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, 2018 to June 30, 2021
Year 3: 7/1/20 – 6/30/21
Ratified by CNTA on 9/28/20
Yes: 87%      No: 13%
Abstentions:0

***
Approved by CNUSD Board of Trustees on
February 2, 2021
A RELATIONSHIP COMPACT

Purpose

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

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

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

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

I. process based collaboration
II. strong trust
III. flexible and focused leadership
IV. vigorous communication

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

Tenet Number I: COLLABORATION

“Alone we can do so little; together we can do so much.” -- Helen Keller

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

Tenet Number II: TRUST

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

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

**Tenet III: LEADERSHIP**

“Leadership is solving problems.” -- Colin Powell

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

**Tenet IV: COMMUNICATION**

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

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

**Actions to Support the Compact**

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

- Ongoing Professional Development
- Leadership Training
- Interest Based Decision Making Training (Trainer of Trainers Model)
- Identification of areas for ACBD (Always Consult Before Deciding)
- Provide opportunities for facilitated practice
- Expand methods and strategies of communication
- Develop a team of process facilitators
# TABLE OF CONTENTS

Preamble – Relationship Compact

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Agreement</td>
<td>1</td>
</tr>
<tr>
<td>2. Recognition</td>
<td>2</td>
</tr>
<tr>
<td>MOU Temp. Specialists</td>
<td>5</td>
</tr>
<tr>
<td>3. Definitions</td>
<td>9</td>
</tr>
<tr>
<td>4. Maintenance of Benefits</td>
<td>10</td>
</tr>
<tr>
<td>5. Board's Rights and District Powers</td>
<td>11</td>
</tr>
<tr>
<td>6. Negotiation Procedures</td>
<td>12</td>
</tr>
<tr>
<td>7. Association Rights</td>
<td>13</td>
</tr>
<tr>
<td>8. Professional Dues or Fees</td>
<td>17</td>
</tr>
<tr>
<td>9. Miscellaneous Provisions</td>
<td>22</td>
</tr>
<tr>
<td>MOU Gradebook/IT Task Force</td>
<td>27</td>
</tr>
<tr>
<td>MOU Standards Based Report Cards</td>
<td>28</td>
</tr>
<tr>
<td>10. Hours of Employment</td>
<td>29</td>
</tr>
<tr>
<td>MOU PCT</td>
<td>36</td>
</tr>
<tr>
<td>MOU IEP Timecards &amp; MOU SST/504 Timecards</td>
<td>39</td>
</tr>
<tr>
<td>MOU High School Graduation</td>
<td>40</td>
</tr>
<tr>
<td>MOU Workload Task Force</td>
<td>41</td>
</tr>
<tr>
<td>11. Unit Member Safety</td>
<td>42</td>
</tr>
<tr>
<td>MOU Code of Conduct for Visitors</td>
<td>46</td>
</tr>
<tr>
<td>12. Class Size</td>
<td>48</td>
</tr>
<tr>
<td>MOU Grades Span/Class Size Reduction 2014</td>
<td>50</td>
</tr>
<tr>
<td>MOU Grades Span/Class Size Reduction 2015</td>
<td>51</td>
</tr>
<tr>
<td>MOU Grades Span/Class Size Reduction 2016</td>
<td>54</td>
</tr>
<tr>
<td>MOU Grades Span/Class Size Reduction 2017</td>
<td>57</td>
</tr>
<tr>
<td>MOU Grades Span/Class Size Reduction 2018</td>
<td>61</td>
</tr>
<tr>
<td>MOU Grades Span/Class Size Reduction 2019</td>
<td>66</td>
</tr>
<tr>
<td>13. Leaves</td>
<td>78</td>
</tr>
<tr>
<td>Absence for Illness or Accident (Sick Leave)</td>
<td>78</td>
</tr>
<tr>
<td>Pregnancy Related Disability</td>
<td>80</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>81</td>
</tr>
<tr>
<td>Military Leave of Absence</td>
<td>81</td>
</tr>
<tr>
<td>Absence Due to Quarantine</td>
<td>82</td>
</tr>
<tr>
<td>Exchange Teaching Leave</td>
<td>82</td>
</tr>
<tr>
<td>Personal Necessity Leave</td>
<td>82</td>
</tr>
<tr>
<td>Industrial Accident or Illness Leave</td>
<td>84</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>85</td>
</tr>
<tr>
<td>Unpaid Leave of Absence</td>
<td>86</td>
</tr>
<tr>
<td>Educational Leaves</td>
<td>86</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>87</td>
</tr>
<tr>
<td>Misuse of Leave</td>
<td>87</td>
</tr>
<tr>
<td>Disability Leave</td>
<td>87</td>
</tr>
</tbody>
</table>
ARTICLE 1. AGREEMENT

1.1 This Agreement is made and entered into this 1st day of July 2019, by and between the Corona-Norco Unified School district (hereinafter referred to as District) and the Corona-Norco Teachers Association/California Teachers Association/National Education Association (hereinafter referred to as “Association”), the recognized exclusive representative of the unit members as defined in Article 2.

1.2 The District and the Association recognize the extraordinary economic circumstance facing the State of California and the need to call for extraordinary measures. The District and the Association have collaboratively developed solutions that protect jobs, programs for the students, and District solvency. The District and the Association agree, upon restoration, either party may propose to reinstate any of these Articles as part of the reopeners on Salary and Fringe. The District and the Association agree to the duration of this agreement from July 1, 2018 through June 30, 2021.

1.3 The parties reserve the right to reopen negotiations on any article in this contract by mutual agreement.
ARTICLE 2. RECOGNITION

2.1 The District recognizes the Association as the exclusive representative for those certified unit members employed in the following classifications:

- Adult Ed Teacher
- Child Welfare & Attendance Counselor
- Classroom Teacher
- Counselor
- Director of Student Athletics
- Gifted/Talented Program Specialist
- Intern Teacher
- Language Arts/Reading Specialist
- Lang/Speech/Hearing Specialist (LSH)
- Librarian
- Program Specialist
- Psychologist
- Orientation and Mobility Specialist (OMS)
- Regular Probationary or Permanent
- Resource Specialist (RS)
- Student Advisor
- Teacher of Adaptive Physical Education (APE)
- Teacher of Aurally Handicapped (AH)
- Teacher of Communication Handicapped (CH)
- Teacher of Home/Hospital Instruction (H&H)
- Teacher of Learning Handicapped (LH)
- Teacher of Mild/Moderate Disabilities
- Teacher of Physically Handicapped (PH)
- Teacher of Severely Handicapped (SH)
- Teacher of Visually Handicapped (VH)
- Teacher on Special Assignment
- Temporary Teacher
- Traveling Teacher

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

2.3 Beginning with the 2005-06 school year, the bargaining unit positions of Athletic Directors and Activities Directors at the comprehensive high 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 Athletic Director or Activities Director 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.
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 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 130 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.


MEMORANDUM OF UNDERSTANDING

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.
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 (attached). This Salary Schedule shall reflect the negotiated salary adjustment.
Temp Specialists shall be paid as a Temp Specialist I or II based on the 2016-2017. Temp Specialist Employment Contract/Job Description (attached).

Temp Specialists IA (5.75 hours per day) shall receive 15.876 units per day on step 2 not to exceed 28.75 hours per week ($158.76).
Temp Specialists IB (5.75 hours per day) shall receive 13.612 units per day on step 3 not to exceed 28.75 hours per week ($204.18).
Temp Specialists IC (5.75 hours per day) shall receive 13.610 units per day on step 4 not to exceed 28.75 hours per week ($272.21).
Temp Specialists IA (3.5 hours per day) shall receive 9.664 units per day on step 3 not to exceed 17.5 hours per week ($96.64).
MEMORANDUM OF UNDERSTANDING

Temp Specialists IB (3.5 hours per day) shall receive 8.286 units per day on step 3 not to exceed 17.5 hours per week ($124.29).

Temp Specialists IC (3.5 hours per day) shall receive 8.285 units per day on step 4 not to exceed 17.5 hours per week ($165.69).

Temp Specialists shall not accumulate experience years to be used for advancement on the Certificated Basic Work Year Salary.

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.
MEMORANDUM OF UNDERSTANDING

Temp Specialists may not be the teacher of record.

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

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

Site administration will direct the assignments of the Temp Specialists.

Site administration and the teacher will collaborate on the format of instruction provided to the students.

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

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

This Memorandum of Understanding 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.

This MOU shall be in effect from July 1, 2018 through June 30, 2020.
ARTICLE 3. DEFINITIONS

3.1 “Unit Member” refers to any employee who is included in the appropriate unit as defined in Article 2.

3.2 “School Day” means any day when schools are open and students are in attendance.

3.3 “Work Day” means a day that unit members are required to be on duty.

3.4 A “School Year” or an “Academic Year” begins on the first day of July and ends on the last day of June.

3.5 “Work Year” refers to the aggregate of workdays assigned to a specific unit member pursuant to Article 10.

3.6 “Release time” means time during one or more workdays when a unit member is released from duties without loss of pay or other benefits.

3.7 “Parties’ refers to the Corona-Norco Unified School District and the Corona-Norco Teachers Association/California Teachers Association/National Education Association.

3.8 “Association” means the Corona-Norco Teachers Association/California Teachers Association/National Education Association.

3.9 “Board” means the Board of Education of the Corona-Norco Unified school District.

3.10 “District” means the Corona-Norco Unified School District.

3.11 “S-day” means a workday without students for the purpose of District/site based in-service for T-track only, a teacher preparation day.

3.12 “P-day” means a workday without students for the purpose of classroom/lesson preparation planning.

3.13 “M-day” the district shall maintain six (6) minimum days. The minimum days are for grade-level, cross-grade level, cross track, departmental, or intradepartmental planning and team collaboration. Site staff meetings shall not be scheduled on these minimum days. Unit members are expected to work in appropriate educational settings with colleagues.

3.14 “Regular Substitute” is a day-to-day substitute for a unit member for 30 or less consecutive working days.

3.15 “Long-Term Substitute” is a substitute for a unit member for 31 or more consecutive working days.

3.16 “S/P” means a workday without students – one-half day for the purpose of district/site based in-service; one-half day for the purpose of the classroom/lesson preparation.

3.17 “Accredited College or University” means those accredited by associations which are members of the American Council on Education and/or the California Commission on Teacher Credentialing.
ARTICLE 4. MAINTENANCE OF BENEFITS

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

4.2 Any subject or matter which was or could have been the subject of negotiations may be reopened for purposes of negotiations by the mutual consent of the District and the Association.
ARTICLE 5. BOARD’S RIGHTS AND DISTRICT POWERS

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

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

5.3 The provisions of this article are not intended to expand the rights and powers of the District beyond statutory and constitutional limits or in any manner to waive or diminish the rights of the Association or the unit members as provided by the terms and conditions of this Agreement.
ARTICLE 6. NEGOTIATION PROCEDURES

6.1 Interest-Based Negotiations

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

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

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

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

6.4 Upon written request, the District shall furnish the Association with non-confidential information pertaining to employer-unit member relations, budget, wage, and salary data, monthly lists of newly hired certificated unit members, and other information directly related to the negotiation process. No later than October 15, the District shall furnish the Association with the placement of all unit members on the salary schedules as of October 1.
ARTICLE 7.  ASSOCIATION RIGHTS

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

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

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

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

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

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

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

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

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

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

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

7.6 The Association shall be provided two (2) copies of the Board agenda with non-confidential supportive materials at the same time these materials are provided to board members.
ARTICLE 7. ASSOCIATION RIGHTS

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

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

7.9 The President and Vice President or President-elect of the Association shall each receive one-third release time to be arranged by mutual agreement between the President of the Association and the Deputy Superintendent of Human Resources and subject to approval by the Board of Education. The President and Vice President or President-Elect shall each be granted a full time teaching partner. The teaching partner assigned shall be the teacher of record. The officer, when not on official Association business, shall be available to assist other teachers as mutually determined by the officer, the principal, and the teachers at that site. The assistance shall be within the normal scope of the unit member’s responsibilities. Upon completion of their term(s) of office, the officer will be returned to the same grade-level, school, subject and track assignment as occupied before becoming an officer if such assignment does not conflict with contractual transfer policy. Authorized Association representatives shall receive release time with no loss of pay or other benefits to perform official Association or representational business which cannot be scheduled at another time. The total combined amount of release time for all representatives shall be limited to twenty (20) days per year with no more than five (5) of these days to be used by any one bargaining unit member. An additional twenty (20) total combined days per year for all representatives may be used providing the association pays substitute salary. No more than five (5) of these days shall be used by one bargaining unit member. These days shall not be used for strikes, work stoppages, work slowdowns, or other concerted activities. The Association shall notify the unit member’s immediate supervisor and Human Resources prior to the use of paid release time. Except in case of emergency, such notice shall be given on the previous.

7.10 The Association shall appoint a single Curriculum Committee consisting of not more than five (5) members to consult on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks, prior to the District adoption or implementation. Regular quarterly meetings shall be held between this committee and not more than five (5) representatives of the District for the purpose of such consultation.
ARTICLE 7. ASSOCIATION RIGHTS

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

7.12 Association Committee Funding

(a) The Association has established the following internal operating committees: Membership
Assistance, Scholarship, and Community for Better Schools/Political Action Committee.

(b) The Association has established an amount sufficient to cover the operating expenses of the
above referenced internal committees. The contributions shall be $1 per month per committee
for a total of $3 per month. This amount shall be increased on an indexed basis which shall
reflect salary schedule increases of the bargaining unit.

(c) Any Association member shall have thirty (30) days between May 15 and June 15, on an
annual basis, to notify the Association in writing to their objection to supporting any of the
funds referenced above. If such notification does not take place, an automatic monthly
deduction shall commence.

(d) The Association shall indemnify, defend, and hold harmless the District, the Board, including
each individual Board member, and employees acting within the scope of their employment,
agents and representatives of the district against any and all claims, demands, suits, or other
forms of liability brought by other than the Association, including, but not limited to, wages,
damages, judgments, fees, fines, court costs, attorney fees, and any back pay, penalties, or
awards resulting from any court, arbitrator, or PERB order, judgment, or settlement which
may arise by reason of, or resulting from, the operation of this article of this Agreement.

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

Upon commencement of such legal action, the Association shall have the exclusive right to
decide and determine whether any claim, liability, suit, or judgment made or brought against
the District or Association because of such action shall or shall not be compromised, resisted,
defended, tried, or appealed. The Association’s decision thereon shall be final and binding.
ARTICLE 7. ASSOCIATION RIGHTS

upon all parties protected by this Article. This Article shall not be construed as a waiver on the part of the District, Board, or any individual protected by this article of any claim against the Association for failing to act in good faith in settling a claim or any failure to completely defend and hold them harmless. Within ten (10) days of proper service of a claim, demand, suit, or other legal action against any protected party, the District shall inform the Association and provide the Association with copies of any documents received as a result of the legal action. Upon request, the District shall provide the Association’s legal counsel with documents and information reasonably related to providing a defense.

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

7.14 No Faculty meeting shall extend beyond the workday on days of a regular scheduled Representative Council meeting. The Association shall provide the District a calendar listing 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 payment of unified Association dues, initiation fees and general assessments by members.
ARTICLE 8. PROFESSIONAL DUES AND FEES

required under the terms set forth above and provisions of the Education Code and

8.4 Agency Fee (Fair Share)

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

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

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

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

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

   (2) The Association is complying with current Public Employment Relations
       Board Requirements.
ARTICLE 8. PROFESSIONAL DUES AND FEES

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

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

8.5 Dispute Over Amount of Service Fee
Any dispute as to the amount of the service fee shall be resolved pursuant to the current regulations of the Public Employment Relations Board and adhere to all appropriate language.

8.6 Annual Verification of Service Fee by Association
The Association will file in a timely manner with the District a copy of the written notice required by the regulations of the Public Employment Relations Board and will meet the requirements of Grunewald.

8.7 Unit Members Exempted From Obligation to Pay Service Fee
(a) Any unit member shall be exempt from the requirements of a service fee as a condition of employment if such unit member is a member of a bona fide religious body whose traditional tenets of teachings include objections to joining or financially supporting employee organizations as defined by Section 3540.1(d) of the Government Code.

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

(1) Corona-Norco Teachers Association Scholarship Fund

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

(c) As a condition of a continuous exemption from the provisions of this Article, the unit member shall provide proof of payment and a written statement of objection along with verifiable evidence of membership in a religious body specified in 8.7(a) above on an annual basis to the District and Association. Proof of payment shall be in the form of receipt and/or canceled checks indicating the amount paid, date of payment, and to whom payment in lieu of the service fee has been made. No in kind services or benefits may be received by the unit member in exchange for this cash contribution. The Association shall have the right of inspection in order to review said proof of payment.
ARTICLE 8. PROFESSIONAL DUES AND FEES

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

8.8 District Obligations

The District's obligations under this Article are:

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

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

8.9 Hold Harmless

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

Upon commencement of such legal action, the Association shall have the exclusive right to decide and determine whether any claim, liability, suit, or judgment made or brought against the District or Association because of such action shall or shall not be compromised, resisted, defended, tried, or appealed. The Association's decision thereon shall be final and binding upon all parties protected by this Article. This Article shall not be construed as a waiver on the part of the District, Board, or any individual protected by this Article of any claim against the Association for failing to act in good faith in settling a claim or any failure to competently defend and hold them harmless.
ARTICLE 8.  PROFESSIONAL DUES AND FEES

Within ten (10) days of proper service of a claim, demand, suit, or other legal action against any protected party, the District shall inform the Association and provide the Association with copies of any documents received as a result of the legal action. Upon request, the District shall provide the Association's legal counsel with documents and information reasonably related to providing a defense.
ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 If any provisions of the Agreement or any application thereof to any unit member is held by a court of competent jurisdiction to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such court decision, but all other provisions or applications shall continue in full force and effect.

9.2 Should a provision or application be deemed invalid, as described in 9.1 above, the Board shall reinstitute any benefit reduced or eliminated to the extent allowable under law. Moreover, the parties shall meet no later than ten (10) days after such court decision to renegotiate the provisions or provisions affected.

9.3 The provisions of this Agreement shall be interpreted and applied in a fair and impartial manner.

9.4 Beginning in the 2019-2020 school year, the District shall take the following actions to provide clarity and support for mandated reporting requirements of all unit members.

(a) Place a link on the myCNUSD homepage to provide resources for all unit members related to the laws and responsibilities for reporting child abuse (including guidelines on how to recognize child abuse, downloadable Child Protections Services (CPS) forms, and contact information to assist in reporting child abuse) and to explain the laws relating to a unit member’s responsibilities of reporting.

(b) Provide Child Protective Services (CPS) forms and contact information for reporting child abuse to the school secretary who will file and maintain them at the school site.

(c) Print the CPS phone number on the back of all unit member staff ID badges, along with the following statement: “CPS forms can be found on the myCNUSD homepage”.

9.5 The District and the Association agree that all Education Code procedural requirements and provisions for layoff unit members shall be observed if reduction in force is necessary.

9.6 State regulations will be followed when a unit member is disciplined or discharged.

9.7 It is desirable for all district employees to treat one another in a professional manner. Whenever possible, disciplinary conferences shall be held in private.

9.8 At a disciplinary conference, a unit member will be given the opportunity for a representative if the conference could result in materials that could be placed in the unit member’s personnel file.
9.9 Before any non-evaluation derogatory material can be placed in the bargaining unit member’s personnel file, a meeting between the bargaining unit member and the administrator shall take place to discuss the material to be placed in the file.

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

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

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

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

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

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

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

9.12 Unit member discipline shall be based on the principles of due process and just cause and shall be progressive in nature.

9.13 Steps of progressive discipline prior to dismissal:
ARTICLE 9. MISCELLANEOUS PROVISIONS

(a) Verbal warning and/or directive. The administrator will make note of this for their records.

(b) Conference with the unit member’s immediate supervisor (or their management level designee) including a Summary of Conference to be kept by the Principal in a secure place at site. The Summary of Conference shall be kept by the Principal for no longer than two years from the date of the Summary of Conference, and then it shall be destroyed.

(c) Conference including a report/charge in the District Personnel File (as determined by District management)

(d) Further discipline may include additional written documents, paid and unpaid leave, district provided remediation, other District interventions, and/or dismissal.

9.14 At the end of each certified payroll period, the District shall forward to the Association by separate checks, unit member’s designated contributions in up to ten (10) categories as established by the Association. The Association will pay the District $200 per year for the performance of this service.

9.15 As a minimum, each unit member shall be provided with specifically designated storage space. Traveling classroom teachers shall be provided with secure storage space in each assignment classroom when such storage space is available. If the unit member’s classroom is to be used during summer school, adult education, or college classes, the storage space shall be made reasonably secure.

9.16 Taking into consideration space utilization at each site, to the extent practicable, itinerant support staff will be provided an area at each work site, consistent with their work requirements, to complete their duties.

9.17 The Parties seek to educate young people in the democratic tradition, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, to instill appreciation of the value of individual personality, and to foster recognition of the individual freedom and social responsibility. It is recognized that these democratic values can best be transmitted in an atmosphere which is conducive to inquire and learning and in which academic freedom for teacher and student is encouraged. In accordance with approved State and District curriculum guidelines, academic freedom shall be guaranteed to teachers and they shall be encouraged to study, investigate, present and interpret objectively facts and ideas concerning man, society, and physical and biological work, and other branches of learning subject to established courses of study.
ARTICLE 9. MISCELLANEOUS PROVISIONS

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

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

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

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

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

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

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

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

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

BETWEEN THE CORONA NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA NORCO TEACHERS ASSOCIATION

GRADEBOOK/I.T. TASKFORCE

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

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


   d. Develop a timeline and structure to review implementation progress and issues related to the implementation of the District adopted electronic gradebook.

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

3) Should the District adopted electronic gradebook be changed or the technology of the District adopted electronic gradebook not be an efficient and effective tool as determined by the task force, teachers shall be held harmless for the inability to utilize the District adopted electronic gradebook and the required updating until appropriate training has taken place or the technology works appropriately.

4) During the 2016-2017 and 2017-2018 school year a grade book steering committee will continue to meet to discuss the use of the electronic grade book by unit members.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND
CORONA-NORCO TEACHERS ASSOCIATION

STANDARDS BASED REPORT CARDS

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

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

This MOU shall be in effect from July 1, 2020 through June 30, 2021.
ARTICLE 10  HOURS OF EMPLOYMENT

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

   Classroom Teacher
   Gifted and Talented Teacher
   Intern Teacher
   Language Arts/Reading Specialist
   Program Specialist
   Resource Specialist
   Teacher of Communicatively Handicapped
   Teacher of Learning Handicapped
   Teacher of Mild/Moderate Disabilities
   Teacher of Moderate/Severe Disabilities
   Teachers of Physically Handicapped
   Teacher of Severely Handicapped
   Teacher on Special Assignment
   Temporary Teacher
   Traveling Teacher

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

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

shall be provided with equitable preparation time with a minimum of 450 minutes at the
intermediate and 505 minutes at the high school level. Regardless of schedule changes, the
norm for prep time will continue where every member at the site receives the equivalent of
one regular class period of prep per day. Parent conferences will not be scheduled during
conference/preparation period without prior approval of the affected teacher, unless the
teacher is given forty-eight hours advance notice.

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

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

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

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

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

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

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

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

(i) Special Education Teachers (SDC and RSP) are allowed to miss one (1) PCT meeting
per month for IEP preparation agreed upon with the site administrator. IEP meetings
shall not take place at this time. Unit members who must travel between school sites
during lunch hours shall be given sufficient time to ensure that they will also have a
ARTICLE 10  HOURS OF EMPLOYMENT

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

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

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

10.3 A unit member’s immediate supervisor shall have the authority to grant release time in cases of individual emergencies with no reduction in unit member’s wages or other benefits.

Differences in application of this section shall not be subject to grievance procedure, except as to consistent application by an individual supervisor. Release time shall be granted for a teacher to attend the funeral of a student who was enrolled in the class of the teacher at the time of the student’s death.

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

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

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

(c) When IEP meetings extend more than thirty (30) minutes past the conclusion of the teacher workday, classroom teachers may elect to be compensated at the curriculum development rate for additional time spent, in thirty (30) minute increments. The total expenditure under this section (and Article 26.9) shall not exceed $100,000 District-wide. Only one (1) IEP a day, morning or afternoon.
ARTICLE 10  HOURS OF EMPLOYMENT

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

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

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

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

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

The work year for the Special Education Program Specialist shall be two hundred twelve (212) days unless otherwise agreed to by the District and the unit member. The work year for Regular Probationary or Permanent Adult Education Teachers and Temporary Teachers shall be mutually agreed by the District and the unit member. The work year of all other unit members shall be one hundred eighty-five (185) days unless otherwise agreed by the District and unit member. The work year for non-support personnel unit members who have not been employed by the District in the past in other than a substitute position and who are place on 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

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

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

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

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

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

10.12 Any high school undergoing a full WASC accreditation will have the option of customizing
their student schedule to incorporate up to five (5) student minimum days. Any high school
undergoing a mid-term (three-year) WASC accreditation review following a full, six (6) year
accreditation may, upon request, customize their student schedule to incorporate up to three
(3) student minimum days. The instructional minutes of the remaining days will be increased
ARTICLE 10  HOURS OF EMPLOYMENT

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

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

Professional Collaboration Time (PCT)

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

Beginning with the 2009/10 school year, in lieu of the minimum days outlined in Article 10.12 of the CBA, each elementary and intermediate/middle school shall have one shortened student day per week to allow for PCT. It is the intent that each PCT period created by the MOU will be approximately, but not longer than, 90 minutes in length. This loss of instructional minutes will be offset by the incorporation of current minimum days and by lengthening the instructional day on the other four days of the week (by extending the student instructional time). The total number of instructional minutes per week shall not exceed the number of instructional minutes in a typical week (i.e., one without minimum days) in the 2014/15 school year. After school duty shall be designed so that it does not overlap with any part of a PCT period. The PCT shall not extend into the teacher preparation period. Teachers will not be required to complete PCT work outside of the PCT period. PCT on 3/4 of the shortened days shall be teacher directed/designated for grade-level, cross-grade level, cross track, departmental or intradepartmental planning and team collaboration. The utilization of the 1/4 administrator meeting will take place on the first Wednesday of each month, if needed. This schedule allows flexibility for school sites to collaborate. Administrators may attend any PCT meeting. Administrators may require agendas, minutes, or other evidence of “product”. Site staff meetings shall not be scheduled on these days. Unit members are expected to work in appropriate educational settings with colleagues. The utilization of the PCT on the remaining days shall be collaboratively determined by affected unit members at each site (collaborative decision making is when stakeholders identify common interests and create options to address those interests). While we are analyzing the initiatives/programs in the 2019-2020 school year, the 3rd PCT can be used by members to meet their individual professional needs. Members must remain on site during this PCT time.
MEMORANDUM OF UNDERSTANDING

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

1. The individual voicing concerns shall be referred to the school site for resolution.

2. A joint, collaborative review of the use of the PCT at a site will be conducted by CNTA and the District within 10 school days.

3. If 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, 2020 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.
MEMORANDUM OF UNDERSTANDING

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 to 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. Ex. 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, 2021 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, 2021 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.

A common interest of both parties is to examine the cost, District-wide, when classroom teachers submit timecards as SST and 504 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, 2021 unless it is extended by both parties.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

High School Graduation

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

This MOU shall be in effect through June 30, 2021.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

Workload Task Force

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

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

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

This MOU shall be in effect through June 30, 2021.
ARTICLE 11. UNIT MEMBER SAFETY

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

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

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

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

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

11.4 Specialized Health Care Procedures

Among bargaining unit members only qualified nurses shall be required to provide and conduct necessary medical procedures (such as clean intermittent catheterization, injections, suction, gavage feeding, and drainage). Unit members, other than qualified school nurses, shall not be required to perform any medical procedure on a student. Unit members may be
ARTICLE 11. UNIT MEMBER SAFETY

required to attend training on said procedures in order to respond in an emergency situation. Such training shall be during the unit member’s duty day or the unit member shall receive compensation at the curriculum preparation and in-service planning hourly rate for training taken during non-duty time.

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

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

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

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

   (a) Unit members shall be promptly notified and the District shall take action to minimize physical activity during any smog alerts.
ARTICLE 11. UNIT MEMBER SAFETY

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

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

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

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

11.12 Indoor Air Quality: A stakeholder committee will be established by March 31, 2009. A Program will be designed by May 15, 2009 and a written proposal will be made to the Bargaining Team for review no later than June 1, 2009 unless a later date is agree by both parties.
ARTICLE 11. UNIT MEMBER SAFETY
AGREED MAY 7, 2020  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT  
AND  
CORONA-NORCO TEACHERS ASSOCIATION  

Code of Conduct for School Visitors  

May 6, 2020  

CNUSD and CNTA agree to the following:  

- Beginning in the 2020-2021 school year, CNUSD will clearly communicate and enforce the attached Code of Conduct.  
- Beginning in the 2021-2022 school year, CNUSD will add the Code of Conduct to the parent handbook.  
- CNUSD will provide training for administrators on the Code of Conduct and how to best respond to breaches of it.
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

12.1 The District shall maintain the following maximum class sizes.

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

The Parties agree that the stated maximums are not optimum and that every effort will be made to keep class sizes below the maximum allowed. No classroom teachers shall be required to accept more than the stated maximum number of students.

12.2 The District shall maintain the size of an elementary traditional graded combination class at two (2) students less than the above maximums except upon written approval of the classroom teacher to exceed this maximum.

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

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

12.4 The District agrees to perform information upon request to the Association which will enable the Association to review the above provisions.
MEMORANDUM OF UNDERSTANDING
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

April, 2014

This Memorandum of Understanding is agreed upon between the Corona-Norco Unified School 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) 1st grade 32
(c) 2nd grade 32
(d) 3rd grade 32
(e) 4th grade 34
(f) 5th grade 34
(g) 6th grade 34
(h) 7th through 12th 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.
MEMORANDUM OF UNDERSTANDING

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 deficited 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 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.

e. 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.

f. Physical Education grades 6-12 will have a GSAA/target at 53 per class. If the total daily average of 53 is exceeded, then the affected unit member will receive a stipend of $600 per semester. If the total daily average of 54 is exceeded, then the affected unit member will receive a stipend of $1,000 per semester.

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

   1. 17 students per elementary NSH teacher
   2. 13 students per elementary SH teacher
   3. 17 students per 7-8 NSH teacher
   4. 17 students per secondary SH teacher

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

5. For the 2015-2016 school year the Association will dedicate .5% to GSAA and the District will match percentage. Any unused portion of the Association’s .5% will be redistributed to members employed in 2015-2016 by August 31, 2016.

6. Each year the Association and the District will “Meet and Confer” regarding the amount of the new dedicated money to be utilized for GSAA.

7. At high schools, academic guidance counselors and intermediate student advisors will receive a $500 stipend per year due to additional hours for GSAA.

8. The intent of this Addendum is to reduce class sizes each year.
9. A semester is equivalent to 90 days. Additional students over the amount described in section 4 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.
MEMORANDUM OF UNDERSTANDING

ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated April 2015
between the Corona-Norco Unified School District (CNUSD) and the Corona-Norco
Teachers Association (CNTA)

April 6, 2016

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 deficited 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. 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:

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre - K</td>
<td>PALS</td>
<td>10</td>
<td>(11) 500</td>
</tr>
<tr>
<td>Pre - K</td>
<td>Rocket – 5 Day</td>
<td>15</td>
<td>(16) 500</td>
</tr>
<tr>
<td>Pre – K</td>
<td>Rocket – 4 Day</td>
<td>30</td>
<td>(31) 500 (32) 500</td>
</tr>
<tr>
<td>K – 6</td>
<td>NSH</td>
<td>15</td>
<td>(16) 500</td>
</tr>
<tr>
<td>K – 6</td>
<td>SH</td>
<td>12</td>
<td>(13) 500</td>
</tr>
</tbody>
</table>
MEMORANDUM OF UNDERSTANDING

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>K – 6</td>
<td>PALS</td>
<td>10</td>
<td>(11) 500</td>
</tr>
<tr>
<td>7 – 8</td>
<td>NSH</td>
<td>15</td>
<td>(16) 500</td>
</tr>
<tr>
<td>7 – 8</td>
<td>SH</td>
<td>15</td>
<td>(16) 500</td>
</tr>
<tr>
<td>7 – 8</td>
<td>PALS</td>
<td>12</td>
<td>(13) 500</td>
</tr>
<tr>
<td>9 – 12</td>
<td>SH (Life Skills)</td>
<td>15</td>
<td>(16) 500</td>
</tr>
<tr>
<td>Elem/Int/HS</td>
<td>II</td>
<td>12</td>
<td>(13) 500</td>
</tr>
</tbody>
</table>

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. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will match percentage. Any unused portion of the Association’s .5% will be redistributed to members employed in 2015-2016 by August 31, 2016.

6. 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.

7. Each year the Association and the District will “Meet and Confer” regarding the amount of new dedicated money to be utilized for GSAA staffing.

8. At high schools, academic guidance counselors and intermediate student advisors will receive a $500 stipend per year due to additional hours for GSAA.

9. The intent of this Addendum is to reduce class sizes each year.

10. 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.

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

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, 2017

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 deficited 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 2017-2018, 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 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.

   c. Grades 1 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.

   d. Grades 2-3 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.
MEMORANDUM OF UNDERSTANDING

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.

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK</td>
<td>General Ed</td>
<td>25 hard cap</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>General Ed</td>
<td>27</td>
<td>(28) $500</td>
</tr>
<tr>
<td>1</td>
<td>General Ed</td>
<td>28</td>
<td>(29) $500</td>
</tr>
<tr>
<td>2-3</td>
<td>General Ed</td>
<td>29</td>
<td>(30) $500</td>
</tr>
<tr>
<td>4-6</td>
<td>General Ed</td>
<td>31</td>
<td>(32) $500</td>
</tr>
</tbody>
</table>

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.
MEMORANDUM OF UNDERSTANDING

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

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

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 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.
MEMORANDUM OF UNDERSTANDING

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

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 deficited 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.

   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.
MEMORANDUM OF UNDERSTANDING

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.

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.

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK</td>
<td>General Ed</td>
<td>25 hard cap</td>
<td>(25) $500</td>
</tr>
<tr>
<td>K</td>
<td>General Ed</td>
<td>26</td>
<td>(27) $500</td>
</tr>
<tr>
<td>1</td>
<td>General Ed</td>
<td>27</td>
<td>(28) $500</td>
</tr>
<tr>
<td>2</td>
<td>General Ed</td>
<td>28</td>
<td>(29) $500</td>
</tr>
<tr>
<td>3</td>
<td>General Ed</td>
<td>29</td>
<td>(30) $500</td>
</tr>
<tr>
<td>4-6</td>
<td>General Ed</td>
<td>31</td>
<td>(32) $500</td>
</tr>
</tbody>
</table>

School sites impacted by facility limitations may request K-2 intervention determined by the site.
MEMORANDUM OF UNDERSTANDING

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:

<table>
<thead>
<tr>
<th>School Year</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>26</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>1</td>
<td>27</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>2</td>
<td>28</td>
<td>27</td>
<td>26</td>
</tr>
<tr>
<td>3</td>
<td>29</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>4-6</td>
<td>31 *</td>
<td>32**</td>
<td>32**</td>
</tr>
</tbody>
</table>

*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.
MEMORANDUM OF UNDERSTANDING

j. Affected unit members in Special Education Day Classes will have a caseload

GSAA/target of the following self-contained classrooms

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

*** 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 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.
MEMORANDUM OF UNDERSTANDING

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.
MEMORANDUM OF UNDERSTANDING

ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) dated May 22, 2018

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

May 23, 2019

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. 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 the enrollment of 550 or less.

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. Grades 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.
MEMORANDUM OF UNDERSTANDING

d. Grades 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.

(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 1st. 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.
MEMORANDUM OF UNDERSTANDING

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TK</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>K</td>
<td>26 27 33</td>
<td>26 27 33</td>
<td>26 27 33</td>
</tr>
<tr>
<td>1</td>
<td>27 28 32</td>
<td>26 27 32</td>
<td>26 27 32</td>
</tr>
<tr>
<td>2</td>
<td>28 29 32</td>
<td>27 28 32</td>
<td>26 27 32</td>
</tr>
<tr>
<td>3</td>
<td>29 30 32</td>
<td>28 29 32</td>
<td>28 29 32</td>
</tr>
<tr>
<td>4</td>
<td>31 32 34</td>
<td>31 32 34</td>
<td>32 33 34</td>
</tr>
<tr>
<td>5</td>
<td>31 32 34</td>
<td>31 32 34</td>
<td>32 33 34</td>
</tr>
<tr>
<td>6</td>
<td>31 32 34</td>
<td>31 32 34</td>
<td>32 33 34</td>
</tr>
</tbody>
</table>

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.
MEMORANDUM OF UNDERSTANDING

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

***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.

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

***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.
MEMORANDUM OF UNDERSTANDING

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.

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 6-12</td>
<td>Gen. Ed.</td>
<td>52</td>
<td>(&gt; than average of 52) $600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(&gt; average of 53 ) $1,000</td>
</tr>
</tbody>
</table>

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

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

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

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 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.
MEMORANDUM OF UNDERSTANDING

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.

11. 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.

12. Changes to site and grade level/caseload averages shall be predicated on space available.

13. 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.

14. Beginning in SY 2018-2019, GSAA will be implemented with the following exceptions:

k. Unit members in TK will have a hard cap of 25 students.

l. 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.

m. Grades 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.
MEMORANDUM OF UNDERSTANDING

n. Grades 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.

o. 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.

p. 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, the following parameters shall be used for release time connected with this program: Unit members teaching General 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.

(2) 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.

(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.
MEMORANDUM OF UNDERSTANDING

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SOFTCAP</td>
<td>HARDCAP</td>
<td>SOFTCAP</td>
</tr>
<tr>
<td>TK</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>K</td>
<td>26 27 33</td>
<td>26 27 33</td>
<td>26 27 33</td>
</tr>
<tr>
<td>1</td>
<td>27 28 32</td>
<td>26 27 32</td>
<td>26 27 32</td>
</tr>
<tr>
<td>2</td>
<td>28 29 32</td>
<td>27 28 32</td>
<td>26 27 32</td>
</tr>
<tr>
<td>3</td>
<td>29 30 32</td>
<td>28 29 32</td>
<td>28 29 32</td>
</tr>
<tr>
<td>4</td>
<td>31 32 34</td>
<td>31 32 34</td>
<td>32 33 34</td>
</tr>
<tr>
<td>5</td>
<td>31 32 34</td>
<td>31 32 34</td>
<td>32 33 34</td>
</tr>
<tr>
<td>6</td>
<td>31 32 34</td>
<td>31 32 34</td>
<td>32 33 34</td>
</tr>
</tbody>
</table>

School sites impacted by facility limitations may request K-2 intervention determined by the site.

q. 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.
MEMORANDUM OF UNDERSTANDING

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Periods</td>
<td>7-8</td>
<td>Gen. Ed.</td>
<td>195 class contacts</td>
</tr>
<tr>
<td>6 Periods</td>
<td>7-8</td>
<td>Gen. Ed.</td>
<td>228 class contacts</td>
</tr>
<tr>
<td>7 Periods</td>
<td>7-8</td>
<td>Gen. Ed.</td>
<td>266 class contacts</td>
</tr>
<tr>
<td>5</td>
<td>9-12</td>
<td>Gen. Ed.</td>
<td>(196 -200) $600</td>
</tr>
<tr>
<td>6</td>
<td>9-12</td>
<td>Gen. Ed.</td>
<td>(235-240) $600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(267-273) $600</td>
</tr>
</tbody>
</table>

***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.

r. 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.

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Periods</td>
<td>9-12</td>
<td>Gen. Ed.</td>
<td>195 class contacts</td>
</tr>
<tr>
<td>6 Periods</td>
<td>9-12</td>
<td>Gen. Ed.</td>
<td>234 class contacts</td>
</tr>
<tr>
<td>5</td>
<td>9-12</td>
<td>Gen. Ed.</td>
<td>(196 -200) $600</td>
</tr>
<tr>
<td>6</td>
<td>9-12</td>
<td>Gen. Ed.</td>
<td>(235-240) $600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(241-252) $1,000</td>
</tr>
</tbody>
</table>

***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.
MEMORANDUM OF UNDERSTANDING

s. 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.

<table>
<thead>
<tr>
<th>GRADE SPAN</th>
<th>PROGRAM</th>
<th>SOFTCAP</th>
<th>STIPEND PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-12</td>
<td>Gen. Ed.</td>
<td>52</td>
<td>(&gt; than average of 52) $600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(&gt; average of 53 ) $1,000</td>
</tr>
</tbody>
</table>

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

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

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

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

15. 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.

16. For the 2015-16 school year the Association will dedicate .5% to GSAA, and the District will match percentage. Any unused portion of the Association’s .5% will be redistributed to members employed in 2015-2016 by August 31, 2016.

17. 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.

18. Each year the Association and the District will “Meet and Confer” regarding the amount of new dedicated money to be utilized for GSAA staffing.

19. At high schools, academic guidance counselors and intermediate student advisors will receive a $500 stipend per year due to additional hours for GSAA.

20. 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 the 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, 2021.
ARTICLE 13. LEAVES

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

13.2 Absences for Illness or Accident (Sick Leave)

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

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

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

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

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

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

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

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

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

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

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

i) Unit members may donate as many of their personal sick leave days, beyond a base of ten (10) personal sick days, as they wish to immediate family members who are certified employees of the District. The definition of immediate family member in this section is found in Paragraph 13.4, Bereavement Leave. Registered domestic partners and their equivalent family members are included in this definition of family. these conditions shall apply:

(1) Donations are voluntary;

(2) Donating unit members shall be able to do so after the receiving unit member has exhausted his/her own personal sick days; and,

(3) Any other mutually agreed upon condition.
ARTICLE 13. LEAVES

j) During the first twenty (20) days of the first semester and the first ten (10) days of the second semester, the District will make every effort to provide substitute support for high school counselors from the first day of absence.

13.3 Pregnancy Related Disability

a) Female unit members covered by this Agreement shall be entitled to utilize paid leave upon presentation of verification from the employee’s treating physician stating:

(1) The nature of the disability;

(2) The expected duration of the disability; and

(3) When the employee is free to return to her regular duties without restriction.

b) The unit member may serve until such time as it is decided by a physician that she is unable to perform the services required in her particular position.

c) No later than the end of the sixth (6th) month of pregnancy, the unit member is required to provide Human Resources with a statement from her physician indicating her expected date of disability and a prognosis of her ability to perform her contractual duties. She is required to serve until such time as illness or childbirth requires her absence, or identified by her physician.

d) Prior to the time the unit member is scheduled to return to her regular duties, she will provide Human Resources with a letter from her physician stating that she is free to return to her regular duties without restriction.

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

f) At the end of pregnancy or adoptive leave, the unit member may request an unpaid leave for the remainder of the work year. If the unit member returns during the same work year, her current assignment will be held for her.

g) Upon written request of the unit member, the District may extend the unpaid leave for one additional academic year. An extension will normally be granted only if the unit
ARTICLE 13. LEAVES

member’s initial unpaid leave has been for less than a full year. in cases of miscarriage,
an individual on unpaid leave may be consider for immediate placement provided a
position for which the individual is qualified exists and a statement from the attending
physician indicates that the individual is able to return full-time duty without detriment to
her health.

13.4 Bereavement Leave

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

13.5 Military Leave of Absence

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

b) Within six (6) months after the honorable discharge of a certified unit member from the armed
forces of the United States, such a unit member shall be entitled to return to a position in the
classification held by the unit member at the time of entrance into military service and to
receive the salary to which the unit member would be entitled had the unit member continued
in the service of the school District.
ARTICLE 13. LEAVES

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

13.6 Absence Due to Quarantine

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

13.7 Exchange Teaching Leave

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

13.8 Personal Necessity Leave

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

(a) Death of a member of the immediate family, as defined in Article 13.4. (this
would be in addition to Bereavement Leave)

(b) Accident involving the unit member’s person or property or the person or
property of a member of their immediate family, as defined above, of such an
emergency nature that the immediate presence of the unit member is required
during their workday.

(c) Subpoena for mandatory court appearance as a litigant or a witness. In any case in
which a witness fee is payable, such fee shall be collected by the employee and
remitted to their District, not to exceed the actual amount paid a substitute. The
Definition of the word “litigate” does not include a plaintiff in a legal action.

(d) Serious or critical illness of a member of the immediate family as defined above,
calling for services of a physician and of such emergency nature that the immediate
ARTICLE 13. LEAVES

presence of the unit member is required during their workday and which may require
verification by a physician’s statement.

(e) Religious holidays peculiar to the unit member’s faith.

(f) Adopted parenthood when receiving a child into the home.

(g) Parenthood: when a unit member’s child is born.

(h) No more than five (5) of these ten (10) days of absence may be used by the unit
member in cases of personal emergency. Personal emergency is defined as resulting
from factors that affect the unit member or their immediate family and involve
circumstances the member cannot reasonably be expected to disregard and require
their attention during the unit member’s assigned hours of service. Acceptable
personal emergencies are as follows, and use of the personal emergency leave shall be
limited to the following circumstances:

(1) Situations involving a member of the unit member’s immediate family who is
in the military service and require the presence of the employee.

(2) Funeral of a very close friend or family member not covered by article 13.4.

(3) Court appearance of a member of the immediate family.

(4) Marriage of members of the immediate family

(5) Graduation of members of the immediate family.

(6) Additional services may constitute Personal Emergency, Subject to the
approval of the Deputy Superintendent, Human Resources.

(7) All ten (10) of these personal necessity days may be used by the unit member
for undisclosed personal emergency provided no more than two (2)
consecutive personal necessity days shall be used for this purpose before
returning to work.

The unit member shall be required to sign on a form provided by the District, a
statement that such absence was due to personal emergency.
ARTICLE 13. LEAVES

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

(1) Comprehensive college exams.

(2) Court appearance as a plaintiff in a legal action.

Payment for such absence shall be made only upon certification by the unit member’s supervisor that the absence was due to a situation designated as a personal emergency within the meaning of this section. Should a leave be declared non-pay, the Human Resources Division will be notified by the Supervisor.

13.9 Industrial Accident or Illness Leave

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

(a) The accident or illness must have arisen out of and in the course of employment of the unit members and must be accepted as a bona fide injury or illness arising out of and in the course of employment by the worker’s Compensation Appeals Board.

(b) Allowable leave for each industrial accident or illness shall be for the number of days of temporary disability and shall not exceed sixty (60) days.

(c) Allowable leave shall not be accumulated from year to year.

(d) The leave under these rules and regulations shall commence on the first day of absence.

(e) When a unit member is absent from the unit member’s duties on account of industrial accident or illness, the unit member shall be paid such portion of the salary due him/her for any month in which the accident occurs, as when added to the unit member’s temporary disability under Division 4 or Division 4.5 of the Labor Code, will result in a payment to the unit member of not more than their full salary.

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

(g) When an industrial accident or illness leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due the unit member for
ARTICLE 13. LEAVES

the same illness or injury. The benefits provided by these rules and regulations shall
be applicable to all unit members immediately upon becoming a unit member of the
District.

(h) The benefits provided by these rules and regulations shall be applicable to all unit
members immediately upon becoming a unit member of the district.

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

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

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

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

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

13.10 Jury Duty

(a) Leaves of absence will be granted to certified unit members regularly called
for jury duty or subpoenaed as a witness in the manner provided by law.
When such leave is granted, the unit member is entitled to their regular salary
less any fees received.
ARTICLE 13. LEAVES

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

13.11 Unpaid Leave of Absence

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

(a) Illness in the immediate family

(b) Peace Corps and Vista

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

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

13.12 Educational leaves

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

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

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

(c) Such leaves may also be granted for educational travel provided the employee receives district approval of the itinerary and the district verifies that the travel is directly related to the employee’s assignment.

(d) The program in which the unit member is enrolled shall be directly related to the unit member’s teaching assignment.

(e) Any unit member granted such leave shall guarantee that such unit member shall work for the district a minimum of two (2) years following completion of such leave.

The determination of specific unit members granted such leave shall be completely within the discretion of the District.
ARTICLE 13. LEAVES

13.13 Miscellaneous

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

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

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

13.14 Misuse of Leave

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

13.15 Disability Leave

A member of the unit who has applied for disability allowance under STRS shall be granted an unpaid leave of absence of up to twelve (12) months. If the application has not been acted upon, and following proof of processing, if necessary, the additional twelve (12) month of unpaid leave of absence may be granted. Any unit member who has been granted disability leave shall be carried as a District employee for a period up to thirty-nine (39) months.
ARTICLE 13. LEAVES

13.16 Catastrophic Leave Bank

(a) Definition

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

(b) Eligibility

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

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

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

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

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

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

(10) Unit members joining the Catastrophic Sick Leave Bank during open enrollment shall become members of the Bank on the first day of their paid service the following school year. Two of their initial ten (10) days of
ARTICLE 13. LEAVES

personal sick leave shall be donated to the Catastrophic Sick Leave Bank on
the first day of their Catastrophic Sick Leave Bank membership.

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

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

(c) Establishment of the Bank

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

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

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

(4) An additional day of contribution will be required of all participants if the
number of days in the Bank falls below 25% of the number of bargaining unit
members. Catastrophic Leave Bank unit member participants who are
drawing from the Bank at the time of the assessment will not be required to
contribute to remain eligible to draw from the bank. If a Catastrophic Leave
Bank unit member participant has ten (10) or fewer days sick leave at the time
of the assessment, he/she need not contribute the additional day at this time to
remain a participant in the Catastrophic Leave Bank, however, the unit
ARTICLE 13. LEAVES

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

(d) Designated Contributions

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

   a. Donations are voluntary;

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

   c. Any other mutually agreed upon condition.

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

(e) Withdrawal from the Bank

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

(2) The unit member to receive donated sick leave must have exhausted all fully paid leave and be in a true catastrophic condition.
ARTICLE 13. LEAVES

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

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

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

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

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

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

(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
ARTICLE 13. LEAVES

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.

(g) Appeal

Catastrophic Leave Bank participants who are denied a withdrawal or whose withdrawal is not renewed or terminated may, within twenty (20) workdays of denial, appeal, in writing, to the President of the Association, or his/her designee, and the District Superintendent, or his/her designee. These parties shall hold a hearing within
ARTICLE 13. LEAVES

twenty (20) workdays of the hearing. The parties shall issue a confidential written decision within ten (10) workdays following the hearing. If the participant’s incapacitation does not allow participation in this appeal process, the participant’s agent or member of the family may process the appeal.

(h) Hold Harmless

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

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

(i) Review Process and Termination of Bank

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

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

13.17 Family Care and Medical Leave Act

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

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

Counselor Substitutes

When the district has knowledge that a counselor will be out 5 or more consecutive days, every effort will be made to provide a substitute beginning on the first day of the absence upon counselor request.

This MOU will sunset on June 30, 2021.
MEMORANDUM OF UNDERSTANDING

Side Letter between the
Corona-Norco Unified School District (CNUSD)
and the
Corona Norco Teachers Association (CNTA)

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

1. **Catastrophic injury/illness** is considered an injury or illness that will incapacitate the unit member for an extended period of time (in excess of thirty (30) days). The following exclusions apply; however, complications related to these exclusions may qualify as a catastrophic condition. A list of examples that constitute exclusions is shown below for guidance only, and is not considered an all-inclusive list.
   - Elective surgery
   - Bariatric/Weight Loss surgery
   - Sprains/strains (wrist, hand, knee, ankle, back)
   - Pregnancy
   - Tubal ligation/vasectomy
   - Hysterectomies not related to cancer treatments
   - Cosmetic surgery
   - Knee and hip replacement
   - Shoulder/rotator cuff tear surgery
   - Carpal tunnel/hand/finger surgery
   - Ankle and foot surgery
   - Stress/Depression related illness

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

2. **Written Verification** shall include a CNTA Medical Evaluation Form, and official Doctor's note that includes the statement that the illness/injury is catastrophic per the definition 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.

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

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

14.3 Voluntary Transfer Procedures

(a) Notices of all vacancies which occur in any of the job classifications listed in Article 2 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) Transfers shall not be arbitrary or capricious.

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

14.4 Displacement Procedures

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

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

2. Volunteers for displacement shall be displaced first.

3. If no unit members volunteer for site grade level displacement, the District will assign grade levels based on District seniority, the educational needs of the District, and in a manner that is minimally disruptive to the site. In the event seniority is not the determining factor a meeting will be held between the site administrator, a Human Resources designee, a CNTA representative, and the affected unit member.
ARTICLE 14. TRANSFER POLICY

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

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

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

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

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

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

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

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

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

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

14.5 Involuntary Transfer and Reassignment Procedures

(a) Involuntary transfers and reassignments, as used in this section, shall not be subject to the provisions of article 14.2, 14.3, or 14.4.
ARTICLE 14. TRANSFER POLICY

(b) Involuntary reassignments or transfers shall not be made arbitrarily or capriciously and shall only be made for specific educational needs.

c) The identified unit member must be given an opportunity of no less than forty-five (45) student days to address and correct the listed educational needs of the district with the site administrator. If requested by the identified unit member, a coach, approved by the district and the association, shall be provided. The coach shall not give reports to anyone other than the identified unit member unless requested in writing by the identified unit member (except as required by law).

d) In the event that the educational needs are not addressed to the satisfaction of the district, the district may reassign or transfer the identified unit member. The district may create an appropriate vacancy at a site through displacement.

e) Involuntarily transferred/reassigned unit members shall be granted two (2) days of bankable release time to relocate. In the event that the transfer requires a grade change at the elementary level, the unit member will be provided up to $1000 approved by the district for grade and site plan appropriate supplies funded by the site. Approval of these supplies shall not be arbitrary or capricious.

(f) Once it is determined by the District that an involuntary transfer or reassignment must be made, the district shall place the identified unit member in the designated assignment without posting it as a vacancy.

(g) Involuntary reassignments and transfers shall not be for disciplinary reasons, except as provided in article 14.9(b).

14.6 Timelines

(a) Reassignment opportunities shall be posted for no fewer than five (5) student days. Site unit members must apply within the posting period. If no site unit members apply for a reassignment opportunity, the District shall determine if it is a vacancy.

(b) Transfer vacancies shall be posted at all sites as they are determined by the District for no fewer than five (5) student days. Unit members must apply within the posting period. If no unit members apply for the vacancy, the position may be filled at the District’s discretion.
ARTICLE 14. TRANSFER POLICY

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

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

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

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

14.7 Year-Round Schools

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

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

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

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

14.8 New School Openings

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

14.9 General Provisions
ARTICLE 14. TRANSFER POLICY

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

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

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

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

(e) The creation or dissolution of a shared contract may require a reassignment or transfer of a unit member, at the sole discretion of the District. In such cases, the provisions of Article 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.

(d) Evaluations of permanent unit members shall be in writing no later than April 30 in those years that they take place.
ARTICLE 15. CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES

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

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

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

15.7 The unit member’s evaluator shall take affirmative action to assist and encourage the correction of any cited deficiencies. Such action shall include specific recommendations, and may include release time for the unit member to visit and observe similar classes in other schools. Upon request of the unit member, a representative of the District shall demonstrate in
the actual work environment the corrective techniques that are proposed. A unit member shall not be held accountable for any cited deficiencies which the unit member has no authority to correct.

15.8 The performance of each unit member shall be evaluated in writing by an administrator pursuant to those Education Code sections dealing with the evaluation of certificated personnel.

15.9 The evaluator and the unit member shall sign the evaluation and signify the dates that the evaluation was drafted. The signature shall not be construed to mean that the unit member agrees with the evaluation.

15.10 The District shall maintain the unit member's personnel file at the District Human Resources Division.

(a) No evaluations, correspondence, or other material making reference to a unit member's competence, character, or manner, shall be kept or placed on file in any location without the unit member's knowledge and opportunity to attach comments. A unit member shall be notified at the time material is added to their file and given a copy. All such material shall be dated and signed by its originator.

(b) Before derogatory material can be utilized in a unit member's evaluation, the unit member shall have been provided a copy and shall have been given an opportunity to attach a rebuttal.

(c) Derogatory material relating to unit member actions or omissions which have not been repeated within the prior three (3) year period may not be used by the District in any evaluation and shall not be the basis for denying a transfer and shall not be included in a reference for employment outside the District. The unit member may request in writing that such material be removed from the file. The Deputy Superintendent of Human Resources or designee shall decide whether the questioned material is to be removed.

15.11 The content of all written material obtained in the evaluation process shall be kept in the strictest confidence. Except as provided below, access to evaluations shall be limited to the members of the District Administration and the Board of Education. This shall not preclude the use of the evaluation in any administrative and/or legal hearing process. Upon written
ARTICLE 15. CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES

authorization by the unit member, a representative of the Association shall be permitted to
examine and/or obtain copies of the evaluation in such unit member's personnel file. The
District shall keep a log indicating the name of persons who have requested to examine the
evaluation, as well as the dates such requests were made. Such log shall be available for
examination by the unit member or the Association if so authorized by the unit member.

15.12 The unit member may request that complimentary materials relating to such unit member's
professional activities be placed in said unit member's personnel file.

15.13 A unit member shall have the right to designate a witness at a conference dealing with a
negative evaluation.

15.14 Those unit members identified in Article 2.1 as RS, APE, AH, CH, H&H, LH, OMS, PH, SH,
and VH who receive an overall performance rating on the evaluation that Does Not Meet
Standards may, upon the unit member's request, receive an additional evaluation subject to
availability of the District program supervisor.

15.15 The evaluator shall not solicit student evaluation of unit member performance during
classroom observations

15.16 The content of the evaluations are not subject to the grievance procedure.

15.17 The evaluation documents shall be reviewed annually by a committee comprised of no more
than four (4) CNTA appointees and no more than four (4) District appointees.
ARTICLE 16. SALARIES

16.1 The per diem rate of pay for each unit member shall be the unit member's annual salary as defined and tabulated in the "Basic Work Year Salary Schedule" in effect at the time, divided by one hundred eighty-five (185). "The Hourly Rate of Pay" for each unit member shall be the per diem rate of pay divided by seven and one-half (7.5).

16.2 A unit member who serves more or less than a basic work year shall receive a salary equal to the number of days worked multiplied by the unit member's per diem rate of pay.

16.3 Upon request by the affected unit member, salary payments for services in addition to the unit member's regular assignment shall be made by separate check as soon as practicable after the service has been performed.

16.4 A unit member shall be credited one step of advancement on the basic work year salary schedule in effect at the time for each year of certificated experience prior to employment by the District to the maximum of ten (10) years.

16.5 Continued step advancement on the salary schedule shall be at the rate of one step for each year of employment in the District. A unit member who is employed for at least 75% of the work year shall be given credit for that years' experience for step advancement. Unit members working less than 75% of the work year shall have advancement on the salary schedule prorated appropriately. Accumulation of service credit is eliminated by a break in contracted service.

16.6 A unit member shall be placed in the appropriate class of the Basic Work Year Salary Schedule upon verification of the specific class. In order to be accepted for class advancement, course work must be completed after the date which the degree is granted.

16.7 Official grade cards, official transcripts, or a letter signed by the registrar of an accredited college or university on letterhead with the official stamp or seal showing evidence of sufficient course credit, shall be submitted to Human Resources and acted upon by the Board of Education at its next regular meeting. Accredited college or university means those accredited by associations which are members of the American Council on Education and/or the California Commission on Teacher Credentialing. Reassignment to a higher classification shall become effective at the beginning of the next pay period following approval by the Board. All units taken for course credit shall be upper division or graduate credits, unless approval has been granted prior to enrollment by the Deputy Superintendent, Human
ARTICLE 16. SALARIES

Resources. In order for course credits to be acceptable for class advancement, they must be from an approved institution and must meet one of the following requirements:

(a) Be related to the teaching field;

(b) Apply toward an advanced degree or credential in the field of education;

(c) Apply toward a planned expansion of the education field.

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

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

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

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

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

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

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

16.15 The annual compensation for Secondary Department Heads and Team Leaders shall be as specified in the Secondary Department Head and Team Leader Pay Schedule in the Appendix.
ARTICLE 16. SALARIES

16.16 The extra pay amounts for extracurricular assignments shall be as specified in the Extracurricular Pay Schedule in the Appendix.

16.17 The supplemental daily pay rate for support personnel shall be as tabulated in the Supplemental Daily Pay Rate Schedule in the Appendix. The supplement shall be paid in addition to the basic salary for each workday.

16.18 Notwithstanding the provisions of Article 2.2, if a new unit member job classification which is not designated as management, confidential, or supervisory is established, the District shall negotiate with the Association over the appropriate salary for that classification, which shall be retroactive to the first day the position was filled.

16.19 Any dispute on compensation shall be limited to one (1) year back from the date of any grievance.

16.20 Beginning July 1, 2016 the Certificated Basic Work Year Salary Schedule as well as all compensation derived from it (stipends, extra-curricular pay, supplemental daily pay rates, and any other hourly pay rates), shall be increased by .91% plus 0.289% for a total of 1.2%

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

16.22 Contingencies

Any net, ongoing, funded/underfunded adjustments to the local control funding formula (LCFF) base will trigger a mutual agreement reopener. For 2015-16 adopted projections were based on a 32.19% gap funding. As of March 2016, current 2015-2016 projections are based on a 51.97% gap funding. For 2016-2017, projections are based on a 49.08% gap funding.

(Gap funding is the difference between the amount the district is entitled to versus what the state is providing.)

16.23 Ongoing negotiations

Absent a mutually agreed alternative, beginning in 2015-16, unit members’ salaries shall be increased by the continuing net funding actually received for the LCFF base, inclusive of K-3 CSR and 9-12 CTE; and exclusive of supplemental funding, except that the first one percent
ARTICLE 16. SALARIES

(1%) shall be allocated toward providing steps and columns to the salary schedules and shall, therefore, not apply to any increase. Any adjustments to fringe benefits shall be at the option of the association and shall be deducted from funds available under this formula.

Supplemental funding will be discussed as a separate item. For additional clarification refer to side letter regarding Article 16.21, 16.22, and 16.23 of the 2014-15 Collective Bargaining Agreement (CBA).

16.24 Beginning July 1, 2018 the Certificated Basic Work Year Salary Schedule as well as all compensation derived from it (stipends, extra-curricular pay, supplemental daily pay rates, and any other hourly pay rates), shall be increased by 1.67%. There will be an increase in benefits by $742 to each tier, for a total compensation package of 2.17%.

16.25 Beginning July 1, 2019 the Certificated Basic Work Year Salary Schedule as well as all compensation derived from it (stipends, extra-curricular pay, supplemental daily pay rates, and any other hourly pay rates), shall be increased by no less than 1%. There will be an increase in benefits by $308 to each tier, for a total compensation package of 1.18%.

16.26 Beginning July 1, 2020 the Certificated Basic Work Year Salary Schedule as well as all compensation derived from it (stipends, extra-curricular pay, supplemental daily pay rates, and any other hourly pay rates), shall not be increased. There will not be an increase in benefits, for a total compensation package of 0%. 
MEMORANDUM OF UNDERSTANDING
MEMORANDUM OF UNDERSTANDING

Side Letter between the Corona-Norco Unified School District

and the

Corona Norco Teachers Association (CNTA)


The parties agree to the following:

1. Due to unpredictable state funding, negotiations shall take place regarding all forms of compensation for unit members at the request of either party.

2. Previously negotiated agreements between the parties must be met, and state required financial disbursements must be made before any continuing net funding, as described in Paragraph 16.23 is disbursed.

3. Employer paid contributions, per unit member, to state pension programs shall be made first from any available LCFF base funds (Paragraph 16.23 and LCFF base funding).

4. Step and Column increases shall be made second.
   i. Step and Column increases generally amount to the equivalent of 1% of the average general salary schedule.
   ii. It shall be the actual cost of Step and Column or 1%, whichever is lower.
   iii. Actual cost shall be determined by comparing the average unit member’s salary according to the Basic Salary Schedule from June 30 of one year with June 30 of the following year minus any annual raise for the second comparison year. The difference shall be converted to a percentage. Finally, this calculation for the previous two fiscal years will be averaged giving a three-year running average which will be understood to be the actual cost of Step and Column.

5. Increases to compensation (salaries, stipends, benefits) shall be made third.
MEMORANDUM OF UNDERSTANDING

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.
MEMORANDUM OF UNDERSTANDING

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%
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 $\frac{1}{138} \times \text{number of days worked} \times$ 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 2018-2019 school year, the maximum contribution provided shall be:

(a) Single party - $7,200
(b) Two party or employ plus child/children - $7,950
(c) Family - $9,120

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

Unit members choosing Option 2 at any future date have the opportunity to choose Option 1. Unit members choosing Option 1 may not at any future date choose Option 2.

17.4 (a) In the event that a unit member on Option 1 chooses a plan, the aggregate cost of which exceeds the amounts referenced above, such excesses shall be paid through payroll deduction installments.

(b) The parties are committed to exploration of a possible restructure of the present fringe benefit package. The goal of this restructure will be to provide a level of service equal or superior to the present level at a lower cost to the bargaining unit member and/or District.
ARTICLE 17. UNIT MEMBER BENEFITS

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

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

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

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

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

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

This language will not eliminate from participation those employees who retired and qualified for participation in the program between September 30, 1983, and September 30, 1995. Retired unit members electing to participate in this program will retain eligibility until completion of the insurance year during which the unit member reaches age sixty-five (65). In the event the retired unit member is located in an area which the district-approved insurance companies do not serve, the district shall provide this compensation toward one-party medical and dental insurance coverage. When the unit member/retiree completes the year in which the retiree reaches age sixty-five (65), and the district contribution toward medical and dental insurance coverage ends, the district shall continue to allow retired unit members to participate in group retiree medical and dental plans under E.C. 7000-7008.
ARTICLE 17. UNIT MEMBER BENEFITS

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

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

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

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

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

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

17.11 All bargaining unit members are eligible to participate in the district's section 125 plan effective June 1, 1992.
17.12 Bargaining unit members new to the district, assigned to year-round school tracks and
beginning service no later than August 8, who do not have medical coverage for the months of
August and September from spouse or previous employer, shall be provided medical insurance
for the initial August and September, at no cost to the bargaining unit member.
ARTICLE 18. UNIT MEMBER TRAVEL

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

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

18.3 No unit member shall be required to transport students in any personal vehicle.
ARTICLE 19. PART TIME EMPLOYMENT WITH FULL RETIREMENT CREDIT

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

(a) The unit member must have reached the age of fifty-five (55) prior to reduction in workload. The member's last year of eligibility is the year of their seventieth (70th) birthday.

(b) The unit member must have been employed full time in a position requiring certification for at least ten (10) years of which the immediately preceding five (5) years were full-time employment. Sabbaticals and other approved leaves do not constitute a break in service. Such leave, however, is not used to compute the five years full-time service requirement prior to entering the program.

(c) The option of part-time employment must be exercised at the request of the unit member no later than April 1, of the prior year and can be revoked only with the mutual consent of the District and the unit member. Should the unit member desire to terminate from the program, the unit member shall provide sixty (60) calendar days' notice of their intention. The unit member shall be returned to full-time employment by the District subject to the availability of a position for which the unit member qualifies by credential, education and prior work experience.

(d) The unit member shall be paid a salary which is the pro-rata share of the salary which would have been earned had the unit member not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which the unit member makes the payment that would be required if remaining in full-time employment. Notwithstanding the limitations of Article 17.1, the unit member shall receive the full fringe benefit allowance in the same manner as a full-time unit member.

(e) The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the unit member's contract of employment during the final year of service in a full-time position. This minimum may be fulfilled by an eligible unit member working a half-day assignment for the entire work year, or by working a full day assignment for one-half of the work year.
ARTICLE 19. PART TIME EMPLOYMENT WITH FULL RETIREMENT CREDIT

(f) This option is limited in pre-kindergarten through grade 12 to certificated unit members who do not hold positions with salaries above that of a school principal.

(g) A unit member participating in this program shall receive the credit under STRS that would be received if the unit member were employed on a full-time basis and have the retirement allowance, as well as any other benefits the unit member is entitled to under Chapter 2 of Division 10 of the Education Code of the State of California, based upon the salary that would have been received if employed on a full-time basis, and both said unit member and the District shall contribute to State Teachers' Retirement System the amount that would have been contributed if said unit member was employed on a full-time basis.

(h) A unit member in the Part-Time Employment with Full Retirement Credit Program cannot participate in the plan for more than ten (10) years or beyond the year in which the seventieth (70th) birthday falls, whichever comes first.

(i) The District shall determine the number of unit members who may enter the program in any year. Should applications exceed positions available, seniority in the District service shall be the determining factor.

(j) Any modification in the level of part-time service of a unit member who has entered into this program or any return to full-time service, shall be permitted only with the mutual consent of the District and the unit member. It is the intent of this program to provide options for unit members for part-time employment to phase in their retirement program.

(k) The District shall develop applications, other forms, and administrative procedures necessary to implement and operate this program. Assignment to schools shall also be determined by the District.

(l) The workday of a "classroom teacher" (as defined in Article 10.1) who works less than a full day in accordance with this Article 19, shall include a proportionate conference/preparation period per Article 10.2.
ARTICLE 20. GRIEVANCE PROCEDURES

20.1 Definitions

(a) A “grievance” is a claim by the association or by one or more unit members that there has been a violation, misinterpretation or misapplication of a provision of this agreement with the exception of the relationship compact.

(b) A “grievant” may be any certificated unit member, group of unit members, or the association filing a grievance, pursuant to 20.1(a).

(c) A “party in interest” is any person who might be required to take action or against whom action might be taken in order to resolve the claim.

(d) A “day” is a “workday” as defined in article 3.3.

20.2 Procedure

(a) Level One: The grievant may, within forty (40) days following knowledge of the act or condition when the affected employee, in the exercise of due diligence, knows or should have known of the act or omission which is the basis of the grievance, meet with the immediate supervisor, either directly or through the Association’s representative, to discuss and informally resolve the grievance. If the grievant is not satisfied with the informal disposition of the grievance, the grievant may file the grievance in writing simultaneously with the immediate supervisor and the Association. The immediate Supervisor shall, within ten (10) days after receipt of the written grievance, meet with the grievant and/or the Association representative and shall deliver a written decision.

(b) Level Two: If the grievant is not satisfied with the disposition of the grievance at Level One, the grievance may, within ten (10) days, be appealed to the Superintendent. The Superintendent, or designee, shall meet with the grievant and an Association representative within ten (10) days in an effort to resolve the grievance. The Superintendent, or designee, shall deliver the written decision to the grievant and the Association within ten (10) days after such meeting.

(c) Level Three: In the event the grievant is not satisfied with the disposition of the grievance at Level Two, the grievant may, within ten (10) days following, submit a written request to the Association that the Association submit the grievance to
ARTICLE 20. GRIEVANCE PROCEDURES

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

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

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

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

(4) The written opinions and conclusions of the mediator are to be given serious consideration as an acceptable resolution to the dispute, but they may be rejected by either party by writing to the other stating the reasons for the rejection. In the event of rejection by either party, the parties agree the mediator's suggested resolution may not be offered as evidence in any subsequent arbitration.
ARTICLE 20. GRIEVANCE PROCEDURES

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

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

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

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

4. Powers of the Arbitrator are subject to the following limitations:

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

   b) The Arbitrator shall have no power to establish the structure of the salary schedule.
ARTICLE 20. GRIEVANCE PROCEDURES

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 within the time lines shall cause the grievance proceedings to cease with the solution being the last Administrative decision.
ARTICLE 20. GRIEVANCE PROCEDURES

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

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

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

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

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

(i) Whenever it is necessary to attend a grievance meeting or hearing during the workday, the grievant or the Association representative, upon notice to the immediate supervisor, shall be granted release time to permit participation in the foregoing activities. Any unit member who appears in such meetings, or hearings, as a witness will be accorded the same right. The grievant or the Association representative, upon notice to the immediate supervisor, shall be granted one (1) day of release time for the preparation and investigation of the grievance. Such release time will be subject to substitute availability and, whenever possible, scheduled within five (5) days of the request. Upon the submission of the grievance to Level Three the grievant and the Association representative shall be granted two (2) days of release time for the preparation and investigation of the grievance.
ARTICLE 20. GRIEVANCE PROCEDURES

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

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

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

(m) Representation of the grievant at Levels One and Two of the grievance procedure shall be, at the grievant's option, either personal or by a representative selected by the Association. If a unit member is not represented by the Association or its representative, the Association shall be provided with a copy of the grievance and the proposed resolution and shall be given the opportunity to file a response. The Association, upon written request of the grievant and the approval of the Association's Executive Board, shall process the grievance at Level Three.
ARTICLE 21. SUMMER SCHOOL

21.1 Staff Selection

(a) No later than May 1, the District shall circulate to each unit member a notice of anticipated Summer School/extended year openings and invite applications on a District-supplied form.

(b) Any current unit member shall be considered a qualified applicant for a Summer School position and shall be given priority over all other applicants. Assignments shall be limited to those applicants with appropriate grade level/subject area credentials and experience within three (3) years. Priority shall be given to an applicant who has not held a Summer School or extended year position the previous year and has not had an unsatisfactory evaluation or been placed on an improvement plan during the past two (2) school years.

(c) Each qualified applicant shall be interviewed by those persons responsible for applicant screening and selection.

(d) All applicants shall be notified of their selection or non-selection by June 7 for all positions known at that time. Additional hiring may be required subject to additional enrollment. A list of all selected applicants shall be posted at the Human Resources Division and transmitted to the Corona-Norco Teachers Association, prior to the commencement of summer school.

21.2 Compensation

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

21.3 Sick Leave

Each Summer School and extended year unit member shall be entitled to one day of absence with full pay for Summer School/extended year workdays. 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 the Summer School/extended year assignment.
ARTICLE 21. SUMMER SCHOOL

21.4 Hours Of Employment

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

21.5 Exclusions

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

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

21.7 Online Courses

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

(a) Participation in Summer School is strictly voluntary. The Collective Bargaining Agreement, Article 21 (Summer School) and all related agreements shall be followed.

(b) This is a hybrid online course with each student physically attending classes two (2) days each week (Mondays/Wednesdays or Tuesdays/Thursdays) for 90 minutes each session. Teachers are required to hold online office hours on Fridays to respond to student questions. Online office hours may be held off site.

(c) Participants as an online teacher will receive:

1. Sixty-five (65) hours of total Summer School pay.

2. Four (4) cohorts of students for each teacher.

3. Each cohort will meet two (2) times per week (90 minutes for each meeting).
ARTICLE 21. SUMMER SCHOOL

4. No more than 20 students in each cohort.

5. Hourly compensation (at the current Summer School pay rate) for professional development for online instruction and using the online software, prior to the start of Summer School.
MEMORANDUM OF UNDERSTANDING
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

Summer School, Intersession and ESY Compensation

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

Compensation will be increased by six and seventy-two hundredths percent (6.72%) to $46.17 on July 1, 2015.
ARTICLE 22. PROFESSIONAL GROWTH

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.
ARTICLE 23. YEAR-ROUND SCHOOL

23.1 If a unit member is displaced by Year-Round school, the District shall assign that unit member to a school, at the same level, that retains traditional scheduling if positions are available. The District shall follow transfer procedures as outlined in Article 14.

23.2 Unit members shall not be required to work more than the current contractual work year outlined in Article 10.

23.3 Additional days in the unit member's regular assignment beyond the contractual work year outlined in Article 10 shall be compensated at the unit member's per diem rate. These days shall apply toward the ratio in Article 13.2 pertaining to sick leave.

23.4 The District shall give reasonable assistance to unit members in the transportation of materials, equipment, supplies, furniture or textbooks. Such assistance shall be upon mutual agreement between the unit member and the principal.

23.5 Year-Round school unit members shall be provided storage space for materials. This storage space shall be convenient and secure.

23.6 With the approval of the Human Resources Division, unit members at the same site and within the same school year may request an exchange of teaching assignment days with unit members on other tracks. A request for this exchange must be submitted to Human Resources six (6) days prior to the dates requested.

23.7 The District shall notify unit members in writing of the termination of the Year-Round school program at their site.

23.8 All Year-Round school sites shall have air conditioning in all classrooms. The District shall make every effort to maintain air conditioners in Year-Round schools in working order, and will attempt to repair malfunctioning units as soon as possible.

23.9 Unit members who are working in Year-Round schools during the conference or training sessions and are selected as delegates to the NEA Rep. Assembly or to the CNTA/CTA/NEA summer workshops/training sessions shall be granted paid release time. The total combined amount of release time for all representatives shall be limited to twelve (12) days per year.

23.10 Subject to the timing of the CNTA Year-Round calendar proposal, negotiations on the Year-Round school calendar shall begin within ten (10) working days of the CNTA proposal.
ARTICLE 23. YEAR-ROUND SCHOOL

Every effort shall be made to provide unit members with as much notice as possible of the Year-Round school calendar.

23.11 Teachers shall have access to their classrooms, workrooms, and restrooms during the normal teacher workday hours on both weekend days prior to the opening of an instructional session. A custodian will be available on both weekend days during normal school hours. Schools will be open the weekend before the Fourth of July instead of on the July Fourth weekend.

23.12 Except as otherwise provided for emergency transfers, written notice of tentative involuntary transfers for the coming Year-Round school year, shall be given to the unit member no later than May 1st.

23.13 The District shall attempt to distribute students with special needs across more than one track.

23.14 If there is no additional cost to the District, all Year-Round school sites shall be on an early schedule.

23.15 At a Year-Round school, report cards shall be issued to all students three (3) times a year.

23.16 Bargaining unit members with children at a school with a Year-Round schedule will have priority in placing their children on the same track as their teaching assignment.

23.17 The bargaining unit member and teacher spouse of the bargaining unit member serving at schools with Year-Round schedules shall be provided the opportunity, whenever possible, of having the same track assignment.

23.18 There will be one (1) day of paid time for any teacher who changes to a track that allows less than one week of prep time between tracks and/or grade level changes.

23.19 Year Round track teachers who work on non-calendar days during the fourth track change over, and have prior approval of the principal, will be paid the Curriculum Rate for up to four hours.
ARTICLE 24. INTERMEDIATE SCHOOLS

24.1 Each intermediate school bargaining unit member shall be guaranteed the conference/preparation time specified in Article 10.2.

24.2 Whenever possible, duties before and after the student day shall be assigned in such a manner that entire families are available for family team meetings on some days during that time.

24.3 Principals shall encourage teams to schedule team meetings at the mutual convenience of all team members.

24.4 Team member input shall be solicited and considered by the principal prior to the selection of the team leader.
ARTICLE 25.

1 THIS IS LEFT BLANK INTENTIONALLY
ARTICLE 26. SPECIAL EDUCATION

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

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

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

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

26.5 The District will make every effort to take advantage of, and maximize Federal and State funding for, Special Education programs within the structural constraints of the program.

26.6 For the purposes of the voluntary and involuntary reassignment of Special Education teachers to another Special Education position, Article 26.7 shall apply in lieu of Article 14.

(a) Voluntary reassignments

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

(2) The Special Education Department will post, on its website, a twice monthly updated listing of all positions currently available for reassignment, beginning March 15 of each school year and continuing through the first day of school for the position(s) listed.
ARTICLE 26. SPECIAL EDUCATION

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

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

(b) Involuntary Reassignments

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

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

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

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

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

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

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

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

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

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

ii. Sharing Instructional Aides;

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

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

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

26.9 Resource Specialist Program (RSP) teachers and Special Day Class (SDC) teachers may
submit time cards for up to ten hours (10) annually, 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.
MEMORANDUM OF UNDERSTANDING
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, 2021.

SPED Supervision

The parties agree that upon mutual agreement between site administration and a special education teacher (NSH/SH/SDC 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, 2021.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA NORCO TEACHERS ASSOCIATION

RSP Substitute Request

The parties agree that Elementary Resource teachers (RSP) may request a substitute after two (2) consecutive work days of absence.

This MOU shall be in effect from July 1, 2018 through June 30, 2021.

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, 2021.
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.

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

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

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, 2018 through June 30, 2021.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
AND THE CORONA NORCO TEACHERS ASSOCIATION
RESOLVING GREIVANCE REGARDING
SPEECH AND LANGUAGE PATHOLOGY ASSIGNMENTS

July 2, 2008

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

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

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

NOW, THEREFORE, the parties agree as follows:

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

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

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

4) For services to TK-12 Speech and Language students, FTEs required for the current state requirement of an average of 55 students per SLP shall be computed by the following formula:
MEMORANDUM OF UNDERSTANDING

Required FTEs = No. of students TK-12 district wide receiving SLP services

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

5) The current grievance shall be withdrawn with prejudice.

6) Entering into the Agreement does not constitute an admission of wrongdoing or violation of law or the collective bargaining agreement by either party.

7) The District and the Association will continue their collaborative efforts to recruit and retain additional credentialed Speech and Language Pathologists.

8) Pursuant to Section 26.3 of the Collective Bargaining Agreement, the District and the Association will monitor caseloads and assignments.

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

10) It is understood and agreed that if this Agreement is not approved by the Corona-Norco Teachers Association, the parties will continue their collaborative efforts to recruit; however, the District intends to maintain its current assignment methods and ratios in accordance with the District’s interpretation of applicable state law and the SELPA Agreement. Nothing in this Agreement shall constitute or be argued by either party to be evidence that the Association agrees or acknowledges that the District’s current assignment methods or ratios comply with the Collective Bargaining Agreement, the applicable state law and/or the SELPA Agreement.

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

12) For the purposes of determining the total number of students receiving SLP services, student data maintained in a WEB-based IEP writer database will be used. All appropriate steps will be taken to safeguard the confidentiality of student information. The Assistant Superintendent or his designee shall review, on October 1st and April 1st of each year, caseload calculations based upon the methodology listed above with the CNTA President/Designee. If, upon either of these dates, District caseload averages exceed legal limits and additional SLPs are unavailable to be hired, additional days and/or hours will be offered to existing staff to the degree necessary to bring caseload averages into compliance. If additional days and/or hours are not accepted by current Speech and Language Pathologists, it is understood and agreed that as a last resort, the District will contract for such services. However, both the District and the Association agree that contracting out for such services is not desirable and not in the best interests
MEMORANDUM OF UNDERSTANDING

of either party to this Agreement or the students of the District. Therefore, the District
agrees to utilize its best efforts to recruit, hire, and retain Speech and Language
Pathologists and will only utilize contracting out of such services when no other
option is reasonably available to the District. In the event that the District contracts
out Speech and Language Pathologist services, the District agrees it will notify the
Association of the contracting out of the services and immediately enter into
discussions with the Association on how to improve and enhance the District’s ability
to recruit, hire and retain Speech and Language Pathologists.

Date: 9-20-08
Updated: 6-2-20

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, 2021.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

SLP Substitute Request

When the district has knowledge that an SLP will be out 3 weeks or more, every effort will be made to provide a substitute beginning on the first day of the absence upon SLP request.

This MOU will sunset on June 30, 2021.
ARTICLE 27. EDUCATIONAL INNOVATIONS

27.1 Any proposal for innovations by the District or a site which impacts the Collective Bargaining Agreement must be presented in writing to the Association and District by February 15. By March 1, the Association and the District will determine whether or not this meets the criteria of innovation. In the event the Association and the District mutually agree that the proposal is not an innovation, the implementation of the proposal will not be subject to the grievance process. The innovation proposal will be processed in such a manner so as to enable the ratification process to be completed by March 30.

27.2 The scope of proposals for innovations which impact the Collective Bargaining Agreement are limited to Articles 9, 10, 12, 18, 22, 23, 24, 26, Appendix B, and the calendar.

27.3 The written proposal must include:

   (a) A description of the proposed innovation

   (b) The parties impacted by the proposed innovation

   (c) The educational justification

   (d) Supporting research, if available

   (e) Timelines for implementation

   (f) Any staff development needs

   (g) A preliminary budget

   (h) Evaluation and review process

27.4 Any innovation requested by a specific site must have staff approval consisting of a 70.0% positive vote by secret ballot by the bargaining unit members at that site before simultaneous presentation to the Association and the District. CNTA will prepare the ballots and conduct the election.

27.5 The District and the Association shall meet to determine whether the proposal complies with the Collective Bargaining Agreement, Board Policy, the Education Code, and/or past practice. When appropriate, the District and the Association will enter into a Memorandum of Understanding and Agreement.
ARTICLE 27. EDUCATIONAL INNOVATIONS

27.6 Either party may, at any point, notify the other of its intent to withdraw from this Agreement. Said party will provide written notification to the other of its intent, allowing a sixty (60) day waiting period. During this waiting period, the District and the Association representatives will come together to attempt to identify and resolve differences. By mutual agreement, the waiting period may be waived.

27.7 Approval of final language shall require a 70.0% vote by secret ballot of affected bargaining unit members voting in the election provided that a majority of the bargaining unit members at the affected site(s) participate in the election. The election will be open for up to 5 school days. CNTA will prepare the ballots and conduct the election.

27.8 Any Agreement must be ratified by the Association and approved by the Board of Education.
MEMORANDUM OF UNDERSTANDING
MEMORANDUM OF UNDERSTANDING

SITE CONTRACT WAIVER

July 17, 2008

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

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

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

1. Site Specific Contract Waivers may only be sought on provisions of the CBA contained in Article 10: Hours of Employment, with the exceptions noted in this article.

2. A Site Specific Contract Waiver shall not increase the length of the workday for classroom teachers or support personnel as defined in Article 10.

3. No later than February 15th, the site administration must submit the Site Contract Wavier Proposal Form that directly follows this MOU to Human Resources. No later than March 1, the Site Contract Wavier Proposal Form must be approved by a unanimous vote of the CNUSD/CNTA Site Waiver Committee, comprised of three (3) CNTA members and three (3) District administrative staff.

3.1 Sites identified by the State as Program Improvement (PI) sites may submit Site Specific Contract Waiver Proposals upon receipt of notification.

4. No later than March 1, the Site Specific Contract Waiver Proposal must be approved by a unanimous vote of the CNUSD/CNTA Site Waiver Committee. If approved, secret ballot elections must be completed with results reported to the affected site Unit Members, District and CNTA by March 30 in order to implement the Site Contract Waiver for the following
MEMORANDUM OF UNDERSTANDING

1 year. If the timelines are not followed, the Site Contract Waiver shall not be implemented and it will be necessary to initiate the process the following year.

5. CNTA will conduct and oversee the election in partnership with the site administration. The election will be open for up to 5 school days.

6. Waivers are site approved with at least 70.0% of the affected Unit Members voting “Yes.” Affected Unit Members are those assigned to the site at the time of the vote.

7. If a site wishes to continue an existing waiver with or without modifications, the proposal must be resubmitted annually to the Joint Committee by February 15 followed by at least a 70.0% positive vote of the affected Unit Members by March 30. After a successful initial vote by the Unit Members, completed by March 30 of each year, two consecutive renewal votes must occur, and the waiver will then be considered the default way of operating at the site.

7.1 Affected “Unit Members” means those unit members who are assigned to a position for the upcoming school year that will be directly impacted by the Site Contract Waiver. If assignments for the upcoming school year have not been made at the time of the vote, unit members currently assigned to the positions that will be directly impacted by the Site Contract Waiver shall be considered affected Unit Members.

8. No unit member shall be asked to leave the site or be retaliated against or harassed in any manner by administration as a result of their support or opposition to a waiver or waiver proposal.

9. Unit members adversely affected by a waiver proposal will be given transfer priority by meeting with CNTA and the Assistant Superintendent of Human Resources to attempt to facilitate a transfer to an existing vacancy for which they are qualified.

9.1 Priority status means that no non-priority status transfers shall take place until all priority status transfers have been properly processed.

This process will be reviewed and revised by mutual agreement no later than 6/30/2020.

10. All Site contract Waivers must complete one school or calendar year of implementation.

Revised May 23, 2019
MEMORANDUM OF UNDERSTANDING

SITE CONTRACT WAIVER PROPOSAL FORM

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

28.1 The District will offer as many staff buy-back days as authorized for payment by the State. The District will provide appropriate in-service opportunities at a variety of off-track times. All staff buy-back days may be available for staff development at each site. Such activity(ies) shall be determined by each site. The hours and plans shall be in compliance with state regulations ("staff development instructional methods, including teaching strategies, classroom management and other training designed to improve pupil performance, and academic content in the core curriculum areas"). The rate of pay shall be the total dollars earned by the District less required payroll costs. Unit members may participate in a single staff development activity over several days but must be present for the equivalent of a full-time instructional work day. Participation in the staff development buy-back days by unit members is voluntary.

28.2 District staff development buy-back day opportunities shall be published as available.

28.3 Unit members shall be invited to submit proposals for staff development buy-back day activities which meet the above referenced state regulations. Such proposals shall be submitted for consideration to the District each year.

28.4 All unit members who are presenters for staff development buy-back days will be compensated utilizing the same formula. Payment for both participants and presenters shall be made per state regulations.

28.5 Association sponsored staff development buy-back days

(a) Subject to District approval, staff development buy-back day in-service activity(ies) may be offered by the Association if the activity meets the state regulations referenced above. Rationale for rejection of any Association proposal shall be provided in writing within ten (10) working days of receipt.

(b) If a unit member is a presenter at such in-service activities, they shall be compensated at a rate equivalent to that of other unit members who are presenters for the staff development buy-back day activities offered by the district. If the presenter is an employee of CTA, the Association or participating unit members shall assume the costs of the presenter's fee, if any.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

29.1 **Purpose**

(a) The Peer Assistance and Review Program ("PAR") allows exemplary teachers to provide non-administrative assistance to permanent teachers in the areas of subject matter knowledge, teaching strategies, and teaching methods.

(b) The extent of the program’s assistance and review depends upon whether the participating teacher is a referred permanent teacher or a voluntary permanent teacher. A permanent teacher, who has been on an improvement plan for at least ninety (90) calendar days, or sixty (60) work days, whichever is greater, and still received a final unsatisfactory evaluation in any of the areas of subject matter knowledge, teaching strategies, or teaching methods and instruction, shall be referred for participation in PAR. Assistance shall be provided through consulting teachers as described in Article 29.4(b). It shall not involve the participation of the consulting teacher in the evaluation of the unit member required by the Education Code and Article 15 of this agreement, except that the results of unit member participation in the PAR program shall be made available to the evaluator in the case of referred teachers.

29.2 **Definitions used in this article**

(a) “Classroom teacher” or “teacher” is any member of the bargaining unit covered by certificated evaluation requirements in Article 15 of the Collective Bargaining Agreement.

(b) “Participating teacher” is a permanent classroom teacher member of the unit who either volunteers or is required by this article to participate in the program.

(c) “Consulting teacher” is an exemplary teacher meeting the requirements of Article 29.4(b)(1) selected by the Joint Panel to provide program assistance to a participating teacher.

(d) “Referred teacher” is a permanent teacher who has been on an improvement plan for at least ninety (90) calendar days, or sixty (60) work days, whichever is greater, and still received a final unsatisfactory evaluation in any of the areas of subject matter knowledge, teaching strategies, or teaching methods and instruction pursuant to Education Code 44660-44665.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

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

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

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

29.3 Program outline

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

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

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

(3) The principal, consulting teacher, and participating teacher will meet to discuss the outlined areas of improvement and types of assistance to be provided.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

(4) The consulting teacher reviews the recommended areas of improvement, provides assistance to the referred teacher in any of the areas of subject matter knowledge, teaching strategies or teaching methods and instruction needed. The consultant teacher does multiple observations of the referred teacher and makes available the summary report of the referred teacher’s participation for placement in the personnel file. The assistance provided shall address the areas for improvement noted by the principal and shall take into consideration state and local standards. The referred teacher will be provided with the California Standards for the Teaching Profession.

(5) The consulting teacher, participating teacher, and the principal are expected to develop and maintain an ongoing, cooperative working relationship.

(6) The Joint Panel will review the reports made by the consulting teacher. It will make available the reports of referred teacher’s participation in the program to the principal as part of the evaluation’s process. The Joint Panel shall make recommendations to the Governing Board regarding referred teachers, including forwarding of names of individuals who are unable to demonstrate satisfactory performance.

(7) The Governing Board retains final authority over all personnel decisions: evaluations, the decision to commence with disciplinary proceedings for a permanent teacher, the decision to release a probationary teacher or dismissal.

(8) The principal shall be solely responsible for evaluating and making the initial recommendations for improvement pursuant to the evaluation. The consulting teacher shall assist the referred teacher in improving in the areas identified by the principal through the regular evaluation and performance improvement process.

(9) Before April 1 annually, the consulting teacher shall prepare a written report summarizing the referred teacher’s participation in the program. It shall consist solely of (1) a description of the assistance offered/provided to the referred teacher and (2) a description of the results of the assistance in the targeted areas. This report shall be submitted to the referred teacher, the principal, and the Joint Panel. The participating teacher may also submit a report to the Joint Panel referencing the above items.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

1. The results of the teacher’s participation in the program shall be made available as a part of the referred teacher’s annual evaluation. The evaluating principal shall have the discretion as to whether and how to utilize such results in the annual evaluation. The principal’s evaluation shall not be based solely on the report from the consulting teacher.

2. The assistance provided by the consulting teacher to the referred teacher shall consist of at least twenty (20) hours of in-classroom support over the course of the school year, in addition to other forms of assistance provided.

3. If the referred teacher receives an additional unsatisfactory evaluation in any of the applicable areas from the principal despite the assistance of the consulting teacher, the teacher shall be referred for continued participation in PAR as long as the teacher has an unsatisfactory evaluation in one or more of the applicable areas. The Governing Board shall have the sole authority to determine whether the participating teacher has been unable to demonstrate satisfactory improvement.

4. The consulting teacher’s summary report on the referred teacher’s participation in the program shall be made available to the evaluating principal for possible placement in the participating teacher’s personnel file. If so desired, the participating teacher may request placement of this report in their personnel file.

5. No later than June 30, the Joint Panel will make an annual report to the Governing Board and the Association regarding the program’s impact, improvements to be made and recommendations regarding program participants.

6. The evaluating principal will forward to the Governing Board names of referred teachers who, after sustained assistance, are unable to demonstrate satisfactory improvements.

7. The participating teacher may at any time respond to the consulting teacher’s report submitted to the Joint Panel.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

(b) For volunteer teachers, the outline of the program shall be as follows:

(1) The volunteer teacher may apply to the panel to be assigned to work with a consulting teacher to improve current skills in a particular curricular area or to improve and/or develop teaching methodologies and instructional strategies. The volunteer teacher will be assigned to a specific consulting teacher by the Joint Panel, subject to available resources.

(2) Upon assignment, the consulting teacher shall meet with the Volunteer teacher to develop a plan for voluntary assistance. The plan will be submitted to the principal and the Joint Panel for purposes of coordination and planning.

(3) A statement regarding the results of the individual’s participation will be forwarded to the Governing Board and the volunteer teacher only.

(4) Participation as a volunteer teacher shall not be in lieu of the regular evaluation of the teacher pursuant to Article 15 of this agreement.

(5) Budgeted resources of the program shall first be allocated for the benefit of referred teachers under Article 29.3(a), and then as available and budgeted to voluntary participants under Article 29.3(b).

29.4 Governance and Program Structure

(a) Joint Panel

(1) The Peer Assistance and Review Program shall be administered by a panel consisting of five (5) members including three (3) permanent certificated classroom teachers appointed by the Association and two (2) administrators appointed by the District. Qualifications for teacher representatives shall be the same as those for consulting teachers as set forth in Article 30.4(b)(1). A panel member’s term shall be three (3) years, except the first term of the teacher members will be two (2), three -year terms and one (1), four-year term. The appointments will be made by May 1. The first terms of the administrator members will be one (1), three-year and one (1), four-year term. Administrators must have at least five (5) years of administrative experience at the site level and
ARTICLE 29. PEER ASSISTANCE AND REVIEW

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

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

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

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

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

In addition, the panel shall have the following responsibilities:

1. By June 1 of each fiscal year, submit a recommended budget to the
Governing Board within the proportion of the estimated State
revenues generated by the PAR program that the Governing Board
has determined will be used for peer assistance and review or other
programs acceptable through AB 1X. The budget shall detail the
estimated expenditures including the projected number of
participating teachers, the number of consulting teachers to serve the
projected needs, the amount of release time for the panel, and the
projected cost for in-service training for panel members, consulting
teachers, referred and voluntary participants, administrative overhead
and other necessary services
ARTICLE 29. PEER ASSISTANCE AND REVIEW

2. Assign consulting teachers within thirty (30) calendar days after unit member has been accepted into PAR.

3. Review consulting teacher reports on referred teachers by May 1.

4. Evaluate the effectiveness of the consulting teachers by May 1.

5. Provide training for all members of the Joint Panel and coordinate with the District to provide training for consulting teachers and participating teachers as determined by the Joint Panel.

6. Forward to Human Resources by June 15 all records of the program to be filed separately from individual personnel records, except as provided in this article.

7. Establish internal operations procedures and regulations necessary to carry out requirements of the Education Code and this article.

8. Develop the consulting teacher application form, initial evaluation forms, observation forms, and final report format for use by the consulting teacher.

9. Remove consulting teachers who, due to illness, extended absence, or other reasons, are unable to complete their assignment. Replacement consulting teachers may be hired at any time.

(b) Consulting Teachers:

(1) At a minimum, the consulting teacher must:

1. Be a credentialed teacher with permanent status in the Corona-Norco Unified School District with at least five (5) years of recent classroom teaching experience who, during those five (5) years, has had overall evaluations of satisfactory or better in all areas evaluate.

2. Have demonstrated exemplary teaching ability as indicated by effective communication skills, subject matter knowledge, knowledge and commitment to District curricular goals and state standards and
ARTICLE 29. PEER ASSISTANCE AND REVIEW

mastery of a range of teaching strategies necessary to meet student
needs in different contexts.

3. Have demonstrated an ability to work cooperatively and effectively
with other teachers and administrators, demonstrated effective
leadership skills and experience in working on school and District
committees.

(2) Applicants for consulting teacher positions will submit a completed application
including no fewer than three (3) but no more than five (5) references from
individuals with direct knowledge of the applicant’s abilities for the position. At
least two (2) references shall be from bargaining unit members; a reference from
their current principal is also required. Applications and references will be treated
with confidentiality. The Joint Panel will make the selection of all consulting
teachers funded by AB 1X. The Joint Panel will also select teachers for other
programs allowable and funded through AB 1X. The selection will be forwarded
to the Superintendent. The panel’s procedures for selecting consulting teachers
shall include provisions for classroom observations of consulting teacher
candidates and reference checks.

(3) Full-time consulting teachers may provide assistance for up to eighteen (18)
certificated bargaining unit members per school year. The Joint Panel will assign
each consulting teacher to assist no more than three (3) PAR participating teachers
in a school year. The remaining assignments may be used to provide non-
evaluative assistance through BTSA. Each consulting teacher who is assigned
one (1) PAR participating teacher will be assigned no more than fifteen (15)
BTSA teachers. Each consulting teacher who is assigned two (2) PAR
participating teachers will be assigned no more than twelve (12) BTSA teachers.
Each consulting teacher who is assigned three (3) PAR participating teachers will
be assigned no more than nine (9) BTSA teachers. BTSA assignments will be
made by Curriculum and Instruction. All conditions of the BTSA grant will be
monitored and supervised by Curriculum and Instruction. No documents will be
placed in the personnel file by the consulting teacher in regards to the BTSA
assignments. A report on each consulting teacher’s involvement/participation in
the BTSA program will be submitted by Curriculum and Instruction to the Joint
Panel for their review by April 1 on an annual basis. The report form will be
ARTICLE 29. PEER ASSISTANCE AND REVIEW

developed by the PAR panel. PAR assignments will have priority over all other assignments.

(4) Consulting teachers with full-time teaching assignments may provide assistance for up to two (2) second-year BTSA participants. This extra duty assignment will be funded at four (4) days per diem per BTSA participant.

(5) Consulting teachers with full time teaching assignments will provide assistance for no more than one (1) referred participating PAR teacher. Extra duty positions will be funded at twelve (12) days per diem.

(6) Within the first six weeks of assignment, the consulting teacher or the participating teacher may request an assignment change from the Joint Panel for good cause. The decision of the Joint Panel shall be final. A consulting teacher’s term will be a minimum of two (2) and a maximum of three (3) consecutive years of service as a consulting teacher, provided that their annual service as a consulting teacher has been satisfactory to the Joint Panel.

(c) Consulting teachers shall provide assistance to participating teachers in the areas of subject matter knowledge, teaching strategies, and teaching methods including, but not limited to, the following activities:

(1) Providing consultative assistance to improve in the specific areas targeted by the evaluating principal.

(2) Meeting and consulting with the principal regarding the nature of assistance being provided.

(3) Conducting multiple observations of the participating teacher during periods of classroom instruction (with at least twenty (20) hours of in-classroom support).

(4) Recommending specific training in specified teaching techniques or in designated subject matter as approved by the Joint Panel. When appropriate, both the consulting teacher and the participating teacher will attend the specific training session.

(5) Demonstrating good practice to the participating teacher.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

(6) Recommending specific activities targeted to improve their teaching strategies where improvement is desired.

(7) Maintaining appropriate records of each participating teacher’s activities and progress on forms designed by the Joint Panel.

(8) Providing monthly written updates on forms designed by the Joint Panel to the referred teacher, the principal, and the Joint Panel concerning the progress of the referred teacher in the areas targeted for improvement by the principal. The written updates may be kept in the principal’s evaluation file until the final evaluation is completed for the year. The Joint Panel will have access to the consulting teacher reports in the secured separate personnel files maintained in Human Resources.

(d) Consulting teachers shall be returned to their regular assignment upon completion of their term as a consulting teacher. Elementary teachers will be returned to the same school, track, and approximate grade level. Secondary teachers will be returned to the same school and subject areas. Consulting teachers are eligible to apply for transfer at any time during their term as a consulting teacher. Consulting teachers opting to return to the classroom prior to continuing service into a possible second, third, or fourth year must notify the Joint Panel prior to March 1. The fourth year will sunset on June 30, 2007 unless renewed through negotiations.

29.5 Status and Liability Protection of Unit Members

(a) Functions performed by unit members under this article shall not constitute either management or supervisory functions as defined in the Educational Employment Relations Act.

(b) Unit members who perform functions as Consulting Teachers or members of the Joint Panel shall have the same protection from liability and access to appropriate defense as afforded to other public school employees under the provisions of the California Government Code.

(c) This Article shall not be subject to the grievance procedure; however, all other Articles of the Collective Bargaining Agreement are still applicable.
ARTICLE 29. PEER ASSISTANCE AND REVIEW

29.6 Records

(a) All documents and information relating to individual participation in this program shall be considered personnel matters subject to the personnel record exemption of the California Public Records Act. The annual evaluation of the program’s impact, excluding information on identifiable individuals, is subject to disclosure under the Public Records Act.

(b) All documents for the PAR will be filed by Human Resources separately from individual personnel records, except as specified herein.
ARTICLE 30. SHARED CONTRACTS

30.1 Thirty (30) shared-contract positions will be available. The positions will be of a two (2)-year duration. At the end of two (2) years, participants must reapply. The number of shared-contract positions available will be determined by the number of positions previously unfilled and those positions subject to reapplication.

30.2 There shall be no more than (1) shared contracts per school site, when the number of teachers at the site is between 1-30. At sites that have 30+ teachers, the number of shared contracts will be limited to two (2). Shared-contract positions will not be available for two (2) consecutive grade levels on the same track at the same site.

30.3 There will be five (5) shared-contract positions available for non-classroom support personnel. The unit members sharing the contract must have the same job description. Unit members must agree to share the contract for two (2) years or until an opening in that job description occurs.

30.4 Should more applicants for the thirty (30) shared-contract positions at either the elementary or secondary level be eligible or the five (5) shared contract positions for non-classroom support personnel be eligible, the teams at each level will be selected by lottery.

30.5 The District will announce the availability of the shared contract positions on an annual basis. Teachers interested in a shared-contract must complete the application/contract available from the Human Resources office by the deadline announced in the flyer. The application must include the team’s plans for: work schedules, parent conferences, back-to-school night, open house, adjunct/extra duties, in-service, issuing of grades, and the signature of the principal/administrator who accepts the shared contract. If a principal/administrator declines to sign the application, the applicants for the shared contract position can appeal to the Deputy Superintendent, Human Resources or designee.

30.6 Participation in the program requires:

(a) That all teacher participants be tenured at the time of application.

(b) That all teacher participants (except for maternity leave) be in a regular paid teaching position for one (1) year prior to application.

(c) That teachers on a performance improvement plan are not eligible.

(d) That all teacher participants share the contract on a 50/50 basis.

30.7 Unit members participating in shared-contract positions will receive:
ARTICLE 30. SHARED CONTRACTS

(a) Fifty percent (50%) of their salary

(b) Fifty percent (50%) of their sick/personal necessity leave

(c) Fifty percent (50%) of their health and welfare benefits

(d) One-half (1/2) year of credit for advancement on the salary schedule for each year on the
shared contract.

30.8 Should either or both partners in the shared-contract decide, at any time, to terminate this
agreement, the teacher participant that originally held the position will revert to the original
unit member that held the position. If the position is new to each teacher participant, the
teacher with the least District seniority shall be placed in an available, appropriate teaching
position at the discretion of the District. If neither unit member wants the position it will be
opened for regular transfer according to Article 14.

30.9 Should one (1) member of the team leave the position for any reason, the remaining member
will assume the full- time position immediately. Under no circumstances will a new partner
be added to an existing shared-contract.

30.10 At the time of acceptance into the shared-contract position the unit members will meet with a
designee from Human Resources to sign a contract acknowledging and agreeing to the criteria
set forth in this article.

30.11 If at the end of the two-year shared-contract, the teacher participants do not reapply or are not
accepted for an additional two-year participation, the unit members will be placed in available
positions at their site for which they are qualified in accordance with the procedures outlined
in the Collective Bargaining Agreement.

30.12 Should District cancel the program, the unit members will be placed in available positions at
their site for which they are qualified in accordance with the procedures outlined in the
Collective Bargaining Agreement.
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.

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 2021.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

Year Round School Task Force

The parties agree that a joint District-Association Year Round School 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 concerns specific to Unit Members assigned to Year Round Schools,
(b) to discuss District identified areas of concerns,
(c) the task force will make recommendations to the negotiations team of possible solutions to identified problems and concerns by March 15th.
(d) to make recommendations to both parties of possible solutions to identified problems and concerns,
(e) and to provide progress updates quarterly to the E-Board and Cabinet.

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

This MOU shall be in effect through June 30, 2021.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

Academy Task Force

The parties agree that a joint District-Association Academy School 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 concerns specific to Unit Members assigned to Academy Schools,
(b) to discuss District identified areas of concerns,
(c) the task force will make recommendations to the negotiations team of possible solutions to identified problems and concerns by March 15th.
(d) to make recommendations to both parties of possible solutions to identified problems and concerns,
(e) and to provide progress updates quarterly to the E-Board and Cabinet.

The Task Force will be composed of equal numbers of District and Association appointees, providing experts as requested, and allowing for guests and visitors as mutually agreed upon to provide information/share concerns. The goal of the Task Force will be to find long-term approaches to common concerns. Both parties are committed to maintaining an excellent educational program for the students of the CNUSD.

This MOU shall be in effect through June 30, 2021.
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 30th 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 15th.

This MOU shall be in effect through June 30, 2021.

MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

AND

CORONA-NORCO TEACHERS ASSOCIATION

CNUSD/CNTA Contract Review Meeting

The parties agree that an Annual "Contract Review Meeting" will be collaboratively planned and executed jointly by CNUSD and CNTA Negotiation Team. The "Contract Review Meeting" will be held at the beginning of the school year and will include CNUSD Site Principals and CNTA Site Reps with the purpose of ensuring unified training and understanding with regard to contract changes, clarification of intent of contract language, collaborative site based problem solving and new policies/procedures. The Agenda shall include: an informational presentation, breakout sessions by grade-level and a question/answer session with all sessions collaboratively planned and executed jointly. All unit members will be compensated for their time.

This MOU shall be in effect through June 30, 2021.
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, 2021
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION

AND

THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

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

1) The Parties (Corona-Norco Teachers Association and the Corona Norco Unified School District) have become aware of a process for developing the final draft LCAP. Both Parties recognize the value and importance of a large, collaborative LCAP Advisory Committee consisting of parents, teachers, administration, and classified staff. This large committee develops and proposes ideas, concepts, and proposals for the draft LCAP. They also review the current LCAP and make recommendations to maintain, decrease, increase, or eliminate services and/or items.

2) The Parties agree to establish a small LCAP Working Committee. This committee will have the following parameters:

   a) Consist of equal numbers of Administrative personnel and appointed CNTA representatives (2-3 recommended). Other stakeholders may be invited to be part of the committee.
   b) Take the recommendations of the LCAP Advisory Committee and develop a draft and final draft of the LCAP that will go to the school board for approval every year.
   c) Develop the final draft LCAP, submit it to the LCAP Advisory Committee and Cabinet for review, then submit it to the school board for approval
   d) Evaluate each proposal inclusive of the data that will be used to measure effectiveness, as well as a cost analysis, review of data to determine effectiveness, and rationale for the proposal.
   e) Determine which ideas and items from the larger LCAP Advisory Committee will be included in the final draft LCAP based on effectiveness and recommendations from the committee, administration, and union members.
   f) Develop a schedule of regular meetings starting in January 2020.
   g) The LCAP Working Committee may suggest proposals to be included in the LCAP in conjunction with the larger LCAP Advisory Committee
   h) The LCAP Working Committee will present the final draft LCAP recommendations to Cabinet and Executive Cabinet.
   i) All decisions of the LCAP Working Committee shall be made collaboratively and collectively as a group.

3) This MOU shall be placed in the collective bargaining agreement during the 2020-2021 bargaining cycle.

4) This MOU shall be in effect through June 30, 2021.
MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN THE
CORONA-NORCO TEACHERS ASSOCIATION

AND

CORONA-NORCO UNIFIED SCHOOL DISTRICT

Novel Coronavirus (COVID-19) – May 29, 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 address the learning environment and instructional model of schools in the Novel Coronavirus environment. It is determined that due to the fiscal restraints and safety guidelines, a move to online/remote learning program is necessary at this time. It is the mutual interest of both parties to address the recommendations of public health officials in order to prevent the spread of illness arising from the Novel Coronavirus (COVID-19).

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 “Remote Learning”: In light of the fact that the District recognizes the need for continued social distancing while providing time to formulate a plan that implements appropriate safety precautions, 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 (Online/Remote Learning) that will provide teachers an alternative method of delivering education that does not require unit members to physically report to work and ensures that students are able to continue learning.

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.

II. 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.

III. Year Round

Year round teachers will be relieved of the obligation of teaching distance learning as of June 5, 2020. The district will continue providing distance learning opportunities through the end of June.
MEMORANDUM OF UNDERSTANDING

IV. Expectations for Unit Members
   a. Providing virtual standards-based and/or content appropriate instruction, utilizing google classroom as the LMS districtwide
   b. Unit Members will set their schedule asynchronously
   c. Unit Members will establish and announce office hours
      1. A minimum of five hours per week of office hours/interactive material (Ex. Content that engages student in a visual way, a video that requires interaction, content that engages a student in making a response, a game, students getting encouragement and feedback throughout)
   d. Unit Members will develop and post a syllabus with information on accessing virtual curriculum, teacher contact information, and grading policy
   e. Unit Members are expected to engage in work on their established work days
   f. Unit Members will regularly monitor work completion and participation to provide feedback to students
   g. Unit members will provide monitoring access (student-level access) for their google classroom to their site level administration
   h. Unit Member responsibilities
      1. Planning appropriate standards-based instruction
      2. Responding to parents and students in a timely manner
      3. Supporting diverse learners
      4. Providing students the opportunity to participate in an academic activity daily
      5. Building rapport and connections with students
   i. Reporting Non-Participation
      1. Students who are not actively engaging in instruction will be referred to the counselor every other week
   j. Unit members shall not be required or solicited to physically report to a worksite. Unit members have the right to request access to work from a classroom/office worksite during regular school hours as the unit member deems necessary.
   k. In the event students resume physical attendance 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 a minimum of one “P-day” prior to attendance by students.
   l. 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.

V. Unit Member Administrative Support
In order to provide access and support for unit members, site administrators shall make themselves available and be responsive to their staff needs in a timely manner (within 24 hours).

VI. Meetings
Regular practices of IEP meetings and scheduling will resume. Meetings will be held virtually. Unit member attendance will be by phone/audio. Visual attendance is optional.
MEMORANDUM OF UNDERSTANDING

Regular practices of additional meetings (parent, disciplinary, department, SSTs, 504, etc.) and scheduling will resume. Meetings will be held virtually. Unit member attendance will be by phone/audio. Visual attendance is optional.

Virtual staff meetings will follow current contract language per Article 10.2.

PCT – Collaboration between unit members is highly encouraged and arranged informally between teachers.

VII. Grading and District Assessments:
Unit members will use regular grading marks and grading timelines. Unit members will grade assignments as they regularly would in adherence to all board policies. District assessments will not occur until after September 18th, 2020.

VIII. Support Staff
As guidelines continue to be provided by the CDE, both parties mutually agree to bargain the roles/expectations for Certificated Support Services Members (Psychologists, Counselors, Nurses, APE, SLPs, Program Specialists, DHH, etc.) no later than June 12, 2020. Further, the parties agree that prior to June 30, 2020, a work group consisting of CNTA and CNUSD appointees shall mutually develop the process for student IEP assessments during remote learning.

IX. Technology for 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). Devices and device support will be available to Certificated Staff via drop off, drive up or other delivery options as needed.

VIII. 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 from March 13, 2020 through August 3, 2020 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.

X. 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.
IX. 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 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.

X. Class Size/Caseload

CNUSD will be consistent with current class-size/caseload caps, as bargained in the 2019-20 Collective Bargaining Agreement.

XI. 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.

XII. 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.

XIII. 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.

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.

XIV. Terms of Agreement

The Terms of this agreement shall sunset September 18, 2020, 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.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION
AND
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

Novel Coronavirus (COVID-19) Addendum
Summer School and Extended School Year (ESY)

May 7, 2020

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:

**Summer School and Extended School Year**

a. No later than 3pm on the 3rd and 5th day of instruction, teachers will digitally submit a report of student participation in the summer school online program.
   i. The reporting system will be digital.
   ii. CNUSD AND CNTA will participate in conversation around designing the reporting system.

b. Criteria for "dropping students"
   i. By the 3rd day, students must have logged in at least once, and must have submitted a form agreeing they are participating for the entire course
      1. The form will be created by the district as an educational/informational component around the district online summer school program
      2. The form will be distributed by the teacher on the first day of class, and collected by the teacher
   ii. By the 5th day students should have engaged in work
   iii. If at any time, during the course of the summer school/ESY session, a student is non-responsive for three consecutive school days, the student will be dropped from the class.
   iv. If the student requests to be dropped, the student shall be dropped.

c. Expectations for staff
   i. Administration will provide online orientation information for teachers prior to the start of summer school.
   ii. Prior to the start of school, email communication will be sent to students and parents detailing instructions on how students can access the coursework and teacher contact information.
   iii. Teachers will establish and announce regular office hours.
   iv. Teachers will regularly monitor work completion and participation to provide feedback to students.
      Teachers will regularly communicate with students on at least a weekly basis.
   v. Unit members shall respond to students/parents in a timely manner, within two school days.
MEMORANDUM OF UNDERSTANDING

vi. Assignments and instruction will be available digitally for student access. Students should have an opportunity to participate in at least one educational activity daily.

vii. Teachers will resume regular summer school grading practices and reporting timelines.

d. Curriculum

i. Teachers will utilize a digital instructional platform of their choice, with Odysseyware being offered as one of the choices.

ii. PD, including but not limited to district supported digital platforms, will be offered at various times prior to the start of summer school.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION
AND
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
Novel Coronavirus (COVID-19) Addendum End of Year Check Out May 15, 2020

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:

Intent: Secure and organize district property, student property, and personal property so custodians can properly deep clean and sanitize rooms for the upcoming school year.

Timeline

a. Four days, with a quarter of the staff each day.

   i. A-Track: May 21, 22, 26, 27
   ii. T-Track: May 29, June 1, 2, 3
   iii. B,C, D: June 23, 24, 25, 26

1) Expectations

a. School sites will establish a defined check in and check out time during regular school hours.

b. Unit members will sign up in advance for a single check out time.

c. If unit members are moving classrooms/sites, unit members can coordinate with site administrators if additional time is needed during the four scheduled days.

d. Participation in school checkout is voluntary.

e. Custodial staff will be on campus to help, and there will be a dedicated extension at the front office to call to get help if needed.

f. All bathrooms (student and staff) to be open to staff on these days.

g. All items required to do duties will be in the teacher’s room.

   i. One box or bag
   ii. Paper towels
   iii. Gloves and face masks (upon request)
   iv. Bags to organize student belongings (as appropriate)
2) Duties (Unit members are only in the classroom to do the duties enumerated below)
   a. Clear out student desks where appropriate
   b. Stack district textbooks in a location in the classroom
   c. Stack library books in a location in the classroom
   d. District materials that need to be returned (if applicable) will be labeled and left in the classroom for pickup in the provided box or bag.
   e. There should be a lost and found pile in each classroom.
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CORONA-NORCO TEACHERS ASSOCIATION

AND

CORONA-NORCO UNIFIED SCHOOL DISTRICT

Novel Coronavirus (COVID-19)

July 16, 2020

The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the reopening of schools related to Novel Coronavirus (COVID-19).

The Parties recognize there is a need to address the learning environment and instructional model of schools in the Novel Coronavirus environment. It is determined that due to the fiscal restraints and safety guidelines, a move to remote and hybrid learning models is necessary at this time. It is the mutual interest of both parties to address the recommendations of public health officials in order to prevent the spread of illness arising from the Novel Coronavirus (COVID-19).

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 “Remote Learning”: In light of the fact that the District recognizes the need for continued social distancing while providing time to formulate a plan that implements appropriate safety precautions, 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 models (Remote and Hybrid Learning) that will provide teachers an alternative method of delivering education.

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.

II. 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.

III. 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

T track and Secondary start remote learning on August 11, 2020.
MEMORANDUM OF UNDERSTANDING

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/document 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 everyone, 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
   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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Instructional Minutes = daily live interaction + independently completed assignments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK-K</td>
<td>180 minutes</td>
</tr>
<tr>
<td>1-6</td>
<td>240 minutes</td>
</tr>
<tr>
<td>6-12 <em>MS/HS</em></td>
<td>240 minutes</td>
</tr>
<tr>
<td>Continuation</td>
<td>180 minutes <em>Pollard &amp; Orange Grove</em></td>
</tr>
</tbody>
</table>

b. Unit Member 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).

v. Provide students the opportunity to participate in an academic activity daily.

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.

f. Unit Members will provide monitoring access (student-level access) for their google classroom and canvas to their site level administration.
VII. Attendance Reporting

a. Maintaining and reporting accurate attendance
   i. In accordance with ADA state requirements under SB 98, on any day that a class is scheduled on the site calendar, teachers shall enter attendance for each student.
   ii. Attendance shall be taken at the end of the day
   iii. A student can be determined to be present by when engaged in activities like those listed below:
       1. Participation in online instruction
       2. Online activities
       3. Completion of regular assignments
       4. Completion of assessments
       5. Contact between unit members and pupils or parents or guardians

b. Gradebook
   In accordance with ADA state requirements under SB 98, on any day that a class is scheduled on the site calendar, teachers shall enter a minimum of one mark per day in Q’s digital gradebook.

c. Unit Members shall not be required or solicited to physically report to a worksite. Unit Members have the right to request access to work from a classroom/office worksite during regular school hours as the unit member deems necessary.

d. In the event students resume physical attendance 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 a minimum of one “P-day” prior to attendance by students.

e. 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.

VIII. Expectations Specific to Instructional Models

1. Remote Instructional Model
   a. As per SB98 for remote learning, instructional minutes shall be calculated based on the time value of assignments comprised of both daily live interaction with peers and independently completed assignments as determined by the teacher of record.
   b. In the event the teacher is scheduling synchronous offerings, such interactions will occur during the regularly scheduled time for that class according to the remote learning bell schedule for that site.

2. Hybrid Instructional Model - Continued negotiations on 7-23-20
   As per SB98 for hybrid learning, which is a combined day of instruction delivered through both in-person instruction and distance learning, instructional time shall be based on time scheduled under the immediate supervision of an employee, time value of assignments, daily live interaction with peers, and independently completed assignments as determined by the teacher of record.

3. Traditional In-Person Instructional Model – To be negotiated at a later date

VIII. Remote Bell Schedules – to be negotiated on July 23, 2020

IX. Unit Member Administrative Support
   In order to provide access and support for unit members, site administrators shall make themselves available and be responsive to their staff needs in a timely manner (within 24 hours).
MEMORANDUM OF UNDERSTANDING

X. Meetings

Regular practices of IEP meetings and scheduling will resume. Meetings will be held virtually. Unit member attendance will be by phone/audio. Visual attendance is optional.

Regular practices of additional meetings (parent, disciplinary, department, SSTs, 504, etc.) and scheduling will resume. Meetings will be held virtually. Unit member attendance will be by phone/audio. Visual attendance is optional.

Virtual staff meetings will follow current contract language per Article 10.2.

PCT – Collaboration between unit members is highly encouraged and arranged informally between teachers.

XI. Grading and District Assessments:

Unit members will use regular grading marks and grading timelines. Unit members will grade assignments as they regularly would in adherence to all board policies.

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
MEMORANDUM OF UNDERSTANDING

maintain appropriate adult-student boundaries and interactions shall be held harmless for any inappropriate online behavior by a student or other participant.

1. 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).
      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.

192
MEMORANDUM OF UNDERSTANDING

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.
   ii. 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.
   iii. 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.
   iv. 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.
   v. 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
   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.
   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**

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). 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

CNUSD 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.
MEMORANDUM OF UNDERSTANDING

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.
MEMORANDUM OF UNDERSTANDING

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.
MEMORANDUM OF UNDERSTANDING

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

Date: 7/16/20

For CNTA:

Chris Rodriguez
President

Date: July 16, 2020
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.

   b. CNTA will provide the messaging and conduct a vote at the comprehensive secondary level on keeping their current format or moving to the other optional format (i.e. block vs meeting with every class daily).

   c. The voting process will be conducted digitally per Site Waiver contract language.

   d. Two standardized schedules for each format (one block and one daily meeting with all classes) will be provided to be voted upon by all comprehensive secondary schools.

   e. The voting process and bell schedule changes are not precedent setting, and all site bell schedules will be returned to their 2019-2020 bell schedule for the 2021-2022 year.

   f. The following bell schedules apply to 2020-2021 remote/virtual instructional model only
# Preschool 5 Day AM Remote Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching/Learning Block 1</strong> (86 minutes)</td>
<td>Teaching/Learning</td>
<td>Teaching/Learning</td>
<td>Teaching/Learning</td>
<td>Teaching/Learning</td>
<td>Teaching/Learning</td>
</tr>
<tr>
<td><strong>Break Time</strong> (15 minutes)</td>
<td></td>
<td></td>
<td>As scheduled by teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching/Learning Block 1</strong> (86 minutes)</td>
<td>Remote</td>
<td>Remote</td>
<td>Remote</td>
<td>Remote</td>
<td>Remote</td>
</tr>
<tr>
<td><strong>Lunch</strong> (60 minutes)</td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Remote Support Time</strong> (___ minutes)</td>
<td></td>
<td>Student Support Time Office Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparation Time</strong></td>
<td></td>
<td></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teaching/Learning: Daily live interaction time + time value of assignments = 172 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Preschool 5 Day PM **Remote** Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Remote Support Time</strong> (___ minutes)</td>
<td>Student Support Time/Office Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong> (60 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch</td>
</tr>
<tr>
<td><strong>Teaching/Learning Block 1</strong> (86 minutes)</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
</tr>
<tr>
<td><strong>Break Time</strong> (15 minutes)</td>
<td></td>
<td></td>
<td>(As scheduled by teacher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching/Learning Block 1</strong> (86 minutes)</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparation Time</strong></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
<td>Teaching/Learning</td>
<td>Daily live interaction time + time value of assignments = 172 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## TK/K AM Remote Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning Block 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(90 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Break Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(15 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning Block 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(90 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch per the TK/K MOU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch per TK/K MOU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Support Time per the TK/K MOU (___ minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student Support Time (as defined in the TK/K MOU)/Office Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teaching/Learning: Daily live interaction time + time value of assignments = 180 minutes</td>
</tr>
</tbody>
</table>
## TK/K PM Remote Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Start Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Support Time per the TK/K MOU (___ minutes)</td>
<td></td>
<td></td>
<td></td>
<td>Student Support Time (as defined in the TK/K MOU)/Office Hours</td>
<td></td>
</tr>
<tr>
<td>Lunch per the TK/K MOU</td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch per TK/K MOU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning Block 1 (90 minutes)</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
</tr>
<tr>
<td>Break Time (15 minutes)</td>
<td></td>
<td></td>
<td>(As scheduled by teacher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning Block 1 (90 minutes)</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
</tr>
<tr>
<td>2019-2020 Dismissal Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation Time</td>
<td></td>
<td></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teaching/Learning: Daily live interaction time + time value of assignments = 180 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 1st-6th Grade Remote Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning Block 1 (150 minutes)</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
</tr>
<tr>
<td><strong>Break Time</strong> (15 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(As scheduled by teacher)</td>
</tr>
<tr>
<td>Teaching/Learning Block 2 (50 minutes)</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
</tr>
<tr>
<td><strong>Lunch</strong> (60 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch</td>
</tr>
<tr>
<td><strong>Remainder of Non-Instructional Minutes</strong> (______ minutes)</td>
<td>Equal minutes to 19-20 Bell Schedule</td>
<td></td>
<td></td>
<td></td>
<td>Afternoon Recess/Additional Recess Time</td>
</tr>
<tr>
<td><strong>Remote Support Time</strong> (______ minutes)</td>
<td>End of Non-Instructional Minutes to 19-20 Dismissal Time</td>
<td></td>
<td></td>
<td></td>
<td>Student Support Time/Office Hours</td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparation Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>
### Middle School Remote 6 Period Block Schedule

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Mon/Wed</th>
<th>Tues/Thurs</th>
<th>Friday (6 period model)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Start Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 1 (80 minutes)</td>
<td>Period 1</td>
<td>Period 2</td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2 (80 minutes)</td>
<td>Period 3</td>
<td>Period 4</td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3 (80 minutes)</td>
<td>Period 5</td>
<td>Period 6</td>
<td></td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td>Teacher Duty Free Lunch</td>
<td>Lunch (60 minutes) Teacher Duty Free Lunch</td>
<td></td>
</tr>
<tr>
<td>Remote Support Time</td>
<td>End of Lunch to 19-20 Dismissal Time</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>2019-2020 Dismissal Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
<table>
<thead>
<tr>
<th>Monday-Friday</th>
<th>2019-2020 Start Time</th>
<th>Period 1 (40 minutes)</th>
<th>Period 2 (40 minutes)</th>
<th>Period 3 (40 minutes)</th>
<th>Period 4 (40 minutes)</th>
<th>Period 5 (40 minutes)</th>
<th>Period 6 (40 minutes)</th>
<th>Lunch (60 minutes)</th>
<th>Period 6 (40 minutes)</th>
<th>Period 5 (40 minutes)</th>
<th>Period 4 (40 minutes)</th>
<th>Period 3 (40 minutes)</th>
<th>Period 2 (40 minutes)</th>
<th>Period 1 (40 minutes)</th>
<th>Remote Support Time</th>
<th>Remote Support Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Block</td>
<td>Mon/Wed</td>
<td>Tues/Thurs</td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 1</strong> &lt;br&gt;(68 minutes)</td>
<td>Period 1</td>
<td>Period 2</td>
<td><strong>Period 1 (35 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 2</strong> &lt;br&gt;(68 minutes)</td>
<td>Period 3</td>
<td>Period 4</td>
<td><strong>Period 3 (35 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
<td><strong>Period 4 (35 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 3</strong> &lt;br&gt;(68 minutes)</td>
<td>Period 5/7</td>
<td>Period 6</td>
<td><strong>Period 5 (35 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
<td><strong>Period 6 (35 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 4</strong> &lt;br&gt;(36 minutes)</td>
<td>Period 5/7</td>
<td>Period 5/7</td>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Period 7 (35 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch &lt;br&gt;(60 minutes)</td>
<td>Teacher Duty Free Lunch</td>
<td></td>
<td><strong>Lunch (60 minutes)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Teacher Duty Free Lunch</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td>End of Lunch to 19-20 Dismissal Time</td>
<td>Individual Student Support Time&lt;br&gt;Professional Development&lt;br&gt;PLC/PCT/Collaboration Opportunities&lt;br&gt;Planning/Recording/Lesson Posting&lt;br&gt;Attendance/Grading&lt;br&gt;IEP’s/SST’s/504’s/Parent Meetings&lt;br&gt;Remainder of prep due in schedule</td>
<td><strong>Remote Support Time</strong>&lt;br&gt;Individual Student Support Time&lt;br&gt;Professional Development&lt;br&gt;PLC/PCT/Collaboration Opportunities&lt;br&gt;Planning/Recording/Lesson Posting&lt;br&gt;Attendance/Grading&lt;br&gt;IEP’s/SST’s/504’s/Parent Meetings&lt;br&gt;Remainder of prep due in schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-2020 Dismissal Time</td>
<td></td>
<td></td>
<td>2019-2020 Dismissal Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
**Intermediate School Remote 7 Period Day Schedule**

<table>
<thead>
<tr>
<th>2019-2020 Start Time</th>
<th>Monday- Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1 (35 min)</strong></td>
<td>Remote Learning (Period 1 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Pass (5 min)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 2 (35 min)</strong></td>
<td>Remote Learning (Period 2 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Pass (5 min)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 3 (35 min)</strong></td>
<td>Remote Learning (Period 3 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Pass (5 min)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 4 (35 min)</strong></td>
<td>Remote Learning (Period 4 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Pass (5 min)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 5 (35 min)</strong></td>
<td>Remote Learning (Period 5 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Pass (5 min)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 6 (35 min)</strong></td>
<td>Remote Learning (Period 6 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Pass (5 min)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 7 (35 min)</strong></td>
<td>Remote Learning (Period 7 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Lunch (60 min)</strong></td>
<td>Teacher Duty Free Lunch</td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td>End of Lunch to 19-20 Dismissal Time</td>
</tr>
<tr>
<td></td>
<td>Individual Student Support Time</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>PLC/PCT/Collaboration Opportunities</td>
</tr>
<tr>
<td></td>
<td>Planning/Recording/Lesson Posting</td>
</tr>
<tr>
<td></td>
<td>Attendance/Grading</td>
</tr>
<tr>
<td></td>
<td>IEP’s/SST’s/504’s/Parent Meetings</td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td>Remainder of prep due in schedule</td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
<table>
<thead>
<tr>
<th>High School Remote 6 Period Block Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mon/Wed</strong></td>
</tr>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
</tr>
<tr>
<td><strong>Block 1</strong>&lt;br&gt;(80 minutes)</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
</tr>
<tr>
<td><strong>Block 2</strong>&lt;br&gt;(80 minutes)</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
</tr>
<tr>
<td><strong>Block 3</strong>&lt;br&gt;(80 minutes)</td>
</tr>
<tr>
<td><strong>Lunch</strong>&lt;br&gt;(60 minutes)</td>
</tr>
<tr>
<td><strong>Remote Support Time</strong>&lt;br&gt;End of Lunch to 19-20 Dismissal Time</td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
### High School Remote 6 Period Day Schedule

<table>
<thead>
<tr>
<th>2019-2020 Start Time</th>
<th>Monday- Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1 (40 minutes)</strong></td>
<td>Remote Learning</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
<td>(Period 1 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Period 2 (40 minutes)</strong></td>
<td>Remote Learning</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
<td>(Period 2 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Period 3 (40 minutes)</strong></td>
<td>Remote Learning</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
<td>(Period 3 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Period 4 (40 minutes)</strong></td>
<td>Remote Learning</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
<td>(Period 4 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Period 5 (40 minutes)</strong></td>
<td>Remote Learning</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
<td>(Period 5 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Period 6 (40 minutes)</strong></td>
<td>Remote Learning</td>
</tr>
<tr>
<td><strong>Pass (8 minutes)</strong></td>
<td>(Period 6 Daily Live Interaction + Practice/Assignments)</td>
</tr>
<tr>
<td><strong>Lunch (60 minutes)</strong></td>
<td>Teacher Duty Free Lunch</td>
</tr>
<tr>
<td><strong>Teacher Duty Free Lunch</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td>End of Lunch to 19-20 Dismissal Time</td>
</tr>
<tr>
<td><strong>Individual Student Support Time</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PLC/PCT/Collaboration Opportunities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Planning/Recording/Lesson Posting</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Attendance/Grading</strong></td>
<td></td>
</tr>
<tr>
<td><strong>IEP’s/SST’s/504’s/Parent Meetings</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Remainder of prep due in schedule</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching/Learning</strong>: Daily live interaction time + time value of assignments =240 Instructional minutes</td>
<td></td>
</tr>
</tbody>
</table>
### Pollard Remote Schedule

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td>8:15am</td>
</tr>
<tr>
<td>Block 1 (45 minutes)</td>
<td>Period 1/2</td>
</tr>
<tr>
<td>Pass (10 minutes)</td>
<td></td>
</tr>
<tr>
<td>Block 2 (45 minutes)</td>
<td>Period 3/4</td>
</tr>
<tr>
<td>Pass (10 minutes)</td>
<td></td>
</tr>
<tr>
<td>Block 3 (45 minutes)</td>
<td>Homeroom</td>
</tr>
<tr>
<td>Pass (10 minutes)</td>
<td></td>
</tr>
<tr>
<td>Block 4 (45 minutes)</td>
<td>Period 5/6</td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td></td>
</tr>
<tr>
<td>Remote Support Time</td>
<td>End of Lunch to 19-20 Dismissal Time</td>
</tr>
<tr>
<td></td>
<td>Individual Student Support Time</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>PLC/PCT/Collaboration Opportunities</td>
</tr>
<tr>
<td></td>
<td>Planning/Recording/Lesson Posting</td>
</tr>
<tr>
<td></td>
<td>Attendance/Grading</td>
</tr>
<tr>
<td></td>
<td>IEP’s/SST’s/504’s/Parent Meetings</td>
</tr>
<tr>
<td></td>
<td>Remainder of prep due in schedule</td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td>1:36pm</td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 180 Instructional minutes
## JFK Remote Schedule

<table>
<thead>
<tr>
<th>Time/Block</th>
<th>Mon/Wed</th>
<th>Tues/Thurs</th>
<th>Friday</th>
<th>2019-2020 Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td>7:40am</td>
<td></td>
<td>7:40am</td>
<td>7:40am</td>
</tr>
<tr>
<td>Block 1</td>
<td></td>
<td></td>
<td>Period 1</td>
<td>7:40am-8:20am</td>
</tr>
<tr>
<td>(80 instructional minutes</td>
<td>7:40-9:25am</td>
<td>Period 1</td>
<td>Period 2</td>
<td>8:20am-8:25am</td>
</tr>
<tr>
<td>+ 25 remote support minutes)</td>
<td></td>
<td></td>
<td></td>
<td>8:25am-9:05am</td>
</tr>
<tr>
<td>Pass (10 minutes)</td>
<td>9:25-9:35am</td>
<td></td>
<td></td>
<td>9:05am-9:10am</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:35-11:05am</td>
<td>Period 3</td>
<td>Period 4</td>
<td>9:10am-9:50am</td>
</tr>
<tr>
<td>(80 instructional minutes</td>
<td></td>
<td></td>
<td></td>
<td>9:50am-9:55am</td>
</tr>
<tr>
<td>+ 10 remote support minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td>11:05am-12:05pm</td>
<td>Teacher Duty Free Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel (30 minutes)</td>
<td>12:05-12:35pm</td>
<td>Excel</td>
<td>Excel</td>
<td></td>
</tr>
<tr>
<td>Pass (10 minutes)</td>
<td>12:35-12:45pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 4</td>
<td>12:45-2:30pm</td>
<td>Period 5</td>
<td>Period 6</td>
<td></td>
</tr>
<tr>
<td>(80 instructional minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ 25 remote support minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td>2:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Remainder of prep due in schedule should be scheduled during remote support minutes.*

### Teaching/Learning
- Daily live interaction time + time value of assignments = 240 Instructional minutes

### Remote Student 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
- Remaining of prep due in schedule

### Dismissal Time
- 2:30pm

*2019-2020 Dismissal Time: 2:30pm*
<table>
<thead>
<tr>
<th>Orange Grove Remote Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday- Friday</strong></td>
</tr>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
</tr>
</tbody>
</table>
| **Period 1 (36 min)**          | Remote Learning  
                                  (Period 1 Daily Live Interaction + Practice/Assignments) |
| **Pass (8 min)**               | Remote Learning  
                                  (Period 2 Daily Live Interaction + Practice/Assignments) |
| **Period 2 (36 min)**          | Remote Learning  
                                  (Period 3 Daily Live Interaction + Practice/Assignments) |
| **Pass (8 min)**               | Remote Learning  
                                  (Period 4 Daily Live Interaction + Practice/Assignments) |
| **Period 3 (36 min)**          | Remote Learning  
                                  (Period 5 Daily Live Interaction + Practice/Assignments) |
| **Pass (8 min)**               | Teacher Duty Free Lunch |
| **Period 4 (36 min)**          | End of Lunch to 19-20  
                                  Dismissal Time |
| **Lunch (60 minutes)**         | Individual Student Support Time  
                                  Professional Development  
                                  PLC/PCT/Collaboration Opportunities  
                                  Planning/Recording/Lesson Posting  
                                  Attendance/Grading  
                                  IEP’s/SST’s/504’s/Parent Meetings |
| **2019-2020 Dismissal Time**   | 1:30pm |

**Teaching/Learning:** Daily live interaction time + time value of assignments = 180 Instructional minutes
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30am - 9:30am</td>
<td>Remote Teaching/Remote Learning/SEL</td>
</tr>
<tr>
<td></td>
<td>9:30am - 10:00am</td>
<td>(124 minutes)</td>
</tr>
<tr>
<td></td>
<td>10:00am - 10:40am</td>
<td>Lunch (60 minutes)</td>
</tr>
<tr>
<td></td>
<td>10:40am - 11:44am</td>
<td>Block 1*</td>
</tr>
<tr>
<td></td>
<td>11:44am - 12:00pm</td>
<td>Block 2*</td>
</tr>
<tr>
<td></td>
<td>12:00pm - 12:40pm</td>
<td>Student Support Time Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/CLC/ELA Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading, IEPs</td>
</tr>
<tr>
<td></td>
<td>12:40pm - 1:00pm</td>
<td>Teacher/Day Free Lunch</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2:30pm - 3:30pm</td>
<td>Preparation Time</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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*

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 1</strong></td>
<td>Remote Teaching/Learning/SEL</td>
<td>Remote Teaching/Learning/SEL</td>
<td>Remote Teaching/Learning/SEL</td>
<td>Remote Teaching/Learning/SEL</td>
<td>Remote Teaching/Learning/SEL</td>
</tr>
<tr>
<td>(172 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch (60 minutes)</strong></td>
<td></td>
<td>Teacher Duty Free Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(128 minutes)</td>
<td>Student Support Time/Office Hours: Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading, IEPs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End Time</strong></td>
<td>2:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparation Time</strong></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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*

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Time</strong></td>
<td>8:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 1</strong></td>
<td></td>
<td>Remote Teaching/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learning/SEL</td>
<td></td>
<td></td>
<td>Remote Teaching/</td>
</tr>
<tr>
<td>(180 minutes)</td>
<td></td>
<td>Remote Teaching/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learning/SEL</td>
<td></td>
<td></td>
<td>Learning/SEL</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td></td>
<td></td>
<td>Teacher Duty Free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(60 minutes)</td>
<td></td>
<td></td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 2</strong></td>
<td></td>
<td></td>
<td>Student Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(120 minutes)</td>
<td></td>
<td></td>
<td>Time/Office Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individual/Small</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Support Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PLC/PCT/Collaboration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Planning/Recording</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lesson Posting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attendance/Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End Time</strong></td>
<td>2:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preparation Time**

Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.
# MEMORANDUM OF UNDERSTANDING

## 1-5 Grade Virtual Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>8:30am</td>
<td>Remote Teaching/SEL</td>
<td>Remote Teaching/SEL</td>
<td>Remote Teaching/SEL</td>
</tr>
<tr>
<td>Block 1*</td>
<td>(240 minutes)</td>
<td>Learning/SEL</td>
<td>Learning/SEL</td>
<td>Learning/SEL</td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td></td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch</td>
</tr>
<tr>
<td>Block 2*</td>
<td>(60 minutes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Time</td>
<td>2:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preparation Time**

- Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.

---

*Block 1 and Block 2 can be interchanged as determined by teacher.*

Teaching/Learning: Daily live interaction time + time value of assignments = 240 minutes
### Secondary Virtual 6 Period Schedule

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday-Friday</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td>8:00am</td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td>Individual/Small Group Student Support Time</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>PLC/PCT/Collaboration Opportunities Planning/Recording/Lesson Posting</td>
</tr>
<tr>
<td></td>
<td>Attendance/Grading</td>
</tr>
<tr>
<td></td>
<td>IEP’s/SST’s/504’s/Parent Meetings</td>
</tr>
<tr>
<td>Lunch (60 Min)</td>
<td>Duty Free Lunch</td>
</tr>
<tr>
<td><strong>Period 1 (20 minutes)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 2 (20 minutes)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 3 (20 minutes)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 4 (20 minutes)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 5 (20 minutes)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period 6 (20 minutes)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dismissal Time</strong></td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
MEMORANDUM OF UNDERSTANDING

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 30th, 2021, unless both parties mutually agree upon an extension.

For CNUSD:

________________________
Glen Gonsalves
Assistant Superintendent Human Resources

________________________
Date

For CNTA:

________________________
Chris Rodriguez
President

________________________
7/30/2020
Date
MEMORANDUM OF UNDERSTANDING

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

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:
MEMORANDUM OF UNDERSTANDING

Semesters Finals
CNTA site reps and Administration will collaboratively determine Finals Schedule for High School sites.
Finals week listed below:
- Week of December 14, 2020
- Week of May 31, 2021

Adjustments to Site Bell Schedules/Calendars During Remote Learning
No adjustments shall be made unless they are mutually agreed upon through negotiations between the CNTA and CNUSD Bargaining Teams.

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

<table>
<thead>
<tr>
<th>2019-2020 Start Time</th>
<th>Tues/Thurs</th>
<th>Wed/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1 (80 minutes)</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Pass (8 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2 (80 minutes)</td>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>Pass (8 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3 (80 minutes)</td>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td>Teacher Duty Free Lunch</td>
<td></td>
</tr>
<tr>
<td>Remote Support Time (___ minutes)</td>
<td>Individual Student Support Time</td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>PLC/PCT/Collaboration Opportunities</td>
<td>Planning/Recording/Lesson Posting</td>
</tr>
<tr>
<td></td>
<td>Attendance/Grading</td>
<td>IEP’s/SST’s/504’s/Parent Meetings</td>
</tr>
<tr>
<td></td>
<td>Remainder of Prep</td>
<td></td>
</tr>
</tbody>
</table>

2019-2020 Dismissal Time
Teaching/Learning: Daily live interaction time + time value of assignments = 240 Instructional minutes
MEMORANDUM OF UNDERSTANDING

If in remote learning for explicitly the weeks listed all intermediate schools utilizing 6 period 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
- March 15, 2021

<table>
<thead>
<tr>
<th></th>
<th>Mon/Wed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 1 (80 minutes)</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2 (80 minutes)</td>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3 (80 minutes)</td>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td>Teacher Duty Free Lunch</td>
<td></td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>End of Lunch to 19-20 Dismissal Time</td>
<td>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</td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
MEMORANDUM OF UNDERSTANDING

If in remote learning for explicitly the weeks listed all intermediate schools utilizing 7 period 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
- March 15, 2021

<table>
<thead>
<tr>
<th>Block 1 (68 minutes)</th>
<th>Tues/Thurs</th>
<th>Wed/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td></td>
<td>Period 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 2 (68 minutes)</th>
<th>Tues/Thurs</th>
<th>Wed/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 3</td>
<td></td>
<td>Period 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 3 (68 minutes)</th>
<th>Tues/Thurs</th>
<th>Wed/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5/7</td>
<td></td>
<td>Period 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 4 (36 minutes)</th>
<th>Tues/Thurs</th>
<th>Wed/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5/7</td>
<td></td>
<td>Period 5/7</td>
</tr>
</tbody>
</table>

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

2019-2020 Dismissal Time

Teaching/Learning: Daily live interaction time + time value of assignments = 240 Instructional minutes
MEMORANDUM OF UNDERSTANDING

If in remote learning for explicitly the week of November 9, 2020 all high schools utilizing block schedules will have an odd block on Monday/Thursday, even block on Tuesday/Friday and will not have a common day that week.

<table>
<thead>
<tr>
<th>2019-2020 Start Time</th>
<th>Mon/Thurs</th>
<th>Tues/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1 (80 minutes)</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Pass (8 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2 (80 minutes)</td>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>Pass (8 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3 (80 minutes)</td>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td>Teacher Duty Free Lunch</td>
<td></td>
</tr>
<tr>
<td>Remote Support Time (___ minutes)</td>
<td>Individual Student Support Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLC/PCT/Collaboration Opportunities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planning/Recording/Lesson Posting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attendance/Grading</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IEP's/SST's/504's/Parent Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remainder of Prep</td>
<td></td>
</tr>
<tr>
<td>2019-2020 Dismissal Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Teaching/Learning:** Daily live interaction time + time value of assignments = 240 Instructional minutes
If in remote learning for explicitly the week of November 9, 2020 all intermediate schools utilizing 6 period block schedules will have an odd block on Monday/Thursday, even block on Tuesday/Friday and will not have a common day that week.

<table>
<thead>
<tr>
<th>Block 1 (80 minutes)</th>
<th>Mon/Thurs</th>
<th>Tues/Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2 (80 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass (5 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3 (80 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (60 minutes)</td>
<td>Teacher Duty Free Lunch</td>
<td></td>
</tr>
<tr>
<td>Remote Support Time</td>
<td>End of Lunch to 19-20 Dismissal Time</td>
<td>Individual Student Support Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PLC/PCT/Collaboration Opportunities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Planning/Recording/Lesson Posting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attendance/Grading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IEP’s/SST’s/504’s/Parent Meetings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remainder of prep due in schedule</td>
</tr>
<tr>
<td>2019-2020 Dismissal Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning: Daily live interaction time + time value of assignments = 240 Instructional minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

226
MEMORANDUM OF UNDERSTANDING

If in remote learning for explicitly the week of November 9, 2020 all intermediate schools utilizing 7 period block schedules will have an odd block on Monday/Thursday, even block on Tuesday/Friday and will not have a common day that week.

<table>
<thead>
<tr>
<th></th>
<th>Mon/Thurs</th>
<th>Tues/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 1 (68 minutes)</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2 (68 minutes)</td>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3 (68 minutes)</td>
<td>Period 5/7</td>
<td>Period 6</td>
</tr>
<tr>
<td><strong>Pass (5 minutes)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 4 (36 minutes)</td>
<td>Period 5/7</td>
<td>Period 5/7</td>
</tr>
<tr>
<td><strong>Lunch (60 minutes)</strong></td>
<td>Teacher Duty Free Lunch</td>
<td></td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td>End of Lunch to 19-20 Dismissal Time</td>
<td>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</td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching/Learning</strong>: Daily live interaction time + time value of assignments =240 Instructional minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM OF UNDERSTANDING

Special Program Schedules
Cub Academy at Pollard 7-8 grade to be bargained when students are enrolled into the program.

Adult Transition Remote and Virtual Schedule

<table>
<thead>
<tr>
<th>START</th>
<th>END</th>
<th>ACTIVITY</th>
<th>MINUTES</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-20</td>
<td>_____AM</td>
<td>BLOCK</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_____AM _____AM/PM</td>
<td>LUNCH</td>
<td></td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>_____PM 19-20</td>
<td>Dismissal Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL MINUTES 180 ____ Minutes

Victress Bower Remote and Virtual Schedules

**PRE-K/K**

<table>
<thead>
<tr>
<th>START</th>
<th>END</th>
<th>ACTIVITY</th>
<th>MINUTES</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 AM</td>
<td>9:50 AM</td>
<td>BLOCK 1</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>9:50 AM</td>
<td>10:05 AM</td>
<td>BREAK</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>10:05 AM</td>
<td>11:05 AM</td>
<td>BLOCK 1</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>11:05 AM</td>
<td>12:05 PM</td>
<td>LUNCH</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>12:05 PM</td>
<td>2:50 PM</td>
<td>REMOTE SUPPORT</td>
<td></td>
<td>165</td>
</tr>
</tbody>
</table>

TOTAL MINUTES 120 240

**1st - Adult**

<table>
<thead>
<tr>
<th>START</th>
<th>END</th>
<th>ACTIVITY</th>
<th>MINUTES</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 AM</td>
<td>10:50 AM</td>
<td>BLOCK 1</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>10:50 AM</td>
<td>11:05 AM</td>
<td>BREAK</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11:05 AM</td>
<td>1:05 PM</td>
<td>BLOCK 1</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>1:05 PM</td>
<td>2:05 PM</td>
<td>LUNCH</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>2:05 PM</td>
<td>3:06 PM</td>
<td>REMOTE SUPPORT</td>
<td></td>
<td>61</td>
</tr>
</tbody>
</table>

TOTAL MINUTES 240 136
### 4 Day AM/PM Remote Bell Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019-2020 Start Time</strong></td>
<td>8:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching/Learning Cohort 1</strong></td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Student Support Time/Office Hours/IEPs</td>
</tr>
<tr>
<td>(120 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching/Learning Cohort 2</strong></td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td>Remote Teaching/Learning</td>
<td></td>
</tr>
<tr>
<td>(120 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong> (60 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teacher Duty Free Lunch</td>
</tr>
<tr>
<td><strong>Remote Support Time</strong></td>
<td></td>
<td>Student Support Time/Office Hours</td>
<td></td>
<td></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
</tr>
<tr>
<td>(60 minutes)</td>
<td></td>
<td>Individual/Small Group Student Support Time, Professional Development, PLC/PCT/Collaboration Opportunities, Planning/Recording/Lesson Posting, Attendance/Grading, IEPs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019-2020 Dismissal Time</strong></td>
<td>2:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparation Time</strong></td>
<td></td>
<td>Per CBA 10.2 Professional Day Preparation time at the discretion of the unit member.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teaching/Learning: Daily live interaction time + time value of assignments = 120 minutes per cohort</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For CUNUSD:**

Glen Gonsalves

Assistant Superintendent Human Resources

Date 8/17/20

**For CNTA:**

Chris Rodriguez

President

Date
### CORONA-NORCO UNIFIED SCHOOL DISTRICT
#### 2020-2021 CERTIFICATED BASIC WORK YEAR SALARY SCHEDULE

<table>
<thead>
<tr>
<th>Year</th>
<th>CLASS A</th>
<th>CLASS B</th>
<th>CLASS C</th>
<th>CLASS D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>64,344</td>
<td>347.81</td>
<td>64,346</td>
<td>347.82</td>
</tr>
<tr>
<td>2</td>
<td>64,781</td>
<td>350.17</td>
<td>64,493</td>
<td>359.42</td>
</tr>
<tr>
<td>3</td>
<td>65,281</td>
<td>352.87</td>
<td>68,817</td>
<td>371.98</td>
</tr>
<tr>
<td>4</td>
<td>67,311</td>
<td>363.84</td>
<td>71,882</td>
<td>388.55</td>
</tr>
<tr>
<td>5</td>
<td>70,065</td>
<td>378.73</td>
<td>74,937</td>
<td>405.06</td>
</tr>
<tr>
<td>6</td>
<td>72,942</td>
<td>394.28</td>
<td>77,988</td>
<td>421.56</td>
</tr>
<tr>
<td>7</td>
<td>75,815</td>
<td>409.81</td>
<td>81,046</td>
<td>436.09</td>
</tr>
<tr>
<td>8</td>
<td>78,689</td>
<td>425.35</td>
<td>84,101</td>
<td>454.60</td>
</tr>
<tr>
<td>9</td>
<td>87,157</td>
<td>471.12</td>
<td>92,629</td>
<td>500.70</td>
</tr>
<tr>
<td>10</td>
<td>97,750</td>
<td>528.38</td>
<td>100,877</td>
<td>545.28</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>106,310</td>
<td>574.65</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>108,421</td>
<td>586.06</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td>110,082</td>
<td>595.04</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td>116,791</td>
<td>631.30</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>120,294</td>
<td>650.24</td>
</tr>
</tbody>
</table>

**CLASS A**  Bachelor's Degree plus up to 45 semester units.

**CLASS B**  Bachelor's Degree plus up to 45 semester units after the date of Bachelor's; or Master's Degree.

**CLASS C**  Bachelor's Degree plus 60 semester units after the date of Bachelor's; or 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; or 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 CNUUSD 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 CNUUSD 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

Board Approved: 07/07/20
## CORONA-NORCO UNIFIED SCHOOL DISTRICT

### 2020-2021 SUPPLEMENTAL DAILY PAY RATE SCHEDULE

<table>
<thead>
<tr>
<th>SUPPORT PERSONNEL CLASSIFICATION</th>
<th>DAILY SUPPLEMENT</th>
<th>WORK DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Specialist</td>
<td>$</td>
<td>36.20</td>
</tr>
<tr>
<td>Psychologist</td>
<td>$</td>
<td>36.20</td>
</tr>
<tr>
<td>High School Director of Student Activities</td>
<td>$</td>
<td>24.92</td>
</tr>
<tr>
<td>Child Welfare and Attendance Counselor</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Counselor</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Language, Speech Pathologist</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Orientation and Mobility Specialist</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Student Advisor</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Teacher of Adaptive Physical Education</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Teacher of Aurally Handicapped</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Teacher of Visually handicapped</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Librarian</td>
<td>$</td>
<td>18.05</td>
</tr>
<tr>
<td>Nurse</td>
<td>$</td>
<td>18.05</td>
</tr>
</tbody>
</table>

**Board Approved: 07/07/20**
## CORONA-NORCO UNIFIED SCHOOL DISTRICT

### 2020-2021 LEAD PAY SCHEDULE

<table>
<thead>
<tr>
<th>PERIODS TAUGHT BY DEPARTMENT MEMBERS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERMEDIATE TEAM LEADERS/DEPT. HEADS*</td>
<td></td>
</tr>
<tr>
<td>1 - 5</td>
<td>$ 255.00</td>
</tr>
<tr>
<td>6 - 9</td>
<td>$ 504.00</td>
</tr>
<tr>
<td>10 - 14</td>
<td>$ 880.00</td>
</tr>
<tr>
<td>15 - 19</td>
<td>$ 1,259.00</td>
</tr>
<tr>
<td>20 - 29</td>
<td>$ 1,636.00</td>
</tr>
<tr>
<td>30 - 39</td>
<td>$ 2,001.00</td>
</tr>
<tr>
<td>40 - 55</td>
<td>$ 2,370.00</td>
</tr>
<tr>
<td>56 - 70</td>
<td>$ 2,725.00</td>
</tr>
<tr>
<td>71 - 100</td>
<td>$ 3,077.00</td>
</tr>
<tr>
<td>101 or more</td>
<td>$ 3,430.00</td>
</tr>
</tbody>
</table>

*Maximum of 11 total positions per school:
  - 1 additional position for sixth grade team;
  - 4 additional positions for year-round schools

### INTERMEDIATE DEPARTMENTS
- Language Arts, Math, Science, Social Studies, Special Education, Physical Education, Electives

### HIGH SCHOOL HEAD COUNSELORS
- $ 1,259.00

### HIGH SCHOOL TEAM LEADERS
- Maximum 20 per comprehensive high school, 10 for all others.
- $ 563.00

### ELEMENTARY TEAM LEADERS
- Maximum 8 per school. Includes 1 Special Education.
- $ 472.00

**Student Study Team Facilitator(s)** $1.00 per student, per elementary site

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. Team member input shall be solicited and considered by the principal prior to the selection of the team leader.

**Board Approved: 07/07/20**
<table>
<thead>
<tr>
<th>HIGH SCHOOL ATHLETICS</th>
<th>SALARY</th>
<th>HIGH SCHOOL ACTIVITIES</th>
<th>*SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOTBALL</td>
<td></td>
<td>BAND</td>
<td>$4,347</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$5,136</td>
<td>BAND - Second position</td>
<td>$2,608</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$3,600</td>
<td>CHORUS</td>
<td>$4,347</td>
</tr>
<tr>
<td>BASEBALL</td>
<td></td>
<td>CHORUS - Second position</td>
<td>$1,451</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>YEARBOOK</td>
<td>$4,347</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>DRAMA</td>
<td>$2,903</td>
</tr>
<tr>
<td>BASKETBALL</td>
<td></td>
<td>FLAG/DRILL TEAM</td>
<td>$2,903</td>
</tr>
<tr>
<td>Head Varsity (Boys/Girls)</td>
<td>$3,867</td>
<td>JOURNALISM</td>
<td>$2,903</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>TV PRODUCTION</td>
<td>$2,903</td>
</tr>
<tr>
<td>CROSS COUNTRY</td>
<td></td>
<td>**ACADEMIC DECATHLON OR ODYSSEY OF THE MIND</td>
<td>$1,451</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>**MOCK TRIAL</td>
<td>$1,451</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>**LANGUAGE ARTS (SPEECH/REFLECTIONS COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>GOLF (Boys/Girls)</td>
<td>$2,903</td>
<td>**HISTORY DAY COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>LACROSSE (Boys/Girls)</td>
<td>$2,903</td>
<td>**SCIENCE FAIR COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>**TWO ADDITIONAL ADVISORS</td>
<td>$1,451</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>** ONE ADDITIONAL ADVISOR</td>
<td>$470</td>
</tr>
<tr>
<td>SOCCER</td>
<td></td>
<td>DIVERSITY CAMP LEADER (Per Camp)</td>
<td>$511</td>
</tr>
<tr>
<td>Head Varsity (Boys/Girls)</td>
<td>$3,867</td>
<td>INTERMEDIATE/MIDDLE SCHOOL ACTIVITIES</td>
<td>$2,903</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>BAND</td>
<td>$2,903</td>
</tr>
<tr>
<td>SOFTBALL</td>
<td></td>
<td>INTERMEDIATE LEAGUE SPORTS (8 per school)</td>
<td>$470</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>YEARBOOK</td>
<td>$2,903</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>CHORUS</td>
<td>$1,932</td>
</tr>
<tr>
<td>SWIMMING</td>
<td></td>
<td>DRAMA</td>
<td>$1,932</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>LEADERSHIP</td>
<td>$1,932</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>**HISTORY DAY COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>TENNIS</td>
<td></td>
<td>**MATH FIELD DAY COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>Head Varsity (Boys/Girls)</td>
<td>$3,867</td>
<td>** SCIENCE FAIR COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>**LANGUAGE ARTS (SPEECH/REFLECTIONS COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>TRACK AND FIELD</td>
<td></td>
<td>**SPELLING BEE COORDINATOR</td>
<td>$470</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>** ONE ADDITIONAL ADVISOR</td>
<td>$470</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>ELEMENARY SCHOOL ACTIVITIES</td>
<td>$1,451</td>
</tr>
<tr>
<td>VOLLEYBALL</td>
<td></td>
<td>**SCIENCE FAIR COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>Head Varsity (Boys/Girls)</td>
<td>$3,867</td>
<td>GATE COORDINATOR</td>
<td>$1,451</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>**HISTORY DAY COORDINATOR</td>
<td>$997</td>
</tr>
<tr>
<td>WATER POLO</td>
<td></td>
<td>**MATH FIELD DAY COORDINATOR</td>
<td>$997</td>
</tr>
<tr>
<td>Head Varsity (Boys/Girls)</td>
<td>$3,867</td>
<td>**TRACK MEET COORDINATOR</td>
<td>$923</td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>**SPELLING BEE COORDINATOR</td>
<td>$470</td>
</tr>
<tr>
<td>WRESTLING (Boys/Girls)</td>
<td></td>
<td>** ONE ADDITIONAL ADVISOR</td>
<td>$470</td>
</tr>
<tr>
<td>Head Varsity</td>
<td>$3,867</td>
<td>**10% of compensation for each advancement to County, State or National competition.</td>
<td></td>
</tr>
<tr>
<td>Assistants/Others</td>
<td>$2,903</td>
<td>EXPERIENCE INCREMENTS</td>
<td>$782 additional</td>
</tr>
<tr>
<td>HIGH SCHOOL C.I.F. PLAY-OFFS</td>
<td>Team competition - 10% of individual sport compensation per week.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual competitions - 10% of individual sport compensation per week/principal to designate number of coaches</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Board Approved: 07/07/20
CORONA-NORCO UNIFIED SCHOOL DISTRICT
2020-2021 ADULT EDUCATION AND HOME TEACHER
HOURLY RATE SCHEDULE

<table>
<thead>
<tr>
<th>STEP</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$45.10</td>
</tr>
<tr>
<td>2</td>
<td>$46.63</td>
</tr>
<tr>
<td>3</td>
<td>$48.19</td>
</tr>
<tr>
<td>4</td>
<td>$49.80</td>
</tr>
</tbody>
</table>

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

The rate of pay for Adult Education and Home Teaching hourly substitute services shall be $22.95 per hour.

Board Approved: 07/07/20
CORONA-NORCO UNIFIED SCHOOL DISTRICT
2020-2021 MISCELLANEOUS EXTRA DUTY ASSIGNMENT
SALARY SCHEDULE

- Curriculum Preparation and Inservice Planning - $ 45.10

- Bargaining unit members who voluntarily attend District sponsored Inservice Training, while off track, or while in non-paid status, will be paid the same as that being paid for bargaining unit members substitute teaching during off track time.

- CNUSD Bargaining Unit members who provide instruction for CLAD and BCLAD training will be paid at the same rate as the rate currently paid by the County of Riverside for the same training.

- 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.

Board Approved: 07/07/20
CORONA-NORCO UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Mary Ybarra, President
Bill Pollock, Vice-President
Elizabeth Marroquin, Clerk
Jose W. Lalas, Ph.D, Member
John Zickefoose, Member

CORONA-NORCO TEACHERS ASSOCIATION
(CNTA)
Officers

Chris Rodriguez, President
Meg E’amato, Vice-President
Kristin Courter, Treasurer
Vanessa Moll, Secretary

CNTA Negotiations Team
Tonya Spencer, Negotiations Chair
Meg E’amato, Vice-President/Elementary Rep
Jerry Goar, Intermediate Director
Benjamin Williams, High School Rep
Jana Wood, Support Services

CORONA-NORCO UNIFIED SCHOOL DISTRICT
(CNUSD)
Administration

Superintendent
Michael H. Lin, Ed. D.

Deputy Superintendent Instructional Support
Samuel Buenrostro, Ed.D.

Assistant Superintendent Business Services
Alan Giles

Associate Superintendent Educational Services
Lisa Simon, Ed.D.

Assistant Superintendent Human Resources
Glen A. Gonsalves

Assistant Superintendent Information Technology
Ben Odipo, PMP

CNUSD Negotiations Team
Glen Gonsalves, Negotiations Chair, Assistant Superintendent Human Resources
Ben Roberts, Administrative Director Human Resources
Alan Giles, Assistant Superintendent Business Services
Dalia GadelMawla, Chief Business Officer
Kelli Jakubik, Intermediate School Principal