

MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CORONA-NORCO TEACHERS ASSOCIATION

AND

CORONA-NORCO UNIFIED SCHOOL DISTRICT

CNUSD VIRTUAL SCHOOL

March 9, 2021

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

I. Leadership Team

A. The District shall hire the Leadership Team (1 unit member for each of the following: TK-2, 3-5, 6-8, 9-12, support services/SPED) no later than April 16, 2021.

B. Leadership Team members shall serve on the Leadership Team for the 2021-22 and the 2022-2023 school years, and therefore shall not be subject to involuntary displacement for those school years only.

C. For the 2023-2024 school year and thereafter, leadership team members shall be elected by a majority vote of their respective grade span educators and will be subject to the displacement provisions per the Collective Bargaining Agreement.

D. Beginning in the 2021-2022 school year, Leadership Team members shall be paid according to the “Lead Pay Schedule” listed in the contract for their service.

E. Leadership Team members shall be required to attend no more than 2 meetings per month to make critical decisions in April 2021 through June 30<sup>th</sup>, 2021, for which they may time card at the curriculum rate. For the 2021-2022 and 2022-2023 school years, the team will meet no more than once a month, for which they are compensated the “Lead Pay Schedule” stipend.

F. Leadership Team members may be provided release time or compensated at curriculum rate for up to 3 days of required/mandatory virtual school professional development.

G. Leadership Team members may be requested to attend additional voluntary trainings in preparation for the 2021-2022 school year.

## II. General Staffing Practices

- A. Understanding that positions at the virtual school are created by student enrollment transferring from the comprehensive sites to the virtual program, staffing will begin with voluntary transfers with the following process:
  - 1. Voluntary transfers shall be selected one teacher per site, inclusive of the leadership team.
  - 2. Following the application process, if there are additional vacancies, with no interested applicants fitting that criteria, CNUUSD may offer up to two positions from one site.
- B. In the spring of 2022, unit members at the virtual school will be notified if there is a vacancy for which they qualify at their original site, and shall be offered the opportunity to fill such vacancy at their original site.
  - 1. If more than one unit member qualifies, placement will be offered in order of seniority.
- C. All other transfer and displacement language shall be followed per the Collective Bargaining Agreement.
- D. Virtual staff vacancies shall always be flown for internal hiring.
- E. Teachers considered for the virtual positions will be credentialed teachers with permanent status with tenure in the Corona-Norco Unified School District.
- F. No more than 10% of the total unit members may be assigned to the Virtual School. Should legislation change, both parties reserve the right to bargain this provision.

## III. Support Services

- A. Staff support services shall be comparable to non-virtual sites.
- B. The intent is to provide focused FTE positions for virtual support services and limit split positions (virtual/non-virtual) to the greatest extent possible.
- C. The intent is to staff the Virtual School according to current district-wide practice.
- D. Factors to be considered for staffing support services are enrollment, students on IEPs, EL status, Title 1 status, low SES status.
- E. As soon as enrollment is established, the staffing will be determined, shared with the Association, and posted for transfer.
- F. Caseloads shall be comparable to non-virtual sites.
- G. With the exception of assessments for IEPs, all support services will be provided virtually.

## IV. Work Conditions

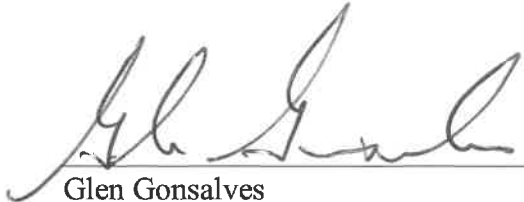
- A. The instructional day for the Virtual School shall start at 8:30 am and end at 2:45 pm, inclusive of a 45 minute duty-free lunch.
- B. The daily teacher duty day shall include a minimum of the following:
  - 1. 145 minutes for student small groups, interventions, daily check-ins
  - 2. 30 minutes for student progress monitoring


3. 60 minutes of planning time
    4. 60 minutes of virtual office hours
  - C. All virtual teachers shall report to an assigned worksite.
  - D. The intent is for the District to have the Virtual School housed at one physical site. Until such time as the entire virtual school can be housed at one site, all Elementary staff (tK-5) shall report to a single common Elementary site and all Secondary (6-12) staff shall report to a single common Secondary site. If facilities do not allow, then staff can be grouped into primary, upper elementary, intermediate (6-8), and high school at different sites. The district will consult with the CNTA on the selection of sites prior to flying the positions.
  - E. All virtual teachers shall have a dedicated workspace that provides a private, quiet space that has appropriate working conditions for an online classroom at the site.
  - F. Members will not be required to travel to attend staff meetings but may be asked to attend virtually.
- V. Unit Member Support and Resources
  - A. All virtual teachers shall report to an administrator appointed solely to the Virtual School.
  - B. Funding for the Virtual School will be comparable to funding for to non-virtual schools.
  - C. Materials (instructional supplies, copies, etc.) shall be provided to unit members at the physical site to which they are assigned.
- VI. Unit Member Expectations
  - A. When virtually working with students, cameras are expected to be on.
  - B. Unit members shall be expected to be available and working with students during their professional work day.
- VII. Class Size
  - A. Class Size will follow Article 12, inclusive of any MOU of the Collective Bargaining Agreement.
- VIII. Elementary Grade Level Assignments (TK-5<sup>th</sup> Grade)
  - A. While the Collective Bargaining Agreement language regarding combination classes shall apply to the virtual school. Enrollment for that language shall be based on the number of students TK-5.
  - B. Based on unknown fluctuations in enrollment, there is potential for a number of combination class assignments. It is the intent to minimize the offering of combination classes to the greatest extent possible.


- IX. Secondary Course Assignments (6<sup>th</sup> – 12<sup>th</sup> Grade)
- A. Based on unknown fluctuations in enrollment, there is potential for as many as 5 different course curricula to be assigned to one unit member inclusive of all areas in which the unit member is credentialed. It is the intent for fulltime virtual unit members to have no more than 3 different course curricula. Multiple sections of the same course offered will be assigned to the same teacher, to the greatest extent possible.
- B. If a virtual fulltime unit member is assigned 4 or more different course curricula, the district will consult with the CNTA on a solution within 5 working days when possible and not less than 24 hours prior to implementation.
- X. Virtual School Curriculum
- A. Following the formal collaborative adoption of virtual curriculum, it is the expectation of the district that unit members will utilize the adopted curriculum to the greatest extent possible. Academic freedom and supplementation remains at the discretion of the unit member.
- B. In the event that there is not an adopted curriculum for a course provided by CNUSD, volunteers shall be sought from all properly credentialed unit members assigned to the virtual school first. If there are no volunteers, the course section shall be offered as an extra duty opportunity to all properly credentialed unit members district wide. The unit member will be consulted regarding the specifics of the assignment and shall only be assigned the course by mutual agreement.
- C. A unit member agreeing to write the foundational curriculum for a course will have the option of utilizing release time and/or time carding at curriculum rate, not to exceed 40 hours per quarter per course. Any division of this allocation shall be approved at the discretion of the virtual school administrator.
- XI. Duty
- A. The virtual school shall be funded TK-12 for the school site extra duty fund. A separate extra duty fund committee shall be created for each grade span: TK-5, 6-8, 9-12. Each grade span shall be funded according to their enrollment, utilizing the secondary extra duty fund process per the Collective Bargaining Agreement to allocate funds.
- B. Virtual School Unit Members shall not participate in supervision duty before, during or after school.
- C. Virtual School Unit Members may be required to participate in Professional Duties as listed in article 10 of the Collective Bargaining Agreement.
- XII. Extra-Curricular Programs
- A. Both parties agree to continue discussion and negotiations regarding the allocation of extra-curricular programs at the Virtual School.

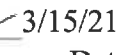
XIII. Other than the items explicitly bargained in this agreement, all other parts of the Collective Bargaining Agreement shall apply.

This MOU will expire on June 30, 2023

  
Glen Gonsalves  
Assistant Superintendent, Human Resources

  
Date

  
Chris Rodriguez  
CNTA President

  
Date