreeable times and places during the regular  
11 workday. Meetings shall be held as soon as possible, but in no event more than fifteen (15)  
12 days after receipt of a written request.

13 6.3 The Association shall designate not more than five (5) representatives to appear on its behalf  
14 for the purposes of meet and negotiations sessions. The Association may designate alternate  
15 representatives, but in no case shall the number of representatives at one meeting exceed five  
16 (5). The Association representatives shall have available a total of two hundred eighty (280)  
17 hours of paid release time to be utilized at the discretion of the Association solely for  
18 attendance of meet and negotiation sessions. If agreement or impasse has not been reached  
19 upon the exhaustion of the allotted two hundred eighty (280) hours, additional paid release  
20 time shall be granted upon mutual agreement of the parties to continue with negotiation or if  
21 mediation and/or fact-find procedures are necessary. If agreement has not been reached, or if  
22 impasse has been declared, additional paid release time shall be granted at the request of the  
23 Association.

24 6.4 Upon written request, the District shall furnish the Association with non-confidential  
25 information pertaining to employer-unit member relations, budget, wage, and salary data,  
26 monthly lists of newly hired certificated unit members, and other information directly related  
27 to the negotiation process. No later than October 15, the District shall furnish the Association  
28 with the placement of all unit members on the salary schedules as of October 1.



**ARTICLE 6: NEGOTIATION PROCEDURES**

1 6.5 CNUSD and CNTA agree to the following regarding **the Local Control Accountability Plan**  
2 **(LCAP) Working Committee:**

- 3 1) The Parties (Corona-Norco Teachers Association and the Corona Norco Unified School  
4 District) have become aware of a process for developing the final draft LCAP. Both  
5 Parties recognize the value and importance of a large, collaborative LCAP Advisory  
6 Committee consisting of parents, teachers, administration, and classified staff. This large  
7 committee develops and proposes ideas, concepts, and proposals for the draft LCAP. They  
8 also review the current LCAP and make recommendations to maintain, decrease, increase,  
9 or eliminate services and/or items.
- 10 2) The Parties agree to establish a small LCAP Working Committee. This committee will  
11 have the following parameters:
- 12 a) Consist of equal numbers of Administrative personnel and appointed CNTA  
13 representatives (2-3 recommended). Other stakeholders may be invited to be part  
14 of the committee.
  - 15 b) Take the recommendations of the LCAP Advisory Committee and develop a draft  
16 and final draft of the LCAP that will go to the school board for approval every  
17 year.
  - 18 c) Develop the final draft LCAP, submit it to the LCAP Advisory Committee and  
19 Cabinet for review, then submit it to the school board for approval
  - 20 d) Evaluate each proposal inclusive of the data that will be used to measure  
21 effectiveness, as well as a cost analysis, review of data to determine effectiveness,  
22 and rationale for the proposal.
  - 23 e) Determine which ideas and items from the larger LCAP Advisory Committee will  
24 be included in the final draft LCAP based on effectiveness and recommendations  
25 from the committee, administration, and union members.
  - 26 f) Develop a schedule of regular meetings starting in January 2020.
  - 27 g) The LCAP Working Committee may suggest proposals to be included in the  
28 LCAP in conjunction with the larger LCAP Advisory Committee
  - 29 h) The LCAP Working Committee will present the final draft LCAP  
30 recommendations to Cabinet and Executive Cabinet.
  - 31 i) All decisions of the LCAP Working Committee shall be made collaboratively and  
32 collectively as a group.

## **ARTICLE 7: ASSOCIATION RIGHTS**

1 7.1 The Association and its authorized representative shall have access to reasonable use of school  
2 facilities in order to transact official business.

3 (a) The Association shall provide the Superintendent or designee with notice regarding  
4 specific time, place, and type of activity to be conducted.

5 (b) Such activity shall not interfere with the educational programs or the established  
6 duties of unit members.

7 7.2 Faculty meeting agendas shall include an item for the Association representative.

8 7.3 An Association meeting may be called immediately following the faculty meeting.  
9 Attendance is voluntary. Administrators will not be in attendance at the Association meetings.

10 7.4 The Association may use the school mailboxes, public address systems, District mail service,  
11 and bulletin board spaces designated by the Superintendent, subject to the following  
12 conditions:

13 (a) Posting on the bulletin boards shall have Association Identification.

14 (b) A copy of such postings shall be routed to the Superintendent or designee at the same  
15 time of the posting.

16 (c) Use of the public address system shall be limited to announcements of date, time, and  
17 location of Association meetings. The Announcement shall be made by a building  
18 administrator or designees.

19 (d) The President of the Association shall meet upon request with the Superintendent to  
20 discuss District objections to posted materials.

21 7.5 The name, address, site assignments, grade level or subject assignment, and the telephone  
22 number of each certified unit member shall be provided to the association no later than  
23 November 15 of each academic year. An update of the above mentioned information will also  
24 be provided no later than March 30. Such information shall not be provided against the  
25 wishes of the unit member or if the current information is unavailable to the District.

26 7.6 The Association shall be provided two (2) copies of the Board agenda with non-confidential  
27 supportive materials at the same time these materials are provided to board members.

**ARTICLE 7: ASSOCIATION RIGHTS**

1 7.7 The District shall furnish the Association with six (6) copies of amendments and reprinting of  
2 Board Policy within thirty (30) calendar days after adoption.

3 7.8 The District shall provide each bargaining unit member with a contract and associated  
4 memoranda of agreement no later than thirty (30) days after ratification. In addition, the  
5 District shall provide the Association with fifty (50) copies of the contract and associated  
6 memoranda of agreement.

7 7.9 The President and Vice President of the Association shall each receive full time release to be  
8 arranged by mutual agreement between the President of the Association and the Assistant  
9 Superintendent of Human Resources and subject to approval by the Board of Education. A  
10 temporary position shall remain at the school site upon completion of their term(s) of office,  
11 the officer will be returned to the same grade-level, school, subject and track assignment as  
12 occupied before becoming an officer. Authorized Association representatives shall receive  
13 release time with no loss of pay or other benefits to perform official Association or  
14 representational business which cannot be scheduled at another time. The total combined  
15 amount of release time for all representatives shall be limited to twenty (20) days per year  
16 with no more than five (5) of these days to be used by any one bargaining unit member. An  
17 additional twenty (20) total combined days per year for all representatives may be used  
18 providing the association pays substitute salary. No more than five (5) of these days shall be  
19 used by one bargaining unit member. These days shall not be used for strikes, work  
20 stoppages, work slowdowns, or other concerted activities. The Association shall notify the  
21 unit member's immediate supervisor and Human Resources prior to the use of paid release  
22 time. Except in case of emergency, such notice shall be given on the previous day.

23 7.10 The Association shall appoint a single Curriculum Committee consisting of not more than five  
24 (5) members to consult on the definition of educational objectives, the determination of the  
25 content of courses and curriculum, and the selection of textbooks, prior to the District  
26 adoption or implementation. Regular quarterly meetings shall be held between this committee  
27 and not more than five (5) representatives of the District for the purpose of such consultation.

28 7.11 The Association shall have the right to designate a single unit member to serve with other  
29 District appointed representatives on those District-wide committees and advisory groups that  
30 have unit member participation. If the District has received sufficient notice from the  
31 appropriate governmental agency, the District shall notify the Association of the committee's  
32 or advisory group's purpose and agenda not less than ten (10) workdays prior to the first  
33 meeting of each such committee or advisory group. It is agreed by both parties that only

**ARTICLE 7: ASSOCIATION RIGHTS**

1 Association appointed unit members shall speak for the bargaining unit and/or represent the  
2 Association's viewpoints.

3 **7.12 Association Committee Funding**

- 4 (a) The Association has established the following internal operating committees: Membership  
5 Assistance, Scholarship, and Community for Better Schools/Political Action Committee.
- 6 (b) The Association has established an amount sufficient to cover the operating expenses of the  
7 above referenced internal committees. The contributions shall be \$1 per month per committee  
8 for a total of \$3 per month. This amount shall be increased on an indexed basis which shall  
9 reflect salary schedule increases of the bargaining unit.
- 10 (c) Any Association member shall have thirty (30) days between May 15 and June 15, on an  
11 annual basis, to notify the Association in writing to their objection to supporting any of the  
12 funds referenced above. If such notification does not take place, an automatic monthly  
13 deduction shall commence.
- 14 (d) The Association shall indemnify, defend, and hold harmless the District, the Board, including  
15 each individual Board member, and employees acting within the scope of their employment,  
16 agents and representatives of the district against any and all claims, demands, suits, or other  
17 forms of liability brought by other than the Association, including, but not limited to, wages,  
18 damages, judgments, fees, fines, court costs, attorney fees, and any back pay, penalties, or  
19 awards resulting from any court, arbitrator, or PERB order, judgment, or settlement which  
20 may arise by reason of, or resulting from, the operation of this article of this Agreement.

21 The Association shall bear all legal costs of defending against any and all such claims,  
22 demands, suits, or other forms of liability, including, but not limited to, court costs, attorney  
23 fees, and all other legal costs of litigation.

24 Upon commencement of such legal action, the Association shall have the exclusive right to  
25 decide and determine whether any claim, liability, suit, or judgment made or brought against  
26 the District or Association because of such action shall or shall not be compromised, resisted,  
27 defended, tried, or appealed. The Association's decision thereon shall be final and binding  
28 upon all parties protected by this Article. This Article shall not be construed as a waiver on  
29 the part of the District, Board, or any individual protected by this article of any claim against  
30 the Association for failing to act in good faith in settling a claim or any failure to completely  
31 defend and hold them harmless. Within ten (10) days of proper service of a claim, demand,  
32 suit, or other legal action against any protected party, the District shall inform the Association  
33 and provide the Association with copies of any documents received as a result of the legal

**ARTICLE 7: ASSOCIATION RIGHTS**

1           action. Upon request, the District shall provide the Association’s legal counsel with  
2           documents and information reasonably related to providing a defense.

3 7.13    The Association shall be entitled to one hour of time at the beginning of the first day of the  
4           new teacher in-service time to meet with new unit members. If a mid-year hiring exceeds  
5           thirty-five (35) new unit members, the Association will be entitled to meet the new unit  
6           members for one (1) hour if the district holds a district in-service day.

7 7.14    No Faculty meeting shall extend beyond the workday on days of a regular scheduled  
8           Representative Council meeting. The Association shall provide the District a calendar listing  
9           the dates of meetings prior to July 1 of each school year.

## **ARTICLE 8: PROFESSIONAL DUES AND FEES**

### **8.1 Employee Rights**

The District and the Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join, and participate in employee organizations. Neither party shall exert pressure upon nor discriminate against an employee in the exercise of these alternative rights. Accordingly, membership in the Association shall not be compulsory.

A unit member has the right to choose, either to become a member of the Association, or to pay to the Association a fee for representation services, or to refrain from either of the above courses of action upon the grounds set forth in Section 8.7 below.

### **8.2 Payroll Deduction**

The right of payroll deduction for payment of unified Association dues, initiation fees and general assessments shall be accorded to the Association. Association members who currently have authorization cards on file for the above purposes need not be resolicited. Deductions for Association dues and fees, upon formal written request from the Association to the District, shall be increased or decreased without resolicitation and authorization from unit members.

Pursuant to authorization by the unit member, the District shall deduct one-tenth (1/10) of the unified Association dues, initiation fees, and general assessments from the regular salary check each month. Deductions for unit members who sign such authorization after commencement of the school year shall be appropriately prorated to complete the payment by the end of the school year. With respect to all sums deducted by the District pursuant to authorization of the unit member for unified Association dues, initiation fees and general assessments, the District agrees promptly to remit such monies to the Association along with an alphabetical list of unit members for whom such deductions have been made and any changes that may have occurred since the previous list.

### **8.3 Maintenance of Membership**

The Association and the District agree that any unit member who is a member of the Association at the time this Agreement becomes effective or who enrolls during the term of the Agreement shall maintain such membership for the duration of the Agreement. The District will guarantee said maintenance of membership to the Association by enforcing

**ARTICLE 8: PROFESSIONAL DUES AND FEES**

1 payment of unified Association dues, initiation fees and general assessments by members  
2 required under the terms set forth above and provisions of the Education Code and  
3 Government Code Section 3540.1(I)(1).

4 **8.4 Agency Fee (Fair Share)**

5 The Agency Fee provision set forth in this section shall become effective immediately upon  
6 ratification by an affirmative vote of at least fifty percent (50%) plus one (1), a simple  
7 majority, of unit members who vote in an election conducted on site by the State Mediation  
8 and Conciliation Service on a date agreeable to the Association.

9 (a) A bargaining unit member who does not fall within the exempted category as set forth  
10 in Section 8.7 below, and who has not voluntarily made application for membership in  
11 the Association within thirty (30) days following the date upon which said employee  
12 has been formally hired by the District as a bargaining unit member, must as a  
13 condition of continued employment in the District as a bargaining unit member, pay to  
14 the Association a representation fee in the amount allowed by Government Code  
15 Section 3546, payable to the Association in one lump sum cash payment in the same  
16 manner as required for payment of membership dues, provided, however, that the unit  
17 member may authorize payroll deduction for such fee in the same manner as required  
18 for the payment of membership dues. There shall be no charge to the Association for  
19 such mandatory agency fee deductions. Representation fees shall be for representation  
20 services necessarily performed by the Association in conformance with its legally  
21 imposed duty of fair representation on behalf of said unit member who is not a member  
22 of the Association.

23 (b) In the event that a unit member does not become a member of the Association or pay  
24 such fee directly to the Association, the District shall begin automatic payroll deduction  
25 in the same manner as set forth in Section 2 of this Article and pursuant to Education  
26 Code Section 45061.

27 (c) Prior to the beginning of such automatic payroll deduction, the Association will certify  
28 to the District in writing that:

- 29 (1) The employee whose pay is to be affected by the deduction has:  
30 a. refused to join the Association;  
31 b. refused to tender the amount of the service fee as defined herein; and,  
32 c. not applied for an exemption under Section 8.7 herein; and,

**ARTICLE 8: PROFESSIONAL DUES AND FEES**

1 (2) The Association is complying with current Public Employment Relations  
2 Board Requirements.

3 (d) The written certification in (c) above shall be a condition precedent to any  
4 collection of the service fee by the office.

5 (e) The District and Association agree to furnish any information needed by the other  
6 to fulfill the provisions of this Article.

7 **8.5 Dispute Over Amount of Service Fee**

8 Any dispute as to the amount of the service fee shall be resolved pursuant to the  
9 current regulations of the Public Employment Relations Board and adhere to all appropriate  
10 language.

11 **8.6 Annual Verification of Service Fee by Association**

12 The Association will file in a timely manner with the District a copy of the written notice  
13 required by the regulations of the Public Employment Relations Board and will meet the  
14 requirements of Grunewald.

15 **8.7 Unit Members Exempted From Obligation to Pay Service Fee**

16 (a) Any unit member shall be exempt from the requirements of a service fee as a condition  
17 of employment if such unit member is a member of a bona fide religious body whose  
18 traditional tenets of teachings include objections to joining or financially supporting  
19 employee organizations as defined by Section 3540.1(d) of the Government Code.

20 (b) Such exempt member shall, as an alternative to payment of a service fee to the  
21 Association, pay an amount equivalent to the representation fee to one of the following  
22 non-religious, non-labor organizations, charitable funds exempt from taxation under  
23 Section 501(c)(3) of Title 26 of the Internal Revenue Code:

24 (1) Corona-Norco Teachers Association Scholarship Fund

25 (2) Two more funds to be proposed by the Association

26 (c) As a condition of a continuous exemption from the provisions of this Article, the unit  
27 member shall provide proof of payment and a written statement of objection along with  
28 verifiable evidence of membership in a religious body specified in 8.7(a) above on an  
29 annual basis to the District and Association. Proof of payment shall be in the form of  
30 receipt and/or canceled checks indicating the amount paid, date of payment, and to  
31 whom payment in lieu of the service fee has been made. No in kind services or  
32 benefits may be received by the unit member in exchange for this cash contribution.



**ARTICLE 8: PROFESSIONAL DUES AND FEES**

1           The Association shall have the right of inspection in order to review said proof of  
2           payment.

3           (d) Any unit member making payments as set forth in this section (charity contribution),  
4           and who requests that the grievance or arbitration provisions of this Agreement be used  
5           in her/his behalf, shall be responsible for paying to the Association the reasonable cost  
6           of pursuing said grievance and arbitration procedures.

7 **8.8       District Obligations**

8           The District's obligations under this Article are:

9           (a) To notify any unit member who has failed to comply with the provisions of this Article  
10           that, as a condition of employment with the District, such unit member must either  
11           become an Association member, pay a service fee, or establish an exempt status and  
12           make payment pursuant to the provisions of this Agreement;

13           (b) Deduct from pay appropriate amounts pursuant to this Article. Under no circumstances  
14           shall the District be required to dismiss or otherwise discipline any unit member for  
15           failure to fulfill their obligations to pay the fees established herein.

16 **8.9       Hold Harmless**

17           The Association shall indemnify, defend, and hold harmless the District, the Board,  
18           including each individual Board member, and employees acting within the scope of their  
19           employment, agents, and representatives of the District against any and all claims, demands,  
20           suits, or other forms of liability brought by other than the Association, including but not  
21           limited to, wages, damages, judgments, fees, fines, court costs, attorney fees, and any back  
22           pay, penalties, or rewards resulting from any court, arbitrator, or PERB order, judgment, or  
23           settlement which may arise, by reason of, or resulting from, the operation of Article 8 of  
24           this Agreement. The Association shall bear all legal costs of defending against any and all  
25           such claims, demands, suits, or other forms of liability, including, but not limited to court  
26           costs, attorney fees, and all other legal costs of litigation.

27           Upon commencement of such legal action, the Association shall have the exclusive right to  
28           decide and determine whether any claim, liability, suit, or judgment made or brought  
29           against the District or Association because of such action shall or shall not be  
30           compromised, resisted, defended, tried, or appealed. The Association's decision thereon  
31           shall be final and binding upon all parties protected by this Article. This Article shall not be  
32           construed as a waiver on the part of the District, Board, or any individual protected by this

**ARTICLE 8: PROFESSIONAL DUES AND FEES**

1 Article of any claim against the Association for failing to act in good faith in settling a  
2 claim or any failure to competently defend and hold them harmless.

3 Within ten (10) days of proper service of a claim, demand, suit, or other legal action  
4 against any protected party, the District shall inform the Association and provide the  
5 Association with copies of any documents received as a result of the legal action. Upon  
6 request, the District shall provide the Association's legal counsel with documents and  
7 information reasonably related to providing a defense.

## ARTICLE 9: MISCELLANEOUS PROVISIONS

- 1 9.1 If any provisions of the Agreement or any application thereof to any unit member is held by a  
2 court of competent jurisdiction to be contrary to law, then such provision or application will  
3 be deemed invalid, to the extent required by such court decision, but all other provisions or  
4 applications shall continue in full force and effect.
- 5 9.2 Should a provision or application be deemed invalid, as described in 9.1 above, the Board  
6 shall reinstitute any benefit reduced or eliminated to the extent allowable under law.  
7 Moreover, the parties shall meet no later than ten (10) days after such court decision to  
8 renegotiate the provisions or provisions affected.
- 9 9.3 The provisions of this Agreement shall be interpreted and applied in a fair and impartial  
10 manner.
- 11 9.4 Beginning in the 2019-2020 school year, the District shall take the following actions to  
12 provide clarity and support for mandated reporting requirements of all unit members.
- 13 (a) Place a link on the myCNUSD homepage to provide resources for all unit members  
14 related to the laws and responsibilities for reporting child abuse (including guidelines on  
15 how to recognize child abuse, downloadable Child Protections Services (CPS) forms, and  
16 contact information to assist in reporting child abuse) and to explain the laws relating to a  
17 unit member's responsibilities of reporting.
- 18 (b) Provide Child Protective Services (CPS) forms and contact information for reporting child  
19 abuse to the school secretary who will file and maintain them at the school site.
- 20 (c) Print the CPS phone number on the back of all unit member staff ID badges, along with  
21 the following statement: "CPS forms can be found on the myCNUSD homepage".
- 22 9.5 The District and the Association agree that all Education Code procedural requirements and  
23 provisions for layoff of unit members shall be observed if reduction in force is necessary.
- 24 9.6 State regulations will be followed when a unit member is disciplined or discharged.
- 25 9.7 It is desirable for all district employees to treat one another in a professional manner.  
26 Whenever possible, disciplinary conferences shall be held in private.

**ARTICLE 9: MISCELLANEOUS PROVISIONS**

1 9.8 At a disciplinary conference, a unit member will be given the opportunity for a representative  
2 if the conference could result in materials that could be placed in the unit member’s personnel  
3 file.

4 9.9 Before any non-evaluation derogatory material can be placed in the bargaining unit member’s  
5 personnel file, a meeting between the bargaining unit member and the administrator shall take  
6 place to discuss the material to be placed in the file.

7 9.10 In the event the bargaining unit member and the administrator cannot agree on the accuracy of  
8 the non-evaluation derogatory material, a management designee from the Human Resources  
9 office at the District Office shall meet upon written request by the bargaining unit member to  
10 make a final decision as to the placement of the material. The Decision of the management  
11 designee, Human Resources, as to whether material will be included in the file, is final.

12 9.11 It is the intent of both the District and the Association to resolve complaints as close to  
13 the source of the issue as possible in order to protect the rights of all parties involved  
14 with the least classroom disruption.

15 (a) Any written citizen or parent complaint submitted to the district on the Complaint Form  
16 about a unit member or their instructional program which may affect the unit member’s  
17 evaluation or status within the district shall be reported to the unit member within five (5)  
18 working days of the complaint or charge. A copy of the written complaint shall be  
19 provided to the unit member at the time of notification.

20 (b) For all other complaints (including but not limited to phone calls, emails, and/or face-to-  
21 face conversations) about a unit member or their instructional program which may affect a  
22 unit member’s evaluation or status in the district, the unit member shall be notified of the  
23 complaint. This notification shall occur within five (5) working days of the receipt of the  
24 complaint. The notification shall include: 1) the name of the complainant, 2) what the  
25 concern is, 3) when the concern occurred, and 4) where the concern occurred. All  
26 outcomes of any complaint will be communicated to the unit member.

27 (c) Charges against a unit member shall be kept confidential.

28 (d) Unit members shall have the right to file a response to any written charges.

29 (e) Anonymous complaints, and charges or complaints which are withdrawn or shown to be  
30 false shall not affect the unit member’s evaluation or status within the District and all  
31 documentation of such charges or complaints shall be purged from the unit member’s file.

**ARTICLE 9: MISCELLANEOUS PROVISIONS**

- 1 9.12 Unit member discipline shall be based on the principles of due process and just cause and shall  
2 be progressive in nature.
  
- 3 9.13 Steps of progressive discipline prior to dismissal:
  - 4 (a) Verbal warning and/or directive. The administrator will make note of this for their  
5 records.
  
  - 6 (b) Conference with the unit member’s immediate supervisor (or their management level  
7 designee) including a Summary of Conference to be kept by the Principal in a secure place  
8 at site. The Summary of Conference shall be kept by the Principal for no longer than two  
9 years from the date of the Summary of Conference, and then it shall be destroyed.
  
  - 10 (c) Conference including a report/charge in the District Personnel File (as determined by  
11 District management)
  
  - 12 (d) Further discipline may include additional written documents, paid and unpaid leave,  
13 district provided remediation, other District interventions, and/or dismissal.
  
- 14 9.14 At the end of each certified payroll period, the District shall forward to the Association by  
15 separate checks, unit member’s designated contributions in up to ten (10) categories as  
16 established by the Association. The Association will pay the District \$200 per year for the  
17 performance of this service.
  
- 18 9.15 As a minimum, each unit member shall be provided with specifically designated storage  
19 space. Traveling classroom teachers shall be provided with secure storage space in each  
20 assignment classroom when such storage space is available. If the unit member’s classroom is  
21 to be used during summer school, adult education, or college classes, the storage space shall  
22 be made reasonably secure.
  
- 23 9.16 Taking into consideration space utilization at each site, to the extent practicable, itinerant  
24 support staff will be provided an area at each work site, consistent with their work  
25 requirements, to complete their duties.
  
- 26 9.17 The Parties seek to educate young people in the democratic tradition, to inspire meaningful  
27 awareness of and respect for the Constitution and the Bill of Rights, to instill appreciation of  
28 the value of individual personality, and to foster recognition of individual freedom and social  
29 responsibility. It is recognized that these democratic values can best be transmitted in an  
30 atmosphere which is conducive to inquiry and learning and in which academic freedom for  
31 teacher and student is encouraged. In accordance with approved State and District curriculum

**ARTICLE 9: MISCELLANEOUS PROVISIONS**

1 guidelines, academic freedom shall be guaranteed to teachers and they shall be encouraged to  
2 study, investigate, present and interpret objectively facts and ideas concerning man, society,  
3 and physical and biological work, and other branches of learning, subject to established  
4 courses of study.

5 9.18 (a) To the extent possible, all classroom visitations shall be scheduled in advance through  
6 the site administrator.

7 (b) Classroom visitations shall be scheduled to minimize disruptions to the  
8 classroom activities whenever possible, taking into account the needs of the  
9 school, the teacher, the parent, and the students, per Board Policy No. 1210.

10 (c) Whenever a teacher reasonably believes that a classroom visitation has been unduly  
11 disruptive, or in any other ways is in violation of Education Code Sections 44810 or  
12 44811, the teacher shall report the disruption to the site administrator, who shall  
13 investigate the matter and take appropriate action.

14 9.19 All unit members shall utilize the District adopted computer generated report cards and are  
15 expected to utilize the District adopted electronic grade book. At the secondary level, report  
16 cards will be issued on a semester basis.

17 9.20 On a monthly basis, one substitute will be available at each site for class coverage so that unit  
18 members can participate in IEPs or SSTs during student hours.

19 (a) Ten (10) substitute days per year will be provided for IEP meetings at each site.

20 (b) Five (5) substitute days per year will be provided for SST meetings at each elementary  
21 site.

22 (c) Each elementary school site shall be provided the equivalent of five (5) one-half day  
23 substitutes per year per SDC class required for IEP meetings.

24 (d) Sometime between 2000-2004, an understanding was reached between the District  
25 and the Association that, in lieu of smaller class sizes, RSP/NSH teachers at high  
26 school in non-self-contained settings had a consultation period, in addition to their  
27 regular prep period as defined in Article 10, to address caseload management. The  
28 Association and the District agree to the continuation of this practice.

29 9.21 **CNUSD/CNTA Contract Review Meeting.** The parties agree that an Annual "Contract  
30 Review Meeting" will be collaboratively planned and executed jointly by CNUSD and CNTA  
31 Negotiation Team. The "Contract Review Meeting" will be held at the beginning of the school  
32 year and will include CNUSD Site Principals and CNTA Site Reps with the purpose of

**MOU: STANDARDS BASED REPORT CARDS**

1            ensuring unified training and understanding with regard to contract changes, clarification of  
2            intent of contract language, collaborative site based problem solving and new  
3            policies/procedures. The Agenda shall include: an informational presentation, breakout  
4            sessions by grade-level and a question/answer session with all sessions collaboratively  
5            planned and executed jointly. All unit members will be compensated for their time.

6            **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO UNIFIED**  
7            **SCHOOL DISTRICT AND CORONA-NORCO TEACHERS ASSOICATION**  
8            **GRADEBOOK/I.T. TASKFORCE**

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

- 11           1) Immediately after the ratification of the CBA for 2014-15 and throughout the 2016-2017  
12           and 2017-2018 school year, and any time thereafter when changes are made to the  
13           electronic gradebook, a committee of bargaining unit members, I.T. personnel, and  
14           District management will be convened for the purposes of:
- 15           a. Developing guidelines related to the utilization of the District adopted electronic  
16           gradebook.
  - 17           b. Problem solving implementation issues related to the utilization of the District  
18           adopted electronic gradebook.
  - 19           c. Communicating with stakeholders related to the utilization of the District adopted  
20           electronic gradebook.
  - 21           d. Develop a timeline and structure to review implementation progress and issues related  
22           to the implementation of the District adopted electronic gradebook.
- 23           2) At the beginning of the 2015-16 school year, teachers will be required to utilize the  
24           District adopted electronic gradebook. Teachers will be required to update the grades at a  
25           minimum of every other week unless otherwise determined by the committee.
- 26           3) Should the District adopted electronic gradebook be changed or the technology of the  
27           District adopted electronic gradebook not be an efficient and effective tool as determined  
28           by the task force, teachers shall be held harmless for the inability to utilize the District  
29           adopted electronic gradebook and the required updating until appropriate training has  
30           taken place or the technology works appropriately.
- 31           4) During the 2016-2017 and 2017-2018 school year a grade book steering committee will  
32           continue to meet to discuss the use of the electronic grade book by unit members.

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

36           This MOU shall be in effect from July 1, 2020 through June 30, 2023.

37           **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO UNIFIED**  
38           **SCHOOL DISTRICT AND CORONA-NORCO TEACHERS ASSOICATION**  
39           **STANDARDS BASED REPORT CARDS**

40           The maximum number of academic grades/marks and effort grades/marks on a standards-  
41           based report card and on a standards-based progress report will be equal to or less than the number of  
42           grades/marks on the report card in the 2019-2020 school year (8 academic grades/marks and 14 effort  
43           grades/marks for 1-6 and 14 academic grades/marks for TK-K and 0 effort grades/marks for TK-K).

44           TK-6 grade teachers shall pilot the standards-based report card. Following the pilot, teachers  
45           who piloted the standards-based report card shall vote to determine the number of grades/marks on the  
46           report card not to exceed the maximum as stated above.

47           This MOU shall be in effect from July 1, 2020 through June 30, 2023.

## **ARTICLE 10: HOURS OF EMPLOYMENT**

1 10.1 For the purpose of this section, the term “classroom teachers” shall mean the following  
2 classification of unit members.

3 Classroom Teacher  
4 Gifted and Talented Teacher  
5 Intern Teacher  
6 Language Arts/Reading Specialist  
7 Program Specialist  
8 Resource Specialist  
9 Teacher of Communicatively Handicapped  
10 Teacher of Learning Handicapped  
11 Teacher of Mild/Moderate Disabilities  
12 Teacher of Moderate/Severe Disabilities  
13 Teachers of Physically Handicapped  
14 Teacher of Severely Handicapped  
15 Teacher on Special Assignment  
16 Temporary Teacher  
17 Traveling Teacher

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

21 10.2 Unit Member Professional Day – The normal workday for each unit member shall begin ten  
22 (10) minutes before and ten (10) minutes after the instructional day unless required to be  
23 longer to complete all duties required by this Collective Bargaining Agreement (CBA or  
24 “Contract”). Such duties include, but are not limited to, duty before and after school, required  
25 parent teacher conferences/SST/IEP meetings, and one (1) sixty (60) minute Staff meeting per  
26 month, with up to five (5) extra staff meetings per year but no more than two (2) staff  
27 meetings in each month. Unit members who are tracking on/off shall not be required to attend  
28 staff meetings during track on/off days. Unit members at Year Round Schools may be asked  
29 to attend a make-up meeting in order to keep transitioning unit members up to date. The  
30 workday shall include a continuous uninterrupted duty-free lunch period of thirty (30) minutes  
31 minimum duration. In addition, elementary principals shall develop a site procedure which  
32 allows all unit members who are on lunch duty or recess duty to have the opportunity to go to  
33 the restroom. The classroom teacher workday for a traditional daily intermediate and high  
34 school schedule shall include a conference/preparation period of not less than forty-five (45)  
35 continuous minutes in duration. The Classroom teacher workday for block schedules at  
36 intermediate and high schools shall include a conference/preparation period of not less than  
37 ninety (90) continuous minutes over a two (2) day period. In exceptional situations including  
38 but not limited to state testing and WASC, the window for calculating conference/preparation



## ARTICLE 10: HOURS OF EMPLOYMENT

1 time may be extended over 10 consecutive student days. In such situations, classroom teachers  
2 shall be provided with equitable preparation time with a minimum of 450 minutes at the  
3 intermediate and 505 minutes at the high school level. Regardless of schedule changes, the  
4 norm for prep time will continue where every member at the site receives the equivalent of  
5 one regular class period of prep per day. Parent conferences will not be scheduled during  
6 conference/preparation period without prior approval of the affected teacher, unless the  
7 teacher is given forty-eight hours advance notice.

8 (a) Elementary school sites do not have a conference/preparation period. All  
9 parent conference are to be scheduled by the unit members at site in  
10 accordance with District policy.

11 (b) At intermediate and high school sites, all conference/preparation periods are to be  
12 spent at a district site.

13 (c) Use of conference/preparation periods for in-service or staff training shall be by  
14 mutual permission of both unit members and the district.

15 (d) At sites with later starting times, the administration and unit members may  
16 collaboratively opt for some or all meetings to take place before the start of  
17 school.

18 (e) Each site may set aside one consistent day each week when no after-school  
19 meeting will be scheduled. This allows unit members to make routine  
20 appointments without concern that a called meeting will force its cancellation.

21 (f) No site staff meetings will be held on days when regularly scheduled CNTA  
22 Representative Council meetings are held.

23 (g) The workday shall also include a period of time, up to ninety (90) minutes in  
24 length, once per week on a shortened instructional day for collaborative planning.

25 (h) Itinerant staff and elementary support staff are not required to attend Professional  
26 Collaborative Time (PCT) meetings, but shall remain on campus during that time.

27 (i) Special Education Teachers (SDC and RSP) are allowed to miss one (1) PCT meeting  
28 per month for IEP preparation agreed upon with the site administrator. IEP meetings  
29 shall not take place at this time. Unit members who must travel between school sites  
30 during lunch hours shall be given sufficient time to ensure that they will also have a

## ARTICLE 10: HOURS OF EMPLOYMENT

1 continuous uninterrupted duty-free lunch period of thirty (30) minutes minimum  
2 duration.

3 (j) Using 2013-14 as the base year, individual schools may only increase their  
4 current instructional minutes with permission from both the District and the  
5 Association.

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

8 10.3 A unit member's immediate supervisor shall have the authority to grant release time in cases  
9 of individual emergencies with no reduction in unit member's wages or other benefits.  
10 Differences in application of this section shall not be subject to grievance procedure, except as  
11 to consistent application by an individual supervisor. Release time shall be granted for a  
12 teacher to attend the funeral of a student who was enrolled in the class of the teacher at the  
13 time of the student's death.

14 10.4 Unit members may be required to spend additional time at the work site for work-related  
15 tasks, subject to the following instructions:

16 (a) Unit members may be required to attend a minimum of two (2) school-wide events such  
17 as open house/back-to-school nights/other collaboratively designed events per year. There  
18 shall be no staff meetings on open house/back-to-school nights. Attendance at all other  
19 parent-teacher organization meetings is voluntary. Attendance at the High School  
20 graduation ceremony is required and will count as one of the two (2) required events per  
21 year.

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

28 (c) When IEP meetings extend more than thirty (30) minutes past the conclusion of the  
29 workday, unit members may elect to be compensated at the curriculum development rate  
30 for additional time spent, in thirty (30) minute increments. The total expenditure under  
31 this section (and Article 26.9) shall not exceed \$100,000 District-wide. Only one (1) IEP  
32 a day, morning or afternoon.

## ARTICLE 10: HOURS OF EMPLOYMENT

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

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

5 10.5 The workday for Adult Education Teachers shall be as mutually agreed by the District and the  
6 unit member. No unit members shall be required to teach adult education classes.

7 10.6 Unit members' input shall be solicited and considered prior to the establishment of the specific  
8 daily schedule and the non-teaching duty plan and schedule, including number of duties,  
9 location and duration at each school or work location. At elementary sites, consideration will  
10 be given to staff input regarding the number of duties for each staff member to pay. To the  
11 extent practicable, duty schedules will be reasonable and equitable.

12 10.7 The work year for Librarians and Nurses shall be one hundred ninety-one (191) workdays,  
13 unless otherwise agreed by the District and the unit member. The work year for Child Welfare  
14 and Attendance Counselors; Language, Speech, and Hearing Specialists; Student Advisors;  
15 Counselors; and Athletic Directors shall be one hundred ninety-six (196) workdays, unless  
16 otherwise agreed by the District and the unit member. The work year for Teacher(s) of  
17 Adaptive Physical Education (APE), Aurally Handicapped (AH), Visually Handicapped (VH),  
18 and Orientation and Mobility Specialist shall be one hundred ninety-six (196) days. The work  
19 year for Psychologists and Director of Student Activities shall be two hundred one (201)  
20 workdays, unless otherwise agreed by the District and the unit member. The work year for  
21 Year-Round Multi-Track Resource Specialist positions shall be two hundred five (205) days.  
22 The District will determine the number of two hundred five (205) Resource Specialist  
23 positions available based on staffing needs. Openings for Resource Specialists shall be posted  
24 and filled as either one hundred eight-five (185) day work year positions or two hundred five  
25 (205) day work year positions.

26 The work year for the Special Education Program Specialist shall be two hundred twelve  
27 (212) days unless otherwise agreed to by the District and the unit member. The work year for  
28 Regular Probationary or Permanent Adult Education Teachers and Temporary Teachers shall  
29 be mutually agreed by the District and the unit member. The work year of all other unit  
30 members shall be one hundred eighty-five (185) days unless otherwise agreed by the District  
31 and unit member. The work year for non-support personnel unit members who have not been  
32 employed by the District in the past in other than a substitute position and who are place on  
33 Class A, Steps 1-3 and Class B, Step 1 shall be one hundred ninety (190) days or an equivalent

## ARTICLE 10: HOURS OF EMPLOYMENT

1 number of hours agreed by the District and the unit member. All other new non-support  
2 personnel unit members shall work one hundred eighty-six (186) days. The per diem rate for  
3 these members shall be based on one hundred eighty-five (185) days of service. In assignment  
4 of the number of days in the work year for each unit member, the unit member's immediate  
5 supervisor shall give priority to the unit member's preferences whenever possible.

6 10.8 Specific workdays shall be determined by the appropriate calendar and the unit member's  
7 supervisor. In the assignment of the specific workdays for each unit member, the unit  
8 member's immediate supervisor shall give priority to the unit member's preferences whenever  
9 possible. The calendar of workdays for unit members shall be as specified in the appendix.  
10 All unit members shall have at least ten (10) calendar days prior notice of returning to work  
11 after summer vacation.

12 10.9 The work year for non-support personnel unit members shall include one hundred eighty (180)  
13 school days, unless otherwise agreed by the District and the unit member. The remaining  
14 work days shall be allocated for planning, preparation of work locations, assignment of  
15 student grades, student registration, and other such functions.

16 10.10 No less than one and one-half (1-1/2) days of the teacher in-service days prior to the start of  
17 the student year shall be available for teacher preparation. It shall be the responsibility of the  
18 site administrator to insure the combined time for scheduled District and site in-service shall  
19 not infringe upon the one and one-half (1-1/2) days of teacher preparation time. Staff  
20 development and prep days are scheduled each year and are found on the district school track  
21 calendars. Flexibility will be given on the order of S, P, and S/P days when administration  
22 gives the effected staff a minimum of two weeks notice via email, of any change in the order,  
23 but the delineation of the days must be kept. On S/P days, the S and P portions will each be  
24 3.5 hours in continuous length, respectively. All days will have a scheduled duty free lunch,  
25 that will be a minimum of 30 minutes. If travel from one site to another site is required, then  
26 travel time will be embedded in the S day portion and will be exclusive of lunch or prep time.

27 10.11 Whenever possible, unit members at schools that develop SIP plans and have requested  
28 release time for staff development and/or professional growth shall have the request honored.

29 10.12 Any high school undergoing a full WASC accreditation will have the option of customizing  
30 their student schedule to incorporate up to five (5) student minimum days. Any high school  
31 undergoing a mid-term (three-year) WASC accreditation review following a full, six (6) year  
32 accreditation may, upon request, customize their student schedule to incorporate up to three  
33 (3) student minimum days. The instructional minutes of the remaining days will be increased

1 to make up any student time lost as a result of the aforementioned minimum days. The School  
 2 Site Council will work with the principal to determine the number of days and the schedule of  
 3 minimum days. Such schedule will be submitted to the Deputy Superintendent no later than  
 4 March 1st of the year preceding the review.

5 10.13 The elementary work calendar shall include a full non-student day followed by four minimum  
 6 days in order to conduct parent conferences during the professional day. Beginning in the  
 7 2023-2024 school year, the conference week shall be placed no sooner than the last week of  
 8 Trimester 1.

9 **MEMORANDUM OF UNDERSTANDING**  
 10 **BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
 11 **AND**  
 12 **CORONA-NORCO TEACHERS ASSOCIATION**  
 13 **Professional Collaboration Time (PCT)**

14 A common interest for both District and CNTA is increasing opportunities for Professional  
 15 Teacher Time (PTT) and/or Professional Learning Communities (PLC). These collaborative times  
 16 shall jointly be called Professional Collaboration Time (PCT). At sites currently (as of school year  
 17 2011-12) participating in PTT time, the PTT model shall be the default model unless modified through  
 18 a site waiver. At sites currently (as of school year 2011-12) utilizing PLC, the PLC model shall be the  
 19 default model unless modified through a site waiver.

20 Beginning with the 2009/10 school year, in lieu of the minimum days outlined in Article 10.12 of  
 21 the CBA, each elementary and intermediate/middle school shall have one shortened student day per  
 22 week to allow for PCT. It is the intent that each PCT period created by the MOU will be  
 23 approximately, but not longer than, 90 minutes in length. This loss of instructional minutes will be  
 24 offset by the incorporation of current minimum days and by lengthening the instructional day on the  
 25 other four days of the week (by extending the student instructional time). The total number of  
 26 instructional minutes per week shall not exceed the number of instructional minutes in a typical week  
 27 (i.e., one without minimum days) in the 2014/15 school year. After school duty shall be designed so  
 28 that it does not overlap with any part of a PCT period. The PCT shall not extend into the teacher  
 29 preparation period. Teachers will not be required to complete PCT work outside of the PCT period.  
 30 PCT on 3/4 of the shortened days shall be teacher directed/designed for grade-level, cross-grade level,  
 31 cross track, departmental or intradepartmental planning and team collaboration. The utilization of the  
 32 1/4 administrator meeting will take place on the first Wednesday of each month, if needed. This  
 33 schedule allows flexibility for school sites to collaborate. Administrators may attend any PCT  
 34 meeting. Administrators may require agendas, minutes, or other evidence of “product”. Site staff  
 35 meetings shall not be scheduled on these days. Unit members are expected to work in appropriate  
 36 educational settings with colleagues. The utilization of the PCT on the remaining days shall be  
 37 collaboratively determined by affected unit members at each site (collaborative decision making is  
 38 when stakeholders identify common interests and create options to address those interests). While we  
 39 are analyzing the initiatives/programs in the 2022-2023 school year, the 3<sup>rd</sup> PCT can be used by  
 40 members to meet their individual professional needs. Members must remain on site during this PCT  
 41 time.

42 In the event that a unit member or site administrator has concerns with the use of the  
 43 collaboratively determined PCT at a site being unsuccessful or impracticable, the following  
 44 progressive steps shall be used:

- 45 1. The individual voicing concerns shall be referred to the school site for resolution.
- 46 2. A joint, collaborative review of the use of the PCT at a site will be conducted by CNTA and the  
 47 District within 10 school days.

3. Either CNTA or District administration may request that facilitated collaborative problem-solving be implemented at the site with affected unit members and site administrator(s), within 10 school days of Step 2.
4. If either CNTA or the District has concerns relative to the lack of the affected unit members' support of the current utilization of collaboratively determined PCT at their site, a secret ballot vote will be conducted by CNTA, in consultation with the site administrator(s) within 5 school days. If less than 75% of the affected unit members support the current utilization of PCT, the unit members and site administrator(s) will meet to redesign the use of this time within 10 school days. Either CNTA or the District may request that these meetings be facilitated.

For the purpose of program improvement, CNTA and the District will collaboratively design and implement a comprehensive ongoing evaluation process to be reported to Educational Services and CNTA by May 15th of each year.

This MOU, including the modification of the teacher workday (Article 10.2 (g) of the CBA), will sunset on June 30, 2023 unless it is extended by both parties.

The existing Site Contract Waiver should be used to propose any further modifications to daily working conditions at a site.

**Intent Language for the Professional Collaboration Time (PLC) MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT AND CORONA-NORCO TEACHERS ASSOCIATION**

This document is to clarify the commonly agreed upon intent of the language in the PLC MOU. The language in the original MOU will be left as is. The District and the Association will use the language and collect data with regards to any areas of concern with the process described in the language.

Site administration and unit members will be expected to use problem-solving steps 1-4 already in the MOU. The bargaining teams will jointly review the steps of problem solving at the meeting held to review the contract at the beginning of the school year.

All unit members are expected to work collaboratively. The intention is to have norms and roles in the groups to maintain a professional atmosphere.

Unit members will collaboratively identify curricular areas of need and develop teams which will address these needs. For example, in a math department there may be an area that is not generalized to the whole department like Pre-Calculus. In that case, only effected teachers would meet collaboratively to address the area of concern. Unaffected members will still be expected to collaborate in an alternative group.

This MOU will sunset on June 30, 2023 unless it is extended by both parties.

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

This Memorandum of Understanding is an agreement between the Corona-Norco Unified School District and the Corona Norco Teachers Association concerning Article 10.4 c.

A common interest of both parties is to examine the cost, District-wide, when classroom teachers submit timecards as IEP meetings extend more than thirty (30) minutes past the conclusion of the teacher workday. Classroom teachers may submit time cards for up to twenty (20) hours annually at curriculum rate, in thirty (30) minute increments, for after school IEP meetings only (at late start schools meetings may be before school). Time begins thirty (30) minutes after the completion or before the start of the professional day.

This MOU will sunset on June 30, 2023 unless it is extended by both parties.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT AND CORONA-NORCO TEACHERS ASSOCIATION**  
**SST/504 Timecards**

This Memorandum of Understanding is an agreement between the Corona-Norco Unified School District and the Corona Norco Teachers Association concerning Article 10.4 c.

1 A common interest of both parties is to examine the cost, District-wide, when classroom  
2 teachers submit timecards as SST and 504 meetings extend more than thirty (30) minutes past the  
3 conclusion of the teacher workday. Classroom teachers may submit time cards for up to twenty (20)  
4 hours annually at curriculum rate, in thirty (30) minute increments, for after school IEP meetings only  
5 (at late start schools meetings may be before school). Time begins thirty (30) minutes after the  
6 completion or before the start of the professional day.

7 This MOU will sunset on June 30, 2023 unless it is extended by both parties.

8 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO UNIFIED**  
9 **SCHOOL DISTRICT AND CORONA-NORCO TEACHERS ASSOCIATION**  
10 **High School Graduation**

11 The District and Association have a mutual interest in developing a short-term  
12 MOU to address high school graduation ceremonies and duties. Long-term solutions  
13 will be discussed in the calendar committee and future negotiations. At all sites prior  
14 to graduation duties being announced, the site administration and CNTA Site Reps  
15 will meet to collaborate on graduation duties and the process for how duties will be  
16 filled. Members will be asked for their preferred duties, and every effort will be made  
17 to honor the member's preferred duty. For the off-site graduation in 2020, the high  
18 schools will rotate graduation times, and unit members will be provided a parking  
19 pass and mileage reimbursement to and from the venue.

20 This MOU shall be in effect through June 30, 2023.

21 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-**  
22 **NORCO UNIFIED SCHOOL DISTRICT AND CORONA-NORCO**  
23 **TEACHERS ASSOCIATION**  
24 **Workload Task Force**

25 In order to celebrate and foster a love of learning for all stakeholders and  
26 maintain a work/life balance, a Workload Task Force will be formed in 2019-2020.  
27 The parties agree that a joint District-Association Workload Task Force of six (6)  
28 CNTA appointed members and six (6) District appointed members will meet no less  
29 than four (4) times annually and will report to the negotiations team no later than  
30 March 15<sup>th</sup> of each year. The purpose of the task force is to:

- 31 (a) Determine long and short term goals,
- 32 (b) Analyze what programs/initiatives we currently have using data at all  
33 levels,
- 34 (c) Use cycle of inquiry to determine effectiveness,
- 35 (d) Establish clear measures of effectiveness,
- 36 (e) Make recommendations to keep, eliminate, and improve  
37 programs/initiatives
- 38 (f) Survey members and administration regarding programs/initiatives at  
39 their site.

40 While we are analyzing the initiatives/programs, the 3<sup>rd</sup> PCT can be used by members to meet  
41 their individual professional needs. Members must remain on site during this PCT time.

42 This MOU shall be in effect through June 30, 2023.

43 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-**  
44 **NORCO TEACHERS ASSOCIATION AND CORONA-NORCO UNIFIED**  
45 **SCHOOL DISTRICT**  
46 **SB 328 Start Times in the 2022-2023 Academic School Year**  
47 **November 30, 2021**

48 The Corona-Norco Unified School District ("District") and Corona-Norco Teachers  
49 Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the  
50 California Senate Bill 328 concerning mandatory start times beginning with the academic school year  
51 2022-2023.

52 The California legislature passed Senate Bill 328 and Education Code 46148, which mandates  
53 instructional start times for all secondary schools. Starting July 1, 2022, middle schools and

**MOU: SB 328 START TIMES 2022**

1 intermediate schools must start no earlier than 8:00 am. Starting July 1, 2022, high schools must start  
2 no earlier than 8:30 am. Due to this law, transportation needs, and the intent to make the fewest  
3 changes possible while complying with this law, both parties agree to the following:

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

5 Intermediate Schools and Academies grades 7-8

- 6 1. All intermediate schools and academies grades 7-8 shall shift their instructional start time to  
7 8:00 am.
- 8 2. All intermediate schools and academies grades 7-8 shall maintain their same passing periods,  
9 period lengths, and lunch times as their 2020-2021 school bell schedules.
- 10 3. All intermediate schools and academies grades 7-8 shall shift end times to preserve the same  
11 amount of instructional minutes as their 2020-2021 school bell schedules.

12 High Schools – Comprehensive

- 13 1. All comprehensive High Schools shall shift their instructional start time to 8:30 am.
- 14 2. All comprehensive High Schools shall maintain their same passing periods, period lengths,  
15 and lunch times as their 2020-2021 school bell schedules.
- 16 3. All comprehensive High Schools shall shift end times to preserve the same amount of  
17 instructional minutes as their 2020-2021 school bell schedules.

18 High Schools – Alternative: JFK, Orange Grove, Pollard

- 19 1. All alternative High Schools shall shift their instructional start time to 8:45 am.
- 20 2. All alternative High Schools shall maintain their same passing periods, period lengths, and  
21 lunch times as their 2020-2021 school bell schedules.
- 22 3. All alternative High Schools shall shift end times to preserve the same amount of  
23 instructional minutes as their 2020-2021 school bell schedules.

24 Due to this law, transportation needs, and the intent to make the fewest changes as possible  
25 while complying with this law, both parties agree to the following:

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

27 Eastvale Elementary

- 28 1. Eastvale Elementary school shall shift their instructional start time to 7:35 am.
- 29 2. They shall maintain their same recess minutes and lunch time as their 2020-2021 school  
30 bell schedule.
- 31 3. They shall shift their end time to remain the same amount of instructional minutes as their  
32 2020-2021 school bell schedule.

33 Jefferson Elementary

- 34 1. Jefferson Elementary shall shift their instructional start time to 8:45 am.
- 35 2. They shall maintain their same recess minutes and lunch time as their 2020-2021 school  
36 bell schedule.
- 37 3. They shall shift their end time to remain the same amount of instructional minutes as their  
38 2020-2021 school bell schedule.

39 Parkridge Elementary

- 40 1. Parkridge Elementary shall shift their instructional start time to 7:45 am.
- 41 2. They shall maintain their same recess minutes and lunch time as their 2020-2021 school  
42 bell schedule.
- 43 3. They shall shift their end time to remain the same amount of instructional minutes as their  
44 2020-2021 school bell schedule.

45 Riverview Elementary Special Education Preschool Programs only

- 46 1. The 4-day and DHH Special Education Preschool Programs at Riverview elementary shall  
47 shift their instructional AM program to 8:45 am-11:15 pm and their PM program from 12:15  
48 pm – 2:45 pm.
- 49 2. The 5-day and PALS Special Education Preschool Programs at Riverview elementary shall  
50 shift their instructional program to 8:45 am-12:15 pm.

51 Coronita Elementary Special Education Preschool Programs only

- 52 1. The 4-day Special Education Preschool Program at Coronita Elementary shall shift their  
53 instructional AM program to 8:45 am-11:15 pm and their PM program from 11:55 am – 2:25  
54 pm.



1           2. The 5-day Special Education Preschool Program at Coronita Elementary shall shift their  
2           instructional program to 8:45 am-12:15 pm.

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

5 **PCT/PLC**

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

11 **Staff Meetings**

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

## **ARTICLE 11: UNIT MEMBER SAFETY**

1 11.1 A unit member shall not be required to work or engage in any activity which poses an  
2 immediate hazard to life or limb or which is contrary to the requirements for safe working  
3 conditions as established under the California Occupational Safety and Health Act of 1973  
4 (CAL/OSHA). Enforcement and rule-making authority is lodged with the Department of  
5 Industrial Relations. The Division of Industrial Safety has jurisdiction over inspection and the  
6 enforcement of standards; therefore, any disputes arising relating to safety conditions may be  
7 processed through the Department of Industrial Relations and grievances may be appealed up  
8 to Level Two of the grievance procedure. Copies of safety reports from this and any other  
9 government agency shall be promptly forwarded to the Association.

10 11.2 The District shall take reasonable action to identify and eliminate unsafe working conditions  
11 and activities.

12 (a) Should a unit member feel that such a condition or activity exists, the immediate  
13 supervisor shall be so informed. The immediate supervisor shall initiate action within five  
14 (5) days to correct the condition or shall promptly inform the unit member of the reasons  
15 for inaction. Should a unit member feel that there is immediate danger to the unit  
16 member's health, the unit member shall report that danger immediately to the supervisor.  
17 If the supervisor determines that such a danger exists, immediate action shall be taken by  
18 the supervisor.

19 (b) Whenever the District receives a report on a suspected condition which may be a threat to  
20 the health and safety of any bargaining unit member, such complete report shall be given  
21 to the affected employee and to the association within ten (10) working days of receipt of  
22 the report.

23 11.3 Should a unit member feel that a student assigned to the unit member's classroom has a  
24 contagious disease or infestation, the unit member shall immediately send the student to the  
25 site level administrator. It shall be the site level administrator's responsibility to get the  
26 student to a school nurse. Until the nurse has determined that the student does have a  
27 contagious disease or infestation, the student shall not be allowed back in the classroom.

### 28 11.4 **Specialized Health Care Procedures**

29 Among bargaining unit members only qualified nurses shall be required to provide and  
30 conduct necessary medical procedures (such as clean intermittent catheterization, injections,  
31 suction, gavage feeding, and drainage). Unit members, other than qualified school nurses,  
32 shall not be required to perform any medical procedure on a student. Unit members may be  
33 required to attend training on said procedures in order to respond in an emergency situation.

## ARTICLE 11: UNIT MEMBER SAFETY

1           Such training shall be during the unit member's duty day or the unit member shall receive  
2           compensation at the curriculum preparation and in-service planning hourly rate for training  
3           taken during non-duty time.

4 11.5    Assault, battery, physical abuse, or repeated verbal abuse, including harassment by means of  
5           an electronic device, upon a unit member at any time or place (including extra curricular  
6           activities associated with the school) shall constitute good cause for suspension or expulsion  
7           of the student from school in accordance with legal requirements and appropriate District  
8           policies. Should a unit member be attacked, assaulted, or menaced by any person, including  
9           harassment by means of an electronic device in the course of employment, the unit member  
10          shall report the incident orally and in writing to the immediate supervisor who shall report the  
11          incident to the police. The district shall comply with any reasonable request from the unit  
12          member for information in its possession relating to the incident or the persons involved when  
13          legally permissible.

14 11.6    A unit member may suspend, for good cause, as defined in statute, any pupil from the  
15          unit member's class for the day of the suspension and the day following. The unit  
16          member shall immediately report the suspension to the site administrator orally and in  
17          writing and send the pupil to the site administrator for the appropriate action. As soon  
18          as possible, the unit member shall ask the parent or guardian of the pupil to attend a  
19          parent-teacher conference regarding the suspension. A school administrator shall  
20          attend the conference if the unit member or the parent or guardian so requests. The  
21          pupil shall not be returned to the class from which he/she was suspended during the  
22          period of suspension without the concurrence of the unit member and the site  
23          administrator.

24 11.7    A pupil suspended from a class shall not be placed in another regular class during the  
25          period of suspension.

26 11.8    The District shall take the following action to provide a healthy work environment for all unit  
27          members:

28           (a)    Unit members shall be promptly notified and the District shall take action to minimize  
29           physical activity during any smog alerts.

30           (b)    The District shall make a reasonable effort to minimize the noise level at unit  
31           members' work locations. Maintenance and custodial activities shall be scheduled  
32           whenever possible so as to avoid instructional disruptions.

## ARTICLE 11: UNIT MEMBER SAFETY

1 11.9 Each site will form a safe-school committee comprised of the principal or their designee and  
2 three (3) Association staff members elected by the certified staff at their site. Each safe-  
3 school committee shall be formed and meet no later than the thirtieth (30<sup>th</sup>) workday at each  
4 site. School traffic concerns shall be included in the safety issues to be considered by the safe-  
5 school committee. If requested by the safe-school committee, the District will provide the  
6 resources of the supervisor of student safety.

7 11.10 Bargaining unit members shall not be directed to direct traffic on the public streets.

8 11.11 When school break-ins occur, unit members shall be reimbursed for the loss or damage to  
9 personal property up to a maximum of \$100.00 per unit member. The District responsibility  
10 for reimbursement shall not exceed \$10,000.00 per school year.

11 11.12 Indoor Air Quality: A stakeholder committee will be established by March 31, 2009. A  
12 Program will be designed by May 15, 2009 and a written proposal will be made to the  
13 Bargaining Team for review no later than June 1, 2009 unless a later date is agree by both  
14 parties.

15 11.13 Code of Conduct for School Visitors

16 (a) Beginning in the 2020-2021 school year, CNUSD will clearly communicate and  
17 enforce the following Code of Conduct.

18 (b) Beginning in the 2021-2022 school year, CNUSD will add the Code of Conduct to the  
19 parent handbook.

20 CNUSD will provide training for administrators on the Code of Conduct and how to  
21 best respond to breaches of it.



### Code of Conduct for Meetings

Corona-Norco Unified School District strives for the highest quality of instructional and co-curricular opportunities for all students. A top priority of the school district is safe and secure schools for all students, staff, and its community. In order to ensure that school meetings are efficient and safe, the following policy has been developed.

A good school-community relationship, based on mutual respect and trust, is the cornerstone of student success.

We encourage:

- active participation
- active listening
- solution-focused behavior

We understand that it can be stressful to attend meetings regarding your children, but we expect all guests to exhibit appropriate and polite behavior to all staff. Verbal harassment will not be tolerated or accepted under any circumstance. You may be asked to leave the meeting, or the meeting will be ended, if this behavior occurs.

Expectations include refraining from:

- Swearing/Profanity
- Offensive Gestures
- Invasion of Personal Space
- Discriminatory Language
- Bullying and Intimidation (Talking over others, raising voice, repeating points multiple times)
- Stalking-Threatening Behavior towards Staff and/or their Families outside of the Workplace
- Shouting and Intrusive Behavior
- Abusive Remarks

If you are considered to have breached this policy, one or more of the following may occur, depending on the circumstances:

- Warning
- Team Member Excusal
- Break from the Meeting
- End the Meeting
- Stay Away Order
- Call Law Enforcement

ARTICLE 12: CLASS SIZE

- 1 12.1 The District shall maintain the following maximum class sizes.
- 2 (a) Kindergarten 33
- 3 (b) 1<sup>st</sup> Grade 32
- 4 (c) 2<sup>nd</sup> Grade 32
- 5 (d) 3<sup>rd</sup> Grade 32
- 6 (e) 4<sup>th</sup> Grade 34
- 7 (f) 5<sup>th</sup> Grade 34
- 8 (g) 6<sup>th</sup> Grade 34
- 9 (h) 7<sup>th</sup> through 12<sup>th</sup> Grade 42 (Excluding Music, Typing, Physical
- 10 Education & Drama)
- 11 (i) Secondary typing and Physical Education 55
- 12 (The number of students assigned to any secondary typing class shall not exceed the
- 13 number of work stations available for that class)
- 14 (j) Opportunity Classes Located at Middle and Intermediate Schools 20
- 15 (k) For the first five (5) school days of the school year, the district will have flexibility with
- 16 regard to class size. Beginning on the 6<sup>th</sup> school day the District shall provide classroom
- 17 support in the form of a certificated substitute until the class size is within the stated
- 18 contract maximums. The classroom teacher may decline District offered support. The
- 19 District, however, is not require to offer any other form of assistance or compensation.

20 The Parties agree that the stated maximums are not optimum and that every effort will be made to

21 keep class sizes below the maximum allowed. No classroom teachers shall be required to accept

22 more than the stated maximum number of students.

23 12.2 The District shall maintain the size of an elementary traditional graded combination class at two

24 (2) students less than the above maximums except upon written approval of the classroom teacher

25 to exceed this maximum.

26 12.3 The District shall continue to staff schools according to the following ratios:

- 27 (a) 33.5 students to one classroom teacher: K-6
- 28 (b) 30.5 students to one classroom teacher: 7-8
- 29 (c) 30.0 students to one classroom teacher: 9-12

30 12.4 The District agrees to provide information upon request to the Association which will enable the

31 Association to review the above provisions.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
**AND**  
**CORONA-NORCO TEACHERS ASSOCIATION**  
**April, 2014**

32 This Memorandum of Understanding is agreed upon between the Corona-Norco Unified School

33 District and Corona-Norco Teachers Association concerning Article 12.1.

For purposes of Article 12.1 “The District shall maintain the following maximum class sizes:

- (a) Kindergarten 33
- (b) 1<sup>st</sup> grade 32
- (c) 2<sup>nd</sup> grade 32
- (d) 3<sup>rd</sup> grade 32
- (e) 4<sup>th</sup> grade 34
- (f) 5<sup>th</sup> grade 34
- (g) 6<sup>th</sup> grade 34
- (h) 7<sup>th</sup> through 12<sup>th</sup> 42 (excluding Music, Typing, PE and Drama)
- (i) Secondary Typing and PE 55
- (j) Opportunity class located at middle and intermediate schools 20

The District and the Association have mutually agreed to open the article for negotiations for the 2014-15 school year. The article was discussed at the table during the negotiations session in April, 2014. The District and the Association mutually agreed to keep the current class sizes, as stated above, in effect at each school site.

It is understood by both parties that the Article may be opened by either party each year. It is understood that any funding used to reduce class size will be applied to the overall allotment of CNTA total compensation increases.

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

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

**ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated April 2014 between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco Teachers Association (CNTA)**

**April 6, 2015**

**Grade Span Adjustment Average and Class Size Reduction**

This Addendum is entered into by and between the Corona-Norco Unified School District and the Corona-Norco Teachers Association concerning the mutual agreement to lower class size and balance grade levels/tracks at school sites throughout TK-12 grade. This mutual agreement will be referred to as Grade Span Adjustment (GSAA). The Class Size MOU dated April 2014, notwithstanding, this Addendum reflects the intent of both parties going forward.

1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be negotiated. District average class size will not exceed previous year.
2. Changes to site and grade level/caseload averages shall be predicated on space available.
3. Should COLA be deficated in any particular year or should COLA funding be insufficient to cover the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1 averages/caps will be applied as long as there is a COLA deficit/insufficiency.
4. Beginning in SY 2016-17, GSAA will be implemented with the following exceptions:
  - a. Unit members in TK will have a hard cap of 25 students.
  - b. Grades K-3 will have a GSAA/target of 29 students per class. Affected individual unit members with over 31 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
  - c. Grades 4-6 will have a GSAA/target of 32 students per class. Affected individual unit members with over 33 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
  - d. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will

1 receive \$1000 each semester. The above formula excludes PE, music, band, drama, and  
 2 special programs. Student assistants (TAs) are not factored in the formula. This excludes  
 3 teachers selling preps.

- 4 e. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit  
 5 members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200  
 6 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000  
 7 each semester. The above formula excludes athletics/PE, music, band, drama, and  
 8 special programs. Student assistants (TAs) are not factored in the formula. This excludes  
 9 teachers selling preps.
- 10 f. Physical Education grades 6-12 will have a GSAA/target at 53 per class. If the total daily  
 11 average of 53 is exceeded, then the affected unit member will receive a stipend of \$600  
 12 per semester. If the total daily average of 54 is exceeded, then the affected unit member  
 13 will receive a stipend of \$1,000 per semester.
- 14 g. Affected unit members in Special Education Day classes will have a caseload  
 15 GSAA/target of the following for self-contained classrooms:  
 16 i. 17 students per elementary NSH teacher  
 17 ii. 13 students per elementary SH teacher  
 18 iii. 17 students per 7-8 NSH teacher  
 19 iv. 17 students per secondary SH teacher

20 Affected individual unit members with caseloads over the target will receive a stipend of \$500 per  
 21 semester, up to \$1,000 for the year.

- 22 5. For the 2015-2016 school year the Association will dedicate .5% to GSAA and the District will  
 23 match this percentage. Any unused portion of the Association's .5% will be redistributed to  
 24 members employed in 2015-2016 by August 31, 2016.
- 25 6. Each year the Association and the District will "Meet and Confer" regarding the amount of the  
 26 new dedicated money to be utilized for GSAA.
- 27 7. At high schools, academic guidance counselors and intermediate student advisors will receive a  
 28 \$500 stipend per year due to additional hours for GSAA.
- 29 8. The intent of this Addendum is to reduce class sizes each year.
- 30 9. A semester is equivalent to 90 days. Additional students over the amount described in section 4  
 31 must be enrolled at least 46 days in order for the teacher to receive the stipend.
10. This Addendum will expire at the end of each year unless it is renewed, or modified and  
 renewed, by both parties.

32 **ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated April 2015**  
 33 **between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco**  
 34 **Teachers Association (CNTA)**  
 35 **April 6, 2016**

36 **Grade Span Adjustment Average and Class Size Reduction**

37 This Addendum is entered into by and between the Corona-Norco Unified School District and the  
 38 Corona-Norco Teachers Association concerning the mutual agreement to lower class size and balance  
 39 grade levels/tracks at school sites throughout TK-12<sup>th</sup> grade. This mutual agreement will be referred to as  
 40 Grade Span Adjustment (GSAA). The Class Size MOU dated April 2014, notwithstanding, this  
 41 Addendum reflects the intent of both parties going forward.

- 42 1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be  
 43 negotiated. District average class size will not exceed the previous year.
- 44 2. Changes to site and grade level/caseload averages shall be predicated on space available.
- 45 3. Should COLA be deficiated in any particular year or should COLA funding be insufficient to  
 46 cover the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1  
 47 averages/caps will be applied as long as there is a COLA deficit/insufficiency.
- 48 4. Beginning in SY 2016-17, GSAA will be implemented with the following exceptions:



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- a. Unit members in TK will have a hard cap of 25 students.
- b. Kindergarten will have a GSAA/target of 28 students per class. Affected individual unit members with over 28 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
- c. Grades 1-3 will have a GSAA/target of 29 students per class. Affected individual unit members with over 30 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
- d. Grades 4-6 will have a GSAA/target of 31 students per class. Affected individual unit members with over 32 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
- e. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will receive \$1000 each semester. The above formula excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. This excludes teachers selling preps.
- f. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000 each semester. The above formula excludes athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. This excludes teachers selling preps.
- g. Physical Education grades 6-12 will have a GSAA/target at 52 per class. If the total daily average of 52 is exceeded, then the affected unit member will receive a stipend of \$600 per semester. If the total daily average of 53 is exceeded, then the affected unit member will receive a stipend of \$1,000 per semester.
- h. Affected unit members in Special Education Day Classes will have a caseload GSAA/target of the following self-contained classrooms:

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND
Pre-K	PALS	10	(11) 500
Pre-K	Rocket-5 Day	15	(16) 500
Pre-K	Rocket-4 Day	30	(31) 500 (32) 500
K-6	NSH	15	(16) 500
K-6	SH	12	(13) 500
K-6	PALS	10	(11) 500
7-8	NSH	15	(16) 500
7-8	SH	15	(16) 500
7-8	PALS	12	(13) 500
9-12	SH (Life Skills)	15	(16) 500
Elem/Int/HS	II	12	(13) 500

1 Affected individual unit members with caseload over the target will receive a stipend of \$500 per  
2 semester, up to \$1,000 for the year.

- 3 1. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will  
4 match this percentage. Any unused portion of the Association's .5% will be redistributed to  
5 members employed in 2015-2016 by August 31, 2016.
- 6 2. For the 2016-17 school year the Association will dedicate the remaining available balance of the  
7 .5% in the GSAA account, and the District will continue to match this percentage. Any unused  
8 remaining available balance of the Association's .5% will be redistributed to members employed  
9 in 2016-2017 by August 31, 2017.
- 10 3. Each year the Association and the District will "Meet and Confer" regarding the amount of new  
11 dedicated money to be utilized for GSAA staffing.
- 12 4. At high schools, academic guidance counselors and intermediate student advisors will receive a  
13 \$500 stipend per year due to additional hours for GSAA.
- 14 5. The intent of this Addendum is to reduce class sizes each year.
- 15 6. A semester is equivalent to 90 days. Additional students over the amount described in section 4  
16 must be enrolled at least 32 days in order for the teacher to receive the stipend.

17 This Addendum will expire at the end of each school year unless it is renewed, or modified and  
18 renewed, by both parties.

19 **ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated April 2016**  
20 **between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco**  
21 **Teachers Association (CNTA)**  
22 **May 22, 2017**

23 **Grade Span Adjustment Average and Class Size Reduction**

24 This Addendum is entered into by and between the Corona-Norco Unified School District and the  
25 Corona-Norco Teachers Association concerning the mutual agreement to lower class size and balance  
26 grade levels/tracks at school sites throughout TK-12 grade. This mutual agreement will be referred to as  
27 Grade Span Adjustment (GSAA). The Class Size MOU dated April 2014, notwithstanding, this  
28 Addendum reflects the intent of both parties going forward.

- 29 1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be  
30 negotiated. District average class size will not exceed previous year.
- 31 2. Changes to site and grade level/caseload averages shall be predicated on space available.
- 32 3. Should COLA be deficated in any particular year or should COLA funding be insufficient to  
33 cover the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1  
34 averages/caps will be applied as long as there is a COLA deficit/insufficiency.
- 35 4. Beginning in SY 2017-2018, GSAA will be implemented with the following exceptions:  
36 a. Unit members in TK will have a hard cap of 25 students.  
37 b. Kindergarten will have a GSAA/target of 27 students per class. Affected individual unit  
38 members with over 27 students will receive a stipend of \$500 per semester, up to \$1,000  
39 for the year.  
40 c. Grades 1 will have a GSAA/target of 28 students per class. Affected individual unit  
41 members with over 28 students will receive a stipend of \$500 per semester, up to \$1,000  
42 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.  
43 d. Grades 2-3 will have a GSAA/target of 29 students per class. Affected individual unit  
44 members with over 29 students will receive a stipend of \$500 per semester, up to \$1,000  
45 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.

**MOU: GSAA 2017**

- e. Grades 4-6 will have a GSAA/target of 31 students per class. Affected individual unit members with over 31 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND per semester
TK	General Ed	25 hard cap	
K		27	(28) \$500
1		28	(29) \$500
2-3		29	(30) \$500
4-6		31	(32) \$500

- f. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will receive \$1000 each semester. The above formula excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. This excludes teachers selling preps.

- g. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000 each semester. The above formula excludes athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. This excludes teachers selling preps.

- h. Physical Education grades 6-12 will have a GSAA/target at 52 per class. If the total daily average of 52 is exceeded, then the affected unit member will receive a stipend of \$600 per semester. If the total daily average of 53 is exceeded, then the affected unit member will receive a stipend of \$1,000 per semester.

- i. Affected unit members in Special Education Day Classes will have a caseload GSAA/target of the following self-contained classrooms:

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND per semester
Pre-K	PALS	10	(11) \$500
Pre-K	Rocket-5 day	15	(16) \$500
Pre-K	Rocket-4 Day	30	(31) \$500 (32) \$500
TK/K	SDC	15	(16) \$500
1-6	NSH	15	(16) \$500
1-6	SH	12	(13) \$500
K-6	PALS	10	(11) \$500
7-8	NSH	15	(16) \$500
7-8	SH	15	(16) \$500
7-8	PALS	12	(13) \$500
9-12	SH (Life Skills)	15	(16) \$500
Elem/Int/HS	II	12	(13) \$500

Affected individual unit members with caseload over the target will receive a stipend of \$500 per semester, up to \$1,000 for the year.

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- 5. A semester is equivalent to 90 days. Additional students over the amount described in section 4 must be enrolled at least 32 days in order for the teacher to receive the stipend.
- 6. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will match this percentage. Any unused portion of the Association’s .5% will be redistributed to members employed in 2015-2016 by August 31, 2016.
- 7. For the 2016-17 school year the Association will dedicate the remaining available balance of the .5% in the GSAA account, and the District will continue to match this percentage. Any unused remaining available balance of the Association’s .5% will be redistributed to members employed in 2016-2017 by August 31, 2017.
- 8. Each year the Association and the District will “Meet and Confer” regarding the amount of new dedicated money to be utilized for GSAA staffing.
- 9. At high schools, academic guidance counselors and intermediate student advisors will receive a \$500 stipend per year due to additional hours for GSAA.
- 10. The intent of this Addendum is to reduce class sizes each year.
- 11. This Addendum will expire at the end of each school year unless it is renewed, or modified and renewed, by both parties.

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**ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated April 2016  
between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco  
Teachers Association (CNTA)  
May 22, 2018**

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**Grade Span Adjustment Average and Class Size Reduction**

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This Addendum is entered into by and between the Corona-Norco Unified School District and the Corona-Norco Teachers Association concerning the mutual agreement to lower class size and balance grade levels/tracks at school sites throughout TK-12 grade. This mutual agreement will be referred to as Grade Span Adjustment (GSAA). The Class Size MOU dated April 2014, notwithstanding, this Addendum reflects the intent of both parties going forward.

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- 1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be negotiated. District average class size will not exceed previous year.
- 2. Changes to site and grade level/caseload averages shall be predicated on space available.
- 3. Should COLA be deficated in any particular year or should COLA funding be insufficient to cover the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1 averages/caps will be applied as long as there is a COLA deficit/insufficiency.
- 4. Beginning in SY 2018-2019, GSAA will be implemented with the following exceptions:
  - a. Unit members in TK will have a hard cap of 25 students.
  - b. Kindergarten will have a GSAA/target of 26 students per class. Affected individual unit members with over 26 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
  - c. Grades 1 will have a GSAA/target of 27 students per class. Affected individual unit members with over 27 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.

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- d. Grades 2 will have a GSAA/target of 28 students per class. Affected individual unit members with over 28 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
- e. Grades 3 will have a GSAA/target of 29 students per class. Affected individual unit members with over 29 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
- f. Grades 4-6 will have a GSAA/target of 31 students per class. Affected individual unit members with over 31 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND per semester
TK	General Ed	25 hard cap	
K	General Ed	26	(27) \$500
1	General Ed	27	(28) \$500
2	General Ed	28	(29) \$500
3	General Ed	29	(30) \$500
4-6	General Ed	31	(32) \$500
School sites impacted by facility limitations may request K-2 intervention determined by the site.			

- g. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will receive \$1000 each semester. Affected unit members with over 267 class contacts per seven (7) periods will receive a paid stipend: 267-273 contacts will receive \$600 each semester; over 274 will receive \$1000 each semester. The above formula excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (38) thirty eight students.
- h. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000 each semester. Affected individual unit members with over 235 class contacts per 6 periods will receive a paid stipend: 235-240 contacts will receive \$600 each semester; over 241-252 class contacts will receive \$1,000 each semester. The above formula excludes athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (39) thirty nine students.
- i. Physical Education grades 6-12 will have a GSAA/target at 52 per class. If the total daily average of 52 is exceeded, then the affected unit member will receive a stipend of \$600 per semester. If the total daily average of 53 is exceeded, then the affected unit member will receive a stipend of \$1,000 per semester.  
Future Class Size Targets:

School Year	18/19	19/20	20/21
K	26	26	26
1	27	26	26
2	28	27	26
3	29	28	28
4-6	31 *	32**	32**

\*Study, plan and develop a program in the year 18-19 for relief for 4-6 grade teachers.  
 \*\*Implement plan beginning in the year 19-20 to provide relief for 4-6 grade teachers, that includes release time.

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- j. Affected unit members in Special Education Day Classes will have a caseload GSAA/target of the following self-contained classrooms:

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND	HARDCAP
Pre - K	PALS			10
Pre - K	Rocket – 5 Day	15	(16) 500	17
Pre – K	Rocket – 4 Day	30	(31) 500 (32) 500	32
K – 6	NSH	15	(16) 500	17
K – 6	SH	12	(13) 500	14
K – 6	PALS			10
7 – 8	NSH	15	(16) 500	17
7 – 8	SH	15	(16) 500	17
9 – 12	SH/Adult Transition (Life Skills)	15	(16) 500	17
Elem/Int/HS	II			10

6 \*\*\* Members exceeding the soft cap may request one sub day per trimester in order to write IEP’s on site.

1 Affected individual unit members with caseload over the target will receive a stipend of \$500 per  
2 semester, up to \$1,000 for the year.

- 3 5. A semester is equivalent to 90 days. Additional students over the amount described in section 4  
4 must be enrolled at least 32 days in order for the teacher to receive the stipend.
- 5 6. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will  
6 match this percentage. Any unused portion of the Association's .5% will be redistributed to  
7 members employed in 2015-2016 by August 31, 2016.
- 8 7. For the 2016-17 school year the Association will dedicate the remaining available balance of the  
9 .5% in the GSAA account, and the District will continue to match this percentage. Any unused  
10 remaining available balance of the Association's .5% will be redistributed to members employed  
11 in 2016-2017 by August 31, 2017.
- 12 8. Each year the Association and the District will "Meet and Confer" regarding the amount of new  
13 dedicated money to be utilized for GSAA staffing.
- 14 9. At high schools, academic guidance counselors and intermediate student advisors will receive a  
15 \$500 stipend per year due to additional hours for GSAA.
- 16 10. The intent of this Addendum is to reduce class sizes each year.

17 This Addendum will expire at the end of each school year unless it is renewed, or modified and  
18 renewed, by both parties.

19 **ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated May 22, 2018**  
20 **between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco**  
21 **Teachers Association (CNTA)**  
22 **May 23, 2019**

23 **Grade Span Adjustment Average and Class Size Reduction**

24 This Addendum is entered into by and between the Corona-Norco Unified School District and the  
25 Corona-Norco Teachers Association concerning the mutual agreement to lower class size and balance  
26 grade levels/tracks at school sites throughout TK-12<sup>th</sup> grade. This mutual agreement will be referred to as  
27 Grade Span Adjustment (GSAA). The Class Size MOU dated April 2014, notwithstanding, this  
28 Addendum reflects the intent of both parties going forward. Every attempt will be made to balance class  
29 sizes across grade levels/content areas, and limit combination classes. The intent is to minimize the  
30 number of combos across the district with no more than one (1) combo per school when needed.  
31 Exceptions may apply in schools with the enrollment of 550 or less.

- 32 1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be  
33 negotiated. District average class size will not exceed previous year.
- 34 2. Changes to site and grade level/caseload averages shall be predicated on space available.
- 35 3. Should COLA be deficit in any particular year or should COLA funding be insufficient to cover  
36 the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1 averages/caps will  
37 be applied as long as there is a COLA deficit/insufficiency.
- 38 4. Beginning in SY 2018-2019, GSAA will be implemented with the following exceptions:  
39 a. Unit members in TK will have a hard cap of 25 students.  
40 b. Kindergarten will have a GSAA/target of 26 students per class. Affected individual unit  
41 members with over 26 students will receive a stipend of \$500 per semester, up to \$1,000  
42 for the year.  
43 c. Grades 1 will have a GSAA/target of 26 students per class. Affected individual unit  
44 members with over 26 students will receive a stipend of \$500 per semester, up to \$1,000  
45 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.

**MOU: GSAA 2019**

- d. Grade 2 will have a GSAA/target of 27 students per class. Affected individual unit members with over 27 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
- e. Grade 3 will have a GSAA/target of 28 students per class. Affected individual unit members with over 28 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
- f. Grades 4-6 will have a GSAA/target of 31 students per class. Affected individual unit members with over 31 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
  - (1) In response to the district creating the LCAP VAPA program for the 2019-2020 school year, the following parameters shall be used for release time connected with this program: Unit members teaching General Education 4-6 will get 45 minutes two (2) times a month release time for 2019-2020. Release time will be used by members to meet individual professional needs. Members must remain on site. No meetings will be scheduled during this time.
  - (2) The 4-6 Release Time Task Force will be composed of equal numbers of District and Association appointees to study, plan, determine curricular content, and report to the Negotiations Team by March 1<sup>st</sup>. The 4-6 Release Time Task Force will meet a minimum of four (4) times. Both parties are committed to maintaining an excellent educational program for the students of CNUSD.
  - (3) For the 2020-2021 school year, release time will be weekly (unless a different schedule or amount of time is recommended by the task force).
  - (4) For the 2019-2020 school year, the soft cap for grades 4-6 remains at 31.
  - (5) For the 2020-2021 school year, following the task force recommendations on release time, the soft cap for grades 4-6 will go to 32.
  - (6) Stipends apply to classes over 31.

GRADE SPAN	2018-2019			2019-2020			2020-2021		
	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP
TK			25			25			25
K	26	27	33	26	27	33	26	27	33
1	27	28	32	26	27	32	26	27	32
2	28	29	32	27	28	32	26	27	32
3	29	30	32	28	29	32	28	29	32
4	31	32	34	31	32	34	32	33	34
5	31	32	34	31	32	34	32	33	34
6	31	32	34	31	32	34	32	33	34
School sites impacted by facility limitations may request K-2 intervention determined by the site.									

- g. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will receive \$1000 each semester.



**MOU: GSAA 2019**

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Affected unit members with over 267 class contacts per seven (7) periods will receive a paid stipend: 267-273 contacts will receive \$600 each semester; over 274 will receive \$1000 each semester. The above formula excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (38) thirty-eight students.

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER
5 Periods	7-8	Gen. Ed.	195 class contacts target 38/period	(196 -200) \$600 (201 - 210) \$1,000
6 Periods	7-8	Gen. Ed.	228 class contacts target 38/period	(229-234) \$600 (235-252) \$1,000
7 Periods	7-8	Gen. Ed.	266 class contacts target 38/period	(267-273) \$600 (274-294) \$1,000

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\*\*\*The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (38) thirty-eight students.

- h. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000 each semester. Affected individual unit members with over 235 class contacts per 6 periods will receive a paid stipend: 235-240 contacts will receive \$600 each semester; over 241-252 class contacts will receive \$1,000 each semester. The above formula excludes athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (39) thirty-nine students.

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER
5 Periods	9-12	Gen. Ed.	195 class contacts target 39/period	(196 -200) \$600 (201 - 210) \$1,000
6 Periods	9-12	Gen. Ed.	234 class contacts target 39/period	(235-240) \$600 (241-252) \$1,000

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\*\*\*The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (39) thirty-nine students.

- i. Physical Education grades 6-12 will have a GSAA/target at 52 per class. If the total daily average of 52 is exceeded, then the affected unit member will receive a stipend of \$600 per semester. If the total daily average of 53 is exceeded, then the affected unit member will receive a stipend of \$1,000 per semester.

**MOU: GSAA 2019**

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER
PE	6-12	Gen. Ed.	52	(> than average of 52) \$600 (> average of 53 ) \$1,000

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j. Affected unit members in Special Education Day Classes will have a caseload GSAA/target for the following self-contained classrooms:

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND	HARDCAP
Pre - K	PALS			10
Pre - K	Rocket – 5 Day	15	(16) 500	17
Pre – K	Rocket – 4 Day	30	(31) 500 (32) 500	32
K – 6	NSH	15	(16) 500	17
K – 6	SH	12	(13) 500	14
K – 6	PALS			10
7 – 8	NSH	15	(16) 500	17
7 – 8	SH	15	(16) 500	17
9 – 12	SH/Adult Transition (Life Skills)	15	(16) 500	17
Elem/Int/HS	II			10

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\*\*\*Members exceeding the soft cap may request one sub day per trimester in order to write IEP's on site. Affected individual unit members with caseload over the target will receive a stipend of \$500 per semester, up to \$1,000 for the year.

5. A semester is equivalent to 90 days. Additional students over the amount described in section 4 must be enrolled at least 32 days in order for the teacher to receive the stipend.
6. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will match this percentage. Any unused portion of the Association's .5% will be redistributed to members employed in 2015-2016 by August 31, 2016.

7. For the 2016-17 school year the Association will dedicate the remaining available balance of the .5% in the GSAA account, and the District will continue to match this percentage. Any unused remaining available balance of the Association's .5% will be redistributed to members employed in 2016-2017 by August 31, 2017.
8. Each year the Association and the District will "Meet and Confer" regarding the amount of new dedicated money to be utilized for GSAA staffing.
9. At high schools, academic guidance counselors and intermediate student advisors will receive a \$500 stipend per year due to additional hours for GSAA.
10. The intent of this Addendum is to reduce class sizes each year.

This Addendum will expire at the end of each school year unless it is renewed, or modified and renewed, by both parties.

**ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated May 7, 2020  
between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco Teachers  
Association (CNTA)**

**May 7, 2020**

**Grade Span Adjustment Average, Class Size Reduction, and Combination Classes**

**Grade Span Adjustment Average and Class Size Reduction:** This Addendum is entered into by and between the Corona-Norco Unified School District and the Corona-Norco Teachers Association concerning the mutual agreement to lower class size and balance grade levels/tracks at school sites throughout TK-12 grade. This mutual agreement will be referred to as Grade Span Adjustment (GSAA). The Class Size MOU dated April 2014, notwithstanding, this Addendum reflects the intent of both parties going forward. Every attempt will be made to balance class sizes across grade levels/content areas, and limit combination classes.

1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be negotiated. District average class size will not exceed previous year.
2. Changes to site and grade level/caseload averages shall be predicated on space available.
3. Should COLA be deficit in any particular year or should COLA funding be insufficient to cover the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1 averages/caps will be applied as long as there is a COLA deficit/insufficiency.
4. Beginning in SY 2018-2019, GSAA will be implemented with the following exceptions:
  - a. Unit members in TK will have a hard cap of 25 students.
  - b. Kindergarten will have a GSAA/target of 26 students per class. Affected individual unit members with over 26 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
  - c. Grade 1 will have a GSAA/target of 26 students per class. Affected individual unit members with over 26 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
  - d. Grade 2 will have a GSAA/target of 27 students per class. Affected individual unit members with over 27 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
  - e. Grades 3 will have a GSAA/target of 28 students per class. Affected individual unit members with over 28 students will receive a stipend of \$500 per semester, up to \$1,000 for the year. Reducing class size grades K-3 is a priority of the District and CNTA.
  - f. Grades 4-6 will have a GSAA/target of 31 students per class. Affected individual unit members with over 31 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
  - i. In response to the district creating the LCAP VAPA, the following parameters shall be used for release time connected with this program: Unit members teaching General

**MOU: GSAA 2020**

Education 4-6 will get 55 minutes release time (5) five times per trimester (fifteen times per year) at regular intervals for 2020-2021. Teachers will be notified at least one week prior to their scheduled release time. Release time will be used by members to meet individual professional needs. Members must remain on site. No meetings will be scheduled during this time.

- ii. The 4-6 Release Time Task Force will be composed of equal numbers of District and Association appointees to identify concerns specific to the release time and report to the Negotiations Team by March 15th. The 4-6 Release Time Task Force will meet a minimum of four (4) times. Both parties are committed to maintaining an excellent educational program for the students of CNUSD.
- iii. For the 2020-2021 school year, release time will be weekly (unless a different schedule or amount of time is recommended by the task force).
- iv. For the 2019-2020 school year, the soft cap for grades 4-6 remains at 31.
- v. For the 2020-2021 school year, following the task force recommendations on release time, the soft cap for grades 4-6 will go to 32.
- vi. Stipends apply to classes over 31.

GRADE SPAN	2018-2019			2019-2020			2020-2021		
	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP
TK			25			25			25
K	26	27	33	26	27	33	26	27	33
1	27	28	32	26	27	32	26	27	32
2	28	29	32	27	28	32	26	27	32
3	29	30	32	28	29	32	28	29	32
4	31	32	34	31	32	34	32	33	34
5	31	32	34	31	32	34	32	33	34
6	31	32	34	31	32	34	32	33	34
School sites impacted by facility limitations may request K-2 intervention determined by the site.									

- g. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will receive \$1000 each semester. Affected unit members with over 267 class contacts per seven (7) periods will receive a paid stipend: 267-273 contacts will receive \$600 each semester; over 274 will receive \$1000 each semester. The above formula excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (38) thirty-eight students.

**MOU: GSAA 2020**

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER
5 Periods	7-8	Gen. Ed.	195 class contacts target 38/period	(196 -200) \$600 (201 - 210) \$1,000
6 Periods	7-8	Gen. Ed.	228 class contacts target 38/period	(229-234) \$600 (235-252) \$1,000
7 Periods	7-8	Gen. Ed.	266 class contacts target 38/period	(267-273) \$600 (274-294) \$1,000

1 \*\*\*The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs)  
 2 are not factored in the formula. Teachers will not be pulled from the master schedule for special  
 3 programs if classes in the content area to which the pulled teacher is assigned, exceed the target of  
 4 (38) thirty-eight students.

- 5 h. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit  
 6 members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200  
 7 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000 each  
 8 semester. Affected individual unit members with over 235 class contacts per 6 periods  
 9 will receive a paid stipend: 235-240 contacts will receive \$600 each semester; over 241-  
 10 252 class contacts will receive \$1,000 each semester. The above formula excludes  
 11 athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not  
 12 factored in the formula. Teachers will not be pulled from the master schedule for special  
 13 programs if classes in the content area to which the pulled teacher is assigned, exceed the  
 14 target of (39) thirty-nine students.

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER
5 Periods	9-12	Gen. Ed.	195 class contacts target 39/period	(196 -200) \$600 (201 - 210) \$1,000
6 Periods	9-12	Gen. Ed.	234 class contacts target 39/period	(235-240) \$600 (241-252) \$1,000

15 \*\*\*The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs)  
 16 are not factored in the formula. Teachers will not be pulled from the master schedule for special  
 17 programs if classes in the content area to which the pulled teacher is assigned, exceed the target of  
 18 (39) thirty-nine students.

- 19 i. Physical Education grades 6-12 will have a GSAA/target at 52 per class. If the total daily  
 20 average of 52 is exceeded, then the affected unit member will receive a stipend of \$600  
 21 per semester. If the total daily average of 53 is exceeded, then the affected unit member  
 22 will receive a stipend of \$1,000 per semester.

**MOU: GSAA 2020**

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER
PE	6-12	Gen. Ed.	52	(> than average of 52) \$600 (> average of 53 ) \$1,000

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- j. Affected unit members in Special Education Day Classes will have a caseload GSAA/target of the following self-contained classrooms:

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND	HARDCAP
Pre - K	PALS			10
Pre - K	Rocket – 5 Day	15	(16) 500	17
Pre – K	Rocket – 4 Day	30	(31) 500 (32) 500	32
K – 6	NSH	15	(16) 500	17
K – 6	SH	12	(13) 500	14
K – 6	PALS			10
7 – 8	NSH	15	(16) 500	17
7 – 8	SH	15	(16) 500	17
9 – 12	SH/Adult Transition (Life Skills)	15	(16) 500	17
Elem/Int/HS	II			10

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\*\*\*Members exceeding the soft cap may request one sub day per trimester in order to write IEP's on site. Affected individual unit members with caseload over the target will receive a stipend of \$500 per semester, up to \$1,000 for the year.

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- k. A semester is equivalent to 90 days. Additional students over the amount described in section 4 must be enrolled at least 32 days in order for the teacher to receive the stipend.  
l. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will this match percentage. Any unused portion of the Association's .5% will be redistributed to members employed in 2015-2016 by August 31, 2016.

- 1 m. For the 2016-17 school year the Association will dedicate the remaining available  
2 balance of the .5% in the GSAA account, and the District will continue to match this  
3 percentage. Any unused remaining available balance of the Association's .5% will be  
4 redistributed to members employed in 2016-2017 by August 31, 2017.
- 5 n. Each year the Association and the District will "Meet and Confer" regarding the amount  
6 of new dedicated money to be utilized for GSAA staffing.
- 7 o. At high schools, academic guidance counselors and intermediate student advisors will  
8 receive a \$500 stipend per year due to additional hours for GSAA.
- 9 p. The intent of this Addendum is to reduce class sizes each year.

10 **Combination Classes:** The intent is to minimize the number of combos across the district with no more  
11 than one (1) combo per school when needed. Exceptions may apply in schools with enrollment of 550 or  
12 less. In the event that combination classes are required, the district will follow these steps:

- 13 1. Volunteers shall be sought first among unit members:  
14 a. When combinations are the result of a displacement, Volunteers shall be sought first  
15 among unit members in the effected grade levels.  
16 b. When combinations are the result of the creation of a new assignment, volunteers shall  
17 be sought among unit members at the site.
- 18 2. Volunteers for teaching combinations shall be placed first.
- 19 3. If no unit members volunteer for the combination class, the unit members from the effected  
20 grade levels will be reassigned to the combination class based on District seniority.
- 21 4. Unit members voluntarily or involuntarily assigned to combinations will be considered returned  
22 to their previous singular grade levels at the end of the one-year reassignment for staffing  
23 decisions for the following year.
- 24 5. No unit members will be reassigned into a combination class until the combination class has  
25 been rotated through all unit members at the effected grade levels.

26 This Addendum will expire at the end of each school year unless it is renewed, or modified and  
27 renewed, by both parties.

28 This Addendum will sunset June 30, 2021.

29 **ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU)**

30 **dated May 7, 2020**

31 **between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco**  
32 **Teachers Association (CNTA)**

33 **February 15, 2022**

34 **Grade Span Adjustment Average, Class Size Reduction, and Combination Classes**

35 **Grade Span Adjustment Average and Class Size Reduction:** This Addendum is entered into by and  
36 between the Corona-Norco Unified School District and the Corona-Norco Teachers Association  
37 concerning the mutual agreement to lower class size and balance grade levels/tracks at school sites  
38 throughout TK-12 grade. This mutual agreement will be referred to as Grade Span Adjustment (GSAA).  
39 The Class Size MOU dated April 2014, notwithstanding, this Addendum reflects the intent of both parties  
40 going forward. Every attempt will be made to balance class sizes across grade levels/content areas, and  
41 limit combination classes.

- 42 1. School Year (SY) 2014-15 will be the Base Year 1 (BY1). Periodically, new Base Years may be  
43 negotiated. District average class size will not exceed previous year.
- 44 2. Changes to site and grade level/caseload averages shall be predicated on space available.
- 45 3. Should COLA be deficit in any particular year or should COLA funding be insufficient to cover  
46 the 1% dedicated to Salary Schedule Step and Column increases, Base Year 1 averages/caps will  
47 be applied as long as there is a COLA deficit/insufficiency.
- 48 4. Beginning in 2022-2023, GSAA will be implemented with the following exceptions:

**MOU: GSAA 2022**

- 1 a. Unit members in TK will have a hard cap of 24 students. In 2022-2023, the District will
- 2 adhere to class sizes and staff ratios (1:12 in 2022-2023) in AB130.
- 3 b. Kindergarten will have a GSAA/target of 26 students per class. Affected individual unit
- 4 members with over 26 students will receive a stipend of \$500 per semester, up to \$1,000 for
- 5 the year.
- 6 c. Grade 1 will have a GSAA/target of 26 students per class. Affected individual unit members
- 7 with over 26 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
- 8 Reducing class size grades K-3 is a priority of the District and CNTA.
- 9 d. Grade 2 will have a GSAA/target of 26 students per class. Affected individual unit members
- 10 with over 26 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
- 11 Reducing class size grades K-3 is a priority of the District and CNTA.
- 12 e. Grade 3 will have a GSAA/target of 28 students per class. Affected individual unit members
- 13 with over 28 students will receive a stipend of \$500 per semester, up to \$1,000 for the year.
- 14 Reducing class size grades K-3 is a priority of the District and CNTA.
- 15 f. Grades 4-6 will have a GSAA/target of 32 students per class. Affected individual unit
- 16 members with over 32 students will receive a stipend of \$500 per semester, up to \$1,000 for
- 17 the year.
- 18 (1) In response to the district creating the LCAP VAPA program, the following parameters
- 19 shall be used for release time connected with this program: Unit members teaching
- 20 General Education 4-6 will get 55 minutes release time (5) five times per trimester
- 21 (fifteen times per year) at regular intervals for 2022-2023 (unless a different schedule or
- 22 amount of time is negotiated based on the recommendations of the task force). Teachers
- 23 will be notified at least one week prior to their scheduled release time. Release time will
- 24 be used by members to meet individual professional needs. Members must remain on
- 25 site. No meetings will be scheduled during this time.
- 26 (2) The 4-6 Release Time Task Force will be composed of equal numbers of District and
- 27 Association appointees to identify concerns specific to the release time and report to the
- 28 Negotiations Team by March 5th. The 4-6 Release Time Task Force will meet a
- 29 minimum of four (4) times. Both parties are committed to maintaining an excellent
- 30 educational program for the students of CNUSD.

GRADE SPAN	2018-2019			2019-2020			2020-2021			2022-2023		
	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP	SOFTCAP	STIPEND \$500 PER SEMESTER	HARDCAP
TK			25			25			25			24
K	26	27	33	26	27	33	26	27	33	26	27	28
1	27	28	32	26	27	32	26	27	32	26	27	32
2	28	29	32	27	28	32	26	27	32	26	27	32
3	29	30	32	28	29	32	28	29	32	28	29	32
4	31	32	34	31	32	34	32	33	34	32	33	34
5	31	32	34	31	32	34	32	33	34	32	33	34
6	31	32	34	31	32	34	32	33	34	32	33	34
School sites impacted by facility limitations may request K-2 intervention determined by the site.												



**MOU: GSAA 2022**

g. Grades 7-8 will have a GSAA/target of 38 students per class. Affected unit members with over 228 class contacts per six (6) periods will receive a paid stipend: 229-234 contacts will receive \$600 each semester; over 234 will receive \$1000 each semester. Unit members with over 195 class contacts per five (5) periods will receive a paid stipend: 196-200 contacts will receive \$600 per semester; 201-210 class contacts will receive \$1000 each semester. Affected unit members with over 267 class contacts per seven (7) periods will receive a paid stipend: 267-273 contacts will receive \$600 each semester; over 274 will receive \$1000 each semester. The above formula excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (38) thirty-eight students.

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER	HARDCAP
5 Periods	7-8	Gen. Ed.	195 class contacts target 38/period	(196 -200) \$600 (201 - 210) \$1,000	42/period
6 Periods	7-8	Gen. Ed.	228 class contacts target 38/period	(229-234) \$600 (235-252) \$1,000	42/period
7 Periods	7-8	Gen. Ed.	266 class contacts target 38/period	(267-273) \$600 (274-294) \$1,000	42/period

\*\*\*The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (38) thirty-eight students.

h. Grades 9-12 will have a GSAA/target of 39 students per class. Affected individual unit members with over 195 class contacts per 5 periods will receive a paid stipend: 196-200 contacts will receive \$600 each semester; 201-210 class contacts will receive \$1,000 each semester. Affected individual unit members with over 235 class contacts per 6 periods will receive a paid stipend: 235-240 contacts will receive \$600 each semester; over 241-252 class contacts will receive \$1,000 each semester. The above formula excludes athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the target of (39) thirty-nine students.

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER	HARDCAP
5 Periods	9-12	Gen. Ed.	195 class contacts target 39/period	(196 -200) \$600 (201 - 210) \$1,000	42/period
6 Periods	9-12	Gen. Ed.	234 class contacts target 39/period	(235-240) \$600 (241-252) \$1,000	42/period

\*\*\*The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special

**MOU: GSAA 2022**

1 programs if classes in the content area to which the pulled teacher is assigned, exceed the target of  
 2 (39) thirty-nine students.

- 3 i. Physical Education grades 6-12 will have a GSAA/target at 52 per class. If the total daily  
 4 average of 52 is exceeded, then the affected unit member will receive a stipend of \$600  
 5 per semester. If the total daily average of 53 is exceeded, then the affected unit member  
 6 will receive a stipend of \$1,000 per semester.

	GRADE SPAN	PROGRAM	SOFTCAP	STIPEND PER SEMESTER	HARDCAP
PE	6-12	Gen. Ed.	52	(> than average of 52) \$600 (> average of 53 ) \$1,000	55/period

- 7 j. Affected unit members in Special Education Day Classes will have a caseload  
 8 GSAA/target of the following self-contained classrooms:

GRADE SPAN	PROGRAM	SOFTCAP	STIPEND	HARDCAP
TK-K	SDC	12	(13) 500	14
Pre-K	PALS			10
Pre-K	Rocket-5 Day	15	(16) 500	17
Pre-K	Rocket-4 Day	30	(31) 500 (32) 500	32
K-6*	NSH	15	(16) 500	17
K-6*	SH	12	(13) 500	14
K-6*	PALS			10
7-8	NSH	15	(16) 500	17
7-8	SH	15	(16) 500	17
9-12	SH/Adult Transition (Life Skills)	15	(16) 500	17
Elem/Int/HS	II			10

9 \*\*\*Members exceeding the soft cap may request one sub day per trimester in order to write IEP's on site.

10 \*No more than a span of three consecutive grade levels.

11 \*For secondary basic and essential mild/moderate teachers, the hard cap for class size will be 28. The maximum  
 12 caseload will be 28. The soft cap will be 26 and the stipend will be \$500.

13 Affected individual unit members with caseload over the target will receive a stipend of \$500 per  
 14 semester, up to \$1,000 for the year.

- 15 k. A semester is equivalent to 90 days. Additional students over the amount described in  
 16 section 4 must be enrolled at least 32 days in order for the teacher to receive the stipend.  
 17 l. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District  
 18 will match percentage. Any unused portion of the Association's .5% will be redistributed  
 19 to members employed in 2015-2016 by August 31, 2016.  
 20 m. For the 2016-17 school year the Association will dedicate the remaining available  
 21 balance of the .5% in the GSAA account, and the District will continue to match this

percentage. Any unused remaining available balance of the Association’s .5% will be redistributed to members employed in 2016-2017 by August 31, 2017.

- n. Each year the Association and the District will “Meet and Confer” regarding the amount of new dedicated money to be utilized for GSAA staffing.
- o. At high schools, academic guidance counselors and intermediate student advisors will receive a \$500 stipend per year due to additional hours for GSAA.
- p. The intent of this Addendum is to reduce class sizes each year.

**Combination Classes:** The intent is to minimize the number of combos across the district with no more than one (1) combo per school when needed. Exceptions may apply in schools with enrollment of 550 or less. In the event that combination classes are required, the district will follow these steps:

1. Volunteers shall be sought first among unit members:
  - a. When combinations are the result of a displacement, Volunteers shall be sought first among unit members in the effected grade levels.
  - b. When combinations are the result of the creation of a new assignment, volunteers shall be sought among unit members at the site.
2. Volunteers for teaching combinations shall be placed first.
3. If no unit members volunteer for the combination class, the unit members from the effected grade levels will be reassigned to the combination class based on District seniority.
4. Unit members voluntarily or involuntarily assigned to combinations will be considered returned to their previous singular grade levels at the end of the one-year reassignment for staffing decisions for the following year.
5. No unit members will be reassigned into a combination class until the combination class has been rotated through all unit members at the effected grade levels.

This Addendum will expire at the end of each school year unless it is renewed, or modified and renewed, by both parties.

This Addendum will sunset June 30, 2023.

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

**GSAA Support Services**

**February 3, 2022**

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding staffing for counselors, nurses, and psychologists.

Both parties recognize the need to support the socio-emotional needs of the students of Corona-Norco School District and are committed to offering a robust program to those students. Both parties also understand that the economic conditions can be unpredictable and recognize the need to be flexible in dealing with uncertainties in funding. Both parties also recognize that some positions within these Support Services are funded through Title I, LCAP, and restricted funding.

Both Parties acknowledge that the following ratios existed for the 2021-2022 school year:

Counselors:

- Elementary – approximately 1 per 750 students
- Middle School – approximately 1 per 500 students
- High School – approximately 1 per 400 students

Psychologists – approximately 1 per 900 students

Nurses – approximately 1 per 3350 students

It is the intent of the District and the Association to maintain or improve the above ratios as much as possible.

This MOU shall expire on June 30, 2025.

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

3 **Kindergarten**

4 **February 15, 2022**

5 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association  
6 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the Kindergarten program  
7 in the District.

8 In order to provide the community more options for Kindergarten and in order to have students attend  
9 CNUSD, the District would like to offer full day Kindergarten beginning the 2022-2023 school year. Both  
10 Parties recognize the impact on workload this would create for unit members and, therefore, agree to the  
11 following:

12 1) Facilities:

13 a) Site Restrooms

14 i) TK teachers, Kindergarten teachers, and Site Administration shall collaborate to determine  
15 the best use of restroom facilities for their site using these criteria:

16 (1) First priority for in-classroom restrooms shall be given to TK and Kindergarten classes.

17 (2) If an in-classroom restroom is not available, then a classroom with dedicated restrooms  
18 within line of sight from the class shall be provided.

19 (3) If in-classroom restrooms, or TK/Kindergarten dedicated restrooms that are within line of  
20 sight are not available, then these classes shall have dedicated adult supervision  
21 throughout the day to escort students to and from the restroom. Both site administration  
22 and site teachers shall meet to determine the need.

23 b) Classrooms

24 i) Room Assignments shall prioritize TK and K classrooms to bathroom locations with  
25 consideration also given to proximity to the kinder play area.

26 ii) For 2022-2023 school year any member that must move their classroom in order to  
27 accommodate the TK/K facility prioritization shall be given the following:

28 (1) Boxes

29 (2) Custodial support to move boxed items

30 (3) Up to two bankable days or compensation of up to 10 hours Curriculum Rate.

31 iii) TK teachers, Kindergarten teachers, and Site Administration shall meet to collaborate and  
32 create TK and K classroom assignments by April 30<sup>th</sup> of each school year to provide time for  
33 classroom movement and address potential teacher concerns.

34 iv) In the event TK teachers, Kindergarten teachers, and Site Administration are unable to reach  
35 consensus regarding any TK and/or Kindergarten facility decision, a joint Interest Based  
36 Problem Solving process shall be conducted by CNTA and District Leadership within 10  
37 school days.

38 v) Furniture:

39 (1) The District shall use one-time monies to ensure that classrooms are equally equipped  
40 with appropriate furniture and materials for the developmental needs of students. All  
41 orders shall be place through the site principals to the District purchasing department  
42 by May 15.

43 (a) All Kindergarten teachers may need support materials and furniture to teach a full  
44 day.

45 (b) Furniture may need to be purchased for teachers with standard classrooms to  
46 maximize classroom space and mobility.

47 2) Combination Classes

48 a) There shall not be any combo classes with Kindergarten students.

49 3) Schedule

**MOU: KINDERGARTEN 2022**

- 1 a) Kindergarten arrival.
    - 2 i) Kindergarten students shall have the same arrival time as 1-6 students at the site.
    - 3 ii) Kindergarten teachers shall have the same arrival procedures as 1-6 teachers at the site.
  - 4 b) Kindergarten dismissal.
    - 5 i) Kindergarten students shall be dismissed from class 15 minutes before grades 1-6 students
    - 6 at the site. After that 15 minutes, the teacher is done with their teaching assignment for the
    - 7 day and any remaining students shall be the responsibility of site administration.
    - 8 ii) These 15 minutes before 1-6 students are dismissed shall be considered instructional
    - 9 minutes for Kindergarten teachers.
    - 10 iii) After that 15 minutes, if duties are required of Kindergarten teachers, the current contract
    - 11 language shall be followed.
  - 12 c) In order to allow parents to plan, put routines and procedures in place, and practice dismissal,
  - 13 the first ten (10) days of each school year shall be student minimum days. Unit members must
  - 14 stay on site for the remainder of their contract time.
  - 15 d) Kindergarten schedules will require at most 212 minutes of daily academic instruction. The
  - 16 other rostered instructional minutes may be used by the kindergarten teachers for social
  - 17 emotional skills, imaginative play, and other skills as deemed appropriate by the kindergarten
  - 18 teacher.
  - 19 e) At each individual site, all General Education, NSH, and SH Transitional Kindergarten and
  - 20 Kindergarten teachers shall be provided a total number of daily minutes for lunch and
  - 21 recess/break time equal to the total number of daily minutes provided to the First through
  - 22 Third grade teachers at that site for lunch and recess/break time. Recess/breaks may be
  - 23 scheduled together or at various times throughout the day. Lunch periods shall be provided
  - 24 prior to the first minute of the 6th hour of the workday, in accordance with State Labor Law.
  - 25 f) Three hours of collaboration per trimester outside the workday may be used for planning and
  - 26 compensated at curriculum rate per kindergarten teacher.
- 27 4) Assessments
- 28 a) To provide support for assessments (currently FastBridge) directed by the District, all Kinder
  - 29 teachers will be afforded two sub days per trimester and an additional roving sub will be
  - 30 assigned to the school site for a make-up day if needed. The teacher may utilize the sub to
  - 31 administer the assessment or to provide instruction.
  - 32 b) To provide support for assessments in Dual Language Classrooms directed by the District, all
  - 33 DLI Kinder teachers will be afforded four sub days per trimester and an additional roving sub
  - 34 will be assigned to the school site for a make-up day if needed. The teacher may utilize the
  - 35 sub to administer the assessment or to provide instruction.
  - 36 c) If there are no assessments directed by the District for any given trimester, then no subs will
  - 37 be provided.
- 38 5) Professional Development
- 39 a) Kindergarten teachers shall be surveyed each trimester by C&I on needed topics for PD.
  - 40 Results of the survey will guide PD for the upcoming year.
- 41 6) Support
- 42 a) The District shall provide each Kindergarten teacher with a support person (paraprofessional)
  - 43 for a minimum of 3 hours per day.
    - 44 i) If a support person cannot be hired for any reason, a substitute shall be provided.
    - 45 ii) If a substitute cannot be procured, the Association and District shall meet and determine a
    - 46 viable solution.
  - 47 b) If the Kindergarten team at each site, in consultation with the principal, would prefer to use
  - 48 the resources in a different manner, the team can unanimously agree to a different plan. The
  - 49 plan must not utilize more funding than the cost of 3 hours of support by a paraprofessional
  - 50 aide.
  - 51 c) Each site shall make decisions on support for the upcoming school year and turn them into the
  - 52 District office by April 30 of each year.

53 This MOU shall sunset on June 30, 2024 unless extended by mutual agreement of the parties.

## ARTICLE 13: LEAVES

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

### 3 13.2 Absences for Illness or Accident (Sick Leave)

4 a) Each unit member shall be entitled to absence with full pay for personal illness or  
5 injury, exclusive of all days the unit member is not required to render services to the  
6 District for an academic year of service according to the following schedule:

7 (1) .054 day per full workday of service;

8 (2) .054 day of leave per less-than-full day of service;

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

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

**ARTICLE 13: LEAVES**

- 1           c)     In the event absence due to illness is five (5) consecutive workdays or less, the unit  
2                    member shall sign a statement declaring illness. If the illness is for a period  
3                    exceeding five (5) consecutive workdays, the unit member shall provide the District  
4                    with a statement signed by a physician, indicating the unit member was ill for the  
5                    stated period, and the unit member is now able to return to regular duties.
- 6           d)     At any time, the district may require a physician’s statement of the nature of the  
7                    illness and the fitness of the unit member to return to work. The physician’s fee and  
8                    the expenses of any necessary tests or examinations required by this subsection (d)  
9                    shall be paid by the District. The District reserves the right to designate the physician.  
10                  Those fees and expenses required by subsection (c) shall be borne by the unit member.
- 11          e)     The annual sick leave allowance shall be available to the unit member after reporting  
12                    for duty. Payment received for sick leave allowance in excess of days actually earned  
13                    shall be refunded to the District upon termination of employment.
- 14          f)     The provisions of this section shall also apply due to quarantine by order of any  
15                    authorized health officer in the State of California, not arising out of or in the course  
16                    of employment.
- 17          g)     An absent unit member’s request for a particular substitute shall be honored whenever  
18                    possible. Unit members shall make requests for substitutes to the Human Resources  
19                    Division, and shall not make substitute arrangements themselves.
- 20          h)     Accrued fully-paid sick leave entitlement shall be reduced on a pro-rated basis for less  
21                    than full-day absences in increments of one-seventh (1/7) day.
- 22          i)     Unit members may donate as many of their personal sick leave days, beyond a base of  
23                    ten (10) personal sick days, as they wish to immediate family members who are  
24                    certified employees of the District. The definition of immediate family member in  
25                    this section is found in Paragraph 13.4, Bereavement Leave. Registered domestic  
26                    partners and their equivalent family members are included in this definition of family.  
27                    these conditions shall apply:
- 28                    (1)    Donations are voluntary;
- 29                    (2)    Donating unit members shall be able to do so after the receiving unit member  
30                    has exhausted his/her own personal sick days; and,

**ARTICLE 13: LEAVES**

- 1                   (3) Any other mutually agreed upon condition.
  
- 2           j) During the first twenty (20) days of the first semester and the first ten (10) days of the  
3                   second semester, the District will make every effort to provide substitute support for  
4                   high school counselors from the first day of absence.
  
- 5           k) The parties agree that Elementary Resource teachers (RSP) may request a substitute  
6                   after two (2) consecutive work days of absence.
  
- 7           l) Counselor Substitutes: When the district has knowledge that a counselor will be out 5  
8                   or more consecutive days, every effort will be made to provide a substitute beginning  
9                   on the first day of the absence upon counselor request.
  
- 10          m) SLP Substitute Request: When the district has knowledge that an SLP will be out 3  
11                   weeks or more, every effort will be made to provide a substitute beginning on the first  
12                   day of the absence upon SLP request.

13   **13.3 Pregnancy Related Disability**

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



**ARTICLE 13: LEAVES**

- 1 e) Up to four consecutive weeks of accrued sick leave may be reclassified as adoptive leave  
2 and used for the purpose of receiving and caring for a newly adoptive child who has not  
3 yet entered first grade. This benefit will not be subject to the difference due provisions of  
4 this article. Such leave is only available for a formal, legal adoption and the unit member  
5 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 leave  
7 for the remainder of the work year. If the unit member returns during the same work  
8 year, her current assignment will be held for her.
  
- 9 g) Upon written request of the unit member, the District may extend the unpaid leave for  
10 one additional academic year. An extension will normally be granted only if the unit  
11 member's initial unpaid leave has been for less than a full year. In cases of miscarriage,  
12 an individual on unpaid leave may be considered for immediate placement provided a  
13 position for which the individual is qualified exists and a statement from the attending  
14 physician indicates that the individual is able to return full-time to duty without detriment  
15 to her health.

16 **13.4 Bereavement Leave**

17 When death occurs in the immediate family of any certificated unit member on regular  
18 contract, the unit member shall be entitled to five (5) days paid leave of absence for  
19 bereavement. The Superintendent may authorize a longer period of bereavement leave with  
20 full salary compensation, not to exceed five (5) additional days. Members of the immediate  
21 family as used in this section means the spouse, registered domestic partner and their  
22 equivalent family members, son, daughter, son-in-law, daughter-in-law, mother, father,  
23 mother-in-law, father-in-law, grandmother, grandfather, grandchild, brother, sister, brother-in-  
24 law, sister-in-law of the unit member or of the spouse or of the children of the unit member, or  
25 any other family member or established member of the immediate household of the unit  
26 member as determined by the Assistant Superintendent, Human Resources. When a verified  
27 pregnancy results in miscarriage that results in a memorial service, the employee experiencing  
28 a miscarriage shall be entitled to no more than five (5) days of bereavement leave. A "child"  
29 means a biological, foster, or adopted child, stepchild, a legal ward, or a child of a person  
30 standing in loco parentis. A "parent" means a biological, foster, or adoptive parent, a step  
31 parent, or a legal guardian.

**ARTICLE 13: LEAVES**

1    **13.5 Military Leave of Absence**

2       a) The Board of Education shall grant a leave of absence to all certified unit members on a  
3       regular contract, for the duration of military service, subject only to the presentation of  
4       satisfactory evidence of physical and mental fitness to serve the District on return from  
5       military service. Such absence shall not affect in any way the classification of a probationary  
6       unit member as a permanent unit member by the District.

7       b) Within six (6) months after the honorable discharge of a certified unit member from the armed  
8       forces of the United States, such a unit member shall be entitled to return to a position in the  
9       classification held by the unit member at the time of entrance into military service and to  
10      receive the salary to which the unit member would be entitled had the unit member continued  
11      in the service of the school District.

12      c) District payment to the retirement system shall be made for those unit members who make  
13      their contributions to the system, either during or immediately following the period of military  
14      service.

15    **13.6 Absence Due to Quarantine**

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

19    **13.7 Exchange Teaching Leave**

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

26    **13.8 Personal Necessity Leave**

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

**ARTICLE 13: LEAVES**

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

**ARTICLE 13: LEAVES**

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

8           The unit member shall be required to sign on a form provided by the District, a

9           statement that such absence was due to personal emergency.

10          (i) Two (2) days will also be granted for the following reasons, with the unit

11                 member being paid the difference between their salary and the salary paid the

12                 substitute if a substitute is required:

- 13           (1) Comprehensive college exams.
- 14           (2) Court appearance as a plaintiff in a legal action.

15           Payment for such absence shall be made only upon certification by the unit member’s

16           supervisor that the absence was due to a situation designated as a personal emergency

17           within the meaning of this section. Should a leave be declared non-pay, the Human

18           Resources Division will be notified by the Supervisor.

19   **13.9 Industrial Accident or Illness Leave**

20           Certified unit members shall be provided leave of absence for industrial accident or illness

21           under the following rules and regulations:

- 22          (a) The accident or illness must have arisen out of and in the course of employment of the
- 23                 unit member and must be accepted as a bona fide injury or illness arising out of and in
- 24                 the course of employment by the worker’s Compensation Appeals Board.
- 25          (b) Allowable leave for each industrial accident or illness shall be for the number of days
- 26                 of temporary disability and shall not exceed sixty (60) days.
- 27          (c) Allowable leave shall not be accumulated from year to year.

**ARTICLE 13: LEAVES**

- 1 (d) The leave under these rules and regulations shall commence on the first day of  
2 absence.
- 3 (e) When a unit member is absent from the unit member's duties on account of industrial  
4 accident or illness, the unit member shall be paid such portion of the salary due  
5 him/her for any month in which the accident occurs, as when added to the unit  
6 member's temporary disability under Division 4 or Division 4.5 of the Labor Code,  
7 will result in a payment to the unit member of not more than their full salary.
- 8 (f) Industrial accident or illness shall be reduced by one day for each day of authorized  
9 absence regardless of temporary disability indemnity award.
- 10 (g) When an industrial accident or illness leave overlaps into the next fiscal year, the unit  
11 member shall be entitled to only the amount of unused leave due the unit member for  
12 the same illness or injury. The benefits provided by these rules and regulations shall  
13 be applicable to all unit members immediately upon becoming an employee of the  
14 District.
- 15 (h) The benefits provided by these rules and regulations shall be applicable to all unit  
16 members immediately upon becoming an employee of the district.
- 17 (i) Any unit member receiving benefits as a result of these rules and regulations shall,  
18 during the period of injury or illness, remain within the State of California unless the  
19 Governing Board authorizes travel outside the state.
- 20 (j) Upon termination of the industrial accident or illness leave, the unit member shall be  
21 entitled to the benefits provided for sick leave and the unit member's absence for such  
22 purposes shall be deemed to have commenced on the date of termination of the  
23 industrial accident or illness leave, provided that if the unit member continues to  
24 receive temporary disability indemnity, they may elect to take as much of their  
25 accumulated sick leave which when added to the unit member's temporary disability  
26 indemnity, will result in payment to the unit member of not more than their full salary.
- 27 (k) Unit members utilizing industrial leave provisions must comply with procedures  
28 established by the District and use District authorized physicians unless an accepted  
29 form to use their personal physician is on file in the Business Services Office prior to  
30 the injury. If a unit member fails to use a District authorized physician for an  
31 industrial injury, he/she may be liable for any expense incurred as well as having the  
32 claim rejected.

**ARTICLE 13: LEAVES**

1 (l) Only absences specifically authorized by a physician’s statement will be accepted as  
2 industrial leave.

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

6 **13.10 Jury Duty**

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

11 (b) Proof of service shall be presented to the Superintendent, if so requested,  
12 upon return to duty

13 **13.11 Unpaid Leave of Absence**

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

18 (a) Illness in the immediate family

19 (b) Peace Corps and Vista

20 (c) Accepting a new child into the family by birth or legal adoption

21 (d) Other circumstances which require the unit member’s absence from work.

22 **13.12 Educational leaves**

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

24 (a) Leaves shall be granted either for one semester (one-half year) or for one (1) full work  
25 year.

26 (b) Any unit member on such leave shall be enrolled in a full-time day program at an  
27 accredited college or university.

**ARTICLE 13: LEAVES**

- 1 (c) Such leaves may also be granted for educational travel provided the employee  
2 receives district approval of the itinerary and the district verifies that the travel is  
3 directly related to the employee’s assignment.
- 4 (d) The program in which the unit member is enrolled shall be directly related to the unit  
5 member’s teaching assignment.
- 6 (e) Any unit member granted such leave shall guarantee that such unit member shall work  
7 for the district a minimum of two (2) years following completion of such leave.

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

10 **13.13 Miscellaneous**

- 11 (a) Unless otherwise provided in this Article, a unit member on a paid leave of absence  
12 shall be entitled to return to the same position which the unit member held  
13 immediately before commencement of the leave. If such position has been eliminated  
14 or if such position has been filled by another regular unit member whose position has  
15 been eliminated, a unit member returning from leave shall be reinstated in the same  
16 job classification as defined in Article 2 and the district shall make every good faith  
17 attempt to place the unit member in the same grade level as defined in Article 14.1.
- 18 (b) Unless otherwise provided in this Article, a unit member on a paid leave of absence  
19 shall be entitled to receive credit for annual salary increments provided during said  
20 leave; and receive during said leave all other unit member fringe benefits, to the extent  
21 not expressly prohibited by law.
- 22 (c) The fringe benefit program of a unit member on an unpaid leave of absence shall be  
23 maintained at the unit member’s option and expense.

24 **13.14 Misuse of Leave**

25 A unit member may take a leave of absence only under the provisions specified in this section.  
26 Should a unit member be absent for reasons other than those specified, without permission of  
27 the unit member’s immediate supervisor, such unit member shall not be paid for the period of  
28 absence. Leaves of absence shall not be used for strikes, walkouts, or other conditions related  
29 to employment dissatisfaction.

## ARTICLE 13: LEAVES

### 1 13.15 Disability Leave

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

### 7 13.16 Catastrophic Leave Bank

#### 8 a. Definition

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

#### 11 b. Eligibility

12 (1) All permanent unit members on active duty with the district are eligible to contribute  
13 to the Catastrophic Leave Bank.

14 (2) Participation is voluntary, but requires contribution to the bank. Only contributors  
15 will be permitted to withdraw from the Bank.

16 (3) The contribution, on the appropriate form, will be authorized by the unit member and  
17 continued from year-to-year until cancelled by the unit member.

18 (4) Cancellation of membership in the Bank occurs automatically whenever a unit  
19 member with more than ten (10) days of remaining sick leave fails to make his/her  
20 assessment contribution as per the above paragraph. The unit member shall not be  
21 eligible to draw from the Bank as of the effective date of cancellation. Sick leave  
22 previously authorized for contribution to the Bank shall not be returned if the unit  
23 member effects cancellation.

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

26 (6) When the unit member may reasonably be presumed to be eligible for disability  
27 retirement under STRS or if applicable, Social Security, he/she may be requested to  
28 apply for such retirement. Failure of the unit member to submit a complete  
29 application, including medical information provided by the applicant's own physician,



**ARTICLE 13: LEAVES**

1           within twenty (20) workdays will disqualify the unit member from further Sick Leave  
2           Bank payments.

3           (7) Unit members joining the Catastrophic Sick Leave Bank during open enrollment shall  
4           become members of the Bank on the first day of their paid service the following  
5           school year. Two of their initial ten (10) days of personal sick leave shall be donated  
6           to the Catastrophic Sick Leave Bank on the first day of their Catastrophic Sick Leave  
7           Bank membership.

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

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

15          (c)    **Establishment of the Bank**

16           (1)    Any eligible unit member may donate to the Catastrophic Leave Bank from  
17           their first two (2) days of yearly accruable personal sick leave. Membership  
18           begins July 1.

19           (2)    The donation of sick leave by the unit member shall be irrevocable. The unit  
20           member shall file a “Certified Sick Leave Bank Deposit Form” with the  
21           payroll office. A donation to the sick leave bank shall be a general donation  
22           from prior years’ accumulations, and shall not be considered a donation to a  
23           specific unit member for his/her exclusive use.

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

28           (4)    An additional day of contribution will be required of all participants if the  
29           number of days in the Bank falls below 25% of the number of bargaining unit  
30           members. Catastrophic Leave Bank unit member participants who are  
31           drawing from the Bank at the time of the assessment will not be required to

**ARTICLE 13: LEAVES**

1 contribute to remain eligible to draw from the bank. If a Catastrophic Leave  
2 Bank unit member participant has ten (10) or fewer days sick leave at the time  
3 of the assessment, he/she need not contribute the additional day at this time to  
4 remain a participant in the Catastrophic Leave Bank, however, the unit  
5 member will be assessed the additional day at the commencement of the next  
6 work year.

7 (5) Bargaining unit members may join the Catastrophic Sick Leave Bank by  
8 submitting their application by May 31<sup>st</sup> annually and contributing the first  
9 two (2) days of their accruable annual personal sick leave from the next  
10 school year.

11 (d) **Designated Contributions**

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

- 16 a. Donations are voluntary;
- 17 b. Donating unit members shall be able to do so after the  
18 receiving unit member has exhausted his/her own personal  
19 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 (e) **Withdrawal from the Bank**

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

**ARTICLE 13: LEAVES**

1 illness or injury, if requested. A Sick Leave Bank Committee shall consider  
2 the request of the unit member.

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

5 (3) A unit member who has exhausted sick leave but still has differential  
6 leave available is eligible for withdrawal from the bank. Use of the  
7 Sick Leave Bank benefit is allowable only as a supplement to such  
8 differential leave. The District shall pay the unit member full pay and  
9 the bank shall be charged on a pro-rata basis.

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

15 (5) Catastrophic Leave Bank Members may request up to eighty (80) days  
16 total undesignated withdrawal from the bank in increments of twenty  
17 (20) days or less. Recipients will pay back one day per year until  
18 allotted days are repaid.

19 (6) Any days approved that are unused by the unit member shall be returned to  
20 the Catastrophic Sick Leave Bank.

21 (7) If a unit member uses a day from the Sick Leave Bank, pay for that day shall  
22 be the same rate the unit member would have received had the unit member  
23 worked that day. No distinction shall be made as to the differing pay rates of  
24 the donors or recipients.

25 (8) If the Catastrophic Leave Bank does not have sufficient days to fund a  
26 withdrawal request, the Committee is under no obligation to provide  
27 days and the District is under no obligation to pay the participant any  
28 funds whatsoever. If the Committee denies a request for withdrawal,  
29 or an extension of withdrawal, because of insufficient days to fund the  
30 request, they shall notify the participant, in writing, of the reason for the  
31 denial.

**ARTICLE 13: LEAVES**

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**(f) Administration of the Bank**

- (1) The Catastrophic Leave Bank Committee shall have the responsibility of maintaining the informal records of the Catastrophic Leave Bank, receiving withdrawal requests, verifying the validity of requests, approving or denying the request, and communicating its decisions, in writing, to the participants and to the District. Formal records are maintained by the District’s Business Office. Such formal records include the deduction of sick days and pay to eligible parties. During November of each year, the payroll office shall provide the Association a statement outlining the number of days available in the bank as of November 1 of that year and the number of days used in the previous fiscal year.
- (2) The Committee’s authority shall be limited to the administration of the bank. The Committee shall approve all properly submitted requests complying with the terms of this article. Withdrawals may not be denied on the basis of type of illness or disability.
- (3) Catastrophic Leave Bank shall be administered by a four (4) member Catastrophic Leave Bank Committee, two (2) members appointed by the President of the Association and two (2) members appointed by the Deputy Superintendent, Human Resources.
- (4) The Committee may grant, reject, or partially grant a request. Any rejection of a request may be appealed to the President of the Association, or designee, and the District Superintendent, or designee, for final action and decision. The timelines for filing an appeal shall be twenty (20) workdays following receipt of the decision of the committee.
- (5) Applications shall be reviewed and decisions of the Committee reported to the applicant, in writing, within ten (10) workdays of the receipt of the application.
- (6) The Committee shall keep all records confidential and shall not disclose the nature of the illness, except as necessary to process the request for withdrawal, and defend against any appeals of denials.

**ARTICLE 13: LEAVES**

1           (g)     **Appeal**  
2                   Catastrophic Leave Bank participants who are denied a withdrawal or whose  
3                   withdrawal is not renewed or terminated may, within twenty (20) workdays of denial,  
4                   appeal, in writing, to the President of the Association, or his/her designee, and the  
5                   District Superintendent, or his/her designee. These parties shall hold a hearing within  
6                   twenty (20) workdays of the appeal. The parties shall issue a confidential written  
7                   decision within ten (10) workdays following the hearing. If the participant’s  
8                   incapacitation does not allow participation in this appeal process, the participant’s  
9                   agent or member of the family may process the appeal.

10          (h)     **Hold Harmless**  
11                   (1)     The Association agrees that it will not file, on its own behalf or on the behalf  
12                   of any unit member, any grievance, claim, or lawsuit of any kind related to  
13                   any attempt by a unit member to retrieve donated sick leave used by another  
14                   unit member pursuant to this provision. The Association also agrees that it  
15                   will not file, on its own behalf or on behalf of any unit member, any  
16                   grievance, claim, or lawsuit of any kind which attempts to challenge in any  
17                   way the legal enforcement of this provision.  
18                   (2)     The Association agrees to defend, indemnify and hold harmless the District  
19                   from any loss or damages arising from the implementation of this provision.

20          (i)     **Review Process and Termination of Bank**  
21                   (1)     At the end of two years, the parties will meet to review the experience history  
22                   of the Catastrophic Leave Bank and determine the feasibility of continuing the  
23                   program. If it is determined to discontinue the program, all remaining sick  
24                   leave days in the Bank will be distributed equitably to the then current  
25                   members of the Bank.  
26                   (2)     If the Sick Leave Bank is terminated for any reason, the days remaining in the  
27                   Bank shall be equitably distributed to the then current members of the Bank.

28 **13.17 Family Care and Medical Leave Act**

29                   The District shall comply with the requirements of both the Family Care and Medical Leave  
30                   Act (FCML) and state law. The interpretation and implementation of the FCML shall not

1 diminish any contract benefits contained herein. The FCML shall supplement contract  
2 benefits.

3 **Side Letter between the**  
4 **Corona-Norco Unified School District (CNUSD)**  
5 **and the**  
6 **Corona-Norco Teachers Association (CNTA)**

7 This Sideletter is an agreement between the Corona-Norco Unified School District (District) and the  
8 Corona-Norco Teachers Association (Association) regarding Article 13.16 of the Collective  
9 Bargaining Agreement. The District and the Association agree to the following terms within and  
10 limited only to Article 13.16.

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

- 16 • Elective surgery
- 17 • Bariatric/Weight Loss surgery
- 18 • Sprains/strains (wrist, hand, knee, ankle, back)
- 19 • Pregnancy
- 20 • Tubal ligation/vasectomy
- 21 • Hysterectomies not related to cancer treatments
- 22 • Cosmetic surgery
- 23 • Knee and hip replacement
- 24 • Shoulder/rotator cuff tear surgery
- 25 • Carpal tunnel/hand/finger surgery
- 26 • Ankle and foot surgery
- 27 • Stress/Depression related illness

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

32 2. **Written Verification** shall include a CNTA Medical Evaluation Form, and official Doctor's  
33 note that includes the statement that the illness/injury is catastrophic per the definition  
34 provided, and additional requests necessary to properly process that leave.

## ARTICLE 14: TRANSFER POLICY

### 14.1 Definitions

- (a) Assignment: Assignment refers to a site, grade level (elementary only), and department (secondary only). Unit members working at one site are considered assigned to that site. Unit members working at more than one site (excluding those with work stations at the District Office) shall designate one site as their assigned site.
- (b) Site: Sites are either individual schools or the District Office.
- (c) Transfer: Transfer is the change of a unit member from one site to another or from one job classification to another. Transfers may be voluntary (unit member initiated), involuntary (District initiated), or by displacement.
- (d) Displacement: Displacements are District initiated reassignments and transfers necessitated by shifting enrollment within the District or school sites, or loss of state, federal or grant funding, resulting in the loss or gain of one or more positions at a site or within a grade level. Displacements may be voluntary [as defined in 14.1(c)] or involuntary [as defined in 14.1(d)]. District displacement decisions are made prior to transfers. Site displacement decisions are made prior to reassignments.
- (e) Vacancy: A vacancy is an assignment at a given District site, which is not filled by a reassignment at that site, by a returnee from a paid leave of absence, or by a District initiated transfer. The determination of whether or not a vacancy exists is within the sole discretion of the District.
- (f) Seniority: For purposes of this Article, seniority dates from the first paid day of service with a contract of 75% or more of a school year.

### 14.2 Voluntary Reassignment Procedures

- (a) Reassignment opportunities shall be posted on a specially designated bulletin board at each site (or designated website) as they occur. Postings shall include the grade, track, beginning date, required credential(s) and other legal requirements, teaching experience in specific subject/grade levels for the vacancy, and application process.
- (b) Reassignments shall not be arbitrary or capricious.

**ARTICLE 14: TRANSFER POLICY**

1 (c) At the unit member’s request, prior to the reassignment being made, a conference shall be  
2 held between the District and the unit member outlining the specific reasons for the  
3 reassignment. A unit member may have a representative at the conference. A written  
4 rationale shall be provided to the unit member upon their request.

5 (d) At the unit member’s request, prior to the reassignment being made, a conference shall be  
6 held between the District and the unit member outlining the specific reasons for the  
7 reassignment. A unit member may have a representative at the conference. A written  
8 rationale shall be provided to the unit member upon their request.

9 **14.3 Voluntary Transfer Procedures**

10 (a) Notices of all vacancies which occur in any of the job classifications listed in Article 2  
11 shall be posted on a specially designated bulletin board at each site (or designated website)  
12 as they occur. Postings shall include the grade, track, beginning date, required  
13 credential(s) and other legal requirements, teaching experience in specific subject/grade  
14 levels for the vacancy, and application process.

15 (b) Transfers shall not be arbitrary or capricious.

16 (c) At the unit member’s request, prior to the transfer being made, a conference shall be held  
17 between the District and the unit member outlining the specific reasons for the transfer. A  
18 unit member may have a representative at the conference. A written rationale shall be  
19 provided to the unit member upon request.

20 **14.4 Displacement Procedures**

21 (a) In the event that displacement reassignments are required, the district will follow these  
22 steps:

23 1. Volunteers shall be sought first among unit members in the grade levels losing  
24 positions and then among unit members across the site.

25 2. Volunteers for displacement shall be displaced first.

26 3. If no unit members volunteer for site grade level displacement, the District will  
27 assign grade levels based on District seniority, the educational needs of the District,  
28 and in a manner that is minimally disruptive to the site. In the event seniority is not  
29 the determining factor a meeting will be held between the site administrator, a  
30 Human Resources designee, a CNTA representative, and the affected unit member.



**ARTICLE 14: TRANSFER POLICY**

1           4. Displaced unit members will have the first priority to volunteer to return to a similar  
2           assignment on site.

3           5. If possible, no unit member will be reassigned through displacement for two  
4           consecutive years.

5           (b) In the event that displacement transfers are required, the District will follow these steps:

6           1. Volunteers shall be sought at the site. If more unit members volunteer than are  
7           needed, the most senior shall be selected.

8           2. If no unit member volunteers, the unit member at the site or department with the least  
9           District seniority date shall be displaced first.

10          3. If more than one displacement is necessary the most senior (then the next most  
11          senior, and so on) displaced unit member shall select the displacement transfer  
12          assignment first.

13          4. Transfer displacements may create reassignment opportunities which shall be dealt  
14          with in accordance with Article 14.2 of the CBA.

15          (c) Displaced unit members transferred or reassigned shall be granted two days of bankable  
16          release time to relocate. In the event that an involuntary displacement results in a grade  
17          change at the elementary level, the unit member will be provided up to \$1000 approved by  
18          the District for grade and site plan appropriate supplies. Approval of these supplies shall  
19          not be arbitrary or capricious.

20          (d) When possible, unit members shall be notified no less than five (5) student days prior to  
21          implementation of a displacement.

22          (e) Involuntarily displaced unit members shall have the right to return to their original sites  
23          should vacancies for which they are legally qualified occur during the subsequent school  
24          year following their original transfer displacement.

25       **14.5 Involuntary Transfer and Reassignment Procedures**

26          (a) Involuntary transfers and reassignments, as used in this section, shall not be subject to the  
27          provisions of article 14.2, 14.3, or 14.4.

## ARTICLE 14: TRANSFER POLICY

- 1 (b) Involuntary reassignments or transfers shall not be made arbitrarily or capriciously and  
2 shall only be made for specific educational needs.
- 3 (c) The identified unit member must be given an opportunity of no less than forty-five (45)  
4 student days to address and correct the listed educational needs of the district with the site  
5 administrator. If requested by the identified unit member, a coach, approved by the  
6 district and the association, shall be provided. The coach shall not give reports to anyone  
7 other than the identified unit member unless requested in writing by the identified unit  
8 member (except as required by law).
- 9 (d) In the event that the educational needs are not addressed to the satisfaction of the district,  
10 the district may reassign or transfer the identified unit member. The district may create an  
11 appropriate vacancy at a site through displacement.
- 12 (e) Involuntarily transferred/reassigned unit members shall be granted two (2) days of  
13 bankable release time to relocate. In the event that the transfer requires a grade change at  
14 the elementary level, the unit member will be provided up to \$1000 approved by the  
15 district for grade and site plan appropriate supplies funded by the site. Approval of these  
16 supplies shall not be arbitrary or capricious
- 17 (f) Once it is determined by the District that an involuntary transfer or reassignment must be  
18 made, the district shall place the identified unit member in the designated assignment  
19 without posting it as a vacancy.
- 20 (g) Involuntary reassignments and transfers shall not be for disciplinary reasons, except as  
21 provided in article 14.9(b).

### 22 14.6 Timelines

- 23 (a) Reassignment opportunities shall be posted for no fewer than five (5) student days. Site  
24 unit members must apply within the posting period. If no site unit members apply for a  
25 reassignment opportunity, the District shall determine if it is a vacancy.
- 26 (b) Transfer vacancies shall be posted at all sites as they are determined by the District for no  
27 fewer than five (5) student days. Unit members must apply within the posting period. If  
28 no unit members apply for the vacancy, the position may be filled at the District's  
29 discretion.

**ARTICLE 14: TRANSFER POLICY**

1 (c) Displacements may take place at any time according to the needs of the district, in  
2 accordance with Article 14.4. Displacements take precedence over transfers and  
3 reassignments.

4 (d) Within two (2) weeks of the beginning of each school year, the District may fill vacancies  
5 with temporary staff as permitted by law.

6 (e) Beginning each school year, the unit members may request individual notification via the  
7 unit member’s District email address of transfer vacancies at a specific site or sites.  
8 Requests are to be made year to year and expire at the end of each school year.

9 (f) Each elementary unit member shall receive a tentative notification from their principal of  
10 possible displacement from the school site for the subsequent school year no later than  
11 April 15.

12 **14.7 Year-Round Schools**

13 (a) Grade and track assignments at Year-Round schools are separate assignments and are each  
14 subject to Paragraphs 14.2 and 14.4.a of the CBA.

15 (b) Unit members who have children attending schools in the District will have priority to  
16 enroll their children at the same site and/or on the same track as the unit member, subject  
17 to available space.

18 (c) Unit members who are married or registered domestic partners shall have the option of  
19 being placed on the same track, subject to available space.

20 (d) For the purposes of this section only, tracks A and B shall be deemed equivalent to a  
21 traditional schedule.

22 **14.8 New School Openings**

23 When staffing new school openings, the District shall fill vacancies with voluntary and  
24 involuntary displacements in accordance with Article 14.4, as well as voluntary and  
25 involuntary transfers in accordance with Article 14.3 and Article 14.5. It is understood that  
26 Human Resources will monitor the staffing of new schools to avoid excessively impacting the  
27 staff at other District schools, when possible.

**ARTICLE 14: TRANSFER POLICY**

1 **14.9 General Provisions**

2 (a) Should a unit member be denied a transfer or reassignment, they may submit, within ten  
3 (10) student days of the denial, a written request for the reasons of the denial to Human  
4 Resources. The District shall respond in writing within ten (10) student days.

5 (b) The District reserves the right to make involuntary transfers for reasons of legal liability or  
6 action, in which case Article 14.5 shall not apply.

7 (c) Site administrators may elect to notify unit members of reassignment opportunities  
8 personally, by telephone or by electronic means.

9 (d) The creation or dissolution of a shared contract may require a reassignment or transfer of a  
10 unit member, at the sole discretion of the District. In such cases, the provisions of Article  
11 14.2 through 14.7 shall not apply. Refer to Article 30 of the CBA.

## ARTICLE 15: CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES

### Definition of Terms

**Exceeds Standards:** This unit Member exhibits **MOST** of the behaviors associated with MEET STANDARD, and includes **other elements that go above and beyond**. (Examples are specified under each sub-standard).

**Meets Standards:** This Unit Member exhibits **MOST** of the behaviors that are specified within each sub-standard)

**Partially Meets Standards:** This Unit Member exhibits **SOME** of the behaviors associated with MEET STANDARDS.

**Does Not Meet Standards:** This Unit Member exhibits **FEW/NONE** of the behaviors associated with MEET STANDARDS.

15.1 The District shall use this evaluation procedure for the primary purpose of helping unit members to improve their performance.

15.2 Every probationary unit member shall be evaluated by the District in writing at least once each school year, no later than March 1.

15.3 (a) Permanent unit members with the overall performance rating of Meets or Exceeds Standards on the evaluation the preceding year, and who have been employed in the District at least (3) consecutive preceding years, shall be evaluated every other school year except per Education Code 44938.

(b) Permanent unit members with at least ten (10) years of District service who are highly qualified (pursuant to ESEA/NCLB) and whose previous overall performance rating on the evaluation Meets or Exceeds Standards, may mutually agree in writing with their evaluator to be evaluated at least every five (5) years. The unit member or the evaluator may rescind this agreement at any time, but not during the school year the evaluation is taking place except per Education Code 44938.

(c) If a unit member transfers or changes assignments during the five (5) year period, a new agreement shall be signed, if mutual agreement continues.

**ARTICLE 15: CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES**

1 (d) Evaluations of permanent unit members shall be in writing no later than April 30 in  
2 those years that they take place.

3 (e) During the pre-evaluation meeting between the unit member and the evaluator,  
4 permanent unit members may request alternative forms of evaluations. The form,  
5 substance, and content for any alternative evaluation must be agree upon by both the  
6 member and their evaluator each time alternative procedures are used.

7 15.4 No later than the end of each unit member's thirty-fifth (35th) workday of the work year of the  
8 unit member in which evaluation is to take place, the evaluator and the unit member shall meet  
9 in order to agree mutually upon the elements of the evaluation. Conditions such as class size,  
10 intellectual abilities of the learners, availability of support personnel, and the learning  
11 environment provided, shall be considered in determining whether the unit member has met  
12 the unit member's objectives. In the event that the evaluator and the unit member fail to agree  
13 on one or more of the elements of the evaluation, the unit member may attach a written  
14 statement of the unit member's objections and request that the designee of the Superintendent  
15 meet with the evaluator and the unit member.

16 15.5 During the course of the evaluation period, mitigating circumstances may arise which require  
17 modification of the elements of evaluation. The necessity for review of the evaluation  
18 elements shall be determined by the unit member being evaluated or the unit member's  
19 immediate supervisor, and the determination of the new evaluation elements shall be arrived at  
20 in accordance with subsection 15.4 of this Agreement with the waiver of time limitations.

21 15.6 Each evaluation of a tenured member shall be based upon at least one observation lasting a  
22 minimum of thirty (30) minutes. Each evaluation of a probationary member shall be based  
23 upon at least one observation lasting a minimum of thirty (30) minutes and two (2) additional  
24 observations lasting a minimum of fifteen (15) minutes. These observations may be scheduled  
25 or unscheduled. Upon request of the unit member, a follow-up conference between the unit  
26 member and the evaluator shall be held. Any unit member who receives an overall  
27 performance rating of **Does Not Meet Standards** on their evaluation shall, upon written  
28 request, be entitled to a subsequent observation and written evaluation by an evaluator of the  
29 unit member's choosing from a list of four (4) administrators provided by the  
30 Superintendent's designee.

**ARTICLE 15: CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES**

- 1 15.7 The unit member’s evaluator shall take affirmative action to assist and encourage the  
2 correction of any cited deficiencies. Such action shall include specific recommendations, and  
3 may include release time for the unit member to visit and observe similar classes in other  
4 schools. Upon request of the unit member, a representative of the District shall demonstrate in  
5 the actual work environment the corrective techniques that are proposed. A unit member shall  
6 not be held accountable for any cited deficiencies which the unit member has no authority to  
7 correct.
- 8 15.8 The performance of each unit member shall be evaluated in writing by an administrator  
9 pursuant to those Education Code sections dealing with the evaluation of certificated  
10 personnel.
- 11 15.9 The evaluator and the unit member shall sign the evaluation and signify the dates that the  
12 evaluation was drafted. The signature shall not be construed to mean that the unit member  
13 agrees with the evaluation.
- 14 15.10 The District shall maintain the unit member's personnel file at the District Human Resources  
15 Division.
- 16 (a) No evaluations, correspondence, or other material making reference to a unit  
17 member's competence, character, or manner, shall be kept or placed on file in any  
18 location without the unit member's knowledge and opportunity to attach comments. A  
19 unit member shall be notified at the time material is added to their file and given a  
20 copy. All such material shall be dated and signed by its originator.
- 21 (b) Before derogatory material can be utilized in a unit member's evaluation, the unit  
22 member shall have been provided a copy and shall have been given an opportunity to  
23 attach a rebuttal.
- 24 (c) Derogatory material relating to unit member actions or omissions which have not been  
25 repeated within the prior three (3) year period may not be used by the District in any  
26 evaluation and shall not be the basis for denying a transfer and shall not be included in  
27 a reference for employment outside the District. The unit member may request in  
28 writing that such material be removed from the file. The Deputy Superintendent of  
29 Human Resources or designee shall decide whether the questioned material is to be  
30 removed.

## ARTICLE 15: CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES

- 1 15.11 The content of all written material obtained in the evaluation process shall be kept in the  
2 strictest confidence. Except as provided below, access to evaluations shall be limited to the  
3 members of the District Administration and the Board of Education. This shall not preclude  
4 the use of the evaluation in any administrative and/or legal hearing process. Upon written  
5 authorization by the unit member, a representative of the Association shall be permitted to  
6 examine and/or obtain copies of the evaluation in such unit member's personnel file. The  
7 District shall keep a log indicating the name of persons who have requested to examine the  
8 evaluation, as well as the dates such requests were made. Such log shall be available for  
9 examination by the unit member or the Association if so authorized by the unit member.
- 10 15.12 The unit member may request that complimentary materials relating to such unit member's  
11 professional activities be placed in said unit member's personnel file.
- 12 15.13 A unit member shall have the right to designate a witness at a conference dealing with a  
13 negative evaluation.
- 14 15.14 Those unit members identified in Article 2.1 as RS, APE, AH, CH, H&H, LH, OMS, PH, SH,  
15 and VH who receive an overall performance rating on the evaluation that **Does Not Meet**  
16 **Standards** may, upon the unit member's request, receive an additional evaluation subject to  
17 availability of the District program supervisor.
- 18 15.15 The evaluator shall not solicit student evaluation of unit member performance during  
19 classroom observations
- 20 15.16 The content of the evaluations are not subject to the grievance procedure.
- 21 15.17 Upon request by either party, the evaluation documents shall be reviewed by a committee  
22 comprised of no more than four (4) CNTA appointees and no more than four (4) District  
23 appointees.



## ARTICLE 16: SALARIES

- 1 16.1 The per diem rate of pay for each unit member shall be the unit member's annual salary as  
2 defined and tabulated in the "Basic Work Year Salary Schedule" in effect at the time, divided  
3 by one hundred eighty-five (185). "The Hourly Rate of Pay" for each unit member shall be the  
4 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 equal to  
6 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 unit  
8 member's regular assignment shall be made by separate check as soon as practicable after the  
9 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 by  
12 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 each  
14 year of employment in the District. A unit member who is employed for at least 75% of the  
15 work year shall be given credit for that year's experience for step advancement. Unit  
16 members working less than 75% of the work year shall have advancement on the salary  
17 schedule prorated appropriately. Accumulation of service credit is eliminated by a break in  
18 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 advancement,  
21 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 Board  
25 of Education at its next regular meeting. Accredited college or university means those  
26 accredited by associations which are members of the American Council on Education and/or  
27 the California Commission on Teacher Credentialing. Reassignment to a higher classification  
28 shall become effective at the beginning of the next pay period following approval by the

**ARTICLE 16: SALARIES**

1 Board. All units taken for course credit shall be upper division or graduate credits, unless  
2 approval has been granted prior to enrollment by the Deputy Superintendent, Human  
3 Resources. In order for course credits to be acceptable for class advancement, they must be  
4 from an approved institution and must meet one of the following requirements:

- 5 (a) Be related to the teaching field;
- 6 (b) Apply toward an advanced degree or credential in the field of education;
- 7 (c) Apply toward a planned expansion of the education field.

8 16.8 For the purpose of class placement, quarter units shall be converted to semester units by  
9 multiplying the quarter units by two-thirds (2/3).

10 16.9 Notwithstanding the provisions of Article 16.8 above, continuing education hours required of a  
11 school nurse for renewal of a license by the California Board of Registered Nurses shall be  
12 accepted for salary advancement course credit at the rate of one semester unit per fifteen (15)  
13 hours.

14 16.10 The District shall provide each unit member with an annual statement of the number of units  
15 that the District has on file for such unit member.

16 16.11 The hourly rate of pay for Home Teaching and Adult Education shall be specified in the Adult  
17 Education and Home Teaching Hourly Rate Schedule in the Appendix.

18 16.12 The hourly rate of pay for curriculum preparation and in-service planning shall be as specified  
19 in the Appendix.

20 16.13 A secondary teacher who is assigned one or more teaching periods in addition to those  
21 scheduled in the standard seven and one-half (7-1/2) hour workday shall be paid under  
22 separate contract at a daily rate of one-seventh (1/7) of the unit member's per diem placement  
23 on the Basic Work Year Salary Schedule in effect at the time for each such extra period.

24 16.14 Pro-rated per diem compensation, as specified in section 16.2, shall be provided all unit  
25 members who work other than the standard seven and one-half (7-1/2) hour workday, except  
26 as otherwise provided in this agreement.

27 16.15 The annual compensation for Secondary Department Heads and Team Leaders shall be as  
28 specified in the Secondary Department Head and Team Leader Pay Schedule in the Appendix.

**ARTICLE 16: SALARIES**

- 1 16.16 The extra pay amounts for extracurricular assignments shall be as specified in the  
2 Extracurricular Pay Schedule in the Appendix.
- 3 16.17 The supplemental daily pay rate for support personnel shall be as tabulated in the  
4 Supplemental Daily Pay Rate Schedule in the Appendix. The supplement shall be paid in  
5 addition to the basic salary for each workday.
- 6 16.18 Notwithstanding the provisions of Article 2.2, if a new unit member job classification which is  
7 not designated as management, confidential, or supervisory is established, the District shall  
8 negotiate with the Association over the appropriate salary for that classification, which shall  
9 be retroactive to the first day the position was filled.
- 10 16.19 Any dispute on compensation shall be limited to one (1) year back from the date of any  
11 grievance.
- 12 16.20 Beginning July 1, 2016 the Certificated Basic Work Year Salary Schedule as well as all  
13 compensation derived from it (stipends, extra-curricular pay, supplemental daily pay rates, and  
14 any other hourly pay rates), shall be increased by .91% plus 0.289% for a total of 1.2%
- 15 16.21 Both the Association and the District understand that economic conditions can be  
16 unpredictable and recognize the need to be flexible in dealing with the uncertainties inherent  
17 in long-term financial planning. The District must maintain a three (3) year balanced budget,  
18 and the Association seeks to give assurance to its members that their jobs are secure.
- 19 16.22 Contingencies
- 20 Any net, ongoing, funded/underfunded adjustments to the local control funding formula  
21 (LCFF) base will trigger a mutual agreement reopener.
- 22 16.23 Ongoing negotiations
- 23 Absent a mutually agreed alternative, beginning in 2015-16, unit members' salaries shall be  
24 increased by the continuing net funding actually received for the LCFF base, inclusive of K-3  
25 CSR and 9-12 CTE; and exclusive of supplemental funding, except that the first one percent  
26 (1%) shall be allocated toward providing steps and columns to the salary schedules and shall,  
27 therefore, not apply to any increase. Any adjustments to fringe benefits shall be at the option  
28 of the association and shall be deducted from funds available under this formula.
- 29 Supplemental funding will be discussed as a separate item. For additional clarification refer to

1 side letter regarding Article 16.21, 16.22, and 16.23 of the 2014-15 Collective Bargaining  
2 Agreement (CBA).

3 16.24 Beginning July 1, 2022, the Certificated Basic Work Year Salary Schedule as well as all  
4 compensation derived from it (stipends, extra-curricular pay, supplemental daily pay rates, and  
5 any other hourly pay rates), shall be increased by 8.5%. In addition, the Certificated Basic Work  
6 Year Salary Schedule shall be changed to reflect the following attachment prior to the 8.5%.  
7 There will also be an increase in benefits by \$420 to each tier, for a total on-going compensation  
8 package of 9.63%.

9 16.25 For the 2022-2023 school year, all unit members employed as of October 1, 2022 or hired later  
10 in the 2022-2023 school year shall receive \$2,000 each to support student academic and social-  
11 emotional learning through purchasing school supplies including, but not limited to, classroom  
12 supplies, consumables, MTSS/PBIS classroom materials, décor, furniture, testing kits, etc.  
13 Funds shall be spent at the unit member’s discretion per district guidelines. All unspent funds  
14 shall carry over, but must be spent by the end of the 2024-2025 school year. These funds shall  
15 be in addition to any site funds normally allocated to unit members.

16 **Side Letter between the Corona-Norco Unified School District**  
17 **and the**  
18 **Corona Norco Teachers Association (CNTA)**  
19 **Regarding Article 16.21, 16.22, and 16.23 of the 2015-18**  
20 **Collective Bargaining Agreement (CBA)**

21 The parties agree to the following:

- 22 1. Due to unpredictable state funding, negotiations shall take place regarding all forms of  
23 compensation for unit members at the request of either party.
- 24 2. Previously negotiated agreements between the parties must be met, and state required financial  
25 disbursements must be made before any continuing net funding, as described in Paragraph  
26 16.23 is disbursed.
- 27 3. Employer paid contributions, per unit member, to state pension programs shall be made first  
28 from any available LCFF base funds (Paragraph 16.23 and LCFF base funding).
- 29 4. Step and Column increases shall be made second.
  - 30 i. Step and Column increases generally amount to the equivalent of 1% of the  
31 average general salary schedule.
  - 32 ii. It shall be the actual cost of Step and Column or 1%, whichever is lower.
  - 33 iii. Actual cost shall be determined by comparing the average unit member’s  
34 salary according to the Basic Salary Schedule from June 30 of one year with  
35 June 30 of the following year minus any annual raise for the second  
36 comparison year. The difference shall be converted to a percentage. Finally,  
37 this calculation for the previous two fiscal years will be averaged giving a  
38 three-year running average which will be understood to be the actual cost of  
39 Step and Column.
- 40 5. Increases to compensation (salaries, stipends, benefits) shall be made third.

**MOU: 2021 COMPENSATION**

6. The 1% provided for Step and Column is determined in the following manner: Example: if Paragraph 16.23 funds (excluding supplemental and concentration fund monies if applicable) increase by 5%, the required employer contributions to STRS will be made first, then the next 1% will be used for step and column. After that, ongoing Paragraph 16.23 and LCFF base funding will be used for ongoing salary increases or mutually agreed upon compensation increases.
7. This Side Letter is based on mutual understandings concerning existing CBA language.
8. This Side Letter will be discussed annually during scheduled negotiations. Should the state make changes to the mandated schedule of STRS district contributions other than those in effect at the time of the signing of this Side Letter, the parties will return to the negotiations process regarding the effects of those changes.
9. Both parties agree that the Salary and Benefits Articles of the CBA (Articles 16 and 17) are automatically reopened annually. Furthermore, all existing CBA language will remain in effect until modifications have been mutually agreed upon by both parties.

**Side Letter Between  
The Corona-Norco Unified School District (CNUSD)  
And the Corona-Norco Teachers Association (CNTA)  
August 12, 2015**

In June 2015, the state enacted budget provided additional funding in the amount of 0.41% to the ongoing monies received by CNUSD during the 2014-2015 school year. The parties mentioned above agree this additional 0.41% will be paid out on a one time basis as a separate check no later than October 31, 2015 to returning CNTA unit members. The 0.41% will be calculated on the base salary only.

The distribution of the ongoing 0.41% for 2015-2016 will be negotiated during the regularly scheduled CNUSD-CNTA bargaining session.

For 2015-2016, both parties agree the 0.41% (\$1,006,489) will be paid off the salary schedule on a one time basis no later than June 30, 2016.

Beginning 2016-2017, both parties agree the 0.41% (\$1,006,489) will be distributed as follows:

- An increase to the retiree health and welfare benefit cap in the amount of \$2,350.00 to a single plan maximum of \$6,150.00
- An increase on the salary schedule of 0.289%

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CORONA-NORCO TEACHERS ASSOCIATION  
AND  
CORONA-NORCO UNIFIED SCHOOL DISTRICT  
One-Time Compensation  
December 15, 2021**

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the ending balance from the academic school year 2020-2021.

Both Parties recognize the increased workload of certificated non-management staff during the 2020-2021 and 2021-2022 school years. Both parties also recognize an increased ending balance in the district budget as of June 30, 2021.

Therefore, both parties agree to increase the certificated non-management staff salary through a 3% one-time off salary schedule increase. All unit members employed by the district as of January 1, 2022 shall receive this increase.

**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 2022-2023 school year, the maximum contribution provided shall be:

Insured Parties	Benefit Amount
Employee	Employee: <b>\$7,970/year</b>
Two Party/Employee plus child(ren)	Employee: \$7,970 + Two Party Enhancement \$750 = <b>\$8720/year</b>
Family	Employee: \$7,970 + Family Enhancement \$1,920 = <b>\$9,890/year</b>

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.

**ARTICLE 17: UNIT MEMBER BENEFITS**

1 (b) The parties are committed to exploration of a possible restructure of the present fringe  
2 benefit package. The goal of this restructure will be to provide a level of service equal or  
3 superior to the present level at a lower cost to the bargaining unit member and/or District.

4 17.5 In addition, all bargaining unit members will be covered by a \$45,000 life insurance policy to  
5 be paid by the District at a cost not to exceed \$60 per year. Any cost in excess of \$60 per year  
6 shall be paid by the employee.

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

11 17.7 A unit member on a Board-approved unpaid leave of absence shall be entitled to receive  
12 approved fringe benefit programs for the period of the leave at the unit member's expense.

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

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

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

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

**ARTICLE 17: UNIT MEMBER BENEFITS**

1 insurance coverage ends, the district shall continue to allow retired unit members to participate  
2 in group retiree medical and dental plans under E.C. 7000-7008.

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

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

12 (f) Enrollment in Medicare A shall not be a prerequisite for enrollment in any District  
13 health plan pursuant to this article. However, the purchase of Medicare B may be  
14 required for enrollment if the participant qualifies to purchase it. In addition, a  
15 District health plan may be restructured to pay benefits as if each participant is  
16 enrolled in Medicare B as soon as the participant qualifies to purchase Medicare B. A  
17 health plan may condition eligibility for enrollment on the effective assignment of any  
18 Medicare benefits for which the enrollee would be eligible.

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

23 17.9 A unit member who is employed pursuant to Article 19 of this Agreement shall receive the  
24 annual fringe benefit allowance until retirement.

25 17.10 All medical examinations and tests required for continuing employment or change of position  
26 shall be paid for by the district. In the absence of prior positive reaction, tuberculosis tests may  
27 be either intradermal or x-ray, at the unit member's option.

28 17.11 All bargaining unit members are eligible to participate in the district's section 125 plan  
29 effective June 1, 1992.



**ARTICLE 17: UNIT MEMBER BENEFITS**

1 17.12 Bargaining unit members new to the district, assigned to year-round school tracks and  
2 beginning service no later than August 8, who do not have medical coverage for the months of  
3 August and September from spouse or previous employer, shall be provided medical insurance  
4 for the initial August and September, at no cost to the bargaining unit member.

**ARTICLE 18: UNIT MEMBER TRAVEL**

1 18.1 Unit members who are assigned to more than one work location per day and who are required  
2 by the District to use their personal transportation shall be reimbursed for all such travel at the  
3 IRS rate between work locations.

4 18.2 Unit members who are required by the District to use their personal transportation for business  
5 outside of the District shall receive the benefits provided in paragraph 18.1 above.

6 18.3 No unit member shall be required to transport students in any personal vehicle.

**ARTICLE 19: PART TIME EMPLOYMENT WITH FULL TIME RETIREMENT CREDIT**

1 19.1 Certificated unit members shall be provided with the opportunity to participate in a District  
2 program of Part Time Employment with Full Retirement Credit, subject to the following  
3 regulations:

- 4 (a) The unit member must have reached the age of fifty-five (55) prior to reduction in  
5 workload. The member's last year of eligibility is the year of their seventieth (70th)  
6 birthday.
  
- 7 (b) The unit member must have been employed full time in a position requiring  
8 certification for at least ten (10) years of which the immediately preceding five (5)  
9 years were full-time employment. Sabbaticals and other approved leaves do not  
10 constitute a break in service. Such leave, however, is not used to compute the five  
11 years full-time service requirement prior to entering the program.
  
- 12 (c) The option of part-time employment must be exercised at the request of the unit  
13 member no later than April 1, of the prior year and can be revoked only with the  
14 mutual consent of the District and the unit member. Should the unit member desire to  
15 terminate from the program, the unit member shall provide sixty (60) calendar days  
16 notice of their intention. The unit member shall be returned to full-time employment  
17 by the District subject to the availability of a position for which the unit member  
18 qualifies by credential, education and prior work experience.
  
- 19 (d) The unit member shall be paid a salary which is the pro-rata share of the salary which  
20 would have been earned had the unit member not elected to exercise the option of  
21 part-time employment but shall retain all other rights and benefits for which the unit  
22 member makes the payment that would be required if remaining in full-time  
23 employment. Notwithstanding the limitations of Article 17.1, the unit member shall  
24 receive the full fringe benefit allowance in the same manner as a full-time unit  
25 member.
  
- 26 (e) The minimum part-time employment shall be the equivalent of one-half of the number  
27 of days of service required by the unit member's contract of employment during the  
28 final year of service in a full-time position. This minimum may be fulfilled by an  
29 eligible unit member working a half-day assignment for the entire work year, or by  
30 working a full day assignment for one-half of the work year.

**ARTICLE 19: PART TIME EMPLOYMENT WITH FULL RETIREMENT CREDIT**

- 1 (f) This option is limited in pre-kindergarten through grade 12 to certificated unit  
2 members who do not hold positions with salaries above that of a school principal.
- 3 (g) A unit member participating in this program shall receive the credit under STRS that  
4 would be received if the unit member were employed on a full-time basis and have the  
5 retirement allowance, as well as any other benefits the unit member is entitled to  
6 under Chapter 2 of Division 10 of the Education Code of the State of California, based  
7 upon the salary that would have been received if employed on a full-time basis, and  
8 both said unit member and the District shall contribute to State Teachers' Retirement  
9 System the amount that would have been contributed if said unit member was  
10 employed on a full-time basis.
- 11 (h) A unit member in the Part-Time Employment with Full Retirement Credit Program  
12 cannot participate in the plan for more than ten (10) years or beyond the year in which  
13 the seventieth (70th) birthday falls, whichever comes first.
- 14 (i) The District shall determine the number of unit members who may enter the program  
15 in any year. Should applications exceed positions available, seniority in the District  
16 service shall be the determining factor.
- 17 (j) Any modification in the level of part-time service of a unit member who has entered  
18 into this program or any return to full-time service, shall be permitted only with the  
19 mutual consent of the District and the unit member. It is the intent of this program to  
20 provide options for unit members for part-time employment to phase in their  
21 retirement program.
- 22 (k) The District shall develop applications, other forms, and administrative procedures  
23 necessary to implement and operate this program. Assignment to schools shall also be  
24 determined by the District.
- 25 (l) The workday of a "classroom teacher" (as defined in Article 10.1) who works less  
26 than a full day in accordance with this Article 19, shall include a proportionate  
27 conference/preparation period per Article 10.2.

## ARTICLE 20: GRIEVANCE PROCEDURES

1   20.1   **Definitions**

- 2           (a)    A “grievance” is a claim by the association or by one or more unit members that there  
3                    has been a violation, misinterpretation or misapplication of a provision of this  
4                    agreement with the exception of the relationship compact.
- 5           (b)    A “grievant” may be any certificated unit member, group of unit members, or the  
6                    association filing a grievance, pursuant to 20.1(a).
- 7           (c)    A “party in interest” is any person who might be required to take action or against  
8                    whom action might be taken in order to resolve the claim.
- 9           (d)    A “day” is a “workday” as defined in article 3.3.

10   20.2   **Procedure**

- 11           (a)    **Level One:** The grievant may, within forty (40) days following knowledge of the act  
12                    or condition when the affected employee, in the exercise of due diligence, knows or  
13                    should have known of the act or omission which is the basis of the grievance, meet  
14                    with the immediate supervisor, either directly or through the Association’s  
15                    representative, to discuss and informally resolve the grievance. If the grievant is not  
16                    satisfied with the informal disposition of the grievance, the grievant may file the  
17                    grievance in writing simultaneously with the immediate supervisor and the  
18                    Association. The immediate Supervisor shall, within ten (10) days after receipt of the  
19                    written grievance, meet with the grievant and/or the Association representative and  
20                    shall deliver a written decision.
- 21           (b)    **Level Two:** If the grievant is not satisfied with the disposition of the grievance at  
22                    Level One, the grievance may, within ten (10) days, be appealed to the  
23                    Superintendent. The Superintendent, or designee, shall meet with the grievant and an  
24                    Association representative within ten (10) days in an effort to resolve the grievance.  
25                    The Superintendent, or designee, shall deliver the written decision to the grievant and  
26                    the Association within ten (10) days after such meeting.
- 27           (c)    **Level Three:** In the event the grievant is not satisfied with the disposition of the  
28                    grievance at Level Two, the grievant may, within ten (10) days following, submit a

**ARTICLE 20: GRIEVANCE PROCEDURES**

1 written request to the Association that the Association submit the grievance to  
2 advisory arbitration. The Association, by written notice to the Superintendent within  
3 ten (10) days after receipt of the grievant's request, may submit the grievance to the  
4 advisory arbitration. The parties shall submit to the California State Conciliation  
5 Service a written request for immediate services of a mediator. The function of the  
6 mediator shall be to assist the parties to achieve a mutually satisfactory resolution of  
7 the grievance by means of the mediation process by providing a written response. The  
8 fees and expenses, if any, of the mediator shall be equally shared by the District and  
9 the Association. All other expenses, except for reasonable release time of the grievant  
10 and their representative, shall be borne by the party incurring them and neither party  
11 shall be responsible for the expense of the witnesses called by the other, except for  
12 release time as provided by the law.

13 (1) At the outset of this process the mediator shall schedule and hold a conference  
14 at which time the parties to the grievance shall submit to the mediator copies  
15 of all documents completed in conformance with the requirements at each  
16 previous grievance step. In addition, the grievant shall submit to the mediator  
17 and the District a clear, concise written statement of the reasons for their  
18 appeal to the mediation process and the remedies sought.

19 (2) If a satisfactory resolution of the grievance is achieved by means of this  
20 mediation process, both parties of the grievance shall sign a written statement  
21 to that effect and thus waive the right of either party to any further appeal of  
22 the grievance.

23 (3) The District and the Association have agreed that this step (Mediation) may  
24 be waived by mutual written agreement of the District and the grievant. If no  
25 satisfactory settlement is reached within ten (10) teacher workdays following  
26 the receipt of the written response with the mediator, either party may appeal  
27 the grievance to the next step (Arbitration).

28 (4) The written opinions and conclusions of the mediator are to be given serious  
29 consideration as an acceptable resolution to the dispute, but they may be  
30 rejected by either party by writing to the other stating the reasons for the  
31 rejection. In the event of rejection by either party, the parties agree the

**ARTICLE 20: GRIEVANCE PROCEDURES**

1 mediator's suggested resolution may not be offered as evidence in any  
2 subsequent arbitration.

3 (d) **Level Four (Arbitration)**

4 (1) If a grievance is not resolved at Level Three, the grievant may request within  
5 ten (10) teacher workdays of the mediation response that the Association  
6 submit the grievance to arbitration. The Association shall notify the  
7 Superintendent, or designee, in writing within ten (10) teacher workdays after  
8 the receipt of the request from the grievant that the grievance has been  
9 submitted for arbitration. The Association has the discretion to reject any  
10 grievance from being submitted for arbitration. The arbitrator shall be  
11 mutually selected by the two parties within five (5) teacher workdays after  
12 such notice is given. If the two parties fail to reach agreement on the choice  
13 of an arbitrator within five (5) teacher workdays, the American Arbitration  
14 Association shall be requested to supply a list of five (5) names of people who  
15 are experienced in public school arbitration. Within five (5) teacher workdays  
16 after receipt of the list of names, each party will alternately strike from the list  
17 until only one name remains. The order of striking shall be determined by a  
18 flip of a coin. By mutual agreement between the parties expedited arbitration  
19 procedures may be used.

20 (2) After a hearing and after both parties have had an opportunity to make written  
21 arguments, the arbitrator shall submit, in writing, to all parties their findings  
22 which shall be final and binding on the parties.

23 (3) The fees and expenses of the Arbitrator shall be equally shared by the District  
24 and the Association. All other expenses, except for reasonable release time  
25 for the grievant and/or their representative, shall be borne by the party  
26 incurring them and neither party shall be responsible for the expense of the  
27 witnesses called by the other, except for release time as provided by law.

28 (4) Powers of the Arbitrator are subject to the following limitations:

29 a) The Arbitrator shall have no power to add to, subtract from,  
30 disregard, alter, or modify any of the terms of this Agreement.

**ARTICLE 20: GRIEVANCE PROCEDURES**

- b) The Arbitrator shall have no power to establish the structure of the salary schedule.
- c) The Arbitrator shall have no power to change any practice, policy, or rule of the Board nor substitute their judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or action taken by the Board unless such practice, rule, or action directly relates to a provision of this Agreement.
- d) The Arbitrator shall have no power to interpret State or Federal law unless such law is part of this Agreement.
- e) The Arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure.
- f) The Arbitrator shall have no power to expand the scope of negotiations.

**20.3 Governing Regulations**

- (a) The Arbitrator may hear and determine only one grievance at a time filed by a teacher, group of teachers, or the Association, filing a common grievance unless the District agrees otherwise. However, both parties will in good faith endeavor to handle in an expeditious and convenient manner cases which involve the same or similar facts and issues.
- (b) The grievant, if desired, may be represented by an Association representative at all meetings and hearings above the informal level of the grievance procedure and at the informal level after the grievant has had at least one informal conference with the grievant's immediate supervisor. Nothing precludes the District from hearing representation at this level and beyond.
- (c) Failure at any step of this procedure to communicate the decision on a grievance within the specific time limits shall permit the grievant to proceed to the next step.  
  
The time limits specified on any step of this procedure may be extended, in a specific instance, by mutual agreement. Failure by the grievant to process the grievance



**ARTICLE 20: GRIEVANCE PROCEDURES**

1 within the time lines shall cause the grievance proceedings to cease with the solution  
2 being the last Administrative decision.

3 (d) Nothing contained herein will be construed as limiting the right of any teacher  
4 alleging a grievance to discuss the matter informally with any appropriate member of  
5 the administration and to have the grievance adjusted without intervention of the  
6 Association provided the adjustment is not inconsistent with the terms of the  
7 Agreement and that the Association has been given an opportunity to be present at  
8 such adjustment and to share its views.

9 (e) Time limits shall consist of teacher workdays except that when a grievance is filed  
10 subsequently to April 9 and prior to the end of the school year, the time limits shall be  
11 regarded as calendar days. Any time limits affected by Winter or Spring breaks will  
12 be extended by ten (10) teacher workdays.

13 (f) Time limits are defined as the day following the filing of the grievance, the reply to  
14 the grievance, the holding of a conference, the receipt of a reply to a conference, etc.

15 (g) If the grievance arises from action or inaction on the part of the member of the  
16 administration at a level above the principal or immediate supervisor, the grievant  
17 may submit such grievance in writing to the Superintendent and the Association  
18 directly and the processing of such grievance will be commenced at Level Two.

19 (h) If in the judgment of the Association, a grievance affects a group or class of  
20 certificated unit members, the Association, on behalf of the affected unit members  
21 may initiate a grievance at Level Two.

22 (i) Whenever it is necessary to attend a grievance meeting or hearing during the workday,  
23 the grievant or the Association representative, upon notice to the immediate  
24 supervisor, shall be granted release time to permit participation in the foregoing  
25 activities. Any unit member who appears in such meetings, or hearings, as a witness  
26 will be accorded the same right. The grievant or the Association representative, upon  
27 notice to the immediate supervisor, shall be granted one (1) day of release time for the  
28 preparation and investigation of the grievance. Such release time will be subject to  
29 substitute availability and, whenever possible, scheduled within five (5) days of the  
30 request. Upon the submission of the grievance to Level Three the grievant and the

**ARTICLE 20: GRIEVANCE PROCEDURES**

1 Association representative shall be granted two (2) days of release time for the  
2 preparation and investigation of the grievance.

3 (j) All documents, communications, and records dealing with the processing of a  
4 grievance will be filed in a separate grievance file and will not be kept in the  
5 personnel file of any of the participants.

6 (k) Forms for filing grievances, serving notices, taking appeals, making reports and  
7 recommendations, and other necessary documents will be prepared by the District and  
8 given appropriate distribution so as to facilitate operation of the grievance procedure.  
9 The costs of preparing such forms shall be borne by the District.

10 (l) No reprisals of any kind will be taken by the Superintendent or by any member or  
11 representative of the administration or the District against any grievant, any party in  
12 interest, any representative of the Association or any other participant in the grievance  
13 procedure by reason of such participation.

14 (m) Representation of the grievant at Levels One and Two of the grievance procedure  
15 shall be, at the grievant's option, either personal or by a representative selected by the  
16 Association. If a unit member is not represented by the Association or its  
17 representative, the Association shall be provided with a copy of the grievance and the  
18 proposed resolution and shall be given the opportunity to file a response. The  
19 Association, upon written request of the grievant and the approval of the Association's  
20 Executive Board, shall process the grievance at Level Three.

## **ARTICLE 21: SUMMER SCHOOL**

1    21.1   **Staff Selection**

- 2           (a)    No later than May 1, the District shall circulate to each unit member a notice of  
3                    anticipated Summer School/extended year openings and invite applications on a  
4                    District supplied form.
- 5           (b)    Any current unit member shall be considered a qualified applicant for a Summer  
6                    School position and shall be given priority over all other applicants. Assignments  
7                    shall be limited to those applicants with appropriate grade level/subject area  
8                    credentials and experience within three (3) years. Priority shall be given to an  
9                    applicant who has not held a Summer School or extended year position the previous  
10                   year and has not had an unsatisfactory evaluation or been placed on an improvement  
11                   plan during the past two (2) school years.
- 12           (c)    Each qualified applicant shall be interviewed by those persons responsible for  
13                    applicant screening and selection.
- 14           (d)    All applicants shall be notified of their selection or non-selection by June 7 for all  
15                    positions known at that time. Additional hiring may be required subject to additional  
16                    enrollment. A list of all selected applicants shall be posted at the Human Resources  
17                    Division and transmitted to the Corona-Norco Teachers Association, prior to the  
18                    commencement of summer school.

19    21.2   **Compensation**

20           Unit members assigned to Summer School/extended year positions shall receive one-seventh  
21           (1/7) of the unit member's per diem placement on the Basic Work Year Salary Schedule in  
22           effect at the time for each hour of assignment. Refer to MOU regarding Summer School  
23           compensation.

24    21.3   **Sick Leave**

25           Each Summer School and extended year unit member shall be entitled to one day of absence  
26           with full pay for Summer School/extended year workdays. This day may be used in cases of  
27           personal illness or injury, or serious illness/injury/death of a member of the unit member's

**ARTICLE 21: SUMMER SCHOOL**

1 immediate family, as defined in Article 13.4. Sick leave which is accrued during the regular  
2 school year is not applicable to the Summer School/extended year assignment.

3 21.4 **Hours Of Employment**

4 The hours and days of employment for Summer School/extended year assignments shall be as  
5 mutually agreed between the unit member and the District. Should an emergency IEP/504  
6 meeting need to be conducted, the unit member shall be compensated at curriculum rate.

7 21.5 **Exclusions**

8 The provisions of Articles 10, 12, 13 (exclusive of Section 13.10), 14, 17, and 19 of this  
9 agreement shall not apply to Summer School/extended year employment.

10 21.6 In the absence of previously approved Summer School curriculum materials, with written  
11 agreement between Human Resources and the unit member, a unit member will be  
12 compensated for developing such curriculum material at the curriculum preparation and in-  
13 service planning rate.

14 21.7 **Online Courses**

15 It is a common interest of Corona-Norco Teachers Association (CNTA) and Corona-Norco  
16 Unified School District (CNUSD) to provide innovative student programs that will engage  
17 students in, and extend, the learning process. In light of this common interest, the parties agree  
18 to the following:

- 19 (a) Participation in Summer School is strictly voluntary. The Collective Bargaining  
20 Agreement, Article 21 (Summer School) and all related agreements shall be followed.
- 21 (b) This is a hybrid online course with each student physically attending classes two (2) days  
22 each week (Mondays/Wednesdays or Tuesdays/Thursdays) for 90 minutes each session.  
23 Teachers are required to hold online office hours on Fridays to respond to student  
24 questions. Online office hours may be held off site.
- 25 (c) Participants as an online teacher will receive:
  - 26 1. Sixty-five (65) hours of total Summer School pay.
  - 27 2. Four (4) cohorts of students for each teacher.

- 1                    3. Each cohort will meet two (2) times per week (90 minutes for each meeting).
- 2                    4. No more than 20 students in each cohort.
- 3                    5. Hourly compensation (at the current Summer School pay rate) for professional
- 4                    development for online instruction and using the online software, prior to the start
- 5                    of Summer School.

6                    **MEMORANDUM OF UNDERSTANDING**  
7                    **BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
8                    **AND**  
9                    **CORONA-NORCO TEACHERS ASSOCIATION**  
10                    **Summer School, Intersession and ESY Compensation**

11                    The Corona-Norco Unified School District and the Corona Norco Teachers Association agree  
12 to suspend Article 21.2 of the Collective Bargaining Agreement (Summer School Compensation) and  
13 establish a \$43.26 rate of pay per each hour of assignment. This will apply to Summer School,  
14 intersession, and extended school year.

15                    Compensation will be increased by six and seventy-two hundredths percent (6.72%) to \$46.17  
16 on July 1, 2015.

**ARTICLE 22: PROFESSIONAL GROWTH**

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22.1 State Board of Education regulations governing Professional Growth requirements shall be followed by the District.

22.2 The District shall pay the fee required by the State of California Commission on Teacher Credentialing for emergency credentialing when required for unit members to teach outside their credential subject area at the secondary level.

22.3 Attendance to a PD at a conference, required for a position, that is offered on a non-duty day or evening will be compensated at curriculum rate. If the attendance could be done during duty hours and the member chooses to attend on a non duty day or evening, additional compensation shall not be required.

## **ARTICLE 23: YEAR-ROUND SCHOOL**

- 1 23.1 If a unit member is displaced by Year-Round school, the District shall assign that unit member  
2 to a school, at the same level, that retains traditional scheduling if positions are available. The  
3 District shall follow transfer procedures as outlined in Article 14.
- 4 23.2 Unit members shall not be required to work more than the current contractual work year  
5 outlined in Article 10.
- 6 23.3 Additional days in the unit member's regular assignment beyond the contractual work year  
7 outlined in Article 10 shall be compensated at the unit member's per diem rate. These days  
8 shall apply toward the ratio in Article 13.2 pertaining to sick leave.
- 9 23.4 The District shall give reasonable assistance to unit members in the transportation of  
10 materials, equipment, supplies, furniture or textbooks. Such assistance shall be upon mutual  
11 agreement between the unit member and the principal.
- 12 23.5 Year-Round school unit members shall be provided storage space for materials. This storage  
13 space shall be convenient and secure.
- 14 23.6 With the approval of the Human Resources Division, unit members at the same site and within  
15 the same school year may request an exchange of teaching assignment days with unit  
16 members on other tracks. A request for this exchange must be submitted to Human Resources  
17 six (6) days prior to the dates requested.
- 18 23.7 The District shall notify unit members in writing of the termination of the Year-Round school  
19 program at their site.
- 20 23.8 All Year-Round school sites shall have air conditioning in all classrooms. The District shall  
21 make every effort to maintain air conditioners in Year-Round schools in working order, and  
22 will attempt to repair malfunctioning units as soon as possible.
- 23 23.9 Unit members who are working in Year-Round schools during the conference or training  
24 sessions and are selected as delegates to the NEA Rep. Assembly or to the CNTA/CTA/NEA  
25 summer workshops/training sessions shall be granted paid release time. The total combined  
26 amount of release time for all representatives shall be limited to twelve (12) days per year.

**ARTICLE 23: YEAR-ROUND SCHOOL**

- 1 23.10 Subject to the timing of the CNTA Year-Round calendar proposal, negotiations on the Year-  
2 Round school calendar shall begin within ten (10) working days of the CNTA proposal.  
3 Every effort shall be made to provide unit members with as much notice as possible of the  
4 Year-Round school calendar.
- 5 23.11 Teachers shall have access to their classrooms, workrooms, and restrooms during the normal  
6 teacher workday hours on both weekend days prior to the opening of an instructional session.  
7 A custodian will be available on both weekend days during normal school hours. Schools will  
8 be open the weekend before the Fourth of July instead of on the July Fourth weekend.
- 9 23.12 Except as otherwise provided for emergency transfers, written notice of tentative involuntary  
10 transfers for the coming Year-Round school year, shall be given to the unit member no later  
11 than May 1<sup>st</sup>.
- 12 23.13 The District shall attempt to distribute students with special needs across more than one track.
- 13 23.14 If there is no additional cost to the District, all Year-Round school sites shall be on an early  
14 schedule.
- 15 23.15 At a Year-Round school, report cards shall be issued to all students three (3) times a year.
- 16 23.16 Bargaining unit members with children at a school with a Year-Round schedule will have  
17 priority in placing their children on the same track as their teaching assignment.
- 18 23.17 The bargaining unit member and teacher spouse of the bargaining unit member serving at  
19 schools with Year-Round schedules shall be provided the opportunity, whenever possible, of  
20 having the same track assignment.
- 21 23.18 There will be one (1) day of paid time for any teacher who changes to a track that allows less  
22 than one week of prep time between tracks and/or grade level changes.
- 23 23.19 Year Round track teachers who work on non-calendar days during the fourth track change  
24 over, and have prior approval of the principal, will be paid the Curriculum Rate for up to four  
25 hours.



## **ARTICLE 24: INTERMEDIATE SCHOOLS**

- 1 24.1 Each intermediate school bargaining unit member shall be guaranteed the  
2 conference/preparation time specified in Article 10.2.
- 3 24.2 Whenever possible, duties before and after the student day shall be assigned in such a manner  
4 that entire families are available for family team meetings on some days during that time.
- 5 24.3 Principals shall encourage teams to schedule team meetings at the mutual convenience of all  
6 team members.
- 7 24.4 Team member input shall be solicited and considered by the principal prior to the selection of  
8 the team leader.

**ARTICLE: 25**

1 THIS IS LEFT BLANK INTENTIONALLY

## ARTICLE 26: SPECIAL EDUCATION

1 26.1 The term "full inclusion student" refers to a student with a moderate to severe disability whose  
2 IEP identifies that the student will be placed in a regular education. The District must offer in-  
3 service training to regular classroom teachers, prior to receiving a full inclusion student  
4 presenting special needs unfamiliar to the teacher. This training shall occur prior to the  
5 student being placed into the classroom to the extent practicable. Upon the request of either  
6 the regular classroom teacher, special education teacher, or the site administrator additional  
7 assistance and/or training must be offered to the extent appropriate and practicable.

8 26.2 The District shall notify the receiving school of a full inclusion student as far in advance as  
9 possible.

10 26.3 The District and the Association shall jointly monitor caseloads to insure reasonable equity.

11 26.4 Every effort shall be made to ensure reasonable equity of case load among unit members with  
12 comparable assignments.

13 26.5 The District shall staff positions for Resource Specialists as full-time equivalent positions  
14 first. If a split full-time equivalent position is needed, a Resource Specialist shall not be  
15 assigned to more than two (2) sites.

16 26.6 For the purposes of the voluntary and involuntary reassignment of Special Education teachers  
17 to another Special Education position, Article 26.6 shall apply in lieu of Article 14.

18 (a) Voluntary reassignments

19 (1) Special Education teachers may request a voluntary change of work location  
20 and/or assignment for an upcoming school year by submitting such a request,  
21 in writing, to the Human Resources Division prior to March 1 of any school  
22 year. Special Education teachers may include written information in support  
23 of their qualifications for their requested reassignment. Such requests for a  
24 voluntary reassignment shall remain in effect until the first day of school at  
25 the bargaining unit member's current school site.

26 (2) The Special Education Department will post, on its website, a twice monthly  
27 updated listing of all positions currently available for reassignment, beginning

**ARTICLE 26: SPECIAL EDUCATION**

1                                March 15 of each school year and continuing through the first day of school  
2                                for the position(s) listed.

3                                (3) Should a Special Education teacher’s request for reassignment not be granted,  
4                                a meeting may be requested with the Special Education Department  
5                                administrative designee.

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

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

10                                (c) Involuntary Reassignments

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

13                                (1) The Special Education teacher to be involuntarily reassigned shall be offered  
14                                a meeting with the Special Education Department administrative designee. At  
15                                this meeting, the reasons for the reassignment and the new assignment shall  
16                                be identified.

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

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

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

24 26.7 For the purpose of calculating case load maximum for Resource Specialists pursuant to  
25 Education Code 56362 C, two hundred five (205) day work year Year-Round Multi-Track  
26 Resource Specialists shall be considered a 1.111 full-time equivalent and the caseload  
27 maximum shall adhere to edcode.

**ARTICLE 26: SPECIAL EDUCATION**

1 26.8 (a) When mainstreaming Special Day Class students in Grades K-6, students will  
2 be assigned equitably amongst all classes, across tracks, at the appropriate  
3 grade level.

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

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

10 i. Providing mainstreaming when other students are pulled out of the class for  
11 other services or other activities;

12 ii. Sharing Instructional Aides;

13 iii. Providing mainstreaming when at-risk students are being served by other  
14 staff;

15 iv. Other mutually agreed options developed at the site that do not violate the  
16 Collective Bargaining Agreement.

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

19 26.9 Resource Specialist Program (RSP) teachers and Special Day Class (SDC) teachers may  
20 submit time cards for up to ten hours (10) annually, in thirty (30) minute increments, for after  
21 school IEP meetings only (at late start schools meetings may be before school). Time begins  
22 thirty (30) minutes after the completion or before the start of the professional day.

23 26.10 Special Education teachers and support providers shall have equal access to base curriculum  
24 including the same materials (Teacher’s Edition, digital and print) provided as general  
25 education base curriculum for each grade level of each student in their class/on their caseload.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT AND CORONA-NORCO TEACHERS ASSOCIATION  
RSP/SDC Timecards**

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

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 CORONA-NORCO TEACHERS ASSOCIATION  
SPED Supervision**

The parties agree that upon mutual agreement between site administration and a special education teacher (NSH/SH/SDC unit member), that unit member may remain to provide behavior support/supervision until a bus or parent arrives to pick up a student. A teacher who chooses to remain beyond a regularly scheduled duty to provide support may be compensated in 15 minute increments at per diem rate. Compensation will be drawn from funds in Article 10.4c.

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 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 10.4c.

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 CORONA-NORCO TEACHERS ASSOCIATION  
SPED Task Force**

The parties agree that a joint District-Association Special Education Task Force will meet no less than four (4) times annually for the life of the contract. 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. The purpose of the task force is:

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

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

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

7 **MEMORANDUM OF UNDERSTANDING**  
8 **BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
9 **AND THE CORONA-NORCO TEACHERS ASSOCIATION**  
10 **RESOLVING GREIVANCE REGARDING**  
11 **SPEECH AND LANGUAGE PATHOLOGY ASSIGNMENTS**

12 **July 2, 2008**

13 WHEREAS, the District and the Association wish to resolve the issues that have arisen around  
14 the caseload, assignments, and recruitment of speech and language pathologists;

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

18 WHEREAS, the District and the Association wish to comply with the collective bargaining  
19 agreement and applicable legal requirements concerning the assignment and compensation of speech  
20 and language pathologists;

21 NOW, THEREFORE, the parties agree as follows:

- 22 1. Effective July 1, 2008, the District will begin implementation of this Agreement whereby  
23 preschool Special Education students receiving services from and Language Pathologists (SLPs)  
24 shall not be mixed in caseloads with Special Education students in grades TK-12 who are  
25 receiving Speech and Language Services. The District will comply with applicable legal  
26 requirements pertaining to SLP caseloads where the Speech and Language Pathologists serves  
27 exclusively preschool students.
- 28 2. SLPs assigned to serve preschool students exclusively will have a 196-day work year unless they  
29 are offered and agree to an additional temporary assignment offered by the District on a trimester  
30 or semester basis, as may be needed. Speech and Language Pathologists accepting additional  
31 temporary assignments up to 16 additional days per school year pursuant to this Agreement will be  
32 compensated in accordance with the provisions of the Collective Bargaining Agreement for such  
33 additional temporary services.
- 34 3. SLPs who serve a caseload that does not include preschool students will be assigned a caseload  
35 consistent with state law and SELPA requirements, currently a District-wide average of 55 to 1.  
36 For purposes of computing caseloads, 55 to 1 shall constitute one full-time equivalent SLP at 196  
37 workdays per school year. Up to 16 additional days per school year or the equivalent thereof may  
38 be added on a temporary trimester or semester basis by mutual agreement where the need arises.  
39 These additional assignments shall be computed toward additional FTEs for purposes of  
40 computing the District-wide average. This information will be provided to the Association.
- 41 4. For services to TK-12 Speech and Language students, FTEs required for the current state  
42 requirement of an average of 55 students per SLP shall be computed by the following formula:

$$43 \text{ Required FTEs} = \frac{\text{No. of students TK - 12 district wide receiving SLP services}}{55}$$

44 If this number cannot be served by full-time employee SLPs (with 196-day work year), the remaining  
45 FTEs, after all TK-12 SLPs have been afforded a 196-day assignment, shall be offered as temporary  
46 assignments pursuant to paragraph 3 of this Agreement, and if declined or prevented by logistical

**MOU: SLP ASSIGNMENTS**

- 1 considerations, such work shall be contracted to an outside vendor. This information will be provided  
2 to the Association.
- 3 5. The current grievance shall be withdrawn with prejudice.
- 4 6. Entering into the Agreement does not constitute an admission of wrongdoing or violation of law or  
5 the collective bargaining agreement by either party.
- 6 7. The District and the Association will continue their collaborative efforts to recruit and retain  
7 additional credentialed Speech and Language Pathologists.
- 8 8. Pursuant to Section 26.3 of the Collective Bargaining Agreement, the District and the Association  
9 will monitor caseloads and assignments.
- 10 9. The parties hereby expressly acknowledge their understanding that implementation of this  
11 Agreement will, of necessity, result in the transfer or reassignment of existing caseloads and site  
12 assignments of currently- assigned SLPs. The Special Education department will communicate  
13 transfers and reassignments pursuant to this Agreement to the Association. Any SLP may request  
14 a meeting with the SELPA Director/Administrative Director Special Ed. to discuss their  
15 reassignment. If unresolved, a meeting may be requested with the Deputy Superintendent or  
16 designee.
- 17 10. It is understood and agreed that if this Agreement is not approved by the Corona-Norco Teachers  
18 Association, the parties will continue their collaborative efforts to recruit; however, the District  
19 intends to maintain its current assignment methods and ratios in accordance with the District's  
20 interpretation of applicable state law and the SELPA Agreement. Nothing in this Agreement shall  
21 constitute or be argued by either party to be evidence that the Association agrees or acknowledges  
22 that the District's current assignment methods or ratios comply with the Collective Bargaining  
23 Agreement, the applicable state law and/or the SELPA Agreement.
- 24 11. The Agreement will continue in existence unless either party notifies the other in writing by April  
25 15 of any school year of its desire to modify the provisions of this Agreement.
- 26 12. For the purposes of determining the total number of students receiving SLP services, student data  
27 maintained in a WEB-based IEP writer database will be used. All appropriate steps will be taken  
28 to safeguard the confidentiality of student information. The Assistant Superintendent or his  
29 designee shall review, on October 1<sup>st</sup> and April 1<sup>st</sup> of each year, caseload calculations based upon  
30 the methodology listed above with the CNTA President/Designee. If, upon either of these dates,  
31 District caseload averages exceed legal limits and additional SLPs are unavailable to be hired,  
32 additional days and/or hours will be offered to existing staff to the degree necessary to bring  
33 caseload averages into compliance. If additional days and/or hours are not accepted by current  
34 Speech and Language Pathologists, it is understood and agreed that as a last resort, the District  
35 will contract for such services. However, both the District and the Association agree that  
36 contracting out for such services is not desirable and not in the best interests of either party to this  
37 Agreement or the students of the District. Therefore, the District agrees to utilize its best efforts to  
38 recruit, hire, and retain Speech and Language Pathologists and will only utilize contracting out of  
39 such services when no other option is reasonably available to the District. In the event that the  
40 District contracts out Speech and Language Pathologist services, the District agrees it will notify  
41 the Association of the contracting out of the services and immediately enter into discussions with  
42 the Association on how to improve and enhance the District's ability to recruit, hire and retain  
43 Speech and Language Pathologists.

44 DATE: 9-20-08

45 UPDATED: 6-2-20



**ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING RESOLVING GRIEVANCE REGARDING SPEECH LANGUAGE PATHOLOGY ASSIGNMENTS DATED JULY 2, 2008**

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

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

- 1) As a result of a vacancy or approved leave of absence, prior to any SLP services rendered by a non-district contracted employee, the district shall offer available days and/or hours to existing staff to the degree necessary to bring caseload average into compliance during the first 30 days.
- 2) After the review and calculation of district caseload on October 1st and April 1st of each year as described in the July 2, 2008 MOU.

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

The work schedule, number of hours and/or days, and the work location shall be determined by the district.

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

| This MOU shall be in effect from July 1, 2021 through June 30, 2024.

**SIDE LETTER BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT (CNUSD) AND THE CORONA-NORCO TEACHERS ASSOCIATION (CNTA)**

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

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

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

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

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

1 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO TEACHERS**  
2 **ASSOCIATION AND CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
3 **Special Education TK and Kindergarten**  
4 **March 18, 2022**

5 The Corona-Norco Unified School District ("District") and Corona-Norco Teachers  
6 Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the Special  
7 Education TK and Kindergarten program in the District.

8 In order to provide the community more options for TK/Kindergarten and in order to have  
9 students attend CNUSD, the District would like to offer full day TK/Kindergarten beginning the 2022-  
10 2023 school year. Both Parties recognize the impact on workload this would create for unit members  
11 and, therefore, agree to the following:

12 1) Facilities:

13 a. Site Restrooms

- 14 i. TK teachers, Kindergarten teachers, and Site Administration shall collaborate to  
15 determine the best use of restroom facilities for their site using these criteria:  
16 1. If an in-classroom restroom is not available, then a classroom with dedicated  
17 restrooms within line of sight from the class shall be provided.  
18 2. If in-classroom restrooms, or TK/Kindergarten dedicated restrooms that are  
19 within line of sight are not available, then these classes shall have dedicated  
20 adult supervision throughout the day to escort students to and from the  
21 restroom. Both site administration and site teachers shall meet to determine the  
22 need.

23 b. Classrooms

- 24 i. Room Assignments shall prioritize TK and K classrooms to bathroom locations with  
25 consideration also given to proximity to the kinder play area.  
26 ii. For 2022-2023 school year any member that must move their classroom in order to  
27 accommodate the TK/K facility prioritization shall be given the following:  
28 1. Boxes  
29 2. Custodial support to move boxed items  
30 3. Up to two bankable days or compensation of up to 10 hours Curriculum Rate.  
31 iii. TK teachers, Kindergarten teachers, and Site Administration shall meet to  
32 collaborate and create TK and K classroom assignments by April 30th of each  
33 school year to provide time for classroom movement and address potential teacher  
34 concerns.  
35 iv. In the event TK teachers, Kindergarten teachers, and Site Administration are unable  
36 to reach consensus regarding any TK and/or Kindergarten facility decision, a joint  
37 Interest Based Problem Solving process shall be conducted by CNTA and District  
38 Leadership within 10 school days.

39 v. Furniture:

- 40 1. The District shall use one-time monies to ensure that classrooms are equally  
41 equipped with appropriate furniture and materials for the developmental needs  
42 of students. All orders shall be placed through the site principals to the District  
43 purchasing department by May 15  
44 a. All TK/Kindergarten teachers may need support materials and furniture to  
45 teach a full day.  
46 b. Furniture may need to be purchased for teachers with standard classrooms  
47 to maximize classroom space and mobility.

48 2) Combination Classes

- 49 a. If needed, combo classes shall only be permitted with a TK/K combo.

50 3) Schedule

**MOU: SPED/TK/K**

- 1 a. TK/Kindergarten arrival.
    - 2 i. TK/Kindergarten students shall have the same arrival time as 1-6 students at the
    - 3 site.
    - 4 ii. TK/Kindergarten teachers shall have the same arrival procedures as 1-6 teachers at
    - 5 the site.
  - 6 b. TK/Kindergarten dismissal.
    - 7 i. Kindergarten students shall be dismissed from class 15 minutes before grades 1-6
    - 8 students at the site. After that 15 minutes, the teacher is done with their teaching
    - 9 assignment for the day and any remaining students shall be the responsibility of site
    - 10 administration.
    - 11 ii. These 15 minutes before 1-6 students are dismissed shall be considered instructional
    - 12 minutes for Kindergarten teachers.
    - 13 iii. After that 15 minutes, if duties are required of Kindergarten teachers, the current
    - 14 contract language shall be followed.
    - 15 iv. TK students shall be dismissed by a person other than the TK/Kindergarten teacher.
  - 16 c. In order to allow parents to plan, put routines and procedures in place, and practice dismissal,
  - 17 the first ten (10) days of each school year shall be student minimum days. Unit members
  - 18 must stay on site for the remainder of their contract time.
  - 19 d. Kindergarten schedules will require at most 212 minutes of daily academic instruction. The
  - 20 other rostered instructional minutes may be used by the kindergarten teachers for social
  - 21 emotional skills, imaginative play, and other skills as deemed appropriate by the kindergarten
  - 22 teacher.
  - 23 e. At each individual site, all TK/K Special Day Class teachers shall be provided a total number
  - 24 of daily minutes for lunch and recess/break time equal to the total number of daily minutes
  - 25 provided to the First through Third grade teachers at that site for lunch and recess/break time.
  - 26 Recess/breaks may be scheduled together or at various times throughout the day. Lunch
  - 27 periods shall be provided prior to the first minute of the 6th hour of the workday, in
  - 28 accordance with State Labor Law.
  - 29 f. Three hours of collaboration per trimester outside the workday may be used for planning and
  - 30 compensated at curriculum rate per TK/Kindergarten teacher.
- 31 4) Assessments
- 32 a. To provide support for assessments (currently for IEPs) directed by the District, all
  - 33 TK/Kindergarten teachers will be afforded two sub days per trimester and an additional
  - 34 roving sub will be assigned to the school site for a make-up day if needed. The teacher may
  - 35 utilize the sub to administer the assessment or to provide instruction.
- 36 5) Professional Development
- 37 a. TK/Kindergarten teachers shall be surveyed each trimester by C&I on needed topics for PD.
  - 38 Results of the survey will guide PD for the upcoming year.
- 39 6) Support
- 40 a. The District shall provide a base staffing of at least 2 support persons (paraprofessional) for a
  - 41 minimum of 5.75 hours per day for each TK/Kindergarten Special Education teacher.
    - 42 i. If a support person cannot be hired for any reason, a substitute shall be provided.
    - 43 ii. If a substitute cannot be procured, the Association and District shall meet and
    - 44 determine a viable solution.
  - 45 b. The ratio of students to adults shall be no greater than 4:1, counting only students without a
  - 46 SCIA.
  - 47 c. Class sizes shall be the following: 12:1 soft cap, stipend at 13:1, and hard cap at 14:1. These
  - 48 shall be placed into the GSAA MOU chart.
  - 49 d. Each unit member may request up to three (3) days per year to prepare and write IEPs.

50 This MOU shall sunset on June 30, 2024 unless extended by mutual agreement of the parties.

1 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO TEACHERS**  
2 **ASSOCIATION AND CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
3 **Side Letter to the Special Education TK and Kindergarten MOU**  
4 **April 6, 2022**

5 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers  
6 Association (“Association”) enter this Side Letter for clarification to the Special Education TK and  
7 Kindergarten Memorandum of Understanding (“MOU”) dated March 18, 2022.

8 Therefore, both parties agree that the following applies:

- 9 1. For the 2022-2023 school year moving forward, all TK students (inclusive of combination classes)  
10 shall remain on a half day schedule, the same schedule as the 2021-2022 school year.  
11 2. For PALS TK and Kindergarten, the class size and aide support used for the 2021-2022 school  
12 year shall remain in effect.  
13 3. Section 6 of the MOU shall apply to TK and Kindergarten SDC only.  
14 4. This Side Letter shall not be precedent setting.  
15 5. This Side Letter shall expire with the Special Education TK and Kindergarten MOU on June 30,  
16 2024.

## ARTICLE 27: EDUCATIONAL INNOVATIONS

- 1 27.1 Any proposal for innovations by the District or a site which impacts the Collective Bargaining  
2 Agreement must be presented in writing to the Association and District by February 15. By  
3 March 1, the Association and the District will determine whether or not this meets the criteria  
4 of innovation. In the event the Association and the District mutually agree that the proposal is  
5 not an innovation, the implementation of the proposal will not be subject to the grievance  
6 process. The innovation proposal will be processed in such a manner so as to enable the  
7 ratification process to be completed by March 30.
- 8 27.2 The scope of proposals for innovations which impact the Collective Bargaining Agreement are  
9 limited to Articles 9, 10, 12, 18, 22, 23, 24, 26, Appendix B, and the calendar.
- 10 27.3 The written proposal must include:
- 11 (a) A description of the proposed innovation
  - 12 (b) The parties impacted by the proposed innovation
  - 13 (c) The educational justification
  - 14 (d) Supporting research, if available
  - 15 (e) Timelines for implementation
  - 16 (f) Any staff development needs
  - 17 (g) A preliminary budget
  - 18 (h) Evaluation and review process
- 19 27.4 Any innovation requested by a specific site must have staff approval consisting of a 70.0%  
20 positive vote by secret ballot by the bargaining unit members at that site before simultaneous  
21 presentation to the Association and the District. CNTA will prepare the ballots and conduct  
22 the election.
- 23 27.5 The District and the Association shall meet to determine whether the proposal complies with  
24 the Collective Bargaining Agreement, Board Policy, the Education Code, and/or past practice.

- 1 27.6 When appropriate, the District and the Association will enter into a Memorandum of  
2 Understanding and Agreement.
- 3 27.7 Either party may, at any point, notify the other of its intent to withdraw from this Agreement.  
4 Said party will provide written notification to the other of its intent, allowing a sixty (60) day  
5 waiting period. During this waiting period, the District and the Association representatives  
6 will come together to attempt to identify and resolve differences. By mutual agreement, the  
7 waiting period may be waived.
- 8 27.8 Approval of final language shall require a 70.0% vote by secret ballot of affected bargaining  
9 unit members voting in the election provided that a majority of the bargaining unit members at  
10 the affected site(s) participate in the election. The election will be open for up to 5 school  
11 days. CNTA will prepare the ballots and conduct the election.
- 12 27.9 Any Agreement must be ratified by the Association and approved by the Board of Education.

13 **MEMORANDUM OF UNDERSTANDING**  
14 **SITE CONTRACT WAIVER**

15 July 17, 2008

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

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

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

- 26 1. Site Specific Contract Waivers may only be sought on provisions of the CBA contained in  
27 Article 10: Hours of Employment, with the exceptions noted in this article.
- 28 2. A Site Specific Contract Waiver shall not increase the length of the workday for classroom  
29 teachers or support personnel as defined in Article 10.
- 30 3. No later than February 15<sup>th</sup>, the site administration must submit the Site Contract Wavier  
31 Proposal Form that directly follows this MOU to Human Resources. No later than March 1,  
32 the Site Contract Wavier Proposal Form must be approved by a unanimous vote of the  
33 CNUSD/CNTA Site Waiver Committee, comprised of three (3) CNTA members and three  
34 (3) District administrative staff.
- 35 3.1 Sites identified by the State as Program Improvement (PI) sites may submit Site  
36 Specific Contract Waiver Proposals upon receipt of notification.
- 37 4. No later than March 1, the Site Specific Contract Waiver Proposal must be approved by a  
38 unanimous vote of the CNUSD/CNTA Site Waiver Committee. If approved, secret ballot  
39 elections must be completed with results reported to the affected site Unit Members, District  
40 and CNTA by March 30 in order to implement the Site Contract Waiver for the following

**MOU: SITE CONTRACT WAIVER**

1 year. If the timelines are not followed, the Site Contract Waiver shall not be implemented  
2 and it will be necessary to initiate the process the following year. By mutual consent, both  
3 parties may agree to extend the March dates in the timeline.

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

28 This process will be reviewed and revised by mutual agreement no later than 6/30/2023.  
29 Revised March 18, 2022

**MOU: SITE CONTRACT WAIVER**

**SITE CONTRACT WAIVER PROPOSAL FORM**

<input type="checkbox"/> <b>Year 1</b>
<input type="checkbox"/> <b>Year 2</b>
<input type="checkbox"/> <b>Year 3</b>

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School Site:

Site Administrator in Charge:

Contract paragraphs to be waived:

Purpose of Waiver: (attach additional pages if necessary)

Additional Instructional Minutes:

- Per Day:
- Per Week:
- Per Month:
- Number of affected members:

Additional Called Meetings:

- Per Week:
- Per Month:
- Per Year:

Called Meetings:

- Day(s)
- Time(s)
- Length

Duration of Waiver: (not to exceed one year)

- Commencement of Waiver:
- Conclusion of Waiver:

Comments: (Rationale, Special Circumstances, Considerations)

Bell Schedule: (Please attach current bell schedules and proposed bell schedules)

Timelines:

February 15	Submit Site Waiver Form to Human Resources, Business, and Association
March 1	Approval of Site Waiver Committee for vote
March 31	Site Waiver Vote results due to Human Resources

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Rep Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Rep Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*If there is not a joint agreement at the site between CNTA Site Reps and CNUSD Site Admin then it will be referred to CNTA and the HR Department.

Submit copy to: Human Resources, Business, and Association

Approved for Site Vote:

Yes \_\_\_\_\_ No \_\_\_\_\_

HUMAN RESOURCES

CNTA

BUSINESS

Prep Periods

Child Nutrition Services

Transportation

Instructional Minutes

Results of Vote: Yes \_\_\_\_\_ No \_\_\_\_\_



## **ARTICLE 28: STAFF BUY-BACK DAY LANGUAGE**

- 1 28.1 The District will offer as many staff buy-back days as authorized for payment by the State.  
2 The District will provide appropriate in-service opportunities at a variety of off-track times.  
3 All staff buy-back days may be available for staff development at each site. Such activity(ies)  
4 shall be determined by each site. The hours and plans shall be in compliance with state  
5 regulations ("staff development instructional methods, including teaching strategies,  
6 classroom management and other training designed to improve pupil performance, and  
7 academic content in the core curriculum areas"). The rate of pay shall be the total dollars  
8 earned by the District less required payroll costs. Unit members may participate in a single  
9 staff development activity over several days but must be present for the equivalent of a full-  
10 time instructional work day. Participation in the staff development buy-back days by unit  
11 members is voluntary.
- 12 28.2 District staff development buy-back day opportunities shall be published as available.
- 13 28.3 Unit members shall be invited to submit proposals for staff development buy-back day  
14 activities which meet the above referenced state regulations. Such proposals shall be  
15 submitted for consideration to the District each year.
- 16 28.4 All unit members who are presenters for staff development buy-back days will be  
17 compensated utilizing the same formula. Payment for both participants and presenters shall be  
18 made per state regulations.
- 19 28.5 **Association sponsored staff development buy-back days**
- 20 (a) Subject to District approval, staff development buy-back day in-service activity(ies)  
21 may be offered by the Association if the activity meets the state regulations referenced  
22 above. Rationale for rejection of any Association proposal shall be provided in  
23 writing within ten (10) working days of receipt.
- 24 (b) If a unit member is a presenter at such in-service activities, they shall be compensated  
25 at a rate equivalent to that of other unit members who are presenters for the staff  
26 development buy-back day activities offered by the district. If the presenter is an  
27 employee of CTA, the Association or participating unit members shall assume the  
28 costs of the presenter's fee, if any.

## ARTICLE 29: PEER ASSISTANCE AND REVIEW

### 1 29.1 Purpose

- 2 (a) The Peer Assistance and Review Program (“PAR”) allows exemplary teachers to  
3 provide non-administrative assistance to permanent teachers in the areas of subject  
4 matter knowledge, teaching strategies, and teaching methods.
- 5 (b) The extent of the program’s assistance and review depends upon whether the  
6 participating teacher is a referred permanent teacher or a voluntary permanent teacher.  
7 A permanent teacher, who has been on an improvement plan for at least ninety (90)  
8 calendar days, or sixty (60) work days, whichever is greater, and still received a final  
9 unsatisfactory evaluation in any of the areas of subject matter knowledge, teaching  
10 strategies, or teaching methods and instruction, shall be referred for participation in  
11 PAR. Assistance shall be provided through consulting teachers as described in Article  
12 29.4(b). It shall not involve the participation of the consulting teacher in the  
13 evaluation of the unit member required by the Education Code and Article 15 of this  
14 agreement, except that the results of unit member participation in the PAR program  
15 shall be made available to the evaluator in the case of referred teachers.

### 16 29.2 Definitions used in this article

- 17 (a) “Classroom teacher” or “teacher” is any member of the bargaining unit covered by  
18 certificated evaluation requirements in Article 15 of the Collective Bargaining  
19 Agreement.
- 20 (b) “Participating teacher” is a permanent classroom teacher member of the unit who either  
21 volunteers or is required by this article to participate in the program.
- 22 (c) “Consulting teacher” is an exemplary teacher meeting the requirements of Article  
23 29.4(b)(1) selected by the Joint Panel to provide program assistance to a participating  
24 teacher.
- 25 (d) “Referred teacher” is a permanent teacher who has been on an improvement plan for at  
26 least ninety (90) calendar days, or sixty (60) work days, whichever is greater, and still  
27 received a final unsatisfactory evaluation in any of the areas of subject matter knowledge,

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

1 teaching strategies, or teaching methods and instruction pursuant to Education Code  
2 44660-44665.

3 (e) “Volunteer teacher” is a permanent unit member whose most recent evaluations have  
4 been satisfactory and who is not required to participate in this program due to the receipt  
5 of an unsatisfactory evaluation in the areas of subject matter knowledge, teaching  
6 strategies, or teaching methods and instruction. Such participation is voluntary, subject  
7 to available resources, and is for the purpose of professional growth utilizing the  
8 assistance of a consulting teacher.

9 (f) “Principal” or “evaluating principal” is the certificated administrator appointed by the  
10 District to evaluate a teacher.

11 (g) “Unsatisfactory evaluation” is an evaluation of a permanent teacher who has been on an  
12 improvement plan, for at least ninety (90) calendar days, or sixty (60) work days,  
13 whichever is greater, and has still received a final unsatisfactory evaluation in one or  
14 more of the areas of subject matter knowledge, teaching strategies or teaching methods  
15 and instruction.

16 **29.3 Program outline**

17 (a) For referred teachers, the outline of the program shall be as follows:

18 (1) The referred teacher is identified by the principal following participation in an  
19 improvement plan of at least ninety (90) calendar days, or sixty (60) work days,  
20 whichever is greater, and a final unsatisfactory evaluation. In the final evaluation  
21 conference, the principal will review the PAR recommendations and referral with  
22 the referred teacher. In the recommendation to PAR, the principal will identify  
23 specific recommendations regarding the areas of improvement needed.

24 (2) Upon review by the Deputy Superintendent of Human Resources or their  
25 designee, a teacher may be referred by the principal to PAR on an emergency  
26 basis without participating in an improvement plan. The teacher must have  
27 received an unsatisfactory regular evaluation. Acceptance into the program shall  
28 be the decision of the Joint Panel.

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

- 1           (3)     The principal, consulting teacher, and participating teacher will meet to discuss  
2                     the outlined areas of improvement and types of assistance to be provided.
- 3           (4)     The consulting teacher reviews the recommended areas of improvement, provides  
4                     assistance to the referred teacher in any of the areas of subject matter knowledge,  
5                     teaching strategies or teaching methods and instruction needed. The consultant  
6                     teacher does multiple observations of the referred teacher and makes available the  
7                     summary report of the referred teacher’s participation for placement in the  
8                     personnel file. The assistance provided shall address the areas for improvement  
9                     noted by the principal and shall take into consideration state and local standards.  
10                    The referred teacher will be provided with the California Standards for the  
11                    Teaching Profession.
- 12          (5)     The consulting teacher, participating teacher, and the principal are expected to  
13                     develop and maintain an ongoing, cooperative working relationship.
- 14          (6)     The Joint Panel will review the reports made by the consulting teacher. It will  
15                     make available the reports of referred teacher’s participation in the program to the  
16                     principal as part of the evaluation’s process. The Joint Panel shall make  
17                     recommendations to the Governing Board regarding referred teachers, including  
18                     forwarding of names of individuals who are unable to demonstrate satisfactory  
19                     performance.
- 20          (7)     The Governing Board retains final authority over all personnel decisions:  
21                     evaluations, the decision to commence with disciplinary proceedings for a  
22                     permanent teacher, the decision to release a probationary teacher or dismissal.
- 23          (8)     The principal shall be solely responsible for evaluating and making the initial  
24                     recommendations for improvement pursuant to the evaluation. The consulting  
25                     teacher shall assist the referred teacher in improving in the areas identified by the  
26                     principal through the regular evaluation and performance improvement process.
- 27          (9)     Before April 1 annually, the consulting teacher shall prepare a written report  
28                     summarizing the referred teacher’s participation in the program. It shall consist  
29                     solely of (1) a description of the assistance offered/provided to the referred  
30                     teacher and (2) a description of the results of the assistance in the targeted areas.  
31                     This report shall be submitted to the referred teacher, the principal, and the Joint

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

- 1 Panel. The participating teacher may also submit a report to the Joint Panel  
2 referencing the above items.
- 3 (10) The results of the teacher’s participation in the program shall be made available as  
4 a part of the referred teacher’s annual evaluation. The evaluating principal shall  
5 have the discretion as to whether and how to utilize such results in the annual  
6 evaluation. The principal’s evaluation shall not be based solely on the report from  
7 the consulting teacher.
- 8 (11) The assistance provided by the consulting teacher to the referred teacher shall  
9 consist of at least twenty (20) hours of in-classroom support over the course of the  
10 school year, in addition to other forms of assistance provided.
- 11 (12) If the referred teacher receives an additional unsatisfactory evaluation in any of  
12 the applicable areas from the principal despite the assistance of the consulting  
13 teacher, the teacher shall be referred for continued participation in PAR as long as  
14 the teacher has an unsatisfactory evaluation in one or more of the applicable areas.  
15 The Governing Board shall have the sole authority to determine whether the  
16 participating teacher has been unable to demonstrate satisfactory improvement.
- 17 (13) The consulting teacher’s summary report on the referred teacher’s participation in  
18 the program shall be made available to the evaluating principal for possible  
19 placement in the participating teacher’s personnel file. If so desired, the  
20 participating teacher may request placement of this report in their personnel file.
- 21 (14) No later than June 30, the Joint Panel will make an annual report to the Governing  
22 Board and the Association regarding the program’s impact, improvements to be  
23 made and recommendations regarding program participants.
- 24 (15) The evaluating principal will forward to the Governing Board names of referred  
25 teachers who, after sustained assistance, are unable to demonstrate satisfactory  
26 improvements.
- 27 (16) The participating teacher may at any time respond to the consulting teacher’s  
28 report submitted to the Joint Panel.

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

- 1 (b) For volunteer teachers, the outline of the program shall be as follows:
  - 2 (1) The volunteer teacher may apply to the panel to be assigned to work with a
  - 3 consulting teacher to improve current skills in a particular curricular area or to
  - 4 improve and/or develop teaching methodologies and instructional strategies. The
  - 5 volunteer teacher will be assigned to a specific consulting teacher by the Joint
  - 6 Panel, subject to available resources.
  - 7 (2) Upon assignment, the consulting teacher shall meet with the Volunteer teacher to
  - 8 develop a plan for voluntary assistance. The plan will be submitted to the
  - 9 principal and the Joint Panel for purposes of coordination and planning
  - 10 (3) A statement regarding the results of the individual’s participation will be
  - 11 forwarded to the Governing Board and the volunteer teacher only.
  - 12 (4) Participation as a volunteer teacher shall not be in lieu of the regular evaluation of
  - 13 the teacher pursuant to Article 15 of this agreement.
  - 14 (5) Budgeted resources of the program shall first be allocated for the benefit of
  - 15 referred teachers under Article 29.3(a), and then as available and budgeted to
  - 16 voluntary participants under Article 29.3(b).

17 **29.4 Governance and Program Structure**

- 18 (a) Joint Panel
  - 19 (1) The Peer Assistance and Review Program shall be administered by a panel
  - 20 consisting of five (5) members including three (3) permanent certificated
  - 21 classroom teachers appointed by the Association and two (2) administrators
  - 22 appointed by the District. Qualifications for teacher representatives shall be the
  - 23 same as those for consulting teachers as set forth in Article 30.4(b)(1). A panel
  - 24 member’s term shall be three (3) years, except the first term of the teacher
  - 25 members will be two (2), three -year terms and one (1), four-year term. The
  - 26 appointments will be made by May 1. The first terms of the administrator
  - 27 members will be one (1), three-year and one (1), four-year term. Administrators
  - 28 must have at least five (5) years of administrative experience at the site level and

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

1 at least two (2) years of Administrative experience in the Corona-Norco Unified  
2 School District.

3 (2) The Joint Panel shall make all decisions through consensus in the area of  
4 appointments, recommendations to the Governing Board, program plan and  
5 recommended budget. In the absence of consensus, decisions will be made by a  
6 majority vote. Four (4) of the five (5) panel members shall constitute a quorum  
7 for purposes of meeting and conducting business.

8 (3) The Joint Panel’s primary responsibilities include the selection and oversight of  
9 the consulting teachers and review of the reports made pursuant to Article  
10 29.3(a)(9).

11 (4) The selection of consulting teachers for Peer Assistance and Review and for other  
12 acceptable programs, as funded through AB 1X, shall be the sole responsibility of  
13 the Joint Panel.

14 (5) For the purposes of program consistency and in order to maintain equality in  
15 regards to participating teacher selection, assignment, and review, all PAR  
16 teachers and all Beginning Teacher Support and Assessment BTSA teachers,  
17 regardless of funding source, will be subject to the provisions of this article and  
18 the oversight of the Joint Panel.

19 In addition, the panel shall have the following responsibilities:

20 1. By June 1 of each fiscal year, submit a recommended budget to the  
21 Governing Board within the proportion of the estimated State  
22 revenues generated by the PAR program that the Governing Board  
23 has determined will be used for peer assistance and review or other  
24 programs acceptable through AB 1X. The budget shall detail the  
25 estimated expenditures including the projected number of  
26 participating teachers, the number of consulting teachers to serve the  
27 projected needs, the amount of release time for the panel, and the  
28 projected cost for in-service training for panel members, consulting  
29 teachers, referred and voluntary participants, administrative overhead  
30 and other necessary services





**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

1 mastery of a range of teaching strategies necessary to meet student  
2 needs in different contexts.

- 3 3. Have demonstrated an ability to work cooperatively and effectively  
4 with other teachers and administrators, demonstrated effective  
5 leadership skills and experience in working on school and District  
6 committees.

7 (2) Applicants for consulting teacher positions will submit a completed application  
8 including no fewer than three (3) but no more than five (5) references from  
9 individuals with direct knowledge of the applicant's abilities for the position. At  
10 least two (2) references shall be from bargaining unit members; a reference from  
11 their current principal is also required. Applications and references will be treated  
12 with confidentiality. The Joint Panel will make the selection of all consulting  
13 teachers funded by AB 1X. The Joint Panel will also select teachers for other  
14 programs allowable and funded through AB 1X. The selection will be forwarded  
15 to the Superintendent. The panel's procedures for selecting consulting teachers  
16 shall include provisions for classroom observations of consulting teacher  
17 candidates and reference checks.

18 (3) Full-time consulting teachers may provide assistance for up to eighteen (18)  
19 certificated bargaining unit members per school year. The Joint Panel will assign  
20 each consulting teacher to assist no more than three (3) PAR participating teachers  
21 in a school year. The remaining assignments may be used to provide non-  
22 evaluative assistance through BTSA. Each consulting teacher who is assigned  
23 one (1) PAR participating teacher will be assigned no more than fifteen (15)  
24 BTSA teachers. Each consulting teacher who is assigned two (2) PAR  
25 participating teachers will be assigned no more than twelve (12) BTSA teachers.  
26 Each consulting teacher who is assigned three (3) PAR participating teachers will  
27 be assigned no more than nine (9) BTSA teachers. BTSA assignments will be  
28 made by Curriculum and Instruction. All conditions of the BTSA grant will be  
29 monitored and supervised by Curriculum and Instruction. No documents will be  
30 placed in the personnel file by the consulting teacher in regards to the BTSA  
31 assignments. A report on each consulting teacher's involvement/participation in  
32 the BTSA program will be submitted by Curriculum and Instruction to the Joint  
33 Panel for their review by April 1 on an annual basis. The report form will be

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

1 developed by the PAR panel. PAR assignments will have priority over all other  
2 assignments.

3 (4) Consulting teachers with full-time teaching assignments may provide assistance  
4 for up to two (2) second-year BTSA participants. This extra duty assignment will  
5 be funded at four (4) days per diem per BTSA participant.

6 (5) Consulting teachers with full time teaching assignments will provide assistance  
7 for no more than one (1) referred participating PAR teacher. Extra duty positions  
8 will be funded at twelve (12) days per diem.

9 (6) Within the first six weeks of assignment, the consulting teacher or the  
10 participating teacher may request an assignment change from the Joint Panel for  
11 good cause. The decision of the Joint Panel shall be final. A consulting teacher's  
12 term will be a minimum of two (2) and a maximum of three (3) consecutive years  
13 of service as a consulting teacher, provided that their annual service as a  
14 consulting teacher has been satisfactory to the Joint Panel.

15 (c) Consulting teachers shall provide assistance to participating teachers in the areas of  
16 subject matter knowledge, teaching strategies, and teaching methods including, but  
17 not limited to, the following activities:

18 (1) Providing consultative assistance to improve in the specific areas targeted by  
19 the evaluating principal.

20 (2) Meeting and consulting with the principal regarding the nature of assistance  
21 being provided.

22 (3) Conducting multiple observations of the participating teacher during periods  
23 of classroom instruction (with at least twenty (20) hours of in-classroom  
24 support).

25 (4) Recommending specific training in specified teaching techniques or in  
26 designated subject matter as approved by the Joint Panel. When appropriate,  
27 both the consulting teacher and the participating teacher will attend the  
28 specific training session.

29 (5) Demonstrating good practice to the participating teacher.

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

1 (6) Recommending specific activities targeted to improve their teaching strategies  
2 where improvement is desired.

3 (7) Maintaining appropriate records of each participating teacher's activities and  
4 progress on forms designed by the Joint Panel.

5 (8) Providing monthly written updates on forms designed by the Joint Panel to  
6 the referred teacher, the principal, and the Joint Panel concerning the progress  
7 of the referred teacher in the areas targeted for improvement by the principal.  
8 The written updates may be kept in the principal's evaluation file until the  
9 final evaluation is completed for the year. The Joint Panel will have access to  
10 the consulting teacher reports in the secured separate personnel files  
11 maintained in Human Resources.

12 (d) Consulting teachers shall be returned to their regular assignment upon completion of  
13 their term as a consulting teacher. Elementary teachers will be returned to the same  
14 school, track, and approximate grade level. Secondary teachers will be returned to the  
15 same school and subject areas. Consulting teachers are eligible to apply for transfer at  
16 any time during their term as a consulting teacher. Consulting teachers opting to  
17 return to the classroom prior to continuing service into a possible second, third, or  
18 fourth year must notify the Joint Panel prior to March 1. The fourth year will sunset  
19 on June 30, 2007 unless renewed through negotiations.

20 **29.5 Status and Liability Protection of Unit Members**

21 (a) Functions performed by unit members under this article shall not constitute either  
22 management or supervisory functions as defined in the Educational Employment  
23 Relations Act.

24 (b) Unit members who perform functions as Consulting Teachers or members of the Joint  
25 Panel shall have the same protection from liability and access to appropriate defense  
26 as afforded to other public school employees under the provisions of the California  
27 Government Code.

28 (c) This Article shall not be subject to the grievance procedure; however, all other  
29 Articles of the Collective Bargaining Agreement are still applicable.

**ARTICLE 29: PEER ASSISTANCE AND REVIEW**

1 29.6 **Records**

2 (a) All documents and information relating to individual participation in this program shall be  
3 considered personnel matters subject to the personnel record exemption of the California  
4 Public Records Act. The annual evaluation of the program's impact, excluding  
5 information on identifiable individuals, is subject to disclosure under the Public Records  
6 Act.

7 (b) All documents for the PAR will be filed by Human Resources separately from individual  
8 personnel records, except as specified herein.

## ARTICLE 30: SHARED CONTRACTS

1 30.1 Thirty (30) shared-contract positions will be available. The positions will be of a two (2) year  
2 duration. At the end of two (2) years, participants must reapply. The number of shared contract  
3 positions available will be determined by the number of positions previously unfilled and those  
4 positions subject to reapplication.

5 30.2 There shall be no more than (1) shared contract per school site, when the number of teachers at  
6 the site is between 1-30. At sites that have 30+ teachers, the number of shared contracts will be  
7 limited to two (2). Shared contract positions will not be available for two (2) consecutive grade  
8 levels on the same track at the same site.

9 30.3 There will be five (5) shared contract positions available for non-classroom support personnel.  
10 The unit members sharing the contract must have the same job description. Unit members must  
11 agree to share the contract for two (2) years or until an opening in that job description occurs.

12 30.4 Should more applicants for the thirty (30) shared-contract positions at either the elementary or  
13 secondary level be eligible, or the five (5) shared contract positions for non-classroom support  
14 personnel be eligible, the teams at each level will be selected by lottery.

15 30.5 The District will announce the availability of the shared contract positions on an annual basis.  
16 Teachers interested in a shared contract must complete the application/contract available from  
17 the Human Resources office by the deadline announced in the flyer. The application must  
18 include the team's plans for: work schedules, parent conferences, back-to-school night, open  
19 house, adjunct/extra duties, in-service, issuing of grades, and the signature of the  
20 principal/administrator who accepts the shared contract. If a principal/administrator declines to  
21 sign the application, the applicants for the shared contract position can appeal to the Deputy  
22 Superintendent, Human Resources or designee.

23 30.6 Participation in the program requires:

- 24 (a) That all teacher participants be tenured at the time of application.
- 25 (b) That all teacher participants (except for maternity leave) be in a regular paid teaching  
26 position for one (1) year prior to application.
- 27 (c) That teachers on a performance improvement plan are not eligible.
- 28 (d) That all teacher participants share the contract on a 50/50 basis

**ARTICLE 30: SHARED CONTRACTS**

1 30.7 Unit members participating in shared contract positions will receive:

2 (a) Fifty percent (50%) of their salary

3 (b) Fifty percent (50%) of their sick/personal necessity leave

4 (c) Fifty percent (50%) of their health and welfare benefits

5 (d) One-half (1/2) year of credit for advancement on the salary schedule for each year on the  
6 shared contract.

7 30.8 Should either or both partners in the shared contract decide, at any time, to terminate this  
8 agreement, the teacher participant that originally held the position will revert to the original  
9 unit member that held the position. If the position is new to each teacher participant, the  
10 teacher with the least District seniority shall be placed in an available, appropriate teaching  
11 position at the discretion of the District. If neither unit member wants the position it will be  
12 opened for regular transfer according to Article 14.

13 30.9 Should one (1) member of the team leave the position for any reason, the remaining member  
14 will assume the full-time position immediately. Under no circumstances will a new partner be  
15 added to an existing shared contract.

16 30.10 At the time of acceptance into the shared contract position the unit members will meet with a  
17 designee from Human Resources to sign a contract acknowledging and agreeing to the criteria  
18 set forth in this article.

19 30.11 If at the end of the two-year shared contract, the teacher participants do not reapply or are not  
20 accepted for an additional two-year participation, the unit members will be placed in available  
21 positions at their site for which they are qualified in accordance with the procedures outlined  
22 in the Collective Bargaining Agreement.

23 30.12 Should District cancel the program, the unit members will be placed in available positions at  
24 their site for which they are qualified in accordance with the procedures outlined in the  
25 Collective Bargaining Agreement.

1 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO TEACHERS**  
2 **ASSOCIATION AND CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
3 **Secondary Level One Participant Shared Contract**  
4 **March 18, 2022**

5 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association  
6 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding one participant shared  
7 contracts at the secondary level. Understanding that scheduling and credentialing differences at the  
8 secondary level create less access to shared contract opportunities, both parties agree to pilot a One  
9 Participant Shared Contract as follows:

- 10 1. The One Participant Shared Contract shall have a one (1) year duration. At the end of the  
11 agreement, participants must reapply.
- 12 2. Unit Members applying for consideration for a One Participant Shared Contract shall apply  
13 only at their assigned secondary site. The total number of One Participant Shared Contracts  
14 shall not exceed eight (8) district-wide. There shall be no more than a single One  
15 Participant Shared Contract per secondary school site, when the number of teachers at the site is  
16 between 1-50. At sites that have 50+ teachers, the number of one participant shared  
17 contracts will be limited to two (2).
- 18 3. There shall be two (2), One Participant Shared Contract positions available for non-classroom  
19 support personnel. Unit members in a one participant shared contract must agree to maintain the  
20 contract for one (1) year or until an opening in that job description occurs.
- 21 4. Should more applicants for the eight (8) One Participant Shared Contract positions at the secondary  
22 level be eligible, or the two (2) One Participant Shared Contract positions for non-classroom  
23 support personnel be eligible, the participant will be selected by lottery.
- 24 5. The District shall announce the availability of the One Participant Shared Contract positions on an  
25 annual basis. Teachers interested in a One Participant Shared Contract must complete the  
26 application/contract available from the Human Resources office by the deadline announced in  
27 the flyer. The application must include the participant’s plans for: work schedule, back-to-  
28 school night, open house, adjunct/extra duties, in-service, issuing of grades, and the signature of  
29 the principal/administrator who accepts the shared contract.
- 30 (a) The site principal may decline to approve a One Participant Shared Contract if it does  
31 not meet the needs of the school or master schedule. If a principal/administrator declines to  
32 sign the application, the applicant for the One Participant Shared Contract position can appeal  
33 to the Assistant Superintendent, Human Resources or designee.
- 34 6. Participation in the program requires:
- 35 (a) All participants be tenured at the time of application.
- 36 (b) All participants (except for maternity leave) be in a regular paid teaching position for  
37 one (1) year prior to application.
- 38 (c) Members on a performance improvement plan are not eligible.
- 39 (d) All participants execute 50% of the shared contract position.
- 40 7. Unit members participating in One Participant Shared Contract positions shall receive:
- 41 (a) Fifty percent (50%) of their salary
- 42 (b) Fifty percent (50%) of their sick/personal necessity leave
- 43 (c) Fifty percent (50%) of their health and welfare benefits
- 44 (d) One-half (1/2) year of credit for advancement on the salary schedule for each year on the  
45 shared contract.
- 46 8. One Participant Shared Contract participants must complete the full year of the contract and may  
47 not terminate the agreement early.
- 48 9. At the time of acceptance into the One Participant Shared Contract position, the unit member shall  
49 meet with a designee from Human Resources to sign a contract acknowledging and agreeing  
50 to the criteria set forth in this agreement.
- 51 10. If at the end of the One Participant shared contract, the member does not reapply, or is not  
52 accepted for an additional year participation, the unit member shall be placed in an available

1 position at their site for which they are qualified in accordance with the procedures outlined in the  
2 Collective Bargaining Agreement.

3 **Terms of Agreement**

4 This MOU shall expire on June 30, 2024 unless extended by mutual agreement.

5 This Memorandum of Understanding shall not be precedent setting nor form any basis for a past  
6 practice.

7 **Side Letter between the Corona-Norco Unified School District (CNUSD) And the**  
8 **Corona-Norco Teachers Association (CNTA)**

9 The CNUSD and CNTA agree on the following statements regarding Article 31, **Shared**  
10 **Contracts.**

11 For purposes of article **31.2**, the number of teachers at the school site is based on the current  
12 year's number of Full Time Equivalent (FTEs) at the site, including all special education teachers.  
13 The FTE count will not include Teachers on Special Assignment (TSA), Teacher Coaches (TC), or  
14 any other FTE who does not have a caseload.

15 For the purposes of article **31.2**, if there is more than the 1 job share contract at a school with  
16 1-30 teachers or 2 job share contracts at a school with 30+ teachers, then there will be a site lottery to  
17 determine which new job share contract(s) will be approved and which new job share contract(s) will  
18 be denied. This would only occur after the job share contracts at one site were all approved and  
19 selected through the lottery noted in article **31.4** or after the job share contracts at one site were all  
20 approved and the district-wide number of job shares did not exceed 30.

21 For the purposes of article **31.8**, if a teacher terminates a job share contract during the term of  
22 the contract, the teacher that terminated the contract shall not be approved for another job share  
23 contract until after 3 years from the date of the termination of the contract.

24 This Side Letter will be reviewed on an annual basis. Either party may re-open this Side  
25 Letter for further discussion at any time. Either party may end this Side Letter for future years through  
26 written notification.



**APPENDIX A: SCHOOL SITE EXTRA DUTY FUND**

Upon restoration, as defined in Article 16.21, each school site shall receive \$6.51 per student enrollment. At elementary schools, the monies from this fund shall be used to eliminate playground duties, including recess duties, before and after school duties, bus duties, parking duties and all other duties not directly related to their classroom responsibilities. At intermediate and high schools, the funds may be used for direct student service extra duty assignments which are currently not on the Extra Curricular Pay Schedule, as determined by a school committee composed of unit members democratically elected by secret ballot and the school site principal. The size of the committee at each school shall be determined by that school site. At the end of each meeting an accounting of all disbursements, the amount paid and to whom paid, shall be published. The members of this committee shall not be entitled to compensation for this duty. The decisions of the school committee are not subject to the grievance process, but may be appealed to the Deputy Superintendent of Human Resources. The School Site Extra Duty Fund shall be increased at the same percentage as yearly certificated unit member salary increases.

**Side Letter between the Corona-Norco Unified School District (CNUSD) and the Corona Norco Teachers Association (CNTA)**

The following constitutes the mutual agreement between the CNTA and CNUSD regarding Appendix A of the CBA:

1. Elementary school unit members shall not do duty before, during, or after school.
  - a. Duty is defined as the general supervision of students other than those to which the unit member is assigned as teacher of record (as in first grade class, kindergarten class, sixth grade class, etc.) or who are part of their caseload (as in LAS, Special Education, library or lab, band, etc.).
  - b. Duty assignments do not include the supervision of a unit member's own case load or class list on outings, special projects, or personal dismissals.
  - c. It is a unit member's responsibility to see their class to an appropriate dismissal area.
2. Stipends will be \$100 per month regardless of the number of days per month for each daily before school or after school duty.
  - a. Administration will be responsible for noon/playground (n/p) duty assignments.
  - b. The school safety committee will be responsible for scheduling all stipend producing duty assignments after the first month of school in the 2013-14 school year.
  - c. Stipend qualifying duties will be distributed on a rotating basis as equally as practical.
  - d. Disputes will be resolved by designees from Human Resources and CNTA.
3. On inclement weather days, teacher will supervise their own students during normally scheduled recess times.
  - a. An inclement weather day schedule will be developed for each site that designates how n/p supervisors will be utilized.
  - b. The inclement weather day schedule will provide for personal breaks for each unit member.
4. Administratively called emergencies may require Unit members to supervise their own students during normally scheduled recess times.
  - a. Absence of n/p supervisors does not constitute an emergency.
  - b. Emergencies may be called when there is a clear or perceived threat to students, staff, or visitors to the school campus.
    - i. Examples of possible emergencies: Earthquakes, unsupervised dogs or animals, potentially threatening individuals or groups on or near campus, and hazardous conditions.
5. Stipends will be offered first to teaching staff, then to existing site classified staff as extra duty, and then to n/p supervisors.

**MOU: ADULT TRANSITION PROGRAM**

- 6. In the event a before or after school duty cannot be staffed through the directives of Appendix A, a lottery will be held by the Safety Committee to randomly assign a teacher from the staff to the unfilled duty position. This lottery will be held approximately four to six weeks in advance of the duty needing to be assigned. Any teacher who has not already signed up for duty will be entered into the lottery. In the event that all teachers at the site have already signed up for a duty, then all teachers will be entered into the lottery. If more than 1 position is unfilled additional lotteries will be held, until all duties are covered. Each duty filled in this manner will still receive a stipend.

**APPENDIX B: CORONA-NORCO UNIFIED SCHOOL DISTRICT  
RETIREMENT BONUS**

Unit Members are eligible to participate in the Retirement Bonus Program under the following circumstances:

- 1) Must be on the salary schedule at one of the following locations: Class B, Step 9; Class B, Step 10; Class C, Step 10; Class D, Step 10; Class D, Step 11; Class D, Step 16; Class D, Step 20; Class D, Step 25 or Class D, Step 30.
- 2) Must have a minimum of ten consecutive years of service as a certificated employee in the Corona-Norco Unified School District.
- 3) Must be at least 52 years of age and no more than 59 years of age.
- 4) Must be eligible for service retirement under STRS rules on the effective date of retirement.
- 5) On or before January 15 of the final school year of employment with the District, the unit member must submit an irrevocable letter of resignation from all employment with the District effective no later than June 30 of that year or July 1 of the following school year. No unit member may participate in the “Retirement Bonus” program beyond the school year in which the member reaches age 60.
- 6) The District shall make a one-time bonus payment to the employee once the irrevocable letter of resignation is accepted by the Board of Education. Such payment may, at the election of the employee, be paid in March or June of the final year of employment or in July following the date of retirement. It is understood that the present STRS regulations will apply.
- 7) Any unit member who participates in and meets the requirements of the “Retirement Bonus” program shall be paid \$12,500 by the District.
- 8) Should any unit member return to employment with the District following receipt of the “Retirement Bonus” that unit member will be required to return to the District the full amount of any such bonus. Any such returning employee will not be eligible to receive the “Retirement Bonus” a second time.

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

**Adult Transition Program  
June 30, 2016**

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

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

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

The MOU will sunset at the end of the school year June, 30 2024.

1 **MEMORANDUM OF UNDERSTANDING**  
 2 **BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
 3 **AND**  
 4 **CORONA-NORCO TEACHERS ASSOCIATION**  
 5 **Year Round School Task Force**

6 The parties agree that a joint District-Association Year Round School Task Force will meet no less than four (4)  
 7 times between January and June in the year prior to an open contract (full contract negotiations year). The calendar of  
 8 meeting dates shall be developed by the Superintendent’s designee and the CNTA President’s designee by June 30th of  
 9 the prior year. The purpose of the task force is:

- 10 a) to identify concerns specific to Unit Members assigned to Year Round Schools,
- 11 b) to discuss District identified areas of concerns,
- 12 c) to make recommendations to the negotiations team of possible solutions to identified problems and concerns  
 13 by July 1,
- 14 d) to make recommendations to both parties of possible solutions to identified problems and concerns,
- 15 e) and to provide progress updates quarterly to the E-Board and Cabinet.

16 The Task Force will be composed of equal numbers of District and Association appointees, providing experts as  
 17 requested, and allowing for guests and visitors as mutually agreed upon to provide information/share concerns. The goal  
 18 of the Task Force will be to find long-term approaches to common concerns. Both parties are committed to maintaining  
 19 an excellent Educational program for the students of the CNUSD.

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

21 **MEMORANDUM OF UNDERSTANDING**  
 22 **BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
 23 **AND**  
 24 **CORONA-NORCO TEACHERS ASSOCIATION**  
 25 **Academy Task Force**

26 The parties agree that a joint District-Association Academy School Task Force will meet no less than four (4)  
 27 times between January and June in the year prior to an open contract (full contract negotiations year). The calendar of  
 28 meeting dates shall be developed by the Superintendent’s designee and the CNTA President’s designee by June 30th of  
 29 the prior year. The purpose of the task force is:

- 30 (a) to identify concerns specific to Unit Members assigned to Academy Schools,
- 31 (b) to discuss District identified areas of concerns,
- 32 (c) to make recommendations to the negotiations team of possible solutions to identified problems and concerns  
 33 by July 1,
- 34 (d) to make recommendations to both parties of possible solutions to identified problems and concerns,
- 35 (e) and to provide progress updates quarterly to the E-Board and Cabinet.

36 The Task Force will be composed of equal numbers of District and Association appointees, providing experts as  
 37 requested, and allowing for guests and visitors as mutually agreed upon to provide information/share concerns. The goal  
 38 of the Task Force will be to find long-term approaches to common concerns. Both parties are committed to maintaining  
 39 an excellent educational program for the students of the CNUSD.

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

**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 Extra Curricular Pay Schedule Committee will meet no less than four (4) times annually for the life of the contract. The calendar of meeting dates shall be developed by the Superintendent’s designee and the CNTA President’s designee by June 30<sup>th</sup> of the prior year. The purpose of the committee 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 E-Board and Cabinet. The Committee will 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/share concerns.

- (a) the task force will make recommendations to the negotiations team of possible solutions to identified problems and concerns by March 15<sup>th</sup>.

This MOU shall be in effect through June 30, 2023.

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

The Corona-Norco Unified School District and the Corona-Norco Teachers Association agree to reimburse upon request, bargaining unit members who have completed National Board Certification; proof of completion must accompany the request. The amount shall not exceed \$2,000 and this is a one-time payment.

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

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CORONA-NORCO TEACHERS ASSOCIATION  
AND  
CORONA-NORCO UNIFIED SCHOOL DISTRICT  
Novel Coronavirus (COVID-19) - March 27, 2020**

The Corona-Norco Unified School District ("District") and Corona-Norco Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the school closure related to Novel Coronavirus (COVID-19).

The Parties recognize there is a need to close schools ("emergency school closure") and move to an online/distance learning program to allow for social distancing as recommended by public health officials in order to prevent the spread of illness arising from the Novel Coronavirus (COVID-19) during the 2019-2020 school year.

In response to the changing landscape presented by the Novel Coronavirus (COVID-19) outbreak, California Governor Gavin Newsom, acting on an emergency basis pursuant to Government Code 8567 and 8571, issued another Executive Order, N-26-20 ("Order") late Friday, March 13, 2020, addressing impacts of school closures. The District and CNTA recognize that schools are critical to daily life and that collaboration between local public health, education officials and educators is the best means of determining and balancing competing concerns surrounding school closure decisions.

The District and CNTA agree to the following:

Defining "*Distance Learning*" - In light of the fact that the District has called for school closures, CNTA members are certain to be impacted in their professional and personal lives. In an effort to alleviate those impacts, the District and CNTA agree to make provisions for certificated staff to enable students to engage in a unique education delivery model (Distance Learning) that will provide teachers an alternative method of delivering enrichment that does not require unit members to physically report to work and ensures that students are able to continue learning.

**Collective Bargaining**

The Parties agree to meet and negotiate implementation of guidance from the California Department of Education (CDE) as well as the US Department of Education, and any changes to this MOU or the Collective Bargaining Agreement.

**Status of Unit Members During School Closures**

Unit members shall not suffer a loss of wages, salary, pay or fringe benefits relative to their regular schedules. Certificated bargaining unit members receiving Stipends and Extended Day shall not suffer a loss of pay of these items during the period of closure, inclusive of supplemental daily pay.

## MOU: COVID SCHOOL CLOSURE

Accordingly, Unit Members shall work remotely for the duration of the emergency school closure with the following expectations:

- a) Unit Members shall work a professional workday with flexible hours, not to exceed the hours they would normally work. While Unit Members may not have a set daily schedule in light of the challenges presented during this pandemic related to things impacting them personally (i.e. childcare), Unit Members shall be expected to consistently provide enrichment, resources and support through distance learning as defined in Exhibit 1.
- b) Unit Members shall determine the means and methods of providing assignments/support, and announce the location of assignments/methods for obtaining support. Assignments may include District provided assignments by grade level or individually developed assignments. The district-provided enrichment website will continue to be a resource for teachers, which will be accessible to parents and students, to access if they choose to include it as part of their enrichment. Unit Members will determine and hold asynchronous office hours each week at regular times and post those times for their students and parents. During office hours, unit members will be available to assist students and parents with assignments/provide support via email, or other electronic communication as determined by the Unit Member. Unit members shall respond to student/parents in a timely manner.
- c) Unit Members shall receive time to prepare lessons and resources in order to align with the following schedule as defined in Exhibit 1.
- d) Unit Members will be expected to engage in virtual or asynchronous staff meetings, as previously agreed to in the CBA, during distance learning.
- e) Unit Members shall be held harmless in the event technology is not provided/operational.
- f) Pending a future Memorandum of Understanding mutually agreeing otherwise, Unit members shall not be required or solicited to physically report to a worksite until schools are deemed re-opened.
- g) In the event school reopens at a time other than the calendared start of the 2020-21 school year, Unit members will be provided at least 24 hours of notice and one "P-day" prior to attendance by students.
- h) Unit Members shall report inappropriate actions by students to their administrator. Unit Members acting within the course and scope of their duties and consistent with all requirements to maintain appropriate adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.
- i) In order to provide access and support for unit members, all administrators shall hold asynchronous "office hours" each week at regular times and post those times for their teachers. Additionally, administrators may wish to provide their teachers a forum or "parking lot" to post questions or requests for help outside of the posted office hours. In this case, administrators could post answers to the questions or provide feedback on needed resources on their schedule, allowing teachers to continue with teaching in the distance learning format.

### **Support Staff:**

The information below is in addition to the agreements outlined above:

- a) **School Psychologists and Counselors** may provide appointments for students for social/emotional /behavioral needs, as deemed necessary by the psychologists/counselors. School Psychologists and Counselors will hold asynchronous office hours each week at regular times and

will post those times for their students and parents. Appointments may be conducted by email, phone, virtually, or by district provided equipment.

- b) **Speech and Language Pathologists** may provide appointments for families to coordinate resources for students to work on virtually, as deemed necessary by the speech and language pathologists. Speech and Language Pathologists will hold asynchronous office hours each week at regular times and will post those times for their students and parents. Appointments may be conducted by email, phone, virtually, or by district provided equipment.
- c) **Program Specialists** may provide appointments for families to provide resources for students in special education. Program Specialists may coordinate classroom programs for next school year. Appointments may be conducted by email, phone, virtually, or by district provided equipment.
- d) **Nurses** may provide appointments for families for medical advice, related to educational enrichment. Nurses will hold asynchronous office hours each week at regular times and will post those times for families. Appointments may be conducted by email, phone, virtually, or by district provided equipment.
- e) **Temporary Specialists** may create differentiated supports for students.

### **Grading**

Students will be held "harmless," and will not receive a lesser grade than their current grade as a result of engaging in Distance Learning during this unprecedented time. This aligns with the State Superintendent of Public Instructions' recent statements that assessments should not be used during this time as a summative measure, but rather as a formative measure to gauge instruction and determine where students need support. Students will, however, be able to earn a higher grade as a result of engaging in Distance Learning, and if appropriate, may be assigned to credit recovery. Unit members will only review work via digital submissions. Any physical document may be scanned and uploaded by administration and sent to unit members.

### **Delivery of Instruction/Support**

The District shall provide, to the extent practicable, reasonable requests for tools and resources to enable Unit Members to complete the essential duties of their job. Unit Members shall submit their requests for resources to their Site Administration. Unit Members shall be held harmless in the event technology is not provided/operational. Any issues with technology shall be reported to site administration and IT Tech Support (951.736.5190 or [help@cnusd.k12.ca.us](mailto:help@cnusd.k12.ca.us)).

### **Training**

All Unit Members will be offered voluntary Professional Development/Training with a focus on the use of technology for distance learning. Unit Members may request additional training for the use of technology for the purposes of distance learning. Trainings offered during school closure will be voluntary and offerings shall be accessed remotely from Unit Member's homes. Any Professional Development/Training offered during non-duty/off-track time shall be compensated at the hourly curriculum rate.



## MOU: COVID SCHOOL CLOSURE

### **District Funding**

To the extent required by law, the District shall submit a "J-13A waiver material decrease request", and/or any other waiver for which the District may be eligible, to California Dept of Ed in order to mitigate the loss of Average Daily Attendance (ADA) funding.

### **Employee Leaves**

The Parties agree that if a Unit Member is unavailable or unable to perform assigned work for personal or medical reasons, the bargaining Unit Member shall follow Articles 13 of the Collective Bargaining Agreement and Federal and State guidelines for additional paid leave. Accrued fully-paid sick leave entitlement shall be reduced on a pro-rated basis in increments of one hour (1/7 day) per hours reported as unavailable. Any unit member absent from duty under quarantine or due to illness arising out of the Coronavirus Pandemic shall notify the District when they have tested positive for COVID-19, shall follow the CDC, State and County guidelines for care, and shall be paid their regular salary in full for the period of absence per Article 13.6 of the Collective Bargaining Agreement.

### **Class Size/Caseload**

During the School Closures, CNUSD will be consistent with current class-size/caseload caps, as bargained in the 2019-20 Collective Bargaining Agreement.

### **Evaluations**

Evaluations and related components shall be considered closed for the remainder of the 2019-20 school year and only fully completed evaluations shall be retained by CNUSD. Evaluation cycles will resume for the 2020-21 school year with Unit Members on that year's rotation only in accordance with the CBA.

### **Communications to Members**

CNUSD will make every effort to inform/update Non-Management Certificated Staff regarding new information, prior to sending such information out to Parents, Students, the Community at-large, or publishing for public access.

### **Agreement to Meet and Negotiate**

The parties agree to meet digitally within ten (10) calendar days, unless otherwise mutually agreed upon, to negotiate any guidance from the California Department of Education, the Federal Department of Education, and/or any Federal, State, or local elected official directives that impact matters within the scope of representation.

In the event the State of California alters requirements for schools in response to COVID-19, the parties agree within ten (10) calendar days, unless otherwise mutually agreed upon, to negotiate the impacts.

All components of the current Collective Bargaining Agreement between CNTA and Corona-Norco Unified School District not addressed by the terms of this agreement shall remain in full effect. This agreement is non-precedent setting.

The parties understand the coronavirus (COVID-19) pandemic situation is very fluid and mutually agree to review the provisions of the MOU, as necessary.



## MOU: COVID SCHOOL CLOSURE

This MOU addresses the negotiable effects of school closures due to the coronavirus (COVID-19). The District and/or Association reserve the right to negotiate any additional impacts and/or additional school closures in the 2019-2020 school year.

### **Terms of Agreement**

The Terms of this agreement shall sunset June 30, 2020, or in the event schools re-open, unless both parties mutually agree upon an extension.

The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree.

This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

**MOU: COVID SCHOOL CLOSURE**

**Exhibit 1                      CNUSD Distance Learning Plan  
March 27, 2020**

**Overview**

In an effort to support all students with continuous learning, CNUSD is providing distance learning to maintain skills and enrich learning while maintaining flexibility. Online platforms, such as email, Zoom, Google Classroom, Canvas, etc. may be utilized to provide Distance Learning.

**Timeline**

<b>Week</b>	<b>Actions/Items</b>
3-30 - 4/3	*Middle and high school Q3 grades were submitted by March 20.  Professional Development available for YRS teachers in session  Spring Break for T Track (paid PD opportunities available for those off-track)
4/6 - 4/10	A, B, D, and T Track Unit members will plan and prepare enrichment.  PD for all teachers available  Device distribution begins, to include drive-up or other delivery options.
4/13 - 4/17	Begin Distance Learning for A, B, D, and T Track
4/20 - 4/24	Distance Learning Enrichment or Opportunities A, B, D, and T Track
4/27 - 5/1	Distance Learning Enrichment or Opportunities for A, B, and T Track  Professional Development available for C track unit members C Track unit members will plan and prepare enrichment  Device distribution begins for C Track Unit Members, to include drive-up or other delivery options
5/4 - 5/8	Distance Learning Enrichment or Opportunities for A, B, C, and T Track
5/11 - 5/15	Distance Learning Enrichment or Opportunities for A, B, C, and T Track

**MOU: COVID SCHOOL CLOSURE**

5/18 - 5/22	Distance Learning Enrichment or Opportunities for A, B, C, and T Track. End of Coursework for A Track as of May 21.
5/25 - 5/29	End Coursework for T Track as of May 29. Submit Final Grades – Window opens on May 8 and finalized grades due by May 27 for A Track.
6/1 – 6/3	Submit Final Grades--ES/MS/HS window opens on May 15 and finalized by June 3 for T Track. (For secondary, Q4 Final grade must be equivalent to or higher than Q3 grade) Distance Learning Enrichment or Opportunities for B, C, and D Track
6/8-6/12	Distance Learning Enrichment or Opportunities for B, C, and D Track.
6/15-6/19	Distance Learning Enrichment or Opportunities for B, C, and D Track.
6/22-6/26	Distance Learning Enrichment or Opportunities for B, C, and D Track. End Coursework June 23 for B, C, and D Track. Submit Final Grades--Window opens on June 10 and finalized by June 26 for B, C, and D Track

**The above chart is subject to change.**

**Grading and Assessment**

- a) Final end of year grades will be based on Q3/T2 grades. Work completed during school closure via distance learning can only be used to improve upon that grade. Final grades cannot drop lower than the Q3/T2 grade.
- b) Following COE guidelines, work will be formatively-focused on student learning and not "a grade." Students who need to improve their grades will have those opportunities via distance learning enrichment.
- c) District and State assessments have been suspended for the remainder of the 2019-20 school year.

**Device pick up and delivery**

- a) Based on demand, devices will be gathered and prepared for distribution the week of 4/6/2020.
- b) Devices will be available for drive up or other delivery options (location TBD) starting 4/6/2020.

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

**CNUSD Nurses Assisting with TB Risk Assessments**

As a result of the COVID 19 pandemic, CNUSD Nurses will temporarily assist CNUSD employees to update TB documentation. CNUSD Nurses will assist employees with TB expiration dated from 3/1/2020 -6/30/2020.

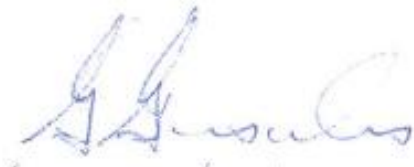
CNUSD and CNTA agree to the following:

1. Human Resource will email employees with TB expiration dates of 3/1/20-6/30/20. Email will include Risk Assessment Questionnaire and email of an assigned CNUSD Nurse.
2. CNUSD employee will review Risk Assessment and answer the five questions and email completed form to their assigned CNUSD Nurse.
3. CNUSD Nurses will review the employee's TB risk assessment form and may follow up with the employee to obtain accurate or clarifying information, as needed.
4. CNUSD Nurses will provide appropriate notification as outlined below with results of risk assessment within five (5) working days after receiving a completed risk assessment form.
  - a) If risk factors have been determined, the CNUSD Nurse will email [immunizations@cnusd.k12.ca.us](mailto:immunizations@cnusd.k12.ca.us). Human Resources staff will notify employee with next steps.
  - b) If no risk factors have been determined, the CNUSD Nurse will electronically sign the risk assessment form and email it to employee and [immunizations@cnusd.k12.ca.us](mailto:immunizations@cnusd.k12.ca.us)
5. The total number of CNUSD employees needing a TB Risk Assessment for the dates between 3/1/2020-6/30/2020 is equal to 293.
6. The assignment of TB Risk Assessment will be equally distributed between all CNUSD Nurses, not to exceed 25 risk assessments per Nurse.

4/21/2020

**MOU: COVID NURSES**

7. Each CNUSD Nurse shall receive compensation of five (5) hours at curriculum rate no later than June 30, 2020.
8. Nurses will be held harmless if an employee fails to submit the Risk Assessment for review.
9. These additional duties and procedures will be in effect for the remainder of 2019-2020 school year only.
10. This MOU shall not be precedent setting.

  
5/13/20

4/21/2020

MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CORONA-NORCO TEACHERS ASSOCIATION

AND

CORONA-NORCO UNIFIED SCHOOL DISTRICT

Summer School 2021

April 29, 2021

The Corona-Norco Unified School District ("District") and Corona-Norco Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the summer school for 2021.

Due to the COVID environment in the 2020-2021 school year and additional temporary funding, both parties are interested in offering more opportunities for students in the 2021 and 2022 summer school and off-track times. Therefore, both parties agree to the following:

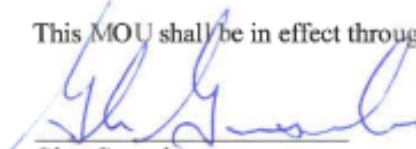
- 1) Staff selection
  - a. Staff Selection for high school and Boost will follow Article 21.1.
  - b. Staff selection for ASES schools will follow past practice. Positions at these schools will be offered first to unit members that are assigned to those schools during the regular school year.
- 2) Compensation
  - a. High School: 3 hours 50 minutes compensation for each session per day for teachers, 3 hours 20 minutes of teaching, 15 minutes duty, 15 minutes prep.
  - b. Elementary/Intermediate: 4 hours 15 minutes compensation for the session per day for teachers (4 hours teaching and 15 minutes of prep). This is the minimum compensation. ASES may have additional prep time based on site needs as delineated in the site plans.
  - c. Rate of \$60.00 per hour for high school summer school, ASES, and Boost for 2021 and 2022.
  - d. Rate of \$60.00 per hour plus hourly stipend for support staff.
  - e. Both sides agree to bargain the Summer School MOU in the contract following Article 21 each year during contract negotiations
- 3) Sick Leave
  - a. Each summer school and extended year unit member shall be entitled to one day of absence with full pay for summer school/extended day year workdays per article 21.3. This day may be used in cases of personal illness or injury, or serious illness/injury/death of a member of the unit member's immediate family, as defined in Article 13.4. Sick leave which is accrued during the regular school year is not applicable to Summer School/extended year assignment.

- 4) Hours of Employment (Days and Hours)
  - a. High School Sessions
    - i. 3 hours 20 minutes for students
    - ii. June 10<sup>th</sup>- July 2<sup>nd</sup> for 1<sup>st</sup> session: Morning session 7:40-11:00, 30 minute lunch, then 11:30-2:50 for afternoon session
    - iii. July 6<sup>th</sup> - July 28<sup>th</sup> for 2<sup>nd</sup> session: Morning session 7:40-11:00, 30 minute lunch, then 11:30-2:50 for afternoon session
  - b. Elementary/Intermediate Sessions
    - i. For sites with ASES (Current Title 1 sites: Home Garden, Garrettson, Washington, Stallings, Coronita, Adams, Vicentia, Jefferson, and Parkridge)
      1. Session 1 (ASES): June 7<sup>th</sup>-18<sup>th</sup>: 10 days of up to six hours instructional time, inclusive of a 15 minute nutritional break for the summer of 2021.
      2. In the summer of 2022, it will be the same unless conditions impacting funding change. If such changes occur, both parties agree to renegotiate.
    - ii. Boost sites (Title 1 sites listed above, with additional sites determined by enrollment):
      1. Session 1 (sites determined by enrollment): June 14<sup>th</sup>-25<sup>th</sup>: 10 days of 4 hours of instructional time, inclusive of a 15 minute nutritional break
      2. Session 2 (Title 1 sites listed above, with additional sites determined by enrollment): July 19<sup>th</sup>-30<sup>th</sup> 10 days of 4 hours of instructional time, inclusive of a 15 minute nutritional break
  - c. Year Round: Dates shall be determined by the months the track is off. They shall also have 10 days of 4 hours. All other Boost provisions contained in this MOU shall apply to Year Round schools.
  - d. Staff meeting
    - i. One (1) compensated hour for the purpose of a staff meeting for everyone paid at the curriculum rate
    - ii. If additional training is needed, members shall be paid at curriculum rate. The training shall not exceed a total of 2 hours.
  - e. Should an emergency IEP/504 meeting need to be conducted, the member shall be compensated at curriculum rate.
- 5) Unit Member Expectations
  - a. High School: 3 hours 20 minutes of teaching, 15 minutes duty as determined by the site, 15 minutes prep which can be completed at the unit member's discretion.
  - b. Elementary/Intermediate: 4 hours inclusive of a 15 minute duty as determined by site (ingress or egress), and 15 minutes prep which can be completed at the unit member's discretion. Unit members will also receive a 15 minute duty free restroom break.


MOU: COVID SUMMER SCHOOL 2021

- 6) Duties
  - a. High school and intermediate teachers: 15 minute duty can be apportioned according to site needs. (For example, 5 minutes ingress before student time, and 10 minutes after student time).
  - b. Elementary teachers: Ingress and egress duty is included in the student day and will be determined by each site.
  - c. The duty schedule shall be given to teachers 5 business days prior to the start of the session.
- 7) Class size
  - a. Class size for virtual and in-person summer school shall follow Article 12 starting on the second day of each session.
- 8) Support Staff
  - a. A minimum of two additional nurses will be offered exclusive summer school work.
  - b. High School Counselors: One counselor will be assigned to the independent study program, not to exceed 30 hours. 3 counselors will be assigned to each comprehensive school, not to exceed 24 hours. Additional counselors may be assigned based on student enrollment.
  - c. A minimum of one at-large counselor at the high school level, one at the intermediate level, and one at the elementary level will be offered exclusive summer school work to support student socioemotional needs.
- 9) Virtual Courses
  - a. This language will replace Article 21.7 for the summer school sessions in 2021 and 2022.
  - b. There will be no hybrid courses during summer school during the 2021 and 2022 summer school sessions. All courses that include an online component shall be completely virtual.
  - c. Virtual teachers shall report to a physical site for all student days.
  - d. A virtual teacher will teach no more than 42 students at a time per session.
  - e. Class size for virtual and in-person summer school shall follow Article 12 starting on the second day of each session.
  - f. Virtual courses will be offered through Odysseyware.
  - g. Teachers will teach no more than 1 course at a time with a maximum of 42 students per session, or 2 courses with a combined maximum of 32 students per session.

This MOU shall be in effect through December 31, 2021. Consensus on 8:25pm PST, 4/29/2021

  
Glen Gonsalves  
CNUSD Assistant Superintendent

4/30/21  
Date

  
Tonya Spencer  
CNTA Bargaining Chair

4-30-21  
Date



1 **MEMORANDUM OF UNDERSTANDING BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION**  
 2 **AND THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
 3 **Novel Coronavirus (COVID-19) Addendum**  
 4 **Summer School and Extended School Year (ESY)**  
 5 **May 7, 2020**

6 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers  
 7 Association (“Association”) enter this Memorandum of Understanding (“MOU”)  
 8 addendum regarding the school closure related to Novel Coronavirus (COVID-19).  
 9 The District and CNTA agree to the following:

10 **Summer School and Extended School Year**

- 11 a. No later than 3pm on the 3rd and 5th day of instruction, teachers will digitally submit a report of student  
 12 participation in the summer school online program.  
 13 i. The reporting system will be digital.  
 14 ii. CNUSD AND CNTA will participate in conversation around designing the reporting system.
- 15 b. Criteria for ”dropping students  
 16 i. By the 3rd day, students must have logged in at least once, and must have submitted a form agreeing  
 17 they are participating for the entire course  
 18 1. The form will be created by the district as an educational/informational component around the  
 19 district online summer school program  
 20 2. The form will be distributed by the teacher on the first day of class, and collected by the  
 21 teacher ii. By the 5th day students should have engaged in work  
 22 iii. If at any time, during the course of the summer school/ESY session, a student is non-responsive for  
 23 three consecutive school days, the student will be dropped from the class.  
 24 iv. If the student requests to be dropped, the student shall be dropped.
- 25 c. Expectations for staff  
 26 i. Administration will provide online orientation information for teachers prior to the start of summer  
 27 school.  
 28 ii. Prior to the start of school, email communication will be sent to students and parents detailing  
 29 instructions on how students can access the coursework and teacher contact information.  
 30 iii. Teachers will establish and announce regular office hours.  
 31 iv. Teachers will regularly monitor work completion and participation to provide feedback to students.  
 32 Teachers will regularly communicate with students on at least a weekly basis.  
 33 v. Unit members shall respond to students/parents in a timely manner, within two school days.  
 34 vi. Assignments and instruction will be available digitally for student access. Students should have an  
 35 opportunity to participate in at least one educational activity daily.  
 36 vii. Teachers will resume regular summer school grading practices and reporting timelines.
- 37 d. Curriculum  
 38 i. Teachers will utilize a digital instructional platform of their choice, with Odysseyware being offered as  
 39 one of the choices.  
 40 ii. PD, including but not limited to district supported digital platforms, will be offered at various times  
 41 prior to the start of summer school.

42 **MEMORANDUM OF UNDERSTANDING**  
 43 **BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION**  
 44 **AND**  
 45 **THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**

46 Novel Coronavirus (COVID-19) Addendum End of Year Check Out May 15, 2020

47 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”)  
 48 enter this Memorandum of Understanding (“MOU”) addendum regarding the school closure related to Novel  
 49 Coronavirus (COVID-19).

50 The District and CNTA agree to the following:

51 Intent: Secure and organize district property, student property, and personal property so custodians can properly  
 52 deep clean and sanitize rooms for the upcoming school year.

1 Timeline

- 2 a. Four days, with a quarter of the staff each day.  
 3 i. A-Track: May 21, 22, 26, 27  
 4 ii. T-Track: May 29, June 1, 2, 3  
 5 iii. B,C, D: June 23, 24, 25, 26

6 1) Expectations

- 7 a. School sites will establish a defined check in and check out time during regular school hours.  
 8 b. Unit members will sign up in advance for a single check out time.  
 9 c. If unit members are moving classrooms/sites, unit members can coordinate with site administrators if  
 10 additional time is needed during the four scheduled days.  
 11 d. Participation in school checkout is voluntary.  
 12 e. Custodial staff will be on campus to help, and there will be a dedicated extension at the front office to  
 13 call to get help if needed.  
 14 f. All bathrooms (student and staff) to be open to staff on these days.  
 15 g. All items required to do duties will be in the teacher’s room.

- 16 i. One box or bag  
 17 ii. Paper towels  
 18 iii. Gloves and face masks (upon request)  
 19 iv. Bags to organize student belongings (as appropriate)

20 2) Duties (Unit members are only in the classroom to do the duties enumerated below)

- 21 a. Clear out student desks where appropriate  
 22 b. Stack district textbooks in a location in the classroom  
 23 c. Stack library books in a location in the classroom  
 24 d. District materials that need to be returned (if applicable) will be labeled and left in the classroom for  
 25 pickup in the provided box or bag.  
 26 e. There should be a lost and found pile in each classroom.

27 **MEMORANDUM OF UNDERSTANDING**  
 28 **BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION**  
 29 **AND**  
 30 **CORONA-NORCO UNIFIED SCHOOL DISTRICT**

31 Novel Coronavirus (COVID-19)

32 July 16, 2020

33 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter  
 34 this Memorandum of Understanding (“MOU”) regarding the reopening of schools related to Novel Coronavirus  
 35 (COVID-19).

36  
 37 The Parties recognize there is a need to address the learning environment and instructional model of schools in the Novel  
 38 Coronavirus environment. It is determined that due to the fiscal restraints and safety guidelines, a move to remote and  
 39 hybrid learning models is necessary at this time. It is the mutual interest of both parties to address the recommendations  
 40 of public health officials in order to prevent the spread of illness arising from the Novel Coronavirus (COVID-19).

41  
 42 In response to the changing landscape presented by the Novel Coronavirus (COVID-19) outbreak, California Governor  
 43 Gavin Newsom, acting on an emergency basis pursuant to Government Code 8567 and 8571, issued another Executive  
 44 Order, N-26-20 (“Order”) late Friday, March 13, 2020, addressing impacts of school closures. The District and CNTA  
 45 recognize that schools are critical to daily life and that collaboration between local public health, education officials and  
 46 educators is the best means of determining and balancing competing concerns surrounding school closure decisions.

47  
 48 The District and CNTA agree to the following:

49 Defining “Remote Learning”: In light of the fact that the District recognizes the need for continued social distancing  
 50 while providing time to formulate a plan that implements appropriate safety precautions, CNTA members are certain to  
 51 be impacted in their professional and personal lives. In an effort to alleviate those impacts, the District and CNTA agree  
 52 to make provisions for certificated staff to enable students to engage in a unique education delivery models (Remote and  
 53 Hybrid Learning) that will provide teachers an alternative method of delivering education.

# MOU: COVID SCHOOL REOPENING 2020

## I. Collective Bargaining

The Parties agree to meet and negotiate implementation of guidance from the California Department of Education (CDE) as well as the US Department of Education, and any changes to this MOU or the Collective Bargaining Agreement.

### Status of Unit Members

Unit members shall not suffer a loss of wages, salary, pay or fringe benefits (inclusive of supplemental daily pay), unless by function of California Education Code and/or Labor Law. If extra curricular pay duties can be and are performed, Certificated bargaining unit members receiving Stipends and Extended Day shall not suffer a loss of pay of these items during remote learning.

## II. Year Round

Year round teachers will be relieved of the obligation of teaching distance learning as of June 12, 2020. The district will continue providing distance learning opportunities for students through the end of June. Student participation is voluntary and activities will not be graded by teachers.

## IV. Timeline

A, C, D tracks start remote learning on July 6, 2020.

B track starts remote learning on August 3, 2020.

T track and Secondary start remote learning on August 11, 2020.

Process for changes:

Following the start of each track, unit members will participate in at least 4 weeks of remote learning, with all tracks transitioning to the hybrid model no earlier than September 8, 2020. This time will allow for preparation toward hybrid model return to the classroom.

## V. Safety

Safety Measures that would need to be in place for Phase 2:

### 1. PPE

a. All unit members will be provided the following:

- i. 2 reusable face masks
- ii. Face shield
- iii. Gloves (upon request)
- iv. Clear desk barrier (upon written request)

b. Upon member request additional PPE to fit their setting/documented high risk status will be provided:

- i. Disposable gowns
- ii. Clear plastic masks (SLP, students/teachers as deemed necessary)
- iii. N-95 masks (additionally when students cannot wear masks)

### 2. District Wide Healthy Behaviors

- a. Daily health checks required for staff and students
- b. Daily mandatory on site temperature checks for students
- c. Masks required (K-12) for staff and students per public health guidelines unless they have a CDC approved health conditions (with doctor note)
- d. Six (6) ft social distance for every person, including before and after school pick-up
- e. Adequate handwashing stations in place and working and a handwashing schedule is developed
- f. Immediate reporting of COVID positive status to administration and HR
- g. Create protocols for students/staff to follow for symptoms of COVID
- h. All site visitors must follow health and safety guidelines.
- i. Health and safety trainings for staff and students developed
- j. The district will comply with county suggestions and/or directives that a school site/group of students/classroom be quarantined.
- k. Use air-conditioning hospital grade anti-microbial filters and set air supply from outside to maximum extent possible.

### 3. Site Based Healthy Behaviors

- a. One way routes developed for social distance
- b. Entrance/exit routes developed for social distance

**MOU: COVID SCHOOL REOPENING 2020**

- c. Any meeting that cannot accommodate 6 foot social distance shall be virtual
  - d. Isolation area developed at every site
  - e. No visitors, unless preapproved.
  - f. Develop library COVID protocols for book check out
  - g. Signage and floor markers for social distancing
  - h. Administrative support for enforcing safety protocols
  - i. Unit members will not be asked but may volunteer to supervise or participate in in-person gatherings, such as assemblies, dances, field trips, etc.
  - j. 6 ft social distance will occur at recess and lunches
4. Classroom Healthy Behaviors
- a. Approved and appropriate cleaning products in every room
  - b. No sharing of supplies
  - c. Amplification system for educators will be available by accommodation through the interactive process.

**VI. Expectations for Unit Members**

- a. Unit members will be expected to work the same number of hours required of their professional day per Article 10.2 for the 19-20 school year at their current site.

Within the professional day, educators will be expected to provide a minimum of daily instructional minutes to students as required in the chart below. Instructional time shall be based on the time value of assignments as determined by unit members and daily live interactions.

Instructional minutes for students for 20-21 per SB98

<b>Grade</b>	<b>Minimum Instructional Minutes = daily live interaction + independently completed assignments.</b>			
TK-K	180 minutes			
1-6	240 minutes			
6-12 *MS/HS*	240 minutes	3 period block: 80 min/period	6 period day: 40 min/period	7 period day: 35 min/period
Continuation	180 minutes *Pollard & Orange Grove*			

- b. Unit Member responsibilities
  - i. Plan appropriate standards-based instruction in accordance with the minimum instructional minutes.
  - i. Provide standards-based and/or content appropriate instruction, utilizing google classroom or canvas as the LMS districtwide.
  - ii. Respond to parents and students in a timely manner.
  - iii. Support diverse learners (Inclusive of ELD and IEP accommodation/support).
  - iv. Provide students the opportunity to participate in an academic activity daily.
  - v. Build rapport and connections with students.
  - vi. Engage in Daily Live Interactions: Unit members with a rostered class, will ensure there is daily live interaction. Daily live interaction with certificated employees and peers can include, but is not limited to: instruction, progress monitoring, maintaining school connectedness, check-ins between teachers and pupils, the use of print materials incorporating assignments that are the subject of written or oral feedback. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders.
  - vii. Maintain and accurately report attendance/student participation.
- c. Unit Members will regularly monitor work completion and participation to provide feedback to students.
- d. Unit Members will develop and post a syllabus/class expectations with information on accessing virtual curriculum, teacher contact information, and grading policy.
- e. Unit Members will establish and announce office hours.

## MOU: COVID SCHOOL REOPENING 2020

- 1 f. Unit Members will provide monitoring access (student-level access) for their google classroom and canvas  
2 to their site level administration.

### 3 **VII. Attendance Reporting**

- 4 a. Maintaining and reporting accurate attendance  
5 i. In accordance with ADA state requirements under SB 98, on any day that a class is scheduled on the  
6 site calendar, teachers shall enter attendance for each student.  
7 ii. Attendance shall be taken at the end of the day  
8 iii. A student can be determined to be present by when engaged in activities like those listed below:  
9 1. Participation in online instruction  
10 2. Online activities  
11 3. Completion of regular assignments  
12 4. Completion of assessments  
13 5. Contact between unit members and pupils or parents or guardians  
14 b. Gradebook  
15 In accordance with ADA state requirements under SB 98, on any day that a class is scheduled on the site  
16 calendar, teachers shall enter a minimum of one mark per day in Q's digital gradebook.  
17 c. Unit Members shall not be required or solicited to physically report to a worksite. Unit Members have the  
18 right to request access to work from a classroom/office worksite during regular school hours as the unit  
19 member deems necessary.  
20 d. In the event students resume physical attendance at a time other than the calendared start of the 2020-21  
21 school year, Unit Members will be provided at least 24 hours of notice and a minimum of one "P-day" prior  
22 to attendance by students.  
23 e. Unit Members shall report inappropriate actions by students to their administrator. Unit Members acting  
24 within the course and scope of their duties and consistent with all requirements to maintain appropriate  
25 adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a  
26 student or other participant.

### 27 **VIII. Expectations Specific to Instructional Models**

- 28 1. Remote Instructional Model  
29 a. As per SB98 for remote learning, instructional minutes shall be calculated based on the time value of  
30 assignments comprised of both daily live interaction with peers and independently completed  
31 assignments as determined by the teacher of record.  
32 b. In the event the teacher is scheduling synchronous offerings, such interactions will occur during the  
33 regularly scheduled time for that class according to the remote learning bell schedule for that site.  
34 2. Hybrid Instructional Model - Continued negotiations on 7-23-20  
35 As per SB98 for hybrid learning, which is a combined day of instruction delivered through both in-person  
36 instruction and distance learning, instructional time shall be based on time scheduled under the immediate  
37 supervision of an employee, time value of assignments, daily live interaction with peers, and independently  
38 completed assignments as determined by the teacher of record.  
39 3. Traditional In-Person Instructional Model – To be negotiated at a later date

### 40 **VIII. Remote Bell Schedules – to be negotiated on July 23, 2020**

#### 41 **IX. Unit Member Administrative Support**

42 In order to provide access and support for unit members, site administrators shall make themselves available and  
43 be responsive to their staff needs in a timely manner (within 24 hours).

#### 44 **X. Meetings**

45 Regular practices of IEP meetings and scheduling will resume. Meetings will be held virtually. Unit member  
46 attendance will be by phone/audio. Visual attendance is optional.

47 Regular practices of additional meetings (parent, disciplinary, department, SSTs, 504, etc.) and scheduling will  
48 resume. Meetings will be held virtually. Unit member attendance will be by phone/audio. Visual attendance is  
49 optional.

50 Virtual staff meetings will follow current contract language per Article 10.2.

51 PCT – Collaboration between unit members is highly encouraged and arranged informally between teachers.

#### 52 **XI. Grading and District Assessments:**

53 Unit members will use regular grading marks and grading timelines. Unit members will grade assignments as  
54 they regularly would in adherence to all board policies.

## MOU: COVID SCHOOL REOPENING 2020

District assessments will not occur until after September 11, 2020.

### **XII. Support Staff**

#### **1. IEP Service Provider Roles & Expectations (SLP, DHH, APE, VI, RSP (non-rostered), & OM)**

- a. IEP Service Providers will set their schedule asynchronously.
- b. IEP Service Providers will schedule times for delivery of services per the IEP.  
Service minutes are inclusive of virtual/live instruction, support and related student practice activities as appropriate with a primary focus on synchronous delivery of services/therapy.
- c. IEP Service Providers will develop and post support information with instructions on accessing virtual support/instruction and service provider contact information.
- d. IEP Service Providers are expected to engage in work on their established workdays.
- e. IEP Service Providers will regularly monitor work completion and participation to provide feedback to students.
- f. IEP Service Providers will provide monitoring access (student-level access) for their Google classroom or Canvas to their site level administration.
- g. IEP Service Providers responsibilities
  - i. Plan appropriate goal-based instruction/support
  - ii. Respond to parents and students in a timely manner
  - iii. Support diverse learners
  - iv. Provide services to students per the IEP
  - v. Build rapport and connections with students
    - i. Provide goal-based resources and activities, utilizing Google Classroom or Canvas as the LMS districtwide.
- h. Reporting Non-Participation  
Students who are not participating in IEP services will be reported to Site Administration at the end of each week.
- i. During Remote Learning, IEP Service Providers shall not be required or solicited to physically report to a worksite. IEP Service Providers have the right to request access to work from a classroom/office worksite during regular school hours as the unit member deems necessary.
- j. In the event students resume physical attendance at a time other than the calendared start of the 2020-21 school year, IEP Service Providers will be provided at least 24 hours of notice and a minimum of one "P-day" prior to attendance by students.
- k. IEP Service Providers shall report inappropriate actions by students to their administrator. IEP Service Providers acting within the course and scope of their duties and consistent with all requirements to maintain appropriate adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.
- l. IEP Service Providers shall develop and report for IEPs, document services/medical billing (as appropriate), assess, track and report Progress on Goals, and collaborate with Educators as appropriate for student support.
- m. The Special Education Administrator assigned to each workgroup will assist IEP Service Providers with a need for technological support/troubleshooting delivery of service remotely. Requests for assistance shall be submitted via email.

#### **2. RSP (rostered with classes) Roles & Expectations**

- a. Provide standards and goal-based resources and activities as applicable, utilizing Google Classroom or Canvas as the LMS districtwide.
- b. RSP (rostered with classes) will establish and announce office hours.  
Service minutes are inclusive of virtual/live instruction with the Case Carrier or Special Education classroom teacher, academic support, and related student practice activities as appropriate with a primary focus on synchronous delivery of services/therapy.
- c. RSP (rostered with classes) responsibilities
  - i. Plan appropriate standards-based instruction in accordance with the minimum instructional minutes.
  - ii. Provide standards-based and/or content appropriate instruction, utilizing google classroom or canvas as the LMS districtwide.
  - iii. Respond to parents and students in a timely manner.
  - iv. Support diverse learners (Inclusive of ELD and IEP accommodation/support).

## MOU: COVID SCHOOL REOPENING 2020

- v. Provide students the opportunity to participate in an academic activity daily.
  - vi. Build rapport and connections with students.
  - vii. Engage in Daily Live Interactions: Unit members with a rostered class will ensure there is daily live interaction. Daily live interaction with certificated employees and peers can include but not limited to: instruction, progress monitoring, maintaining school connectedness, check-ins between teachers and pupils, the use of print materials incorporating assignments that are the subject of written or oral feedback. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders.
  - viii. Maintain and accurately report attendance/student participation.
- d. RSP (rostered with classes) will regularly monitor work completion and participation to provide feedback to students.
  - e. RSP (rostered with classes) will develop and post a syllabus/class expectations with information on accessing virtual curriculum, teacher contact information, and grading policy.
  - f. RSP (rostered with classes) will establish and announce office hours.
  - g. RSP (rostered with classes) will provide monitoring access (student-level access) for their google classroom and canvas to their site level administration.
  - h. RSP (rostered with classes) shall develop and report for IEPs, document services, track and report Progress on Goals, and collaborate with Educators as appropriate for student support.
- \*RSP, SDC, SH, PALS, Special Education Preschool & II: It is the mutual intent of CNTA and CNUSD to provide a similar level of support offered to Educators in a Traditional school setting. Unit Members within these classifications shall have access to Para-professional support. Para-professional delivery of services shall be considered service minutes.

### 3. Psychologist Roles & Expectations

- a. Psychologists will set their schedule asynchronously.
- b. Psychologists will schedule times for assessment/delivery of services per the IEP.
- c. Psychologists will establish and announce office hours each week.
- d. Psychologists will engage in live interaction with student(s)/families/staff daily.
- e. Psychologists will develop and post psychologist contact information and information on accessing virtual support (if available).
- f. Psychologists are expected to engage in work on their established workdays.
- g. Psychologist responsibilities
  - i. Plan appropriate support to staff and families
  - ii. Respond to staff and families in a timely manner
  - iii. Support diverse learners
  - iv. Provide services to students per the IEP (as applicable)
  - v. Build rapport and connections with students
- vi. Complete Risk Assessments (suicide ideation, abuse, substance abuse, etc.)
- h. Reporting Non-Participation
  - i. Students who are not responding/participating in IEP assessments/services will be reported to Site Administration at the end of each week.
  - i. During Remote Learning, Psychologists shall not be required or solicited to physically report to a worksite. Psychologists have the right to request access to work from a classroom/office worksite during regular school hours as the unit member deems necessary.
  - j. In the event students resume physical attendance at a time other than the calendared start of the 2020-21 school year, Psychologists will be provided at least 24 hours of notice and a minimum of one "P-day" prior to attendance by students.
  - k. Psychologists shall report inappropriate actions by students to their administrator. Psychologists acting within the course and scope of their duties and consistent with all requirements to maintain appropriate adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.
  - l. Psychologists shall develop and write report for IEPs, document services/Medi-Cal billing (as appropriate), track and report Progress on Goals if providing services, cumulative file review, provide behavior consultations, assessment planning, and collaborate with Teachers as appropriate for student support.

### 4. Counselor Roles & Expectations

## MOU: COVID SCHOOL REOPENING 2020

- a. Counselors will set their schedule asynchronously.
- b. Counselors will schedule times for delivery of student support as needed.
- c. Counselors will establish and announce office hours each week.
- d. Counselors will engage in live interaction with student(s) daily.
- e. Counselors will develop and post Counselor contact information and information on accessing virtual support (if available).
- f. Counselors are expected to engage in work on their established workdays
- g. Counselors will provide monitoring access (student-level access) for their google classroom to their site level administration
- h. Counselors responsibilities
  - i. Respond to parents and students in a timely manner
  - ii. Offer mental health support/referrals to students and families as needed
  - iii. Support diverse learners
  - iv. Build rapport and connections with students
  - v. Provide social-emotional and follow-up support to students referred to them for non-attendance/otherwise identified as potentially “at-risk”, as regularly provided in the traditional school setting.
  - vi. Complete Risk Assessments (suicide ideation, abuse, substance abuse, etc.)
  - vii. Provide interventions, utilizing Google Classroom or Canvas as the LMS districtwide as appropriate.
  - viii. Provide counseling and/or teaching social-emotional skills through virtual platforms of the counselor’s choice such as Zoom, Google Meets, etc. as appropriate.
  - ix. Provide resources and support to Educators implementing social/community building systems as appropriate.
  - x. Caseload management, academic guidance, and scheduling.
  - xi. Complete Medi-Cal Billing as appropriate.
  - xii. Support virtual IEP, SST, 504 processes (to the degree previously required prior to school closure).
- i. During Remote Learning, Counselors shall not be required or solicited to physically report to a worksite. Counselors have the right to request access to work from a classroom/office worksite during regular school hours as the unit member deems necessary.
- j. In the event students resume physical attendance at a time other than the calendared start of the 2020-21 school year, Counselors will be provided at least 24 hours of notice and a minimum of one “P-day” prior to attendance by students.
- k. Counselors shall report inappropriate actions by students to their administrator. Counselors acting within the course and scope of their duties and consistent with all requirements to maintain appropriate adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.

### 5. Nurse Roles & Expectations

- a. Nurses will set their schedule asynchronously.
- b. Nurses will schedule times for delivery of student support as needed.
- c. Nurses will establish and announce office hours each week.
- d. Nurses will engage in live interaction with student(s)/families daily.
- e. Nurses will develop and provide contact information and instructions on accessing virtual support (as needed).
- f. Nurses are expected to engage in work on their established workdays.
- g. Nurses responsibilities
  - i. Respond to staff, parents, and students in a timely manner
  - ii. Offer health support/referrals to students and families as needed
  - iii. Support diverse learners
  - iv. Build rapport and connections with students
  - v. Complete Risk Assessments (suicide ideation, abuse, substance abuse, etc.)
  - vi. Provide consultations to students and families through virtual platforms of the Nurse’s choice such as Zoom, Google Meets, etc. as appropriate.



## MOU: COVID SCHOOL REOPENING 2020

- vii. Provide resources and support the development and implementation of Health Action Plans as needed.
- viii. Caseload management and Medi-Cal Billing as appropriate.
- ix. Complete Health assessments (as practicable), write IEP reports and attend virtual IEPs.
- h. During Remote Learning, Nurses shall not be required or solicited to physically report to a worksite. Nurses have the right to request access to work from a classroom/office worksite during regular school hours as the Nurse deems necessary.
- i. In the event students resume physical attendance at a time other than the calendared start of the 2020-21 school year, Nurses will be provided at least 24 hours of notice and a minimum of one "P-day" prior to attendance by students.
- j. Nurses shall report inappropriate actions by students to their administrator. Nurses acting within the course and scope of their duties and consistent with all requirements to maintain appropriate adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.
- k. Any additional duties related to COVID will be bargained.

### 6. Program Specialist Roles & Expectations

- a. Program Specialists will set their schedule asynchronously.
- b. Program Specialists will schedule times for virtual IEPs.
- c. Program Specialists will establish and announce office hours each week.
- d. Program Specialists will engage in live interaction with families/staff daily.
- e. Program Specialists will provide Educators with contact information and information on accessing virtual support (if available).
- f. Program Specialists are expected to engage in work on their established workdays.
- g. Program Specialist responsibilities:
  - i. Assist Educators with completion of compliant IEPs
  - ii. Provide appropriate support to staff and families
  - iii. Respond to staff and families in a timely manner
  - iv. Support diverse learners
  - v. Liaise between school site staff and families
  - vi. Communicate with non-public agencies regarding students as required
  - vii. Facilitate staffing
  - viii. Attend high profile IEPs as a participant for Special Education Compliance as necessary
- h. Program Specialists shall not be required or solicited to physically report to a worksite. Program Specialists have the right to request access to work from a classroom/office worksite during regular office hours as the Program Specialist deems necessary.
- i. In the event students resume physical attendance at a time other than the calendared start of the 2020-21 school year, Program Specialists will be provided at least 24 hours of notice and a minimum of one "P-day" prior to attendance by students.
- j. Program Specialists shall report inappropriate actions by non-CNUSD personnel to their administrator. Program Specialists acting within the course and scope of their duties and consistent with all requirements to maintain appropriate boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.
- k. CNUSD and CNTA agree to continue to evaluate Program Specialist workload with the understanding that adjustments will need to be made to minimize the impact of additional duties that may arise through State and Federal mandates.

**\*\* SH/SDC, NSH/SDC, PALS, II, Adult Transition, and Special Education Preschool:** The parties agree that prior to August 15, 2020, a work group consisting of CNTA and CNUSD appointees from High Contact Special Education programs shall mutually develop instructional practices to best support their students during remote learning and safety precautions moving into a hybrid instructional model.

**\*\* Certificated Support Services Members (Psychologists, Counselors, Nurses, APE, SLPs, Program Specialists, DHH):** The parties agree that prior to Aug. 3, 2020, a work group consisting of CNTA and CNUSD appointees shall mutually develop the process for student IEP assessments during remote learning.

### XIII. Technology for Delivery of Instruction/Support

## MOU: COVID SCHOOL REOPENING 2020

The District shall provide, to the extent practicable, reasonable requests for tools and resources to enable Unit Members to complete the essential duties of their job. Unit Members shall submit their requests for resources to their Site Administration. Unit Members shall be held harmless in the event technology is not provided/operational. Any issues with technology shall be reported to site administration and IT Tech Support (951.736.5190 or [help@cnsd.k12.ca.us](mailto:help@cnsd.k12.ca.us)). Devices and device support will be available to Certificated Staff via drop off, drive up or other delivery options as needed.

### **XIV. Training**

All Unit Members will be offered voluntary Professional Development/Training with a focus on the use of technology for remote learning. Unit Members may request additional training for the use of technology for the purposes of remote learning. Trainings offered for the 2020-2021 school year will be voluntary and offerings shall be accessed remotely from Unit Member's homes. Any Professional Development/Training offered during non-duty/off-track time, shall be compensated at the hourly curriculum rate. Other Professional Development/Training options will be negotiated in the future.

### **XV. District Funding**

To the extent required by law, the District shall submit a "J-13A waiver material decrease request", and/or any other waiver for which the District may be eligible, to California Dept of Ed in order to mitigate the loss of Average Daily Attendance (ADA) funding.

### **XVI. Employee Leaves**

The Parties agree that if a Unit Member is unavailable or unable to perform assigned work for personal or medical reasons, the bargaining Unit Member shall follow Article 13 of the Collective Bargaining Agreement and Federal and State guidelines for additional paid leave. Teachers will utilize Aesop to report an absence on days when they will not be providing instruction. Accrued fully-paid sick leave entitlement shall be reduced on a pro-rated basis in increments of one hour (1/7 day) per the hours reported as unavailable. Any unit member absent from duty under quarantine or due to illness arising out of the Coronavirus Pandemic shall notify the District when they have tested positive for COVID-19, shall follow the CDC, State and County guidelines for care, and shall be paid their regular salary in full for the period of absence per Article 13.6 of the Collective Bargaining Agreement. If a member is symptomatic or has been exposed during the course of their employment and in the process of being tested for COVID, the member will be tested and Article 13.6 will apply until they are cleared to return to work.

### **XVII. Class Size/Caseload**

CNSD will be consistent with current class-size/caseload caps, as bargained in the 2019-20 Collective Bargaining Agreement

### **XVIII. Evaluations**

- a. Formal observations will not occur until after September 18, 2020.
- b. Informal observations will be scheduled at least 24 hours in advance.
- c. 35th day evaluation opening and goal settings timelines and form will be submitted via email. Optional virtual meetings can be set up by mutual agreement.

### **XIX. Unit Member Virtual School Opportunities**

#### 1) Employment

- a. Priority consideration for virtual position hiring will be given to Unit Members who are high risk or have a high-risk immediate member of their family living within their household, according to CDC guidelines.
- b. At the end of the 2020-2021 school year, students in the virtual learning program will return to the school they were assigned to on July 1, 2020.
- c. At the end of the 2020-2021 school year, Unit Members voluntarily or involuntarily assigned to the virtual school will be considered returned to their previous position/grade/level/track/content/site they were assigned to prior to beginning 2020-2021 virtual staffing for the purposes of staffing decisions for the 2021-2022 school year.
- d. At the end of the 2020-2021 school year, Unit Members voluntarily or involuntarily reassigned or displaced due to the virtual school staffing will be considered returned to their previous position/grade/level/track/content/site they were assigned to prior to beginning 2020-2021 virtual staffing for the purposes of staffing decisions for the 2021-2022 school year.

**MOU: COVID SCHOOL REOPENING 2020**

e. The district will select existing probationary/permanent members for virtual school vacancies. In the event an existing probationary/permanent member does not apply or accept a virtual position vacancy, it may be flown for outside hire.

2) Working Conditions

- a. Unit Members working in the virtual learning program will utilize Edgenuity/Odysseyware for instruction. Unit members may supplement with additional materials as needed.
- b. All other provisions of this agreement apply to Unit members assigned to the virtual learning program.
- c. Expectations for reporting to a worksite will be aligned to the expectations for all other Unit Members based on the instructional model in place in the district. In an effort to best support virtual learning, Unit Members assigned to the virtual learning program will be assigned to a district site and provided an isolated workspace (no students/limited staff interactions). It is the intent of both parties to minimize Unit Member movement and provide opportunities to remain at their current site to the extent possible. If this is not possible, a comparable location will be provided that is geographically similar.
- d. Teachers assigned to the virtual setting will be supervised by the worksite principal and virtual administrator.

3) Elementary Staffing Decisions

a. Staffing will be consistent with current class size/case load caps as bargained in the 2019-2020 collective bargaining agreement.

4) Secondary Staffing Decisions

- a. The intent is to maximize full time positions at the virtual school.
- b. Staffing will be consistent with current class size/case load caps as bargained in the 2019-2020 collective bargaining agreement.
- c. If 5 sections exist, a full-time position will be established
- d. If less than 4 sections exist, the sections may be offered by section (sold preps). If exactly 4 sections exist, the district and the association will consult.
- e. No Unit Member shall be offered more than one sold prep until all other appropriately credentialed Unit Members have been offered an additional section (sold prep).

5) Training

a. Any class that is not supported by the Odysseyware/Edgenuity will be given the option of release days or paid planning time.

6) Support Services

- a. Staff support services with equitable percentages across sites.
- b. The intent is to provide focused FTE positions for virtual support services and limit split positions to the greatest extent possible.
- c. The intent is to staff the virtual school according to current practice
- d. Factors to be considered are enrollment, students on IEPs, EL status, Title 1 status, low SES status.
- e. As soon as enrollment is established, the staffing will be determined, shared with the Association, and posted for transfer.
- f. Caseloads will be comparable to brick and mortar sites.
- g. IEPs and services will be provided virtually.

**XX. Communications to Members**

CNUSD will make every effort to inform/update Non-Management Certificated Staff regarding new information, prior to sending such information out to Parents, Students, the Community at-large, or publishing for public access.

**XXI. Agreement to Meet and Negotiate**

The parties agree to meet digitally within ten (10) calendar days, unless otherwise mutually agreed upon, to negotiate any guidance from the California Department of Education, the Federal Department of Education, and/or any Federal, State, or County directives that impact matters within the scope of representation. In the event the State of California alters requirements for schools in response to COVID-19, the parties agree within ten (10) calendar days, unless otherwise mutually agreed upon, to negotiate the impacts. All components of the current Collective Bargaining Agreement between CNTA and Corona-Norco Unified School District not addressed by the terms of this agreement shall remain in full effect. This agreement is non-precedent setting. The parties understand the coronavirus (COVID-19) pandemic situation is very fluid and mutually agree to review the provisions of the MOU, as necessary.

This MOU addresses the negotiable effects of the coronavirus (COVID-19). The District and/or Association reserve the right to negotiate any additional impacts and/or additional school effects in the 2020-2021 school year.

**XXII. Terms of Agreement**

The Terms of this agreement shall sunset December 31, 2020, unless both parties mutually agree upon an extension.

The CNUSD School Board will determine any future transition between instructional models at a formal public meeting by majority vote. If the Board makes a decision to transition students from remote learning to hybrid or any in-person learning, the parties agree to negotiate this agreement within ten (10) calendar days, unless otherwise mutually agreed upon, with three (3) weeks between decision and implementation.


The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree. This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree.

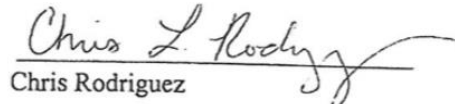
This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

Agreed 8:45 PM July 16, 2020

For CNUSD:

  
Glen Gonsalves  
Assistant Superintendent Human Resources

For CNTA:

  
Chris Rodriguez  
President

7/16/20  
Date

July 16, 2020  
Date

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

Novel Coronavirus (COVID-19) - July 16, 2020  
Addendum July 30, 2020

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“CNTA”) enter this Memorandum of Understanding (“MOU”) addendum regarding the school reopening related to the Novel Coronavirus (COVID-19).

The District and CNTA agree to the following:

1) Bell Schedules

- a. Human Resources will provide CNTA with the names and emails of all members assigned to sites in traditional/remote/virtual models.

**MOU: COVID SCHOOL REOPENING 2020 ADDENDUM**

- 1           b. CNTA will provide the messaging and conduct a vote at the comprehensive secondary level on
- 2            keeping their current format or moving to the other optional format (i.e. block vs meeting with every
- 3            class daily).
- 4           c. The voting process will be conducted digitally per Site Waiver contract language.
- 5           d. Two standardized schedules for each format (one block and one daily meeting with all classes) will
- 6            be provided to be voted upon by all comprehensive secondary schools.
- 7           e. The voting process and bell schedule changes are not precedent setting, and all site bell schedules
- 8            will be returned to their 2019-2020 bell schedule for the 2021-2022 year.
- 9           f. The following bell schedules apply to 2020-2021 remote/virtual instructional model only

Preschool 5 Day AM Remote Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2019-2020 Start Time</b>					
<b>Teaching/Learning Block 1</b> (86 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Break Time</b> (15 minutes)	(As scheduled by teacher)				
<b>Teaching/Learning Block 1</b> (86 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Lunch</b> (60 minutes)	Teacher Duty Free Lunch				
<b>Remote Support Time</b> (__minutes)	Student Support Time Office Hours				
<b>2019-2020 Dismissal Time</b>					
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member. Teaching/Learning: Daily live interaction time + time value of assignments = 172 minutes				

Preschool 5 Day PM Remote Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2019-2020 Start Time</b>					
<b>Remote Support Time</b> (__ minutes)	Student Support Time/Office Hours				
<b>Lunch</b> (60 minutes)	Teacher Duty Free Lunch				
<b>Teaching/Learning Block 1</b> (86 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Break Time</b> (15 minutes)	(As scheduled by teacher)				
<b>Teaching/Learning Block 1</b> (86 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>2019-2020 Dismissal Time</b>					
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member. Teaching/Learning: Daily live interaction time + time value of assignments = 172 minutes				

TK/K AM Remote Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2019-2020 Start Time</b>					
<b>Teaching/Learning Block 1</b> (90 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Break Time</b> (15 minutes)		(As scheduled by teacher)			
<b>Teaching/Learning Block 1</b> (90 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Lunch per the TK/K MOU</b>		Teacher Duty Free Lunch per TK/K MOU			
<b>Remote Support Time per the TK/K MOU</b> (__ minutes)		Student Support Time (as defined in the TK/K MOU)/Office Hours			
<b>2019-2020 Dismissal Time</b>					
<b>Preparation Time</b>	Teaching/Learning: Daily live interaction time + time value of assignments = 180 minutes Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.				



TK/K PM Remote Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2019-2020 Start Time</b>					
<b>Remote Support Time per the TK/K MOU (___minutes)</b>	Student Support Time (as defined in the TK/K MOU)/Office Hours				
<b>Lunch per the TK/K MOU</b>	Teacher Duty Free Lunch per TK/K MOU				
<b>Teaching/Learning Block 1 (90 minutes)</b>	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Break Time (15 minutes)</b>	(As scheduled by teacher)				
<b>Teaching/Learning Block 1 (90 minutes)</b>	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>2019-2020 Dismissal Time</b>					
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.				
	Teaching/Learning: Daily live interaction time + time value of assignments = 180 minutes				

1<sup>st</sup>-6<sup>th</sup> Grade Remote Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2019-2020 Start Time</b>					
<b>Teaching/Learning Block 1</b> (150 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Break Time</b> (15 minutes)	(As scheduled by teacher)				
<b>Teaching/Learning Block 2</b> (90 minutes)	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Lunch</b> (60 minutes)	Teacher Duty Free Lunch				
<b>Remainder of Non-Instructional Minutes</b> (____minutes)	Afternoon Recess/Additional Recess Time				
<b>Remote Support Time</b> (____minutes)	Student Support Time/Office Hours				
<b>2019-2020 Dismissal Time</b>					
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member. Teaching/Learning: Daily live interaction time + time value of assignments = 240 minutes				

Middle School Remote 6 Period Block Schedule

	Mon/Wed	Tues/Thurs	Friday (6 period model)
<b>2019-2020 Start Time</b>			<b>2019-2020 Start Time</b>
<b>Block 1 (80 minutes)</b>	Period 1	Period 2	<b>Period 1 (40 minutes)</b>
<b>Pass (5 minutes)</b>			<b>Pass (5 minutes)</b>
<b>Block 2 (80 minutes)</b>	Period 3	Period 4	<b>Period 2 (40 minutes)</b>
<b>Pass (5 minutes)</b>			<b>Pass (5 minutes)</b>
<b>Block 3 (80 minutes)</b>	Period 5	Period 6	<b>Period 3 (40 minutes)</b>
<b>Lunch (60 minutes)</b>	Teacher Duty Free Lunch		<b>Period 4 (40 minutes)</b>
<b>Remote Support Time</b>	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule	<b>Period 5 (40 minutes)</b> <b>Pass (5 minutes)</b> <b>Period 6 (40 minutes)</b>
<b>2019-2020 Dismissal Time</b>	End of Lunch to 19-20 Dismissal Time		<b>Lunch (60 minutes)</b> Teacher Duty Free Lunch
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes			

Intermediate School Remote 6 Period Day Schedule

<b>Monday- Friday</b>	
<b>2019-2020 Start Time</b>	
<b>Period 1 (40 minutes)</b>	Remote Learning (Period 1 Daily Live Interaction + Practice/Assignments)
<b>Pass (5 minutes)</b>	
<b>Period 2 (40 minutes)</b>	Remote Learning (Period 2 Daily Live Interaction + Practice/Assignments)
<b>Pass (5 minutes)</b>	
<b>Period 3 (40 minutes)</b>	Remote Learning (Period 3 Daily Live Interaction + Practice/Assignments)
<b>Pass (5 minutes)</b>	
<b>Period 4 (40 minutes)</b>	Remote Learning (Period 4 Daily Live Interaction + Practice/Assignments)
<b>Pass (5 minutes)</b>	
<b>Period 5 (40 minutes)</b>	Remote Learning (Period 5 Daily Live Interaction + Practice/Assignments)
<b>Pass (5 minutes)</b>	
<b>Period 6 (40 minutes)</b>	Remote Learning (Period 6 Daily Live Interaction + Practice/Assignments)
<b>Lunch (60 minutes)</b> Teacher Duty Free Lunch	Teacher Duty Free Lunch
<b>Remote Support Time</b>	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>2019-2020 Dismissal Time</b>	End of Lunch to 19-20 Dismissal Time
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes	

Intermediate School Remote 7 Period Block Schedule

	Mon/Wed	Tues/Thurs	Friday
<b>2019-2020 Start Time</b>			<b>2019-2020 Start Time</b>
<b>Block 1 (68 minutes)</b>	Period 1	Period 2	Period 1 (35 minutes)
<b>Pass (5 minutes)</b>			Pass (5 minutes)
<b>Block 2 (68 minutes)</b>	Period 3	Period 4	Period 2 (35 minutes)
<b>Pass (5 minutes)</b>			Pass (5 minutes)
<b>Block 3 (68 minutes)</b>	Period 5/7	Period 6	Period 3 (35 minutes)
<b>Pass (5 minutes)</b>			Pass (5 minutes)
<b>Block 4 (36 minutes)</b>	Period 5/7	Period 5/7	Period 4 (35 minutes)
<b>Lunch (60 minutes)</b>	Teacher Duty Free Lunch		Period 5 (35 minutes)
<b>Remote Support Time</b>	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule	Pass (5 minutes) Period 6 (35 minutes) Pass (5 minutes) Period 7 (35 minutes) Lunch (60 minutes) Teacher Duty Free Lunch
<b>2019-2020 Dismissal Time</b>			<b>2019-2020 Dismissal Time</b> Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes			

Intermediate School **Remote** 7 Period Day Schedule

<b>Monday- Friday</b>	
<b>2019-2020 Start Time</b>	
Period 1 (35 min)	Remote Learning (Period 1 Daily Live Interaction + Practice/Assignments)
Pass (5 min)	
Period 2 (35 min)	Remote Learning (Period 2 Daily Live Interaction + Practice/Assignments)
Pass (5 min)	
Period 3 (35 min)	Remote Learning (Period 3 Daily Live Interaction + Practice/Assignments)
Pass (5 min)	
Period 4 (35 min)	Remote Learning (Period 4 Daily Live Interaction + Practice/Assignments)
Pass (5 min)	
Period 5 (35 min)	Remote Learning (Period 5 Daily Live Interaction + Practice/Assignments)
Pass (5 min)	
Period 6 (35 min)	Remote Learning (Period 6 Daily Live Interaction + Practice/Assignments)
Pass (5 min)	
Period 7 (35 min)	Remote Learning (Period 7 Daily Live Interaction + Practice/Assignments)
<b>Lunch (60 min)</b>	Teacher Duty Free Lunch
<b>Remote Support Time</b>	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>2019-2020 Dismissal Time</b>	End of Lunch to 19-20 Dismissal Time
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes	



High School Remote 6 Period Block Schedule

	Mon/Wed	Tues/Thurs	Friday (6 period model)
2019-2020 Start Time			2019-2020 Start Time
Block 1 (80 minutes)	Period 1	Period 2	Period 1 (40 minutes)
Pass (8 minutes)			Pass (8 minutes)
Block 2 (80 minutes)	Period 3	Period 4	Period 2 (40 minutes)
Pass (8 minutes)			Pass (8 minutes)
Block 3 (80 minutes)	Period 5	Period 6	Period 3 (40 minutes)
Pass (8 minutes)			Pass (8 minutes)
Block 4 (80 minutes)	Period 5	Period 6	Period 4 (40 minutes)
Pass (8 minutes)			Pass (8 minutes)
Block 5 (80 minutes)	Period 5	Period 6	Period 5 (40 minutes)
Pass (8 minutes)			Pass (8 minutes)
Block 6 (80 minutes)	Period 5	Period 6	Period 6 (40 minutes)
Pass (8 minutes)			Pass (8 minutes)
Lunch (60 minutes)	Teacher Duty Free Lunch	Teacher Duty Free Lunch	Lunch (60 minutes) Teacher Duty Free Lunch
Remote Support Time	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule	Remote Support Time Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
2019-2020 Dismissal Time	Teaching/Learning: Daily live interaction time + time value of assignments =240		2019-2020 Dismissal Time
	Instructional minutes		

High School Remote 6 Period Day Schedule

<b>Monday- Friday</b>	
<b>2019-2020 Start Time</b>	
<b>Period 1 (40 minutes)</b>	Remote Learning (Period 1 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 minutes)</b>	
<b>Period 2 (40 minutes)</b>	Remote Learning (Period 2 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 minutes)</b>	
<b>Period 3 (40 minutes)</b>	Remote Learning (Period 3 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 minutes)</b>	
<b>Period 4 (40 minutes)</b>	Remote Learning (Period 4 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 minutes)</b>	
<b>Period 5 (40 minutes)</b>	Remote Learning (Period 5 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 minutes)</b>	
<b>Period 6 (40 minutes)</b>	Remote Learning (Period 6 Daily Live Interaction + Practice/Assignments)
<b>Lunch (60 minutes)</b> Teacher Duty Free Lunch	Teacher Duty Free Lunch
<b>Remote Support Time</b>	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>2019-2020 Dismissal Time</b>	End of Lunch to 19-20 Dismissal Time
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes	



Pollard Remote Schedule

		Daily
2019-2020 Start Time	8:15am	
Block 1 (45 minutes)		Period 1/2
Pass (10 minutes)		
Block 2 (45 minutes)		Period 3/4
Pass (10 minutes)		
Block 3 (45 minutes)		Homeroom
Pass (10 minutes)		
Block 4 (45 minutes)		Period 5/6
Lunch (60 minutes)		
Remote Support Time	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
2019-2020 Dismissal Time	1:36pm	
Teaching/Learning: Daily live interaction time + time value of assignments = 180 Instructional minutes		

JFK Remote Schedule

2019-2020 Start Time		7:40am	Mon/Wed	Tues/Thurs	Friday
Block 1 (80 instructional minutes + 25 remote support minutes)	7:40-9:25am		Period 1	Period 2	2019-2020 Start Time 7:40am-8:20am
Pass (10 minutes)	9:25-9:35am				Pass (5 minutes) 8:20am-8:25am
Block 2 (80 instructional minutes + 10 remote support minutes)	9:35-11:05am		Period 3	Period 4	Period 2 (40 minutes) 8:25am-9:05am
Lunch (60 minutes)	11:05am-12:05pm		Teacher Duty Free Lunch		Pass (5 minutes) 9:05am-9:10am
Excel (30 minutes)	12:05-12:35pm		Excel	Excel	Period 3 (40 minutes) 9:10am-9:50am
Pass (10 minutes)	12:35-12:45pm				Pass (5 minutes) 9:50am-9:55am
Block 4 (80 instructional minutes + 25 remote support minutes)	12:45-2:30pm		Period 5	Period 6	Period 4 (40 minutes) 9:55am-10:35am
2019-2020 Dismissal Time	2:30pm				Pass (5 minutes) 10:35am-10:40am
*Remainder of prep due in schedule should be scheduled during remote support minutes.					
<p><b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes</p>					
<p><b>Lunch (60 minutes)</b> Teacher Duty Free Lunch</p> <p><b>Remote Student Support Time</b> Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule</p> <p><b>*2019-2020 Dismissal Time: 2:30pm</b></p>					

Orange Grove Remote Schedule

		<b>Monday- Friday</b>
<b>2019-2020 Start Time</b>		<b>8:25am</b>
<b>Period 1 (36 min)</b>		Remote Learning (Period 1 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 min)</b>		
<b>Period 2 (36 min)</b>		Remote Learning (Period 2 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 min)</b>		
<b>Period 3 (36 min)</b>		Remote Learning (Period 3 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 min)</b>		
<b>Period 4 (36 min)</b>		Remote Learning (Period 4 Daily Live Interaction + Practice/Assignments)
<b>Pass (8 min)</b>		
<b>Period 5 (36 min)</b>		Remote Learning (Period 5 Daily Live Interaction + Practice/Assignments)
<b>Lunch (60 minutes)</b>		Teacher Duty Free Lunch
<b>Remote Support Time (___ min)</b>		Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings
<b>2019-2020 Dismissal Time</b>		<b>1:30pm</b>
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments = 180 Instructional minutes		

Preschool 4 Day AM Virtual Schedule

Teaching/Learning: Daily live interaction time + time value of assignments = 124 minutes  
 \*Block 1 and Block 2 can be interchanged as determined by teacher

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start Time</b>					
<b>Block 1*</b> (124 minutes)	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	IEP Day
<b>Lunch</b> (60 minutes)			Teacher Duty Free Lunch		
<b>Block 2*</b> (176 minutes)	Student Support Time /Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading, IEPs				
<b>End Time</b>					
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.				

Preschool 5 Day Virtual Schedule

Teaching/Learning: Daily live interaction time + time value of assignments = 172 minutes *Block 1 and Block 2 can be interchanged as determined by teacher					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start Time</b>	8:30am				
<b>Block 1*</b> (172 minutes)	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL
<b>Lunch</b> (60 minutes)	Teacher Duty Free Lunch				
<b>Block 2*</b> (128 minutes)	Student Support Time /Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading, IEPs				
<b>End Time</b>	2:30pm				
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.				

TK/K Virtual Schedule

Teaching/Learning: Daily live interaction time + time value of assignments = 180 minutes *Block 1 and Block 2 can be interchanged as determined by teacher						
	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>Start Time</b>						
<b>Block 1*</b> (180 minutes)	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	
<b>Lunch</b> (60 minutes)	Teacher Duty Free Lunch					
<b>Block 2*</b> (120 minutes)	Student Support Time /Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading					
<b>End Time</b>						
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.					

1-6 Grade **Virtual** Schedule

Teaching/Learning: Daily live interaction time + time value of assignments = 240 minutes  
 \*Block 1 and Block 2 can be interchanged as determined by teacher

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start Time</b>					
<b>Block 1*</b> (240 minutes)	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL	Remote Teaching/ Learning/SEL
<b>Lunch</b> (60 minutes)			Teacher Duty Free Lunch		
<b>Block 2*</b> (60 minutes)	Student Support Time /Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading				
<b>End Time</b>					
<b>Preparation Time</b>	Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.				

Secondary **Virtual** 6 Period Schedule

<b>Monday-Friday</b>	
<b>Start Time</b>	<b>8:00am</b>
<b>Remote Support Time (120 minutes of independent time value of assignments+ 120 minutes of support)</b>	Individual/Small Group Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>Lunch (60 Min)</b>	Duty Free Lunch
<b>Period 1 (20 minutes)</b>	
<b>Period 2 (20 minutes)</b>	
<b>Period 3 (20 minutes)</b>	
<b>Period 4 (20 minutes)</b>	
<b>Period 5 (20 minutes)</b>	
<b>Period 6 (20 minutes)</b>	
<b>Dismissal Time</b>	<b>3:00pm</b>
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes	



Displacements

- 1) At the end of the 2020-2021 school year, Unit Members voluntarily or involuntarily reassigned or displaced due to the virtual school staffing will be considered returned to their previous position/grade/level/track/content/site they were assigned to prior to July 24, 2020 for the purposes of staffing decisions for the 2021-2022 school year.
- 2) For the purposes of COVID displacements after 7/24/2020, unit members may be reassigned consecutively through displacement in the 2020-2021 school year. All other displacement procedures will apply.

Terms of Agreement

- 1) The Terms of this addendum shall sunset June 30<sup>th</sup> 2021, unless both parties mutually agree upon an extension.

For CNUSD:

\_\_\_\_\_  
 Glen Gonsalves  
 Assistant Superintendent Human Resources

\_\_\_\_\_  
Date

For CNTA:

*Chris L. Rodriguez*  
 \_\_\_\_\_  
 Chris Rodriguez  
 President

\_\_\_\_\_  
 7/30/2020  
 \_\_\_\_\_  
 Date

**MEMORANDUM OF UNDERSTANDING  
 BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION  
 AND  
 THE CORONA-NORCO UNIFIED SCHOOL DISTRICT  
 Novel Coronavirus (COVID-19) July 16, 2020  
 Addendum  
 Holiday/Special Program Bell Schedules  
 August 7, 2020**

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The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) addendum regarding the school closure related to Novel Coronavirus (COVID-19).

The District and CNTA agree to the following:

**Holiday Schedules**

If in remote learning for explicitly the weeks listed all high schools utilizing block schedules will have an odd block on Tuesday/Thursday, even block on Wednesday/Friday and will not have a common day that week.

- August 10, 2020
- September 7, 2020
- January 18, 2021
- February 8, 2021
- February 15, 2021

**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

<b>2019-2020 Start Time</b>		<b>Tues/Thurs</b>	<b>Wed/Friday</b>
<b>Block 1 (80 minutes)</b>		Period 1	Period 2
<b>Pass (8 minutes)</b>			
<b>Block 2 (80 minutes)</b>		Period 3	Period 4
<b>Pass (8 minutes)</b>			
<b>Block 3 (80 minutes)</b>		Period 5	Period 6
<b>Lunch (60 minutes)</b>		Teacher Duty Free Lunch	
<b>Remote Support Time (____ minutes)</b>		Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of Prep	
<b>2019-2020 Dismissal Time</b>			
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes			

1 If in remote learning for explicitly the weeks listed all intermediate schools utilizing 6 period block schedules will  
 2 have an odd block on Tuesday/Thursday, even block on Wednesday/Friday and will not have a common day that  
 3 week.

- 4 • August 10, 2020
- 5 • September 7, 2020
- 6 • January 18, 2021
- 7 • February 8, 2021
- 8 • February 15, 2021
- 9 • March 15, 2021

		<b>Mon/Wed</b>	<b>Tues/Thurs</b>
<b>2019-2020 Start Time</b>			
<b>Block 1 (80 minutes)</b>		Period 1	Period 2
<b>Pass (5 minutes)</b>			
<b>Block 2 (80 minutes)</b>		Period 3	Period 4
<b>Pass (5 minutes)</b>			

**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

<b>Block 3 (80 minutes)</b>		Period 5	Period 6
<b>Lunch (60 minutes)</b>		Teacher Duty Free Lunch	
<b>Remote Support Time</b>	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule	
<b>2019-2020 Dismissal Time</b>			
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes			

1 If in remote learning for explicitly the weeks listed all intermediate schools utilizing 7 period block schedules will  
 2 have an odd block on Tuesday/Thursday, even block on Wednesday/Friday and will not have a common day that  
 3 week.

- 4 • August 10, 2020
- 5 • September 7, 2020
- 6 • January 18, 2021
- 7 • February 8, 2021
- 8 • February 15, 2021
- 9 • March 15, 2021

		<b>Tues/Thurs</b>	<b>Wed/Friday</b>
<b>2019-2020 Start Time</b>			
<b>Block 1 (68 minutes)</b>		Period 1	Period 2
<b>Pass (5 minutes)</b>			
<b>Block 2 (68 minutes)</b>		Period 3	Period 4
<b>Pass (5 minutes)</b>			
<b>Block 3 (68 minutes)</b>		Period 5/7	Period 6
<b>Pass (5 minutes)</b>			
<b>Block 4 (36 minutes)</b>		Period 5/7	Period 5/7
<b>Lunch (60 minutes)</b>		Teacher Duty Free Lunch	

**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

<b>Remote Support Time</b>	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>2019-2020 Dismissal Time</b>		
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes		

1 If in remote learning for explicitly the week of November 9, 2020 all high schools utilizing block schedules will have  
2 an odd block on Monday/Thursday, even block on Tuesday/Friday and will not have a common day that week.

<b>2019-2020 Start Time</b>		<b>Mon/Thurs</b>	<b>Tues/Friday</b>
<b>Block 1 (80 minutes)</b>		Period 1	Period 2
<b>Pass (8 minutes)</b>			
<b>Block 2 (80 minutes)</b>		Period 3	Period 4
<b>Pass (8 minutes)</b>			
<b>Block 3 (80 minutes)</b>		Period 5	Period 6
<b>Lunch (60 minutes)</b>		Teacher Duty Free Lunch	
<b>Remote Support Time (___ minutes)</b>		Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of Prep	
<b>2019-2020 Dismissal Time</b>			
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes			

3 If in remote learning for explicitly the week of November 9, 2020 all intermediate schools utilizing 6 period block  
4 schedules will have an odd block on Monday/Thursday, even block on Tuesday/Friday and will not have a common  
5 day that week.

		<b>Mon/Thurs</b>	<b>Tues/Fri</b>
<b>2019-2020 Start Time</b>			
<b>Block 1 (80 minutes)</b>		Period 1	Period 2

**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

<b>Pass (5 minutes)</b>			
<b>Block 2 (80 minutes)</b>		Period 3	Period 4
<b>Pass (5 minutes)</b>			
<b>Block 3 (80 minutes)</b>		Period 5	Period 6
<b>Lunch (60 minutes)</b>		Teacher Duty Free Lunch	
<b>Remote Support Time</b>	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule	
<b>2019-2020 Dismissal Time</b>			
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes			

1 If in remote learning for explicitly the week of November 9, 2020 all intermediate schools utilizing 7 period block  
 2 schedules will have an odd block on Monday/Thursday, even block on Tuesday/Friday and will not have a common day  
 3 that week.

	<b>Mon/Thurs</b>	<b>Tues/Friday</b>
<b>2019-2020 Start Time</b>		
<b>Block 1 (68 minutes)</b>	Period 1	Period 2
<b>Pass (5 minutes)</b>		
<b>Block 2 (68 minutes)</b>	Period 3	Period 4
<b>Pass (5 minutes)</b>		
<b>Block 3 (68 minutes)</b>	Period 5/7	Period 6
<b>Pass (5 minutes)</b>		
<b>Block 4 (36 minutes)</b>	Period 5/7	Period 5/7
<b>Lunch (60 minutes)</b>	Teacher Duty Free Lunch	

**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

<b>Remote Support Time</b>	End of Lunch to 19-20 Dismissal Time	Individual Student Support Time Professional Development PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting Attendance/Grading IEP's/SST's/504's/Parent Meetings Remainder of prep due in schedule
<b>2019-2020 Dismissal Time</b>		
<b>Teaching/Learning:</b> Daily live interaction time + time value of assignments =240 Instructional minutes		

- 1 **Semesters Finals**  
 2 CNTA site reps and Administration will collaboratively determine Finals Schedule for High School sites. Finals week  
 3 listed below:  
 4 • Week of December 14, 2020  
 5 • Week of May 31, 2021

6 **Adjustments to Site Bell Schedules/Calendars During Remote Learning**  
 7 No adjustments shall be made unless they are mutually agreed upon through negotiations between the CNTA and  
 8 CNUSD Bargaining Teams.

9 **Special Program Schedules**  
 10 Cub Academy at Pollard 7-8 grade to be bargained when students are enrolled into the program.  
 11 Adult Transition Remote and Virtual Schedule

START	END	ACTIVITY	MINUTES	MINUTES
19-20 Start Time	____AM	BLOCK	180	
____AM	____AM/PM	LUNCH		60
____PM	19-20 Dismissal Time	REMOTE SUPPORT		___ Minutes
<b>TOTAL MINUTES</b>			180	___ Minutes

12 Victress Bower Remote and Virtual Schedules  
 13 **PRE-K/K**

START	END	ACTIVITY	MINUTES	MINUTES
8:50 AM	9:50 AM	BLOCK 1	60	
9:50 AM	10:05 AM	BREAK		15
10:05 AM	11:05 AM	BLOCK 1	60	
11:05 AM	12:05 PM	LUNCH		60
12:05 PM	2:50 PM	REMOTE SUPPORT		165
<b>TOTAL MINUTES</b>			120	240

**1st - Adult**

START	END	ACTIVITY	MINUTES	MINUTES
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**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

8:50 AM	10:50 AM	BLOCK 1	120	
10:50 AM	11:05 AM	BREAK		15
11:05 AM	1:05 PM	BLOCK 1	120	
1:05 PM	2:05 PM	LUNCH		60
2:05 PM	3:06 PM	REMOTE SUPPORT		61

TOTAL MINUTES	240	136
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**MOU: COVID HOLIDAY BELL SCHEDULE 2020**

4 Day AM/PM Remote Bell Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>2019-2020 Start Time</b>	<b>8:30am</b>					
<b>Teaching/Learning Cohort 1</b> (120 minutes)		Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Student Support Time/Office Hours/IEPs
<b>Teaching/Learning Cohort 2</b> (120 minutes)		Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning	Remote Teaching/Learning
<b>Lunch</b> (60 minutes)		Teacher Duty Free Lunch				
<b>Remote Support Time</b> (60 minutes)		Student Support Time /Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading, IEPs				
<b>2019-2020 Dismissal Time</b>	<b>2:30pm</b>					
<b>Preparation Time</b>		Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.				
		Teaching/Learning: Daily live interaction time + time value of assignments = 120 minutes per cohort				

**For CNU&D:** 

Glen Gonsalves  
Assistant Superintendent Human Resources  
8/17/20  
Date 8/17/20

**For CNTA:** 

Chris Rodriguez  
President  
Date



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

**COVID 19 Vaccination Verification  
September 14, 2021**

In order to comply with California Department of Public Health Officer Order (CDPH) of Aug. 11, 2021, the Corona-Norco Unified School District ("District") and Corona-Norco Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding COVID-19 Vaccination Verification. The health order mandates that all public school employees be tested for COVID 19 weekly or submit proof of being fully vaccinated against COVID 19.

**Definitions as per the CDPH Order of 8.11.2021:**

**Fully Vaccinated:** Unit members are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a 2-dose series or two weeks or more after they have received a single-dose vaccine.

**Incompletely Vaccinated:** Unit members that have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.

**Unvaccinated:** Unit members who have not received any doses of COVID 19 vaccine or whose status is unknown.

**Vaccine Status as per the CDPH:**

All schools identified in this Order must verify vaccine status of all workers.

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. a digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.

Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

Unit members shall have a minimum of five work days to submit proof of vaccine status to the district's Human Resources department by uploading directly to a designated confidential HIPAA-compliant electronic platform or delivering in-person by September 24, 2021.

Unit members can still submit vaccination status beyond September 24, 2021, but, if proof of being fully vaccinated is not submitted by October 15, 2021, they must be tested weekly.

At any point after September 24, 2021 if a unit member submits proof of being fully vaccinated, the unit member will be exempt from further testing.

**COVID-19 Testing as per CDPH:**

Unit members will be required to submit proof of completing an approved COVID-19 test each week (within at least 7 days from their last test). Unit members that are fully vaccinated shall be exempt from testing by submitting proof of vaccination. As stipulated in the Order, previous

**MOU: COVID VACCINATION VERIFICATION 2021**

history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, does not waive this requirement for testing.

**Further Negotiations:**

After the collection of proof of vaccination, CNFA and CNUSD agree to meet on September 30, 2021 to negotiate language specific to testing locations and availability for testing each day.

Voluntary testing will not commence prior to October 4, 2021.

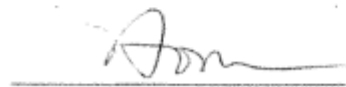
**Terms of Agreement**

The Terms of this agreement shall sunset in the event the testing order is rescinded or on June 30, 2022.

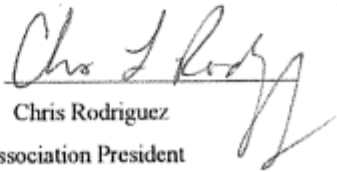
The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree.

This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

Date Signed: September 15, 2021



Reginald Thompkins  
Assistant Superintendent



Chris Rodriguez  
Association President

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

**Winter Break Extended Learning**


**December 14, 2021**


As a result of the COVID 19 pandemic, some high school students have fallen behind academically and are in danger of not graduating on time. It is the intent of this agreement to provide teachers and students who are in the Virtual Edgenuity/OdeseyWare course the opportunity to continue to work, on a voluntary basis through the winter break, so that students have additional time to complete their work and pass critical core classes.

CNUSD and CNTA agree to the following:

1. Teachers who teach the Virtual Edgenuity/OdeseyWare course may leave their platforms open during the winter break on a volunteer basis to allow students who need to keep working in order to earn a passing grade. The teacher will select the students and invite them to participate in the winter break extended learning. Teachers shall prioritize seniors (12<sup>th</sup> grade students) who are in danger of not graduating on time. Courses are to be closed January 7, 2022 for final grade reporting during the week of January 11, 2022.
2. Teachers who choose to keep their course open during the break may submit a time card not to exceed 15 hours at per diem rate and agree to the following expectations:
  - a. Due to the compressed timeframe for student course completion, respond to student concerns within 24 hours (Monday thru Friday).
  - b. Define and set a daily 1-hour time frame to communicate with students, or respond as needed.
  - c. Teachers are not expected to work during recognized holidays.

This MOU shall not be precedent setting.  
This MOU shall expire on January 31, 2022.

  
\_\_\_\_\_  
Reginald Thompkins  
Assistant Superintendent, CNUSD

  
\_\_\_\_\_  
Chris Rodriguez  
President, CNTA

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

3 **Dual Enrollment**

4 **May 24, 2022**

5 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the Dual Enrollment program at the comprehensive High Schools in the District.

8 The availability and diversity of course selection on the comprehensive high school campuses is important to both the District and the Association. In order to maintain diverse course offerings on the CNUSD High School campuses and mitigate negative impacts to Bargaining Unit Members, the Parties agree to the following:

- 9 1. For Fall 2022, CNTA and CNUSD agree to only offer the attached Dual Enrollment classes.
- 10 2. CNTA and CNUSD shall meet in Fall 2022 to conceptualize potential structures for the Dual Enrollment program.
- 11 3. CNUSD agrees to meet with Norco College to discuss the conceptual structure for the Dual Enrollment program in order to update the agreement with Norco College for the spring of 2023.
- 12 4. CNTA and CNUSD shall meet and bargain the Dual Enrollment program after the Norco College agreement is updated and by April 30, 2023.
- 13 5. This MOU shall not be precedent setting.
- 14 6. This MOU shall expire on June 30, 2023.
- 15
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**MOU: DUAL ENROLLMENT**

Rev. May 16,2022		NORCO COLLEGE School Dual Enrollment - FALL 2022						
School Name		Course Number and Name	Start Time	End Time	Day(s)	Section #	Instructor	CLASSROOM
CENTENNIAL HS		AHS-9 African Art History	6:55AM	8:20AM	MW	39201		
		MUS-23 History of Rock & Roll	6:55AM	8:20AM	T TH	39276		
	Pending Chair APP	COM-11 Storytelling	3:45PM	5:10PM	T TH			
		ENE-10 Intro to Engineering	3:45PM	5:10PM	M W	39232		
		GUI-47 Career Expl/Life Planning	3:45PM	5:10PM	M W	39142		
	Contact Information: DuJuan (DJ) Johnson (AP) 951.739.5670 ext. 20040 dj.johnson@cnsud.k12.ca.us Alejandra Villalobos (AP) alejandra.villalobos@cnsud.k12.ca.us Ext. 20303 Nelyda Martinez nelyda.arciniegamart@cnsud.k12.ca.us (Keys 1st day) <b>1820 Rimpau Ave, Corona, CA 92881</b>							
CORONA HS	Crosslisted	BIO-10 Life Scicence Princ.	ONLINE		OL	39169		
		GUI-47 Career Expl/Life Planning	ONLINE		OL	38647		
		MUS-23 History of Rock & Roll	ONLINE		OL	38890		
	Contact Information: Jeyan Danesh (AP) jeyan.danesh@cnsud.k12.ca.us <b>1150 W 10th St, Corona, CA 92882</b>							
ELEANOR ROOSEVELT HS		COM-9 Interpersonal Comm.	ONLINE		OL	39140		
	Crosslisted	BIO-10 Life Scicence Princ.	ONLINE		OL	39180		
	Crosslisted	BUS-14 Social Media ... for Entrep	ONLINE		OL	39111		
		ENG-1B Critical Thinking & Writing	ONLINE		OL	38577		
		GUI-47 Career Expl/Life Planning	6:55AM	8:20AM	M W	39146		
		GUI-47 Career Expl/Life Planning	4:00PM	5:25PM	M W	39143		
		GUI-47 Career Expl/Life Planning	6:55AM	8:20AM	T TH	39147		
		GUI-47 Career Expl/Life Planning	4:00PM	5:25PM	T TH	38651		
		MAT-12 Statistics	7:00AM	8:05AM	MTWTH	38813		
		MAT-1A Calculus I	4:00PM	6:30PM	M W	38836		
		MUS-19 Music Appreciation	4:00PM	5:25PM	T TH	39181		
Contact Information: Anita Shirley (AP) 951.738.2100 ext. 22122 amshirley@cnsud.k12.ca.us Michele Goerling (Clerk) michele.goerlinger@cnsud.k12.ca.us Caroline Cabal (Counselor STEM) ccabal@cnsud.k12.ca.us ext. 22824								

Rev. May 16,2022		NORCO COLLEGE School Dual Enrollment - FALL 2022						
School Name		Course Number and Name	Start Time	End Time	Day(s)	Section #	Instructor	CLASSROOM
<b>7447 Scholar Way, Eastvale, CA 92880</b>								

**MOU: DUAL ENROLLMENT**

Rev. May 16,2022		NORCO COLLEGE School Dual Enrollment - FALL 2022						
School Name		Course Number and Name	Start Time	End Time	Day(s)	Section #	Instructor	CLASSROOM
JFK HS		GUI-48 College Success Strategies	8:00AM	9:25AM	T TH	39160		106
		GUI-48 College Success Strategies	8:00AM	9:25AM	M W	39159		106
		GUI-48 College Success Strategies	9:40AM	11:05AM	M W	39161		106
		GUI-48 College Success Strategies	9:40AM	11:05AM	T TH	39162		106
		Contact Information: Petria Gonzales (Principal) 951.738.2200 petria.gonzales@cnusd.k12.ca.us						
	Erin Cole (AP) ecole@cnusd.k12.ca.us							
	1951 Third St, Norco, CA 92860							
NORCO HS								
	Contact Information: Nick Beronich (AP) 951.736.3241 nberonich@cnusd.k12.ca.us							
	David Bell (Counselor) dbell@cnusd.k12.ca.us ext. 25054 Rachel Turner (Counselor) rachel.turner@cnusd.k12.ca.us							
	2065 Temescal Ave, Norco, CA 92860							
SANTIAGO HS	Crosslisted	BUS-14 Social Media ... for Entrep	ONLINE		OL	39110		
		COM-1 Public Speaking	ONLINE		OL	39138		
	Confirm date	GUI-47 Career Expl/Life Planning	6:55AM	8:20AM	MW OR TTH			
		SOC-10 Race & Ethnic Relations	ONLINE		OL	39063		
		Contact Information: Jon Shaw (AP) 951.739.5609 jon.shaw@cnusd.k12.ca.us						
	Nate Theune (Counselor) ntheune@cnusd.k12.ca.us							

Rev. May 16,2022		NORCO COLLEGE School Dual Enrollment - FALL 2022						
School Name		Course Number and Name	Start Time	End Time	Day(s)	Section #	Instructor	CLASSROOM
	1395 Foothill Pkwy, Corona, CA 92881							

Rev. May 16,2022		NORCO COLLEGE School Dual Enrollment - FALL 2022						
School Name		Course Number and Name	Start Time	End Time	Day(s)	Section #	Instructor	CLASSROOM
GENERAL DUAL ENROLLMENT (AT NORCO COLLEGE)		ADJ-8 Juvenile Law & Procedures	ONLINE		OL	39249		
		BIO-45 Survey of Human Anatomy	ONLINE		OL	39280		
		EAR-20 Child Growth & Develop.	ONLINE		OL	38455		
	UMOJA CENT	GUI-47 Career Expl/Life Planning	4:00PM	5:25PM (Hybrid)	W & OL	39129		
	UMOJA ERHS	GUI-47 Career Expl/Life Planning	4:00PM	5:25PM (Hybrid)	W & OL	39128		

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
 CORONA-NORCO TEACHERS ASSOCIATION  
 AND  
 CORONA-NORCO UNIFIED SCHOOL DISTRICT  
 Novel Coronavirus (COVID-19)  
 Collective Bargaining Agreement Extension  
 December 3, 2021**

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding Collective Bargaining Agreement Extensions.

**Contract Extension**

In order to provide additional time to bargain the collective bargaining agreement reopeners, CNTA and CNUSD, agree to keep the current collective bargaining agreement (contract) in place until June 30, 2022. In addition, all Memos of Understanding (MOUs) within the contract that expire prior to June 30, 2022 shall now expire June 30, 2022. It is the intent of both parties to finish bargaining the successor agreement prior to June 30, 2022.

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CORONA-NORCO UNIFIED SCHOOL DISTRICT  
2022-23 CERTIFICATED BASIC WORK YEAR SALARY SCHEDULE

185 Work Days

<i>Year</i>	<i>CLASS A</i>		<i>CLASS B</i>		<i>CLASS C</i>		<i>CLASS D</i>	
<i>1</i>	<b>72,368</b>	391.18	<b>72,371</b>	391.19	<b>74,610</b>	403.30	<b>78,683</b>	425.31
<i>2</i>	<b>72,860</b>	393.84	<b>74,786</b>	404.25	<b>78,212</b>	422.77	<b>82,475</b>	445.81
<i>3</i>	<b>73,423</b>	396.88	<b>77,400</b>	418.38	<b>81,825</b>	442.30	<b>86,265</b>	466.30
<i>4</i>	<b>75,706</b>	409.22	<b>80,847</b>	437.01	<b>85,451</b>	461.90	<b>90,050</b>	486.76
<i>5</i>	<b>78,802</b>	425.96	<b>84,283</b>	455.58	<b>89,060</b>	481.41	<b>93,845</b>	507.27
<i>6</i>	<b>82,039</b>	443.45	<b>87,715</b>	474.14	<b>93,347</b>	504.58	<b>98,294</b>	531.32
<i>7</i>	<b>85,269</b>	460.91	<b>91,154</b>	492.72	<b>96,962</b>	524.12	<b>102,075</b>	551.76
<i>8</i>	<b>88,502</b>	478.39	<b>94,589</b>	511.29	<b>100,575</b>	543.65	<b>105,872</b>	572.28
<i>9</i>			<b>98,026</b>	529.87	<b>104,181</b>	563.14	<b>109,662</b>	592.77
<i>10</i>					<b>109,940</b>	594.27	<b>113,457</b>	613.28
<i>11-15</i>							<b>119,568</b>	646.31
<i>16-18</i>							<b>121,959</b>	659.24
<i>19-20</i>							<b>124,399</b>	672.43
<i>21-22</i>							<b>126,886</b>	685.87
<i>23-24</i>							<b>129,424</b>	699.59
<i>25-26</i>							<b>132,013</b>	713.58
<i>27</i>							<b>135,296</b>	731.33

- CLASS A Bachelor's Degree plus up to 45 semester units.
- CLASS B Bachelor's Degree plus 45 semester units after the date of Bachelors; or Master's Degree
- CLASS C Bachelor's Degree plus 60 semester units after the date of Bachelor's with Master's Degree; or Master's Degree plus 15 semester units after the date of Master's; or Master's Equivalency
- CLASS D Master's Degree plus 75 semester units after the date of Bachelor's with Master's Degree; or Master's Degree plus 30 semester units after the date of Master's or Master's Equivalency\*\*

\*Advancement may be made from Class B to Class C without a Master's Degree in accordance with the following criteria:  
(Teaching experience is that credited on CNUSD salary schedule.)

- 1) Must be on Class B-9
- 2) Must have any combination listed below:
  - a. 15 years teaching experience and 75 semester units beyond Bachelor's Degree
  - b. 16 years teaching experience and 72 semester units beyond Bachelor's Degree
  - c. 17 years teaching experience and 69 semester units beyond Bachelor's Degree
  - d. 18 years teaching experience and 66 semester units beyond Bachelor's Degree
  - e. 19 years teaching experience and 63 semester units beyond Bachelor's Degree
  - f. 20 years teaching experience and 60 semester units beyond Bachelor's Degree

\*\*Advancement may be made from Class C to Class D without a Master's Degree in accordance with the following criteria:  
(Teaching experience is that credited on CNUSD salary schedule.)

- 1) Must be on Class C-10 with a minimum of 20 years teaching experience
- 2) Must have at least 75 semester units beyond Bachelor's Degree



**CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
**2022-23 SALARY SCHEDULE FOR**  
**TEMP SPECIALISTS**

<b>Hours</b>	<b>Class 1A</b>	<b>Class 1B</b>	<b>Class 1C</b>
3.50	\$113.21	\$145.69	\$194.18
5.75	\$185.99	\$239.35	\$319.02

# CORONA-NORCO UNIFIED SCHOOL DISTRICT

## 2022-23 LEAD PAY SCHEDULE

Intermediate Team Leaders/*Department Heads		High School Department Heads	
Periods Taught by Dept.	Salary	Periods Taught by Dept.	Salary
1 - 6	\$286.00	1 - 5	\$286.00
7 - 11	\$566.00	6 - 9	\$566.00
12 - 17	\$990.00	10 - 14	\$990.00
18 - 23	\$1,416.00	15 - 19	\$1,416.00
24 - 30	\$1,840.00	20 - 29	\$1,840.00
31 or more	\$2,250.00	30 - 39	\$2,250.00
		40 - 55	\$2,666.00
* Maximum of 11 Total Positions per School:		56 - 70	\$3,065.00
- 1 additional position for sixth grade team;		71 - 100	\$3,461.00
- 4 additional positions for year-round schools		101 or more	\$3,858.00

**INTERMEDIATE DEPARTMENTS:**

Language Arts, Math, Science, Social Studies, Special Education, Physical Education, Electives

**HIGH SCHOOL HEAD COUNSELORS:** \$ 1,416.00

**HIGH SCHOOL TEAM LEADERS:** \$ 634.00

Maximum 20 per comprehensive high school; 10 for all others.

**ELEMENTARY TEAM LEADERS:** \$ 531.00

Maximum 8 per school; Includes 1 Special Education.

1. Principals shall encourage teams to schedule team meetings at the mutual convenience of all team members. The planning time available before or after the start of the school day shall be used whenever possible.

2. It is the intent of the district and association that the team leaders and department heads are chosen using a democratic process and all stakeholders input is solicited and considered prior to selection.

Volunteers sought first amongst the entire department or team and, if there are no volunteers, the Principal may select the person with team input. The department/team shall bring a recommendation for the Principal to consider. The Principal shall not be arbitrary nor capricious in choosing. No unit member shall be required to serve in this position. The positions shall have a minimum of a one (1) school year time frame.

**Student Study Team Facilitator(s)** \$1.00 per student, per elementary site

# CORONA-NORCO UNIFIED SCHOOL DISTRICT

## 2022-23 EXTRA CURRICULAR PAY SCHEDULE

HIGH SCHOOL ATHLETICS	SALARY
<b>FOOTBALL</b>	
Head Varsity	\$5,777
Assistants/Others	\$4,049
<b>BASEBALL</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>BASKETBALL (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>CROSS COUNTRY</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>GOLF (Boys/Girls)</b>	
	\$3,265
<b>LACROSSE (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>PEP SQUAD</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>SOCCER (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>SOFTBALL</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>SWIMMING</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>TENNIS (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>TRACK AND FIELD</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>VOLLEYBALL (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>WATER POLO (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265
<b>WRESTLING (Boys/Girls)</b>	
Head Varsity	\$4,350
Assistants/Others	\$3,265

### HIGH SCHOOL C.I.F. PLAY-OFFS

Team competition - 10% of individual sport compensation per week.

Individual competitions - 10% of individual sport compensation per week. Principal to designate number of coaches.

Members will have fair and equal email notification of and consideration for extra curricular opportunities that receive additional compensation and/or release time at school sites. Assignments shall not be arbitrary or capricious.

HIGH SCHOOL ACTIVITIES	SALARY
Band	\$4,889
Band - Second Position	\$2,933
Chorus	\$4,889
Chorus - Second position	\$1,632
Yearbook	\$4,889
Drama	\$3,265
Flag/Drill Team	\$3,265
Journalism	\$3,265
TV Production	\$3,265
**Academic Decathlon or Odyssey of the Mind	\$1,632
**Mock Trial	\$1,632
**Lang. Arts (Speech/Reflections Coordinator)	\$1,632
**History Day Coordinator	\$1,632
**Science Fair Coordinator	\$1,632
**Two Additional Advisors	\$1,632
**Two Additional Advisors	\$528
Diversity Camp Leader (Per Camp)	\$575

INTERMEDIATE/MIDDLE SCHOOL ACTIVITIES	SALARY
Band	\$3,265
Intermediate League Sports (8 per school)	\$528
Yearbook	\$3,265
Chorus	\$2,173
Drama	\$2,173
Leadership	\$2,173
**History Day Coordinator	\$1,632
**Math Field Day Coordinator	\$1,632
** Science Fair Coordinator	\$1,632
**Lang. Arts (Speech/Reflections Coordinator)	\$1,632
**Spelling Bee Coordinator	\$528
** Two Additional Advisors/Coach	\$528

ELEMENTARY SCHOOL ACTIVITIES	SALARY
**Science Fair Coordinator	\$1,632
GATE Coordinator	\$1,632
**History Day Coordinator	\$1,121
**Math Field Day Coordinator	\$1,121
**Track Meet Coordinator	\$1,038
**Spelling Bee Coordinator	\$528
** Two Additional Advisors/Coach	\$528

\*\*10% of compensation for each advancement to County, State or National competition.

### EXPERIENCE INCREMENTS

3 - 5 years.....	\$317 additional
6 - 8 years.....	\$640 additional
9 years or more.....	\$961 additional

# CORONA-NORCO UNIFIED SCHOOL DISTRICT

## 2022-23 ADULT EDUCATION AND HOME TEACHER HOURLY RATE SCHEDULE

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<u>STEP</u>	<u>SALARY</u>
1	\$50.72
2	\$52.45
3	\$54.20
4	\$56.01

### REQUIREMENTS FOR STEP ADVANCEMENT:

- STEP 1** Teachers in their first four semesters of Adult Education or Home Teaching.
- STEP 2** Teachers in their fifth through eighth semesters of Adult Education or Home Teaching.
- STEP 3** Teachers in their ninth through twelfth semesters of Adult Education or Home Teaching.
- STEP 4** Teachers who have more than twelve semesters of Adult Education or Home Teaching.

### HOURLY SUBSTITUTE TEACHERS

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The rate of pay for Adult Education and Home Teaching hourly substitute services shall be \$50.72 per hour.

# CORONA-NORCO UNIFIED SCHOOL DISTRICT

## 2022-23 SUPPLEMENTAL DAILY PAY RATE SCHEDULE

<b>SUPPORT PERSONNEL CLASSIFICATION</b>	<b>DAILY SUPPLEMENT</b>	<b>WORK DAYS</b>
Program Specialist	\$40.71	212
Psychologist	\$40.71	201
High School Director of Student Activities	\$28.03	201
Child Welfare and Attendance Counselor	\$20.30	196
Counselor	\$20.30	196
Language, Speech Pathologist	\$20.30	196
Orientation and Mobility Specialist	\$20.30	196
Student Advisor	\$20.30	196
Teacher of Adaptive Physical Education	\$20.30	196
Teacher of Aurally Handicapped	\$20.30	196
Teacher of Visually Handicapped	\$20.30	196
Librarian	\$20.30	191
Nurse	\$20.30	191

**CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
**2022-23 SALARY SCHEDULE FOR SUMMER SCHOOL**

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**CERTIFICATED TEACHERS**

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**Current District Teachers**

Hourly Rate: \$54.74

**CERTIFICATED SUPPORT PERSONNEL**

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**Current District Support Personnel**

Hourly Rate + Hourly Stipend: \$54.74 + hourly stipend

**CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
**2022-23 MISCELLANEOUS EXTRA DUTY ASSIGNMENT**  
**SALARY SCHEDULE**

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- Curriculum Preparation and Inservice Planning - \$ 50.72
  
- 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.





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**CORONA-NORCO UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

Elizabeth Marroquin, President

John Zickefoose, Vice President

Mary Ybarra, Clerk

Jose W. Lalas, Ph.D., Member

Bill Pollock, Member

**CORONA-NORCO TEACHERS ASSOCIATION  
(CNTA)**

Officers

*07/01/022-6/30/2023*

Meg E'amato, President

Benjamin Williams, Vice President

(Office Vacant), Treasurer

Paaru Kwiatkowski, Secretary

CNTA Negotiations Team

Benjamin Williams, Negotiations Chair/Vice President

Careen Talavera, Elementary Rep

Amy Loo, Intermediate Rep

Robin Grundmeyer, High School Rep

Aquilino 'Rick' Diaz, Support Services Rep

**CORONA-NORCO TEACHERS ASSOCIATION  
(CNTA)**

Officers

*07/01/2021-06/30/2022*

Chris Rodriguez, President

Meg E'amato, Vice President

Kristin Courter, Treasurer

Vanessa Moll, Secretary

CNTA Negotiations Team

Tonya Spencer, Negotiations Chair/Elementary Rep

Meg E'amato, Vice President

Jerry Goar, Intermediate Rep

Malori Merki-Castro, High School Rep

Jana Wood, Support Services Rep

**CORONA-NORCO UNIFIED SCHOOL DISTRICT  
(CNUSD)**

Administration

**Superintendent**

Samuel Buenrostro, Ed.D.

**Deputy Superintendent Educational Services**

Lisa Simon, Ed.D.

**Assistant Superintendent Business Services**

Dalia Gadelmawla

**Assistant Superintendent Human Resources**

Glen A. Gonsalves

**Assistant Superintendent Information Technology**

Ben Odipo, PMP

**Assistant Superintendent Instructional Support**

Reginald Thompkins, Ed.D.

CNUSD Negotiations Team

Reginald Thompkins, Negotiations Chair, Assistant Superintendent Instructional Support

Ben Roberts, Administrative Director Human Resources

Pablo Sanchez, Administrative Director Curriculum and Instruction

Dalia GadelMawla, Assistant Superintendent Business Services

Manny Gonzalez, Academy School Principal