

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS CORONA-NORCO CHAPTER 369  
AND  
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**

**Office Assistant III  
September 12, 2022**

This Memorandum of Understanding (MOU) is between the California School Employees Association and its Corona-Norco Chapter 369 (CSEA) and Corona-Norco Unified School District (District). The District is actively working to fill many classified vacancies during the 2022-2023 school year. Additional clerical support is necessary for the Human Resources (HR) Department for the 2022-2023 school year. Two Office Assistant III positions will be hired and temporarily assigned to HR to fulfill the need of hiring. At the end of the 2022-2023 school year, the District will provide the two Office Assistant III employees with a permanent assignment filling a vacant position. At such time, the two Office Assistant III positions in Human Resources will be closed. If there are no 8-hour, 11-month Office Assistant III positions vacant at the end of the 2022-2023 school year, the employees will be placed in a 8-hour, 10 month Office Assistant II position until an 8-hour, 11 month Office Assistant III position becomes vacant.

Therefore, effective September 12, 2022:

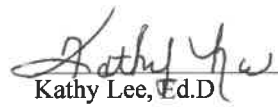
Work Site	Classification	HRS	MONTHS	Hours of Assignment
Human Resources	Office Assistant III	8.0	11	8:00 a.m. to 4:30 p.m.
Human Resources	Office Assistant III	8.0	11	8:00 a.m. to 4:30 p.m.

This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

California School Employees Association  
Corona-Norco Chapter 369

Corona-Norco Unified School District

  
Lorena Lopez  
President, Chief Negotiator

  
Kathy Lee, Ed.D.  
Administrator Director

  
Cheryl Gray  
VP, Negotiation Team Member

  
Rufus Taylor Jr.  
Assistant Principal

Blanca Nunez 9/12/22  
Blanca Nunez Date  
Secretary, Negotiation Team Member

Petria Gonzales 9/12/22  
Petria Gonzales, Date  
Principal

Veronica Marquez 09/12/22  
Veronica Marquez Date  
Communications Officer,  
Negotiation Team Member

Dalia Gadelmawla 9/12/22  
Dalia Gadelmawla Date  
Assistant Superintendent, Business

Raquel Rodriguez 9/12/22  
Raquel Rodriguez Date  
Treasurer, Negotiation Team Member

Kelly Gelzeichter 9/12/22  
Kelly Gelzeichter Date  
Administrative Director, SPED

Monica L. Contreras 9/12/22  
Monica L. Contreras Date  
CSEA, Labor Relations Representative