

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

AND

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

THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

July 1, 2021 to June 30, 2024

Year 1: 7/1/21-6/30/22

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

Year 3: 7/1/23-6/30/24

RATIFIED BY CNTA MEMBERSHIP

AUGUST 22, 2023

YES: 1392

NO: 198



APPROVED BY CNUSD BOARD OF EDUCATION

SEPTEMBER 5, 2023

PREAMBLE

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 and 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 tenant 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 used 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 i

ARTICLE 1: AGREEMENT [1](#)

ARTICLE 2: RECOGNITION [2](#)

 MOU: TEMPORARY SPECIALISTS [4](#)

ARTICLE 3: DEFINITIONS [7](#)

ARTICLE 4: MAINTENANCE OF BENEFITS [9](#)

ARTICLE 5: BOARD’S RIGHTS AND DISTRICT POWERS [10](#)

ARTICLE 6: NEGOTIATION PROCEDURES [11](#)

ARTICLE 7: ASSOCIATION RIGHTS [13](#)

ARTICLE 8: PROFESSIONAL DUES AND FEES [16](#)

ARTICLE 9: MISCELLANEOUS PROVISIONS [18](#)

 MOU: GRADEBOOK/I.T. TASK FORCE [22](#)

 MOU: STANDARDS BASED REPORT CARDS [23](#)

ARTICLE 10: HOURS OF EMPLOYMENT [24](#)

 MOU: PROFESSIONAL LEARNING COMMUNITIES (PLCs) [30](#)

 MOU: IEP MEETING TIMECARDS [33](#)

 MOU: SST/504 TIMECARDS [34](#)

 MOU: WORKLOAD TASK FORCE [35](#)

 MOU: SB 328 START TIMES [36](#)

 ADDENDUM: SB 328 START TIMES [39](#)

ARTICLE 11: SAFETY [40](#)

CODE OF CONDUCT FOR MEETINGS [43](#)

ARTICLE 12: CLASS SIZE [44](#)

 MOU: GRADE SPAN ADJUSTMENT AVERAGE [46](#)

 MOU: GSAA SUPPORT SERVICES [52](#)

 MOU: KINDERGARTEN [53](#)

 MOU: DUAL ENROLLMENT [57](#)

ARTICLE 13: LEAVES [58](#)

 SIDE LETTER: CATASTROPHIC LEAVE [72](#)

ARTICLE 14: TRANSFER POLICY [73](#)

 MOU: LINCOLN IB TRANSFER [78](#)

ARTICLE 15: EVALUATION PROCEDURES [79](#)

ARTICLE 16: SALARIES..... [83](#)
 SIDE LETTER: SALARY FORMULA [87](#)
 MOU: NATIONAL BOARD CERTIFICATION [89](#)
 MOU: CPR REIMBURSEMENT FOR BAND TEACHERS [90](#)
 ARTICLE 17: BENEFITS [91](#)
 ARTICLE 18: TRAVEL..... [94](#)
 ARTICLE 19: PART TIME WITH FULL TIME CREDIT [95](#)
 ARTICLE 20: GRIEVANCE PROCEDURES [97](#)
 ARTICLE 21: SUMMER SCHOOL [102](#)
 ARTICLE 22: PROFESSIONAL GROWTH..... [105](#)
 ARTICLE 23: YEAR-ROUND SCHOOL [106](#)
 ARTICLE 24: INTERMEDIATE SCHOOLS [108](#)
 ARTICLE 25: BLANK..... [109](#)
 ARTICLE 26: SPECIAL EDUCATION..... [110](#)
 MOU: RSP/SDC TIMECARDS..... [113](#)
 MOU: SPED SUPERVISION [114](#)
 MOU: RSP INITIAL IEP TIMECARDS [115](#)
 MOU: SPED TASK FORCE..... [116](#)
 MOU: SLP ASSIGNMENTS GRIEVANCE RESOLUTION..... [117](#)
 ADDENDUM: SLP GRIEVANCE RESOLUTION..... [120](#)
 SIDE LETTER: SLP OVER 55 CASELOAD COMPENSATION [121](#)
 MOU: SPED TK/K..... [122](#)
 SIDE LETTER: SPED TK/K..... [126](#)
 MOU: ADULT TRANSITION..... [127](#)
 ARTICLE 27: EDUCATIONAL INNOVATIONS [128](#)
 MOU: SITE CONTRACT WAIVER [130](#)
 SITE CONTRACT WAIVER PROPOSAL FORM..... [132](#)
 ARTICLE 28: STAFF BUY-BACK DAY LANGUAGE [133](#)
 ARTICLE 29: PEER ASSISTANCE AND REVIEW [134](#)
 MOU: SLP SUPERVISOR..... [143](#)
 ARTICLE 30: SHARED CONTRACTS..... [144](#)
 MOU: ONE PARTICIPANT SHARED CONTRACT [146](#)
 SIDE LETTER: ARTICLE 30..... [148](#)

APPENDIX A: SCHOOL SITE EXTRA DUTY FUND..... [149](#)
 SIDE LETTER: APPENDIX A [150](#)
 APPENDIX B: RETIREMENT BONUS [152](#)
 MOU: VIRTUAL SCHOOL [153](#)
 MOU: VIRTUAL EDUCATION TASK FORCE [158](#)
 MOU: LANGUAGE IMMERSION TASK FORCE [159](#)
 MOU: YEAR ROUND SCHOOL TASK FORCE [160](#)
 MOU: ACADEMY TASK FORCE [161](#)
 MOU: EXTRA-CURRICULAR PAY SCHEDULE COMMITTEE [162](#)
 CERTIFICATED BASIC WORK YEAR SALARY SCHEDULE..... [163](#)
 TEMP SPECIALISTS SALARY SCHEDULE [164](#)
 LEAD PAY SCHEDULE..... [165](#)
 EXTRA-CURRICULAR SHARES FORMULA [166](#)
 EXTRA-CURRICULAR PAY SCHEDULE [167](#)
 EXTRA-CURRICULAR ROLE REQUIREMENTS..... [168](#)
 ADULT EDUCATION AND HOME TEACHER HOURLY RATE SCHEDULE [173](#)
 SUPPLEMENTAL DAILY PAY RATE SCHEDULE [174](#)
 SUMMER SCHOOL SALARY SCHEDULE..... [175](#)
 MISCELLANEOUS EXTRA DUTY ASSIGNMENT SALARY SCHEDULE [176](#)
ELEMENTARY SCHOOL CALENDAR..... [177](#)
SECONDARY SCHOOL CALENDAR..... [178](#)

ARTICLE 1: AGREEMENT

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

ARTICLE 2: RECOGNITION

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

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

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

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

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

1 2.4 Beginning with the 2019-2020 school year, the bargaining unit positions of Student
2 Advisors at the high schools/intermediate schools shall be phased out of the unit and
3 converted to administrative positions. In doing so, the following procedures shall be
4 followed:

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

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

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

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

May 20, 2014

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

6 Article 1-8 shall apply to Temp Specialists.

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

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

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

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

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

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

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

- 1 Article 13, Leaves, shall not apply. The following shall apply:
 2 • Temp Specialists shall earn sick leave at a rate of .054 day of leave per full workday of
 3 service.
 4 • This leave is accumulable as prescribed by statute.
 5 • Article 13.2 (b), 13.2 (c), 13.3, 13.4, 13.5, 13.8, 13.9, and 13.10 shall apply as applicable
 6 per statute.

7 Article 14, Transfer Policy, shall not apply.

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

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

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

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

17 Article 18, Unit Member Travel, shall apply.

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

19 Article 20, Grievance Procedure, shall apply.

20 Article 21, Summer School, shall not apply.

21 Article 22, Professional Growth, shall not apply.

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

23 Article 24, Intermediate Schools, shall not apply.

24 Article 25, Left Blank Intentionally.

25 Article 26, Special Education, shall not apply.

26 Article 27, Educational Innovations, shall not apply.

27 Article 28, Site Based Decision Making shall apply.

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

2 Article 30, Shared Contracts, shall not apply.

3 None of the appendices shall apply.

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

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

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

10 Temp Specialists may not be the teacher of record.

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

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

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

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

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

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

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

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

ARTICLE 3: DEFINITIONS

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

- 1 3.17 “Accredited College or University” means those accredited by associations which are
2 members of the American Council on Education and/or the California Commission on
3 Teacher Credentialing.
- 4 3.18 “Itinerant Staff” are unit members who are assigned to more than two school sites.

ARTICLE 4: MAINTENANCE OF BENEFITS

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

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

ARTICLE 5: BOARD'S RIGHTS AND DISTRICT POWERS

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

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

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

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

- (a) 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.

- 1 (b) The Parties agree to establish a small LCAP Working Committee. This committee
2 will have the following parameters:
- 3 (1) Consist of equal numbers of Administrative personnel and appointed CNTA
4 representatives (2-3 recommended). Other stakeholders may be invited to be part
5 of the committee.
 - 6 (2) Take the recommendations of the LCAP Advisory Committee and develop a draft
7 and final draft of the LCAP that will go to the school board for approval every
8 year.
 - 9 (3) Develop the final draft LCAP, submit it to the LCAP Advisory Committee and
10 Cabinet for review, then submit it to the school board for approval.
 - 11 (4) Evaluate each proposal inclusive of the data that will be used to measure
12 effectiveness, as well as a cost analysis, review of data to determine effectiveness,
13 and rationale for the proposal.
 - 14 (5) Determine which ideas and items from the larger LCAP Advisory Committee will
15 be included in the final draft LCAP based on effectiveness and recommendations
16 from the committee, administration, and union members.
 - 17 (6) Develop a schedule of regular meetings starting January 2020.
 - 18 (7) The LCAP Working Committee may suggest proposals to be included in the
19 LCAP in conjunction with the larger LCAP Advisory Committee.
 - 20 (8) The LCAP Working Committee will present the final draft LCAP
21 recommendations to Cabinet and Executive Cabinet.
 - 22 (9) All decisions of the LCAP Working Committee shall be made collaboratively and
23 collectively as a group.

ARTICLE 7: ASSOCIATION RIGHTS

- 1 7.1 The Association and its authorized representative shall have access to reasonable use of
2 school facilities in order to transact official business.
- 3 (a) The Association shall provide the Superintendent or designee with notice regarding
4 specific time, place, and type of activity to be conducted.
- 5 (b) Such activity shall not interfere with the educational programs or the established
6 duties of unit members.
- 7 7.2 Faculty meeting agendas shall include an item for the Association representative.
- 8 7.3 An Association meeting may be called immediately following the faculty meeting.
9 Attendance is voluntary. Administrators will not be in attendance at the Association
10 meetings.
- 11 7.4 The Association may use the school mailboxes, public address systems, District mail
12 service, and bulletin board spaces designated by the Superintendent, subject to the
13 following conditions:
- 14 (a) Posting on the bulletin boards shall have Association Identification.
- 15 (b) A copy of such postings shall be routed to the Superintendent or designee at the same
16 time of the posting.
- 17 (c) Use of the public address system shall be limited to announcements of date, time, and
18 location of Association meetings. The Announcement shall be made by a building
19 administrator or designees.
- 20 (d) The President of the Association shall meet upon request with the Superintendent to
21 discuss District objections to posted materials.
- 22 7.5 The name, address, site assignments, grade level or subject assignment, and the telephone
23 number of each certified unit member shall be provided to the Association no later than
24 November 15 of each academic year. An update of the above mentioned information will
25 also be provided no later than March 30. Such information shall not be provided against
26 the wishes of the unit member or if the current information is unavailable to the District.
- 27 7.6 The Association shall be provided two (2) copies of the Board agenda with non-
28 confidential supportive materials at the same time these materials are provided to board
29 members.
- 30 7.7 The District shall furnish the Association with six (6) copies of amendments and
31 reprinting of Board Policy within thirty (30) calendar days after adoption.

- 1 7.8 The District shall provide each bargaining unit member with a contract and associated
2 memoranda of agreement no later than thirty (30) days after ratification. In addition, the
3 District shall provide the Association with fifty (50) copies of the contract and associated
4 memoranda of agreement.
- 5 7.9 The President and Vice President of the Association shall each receive full time release to
6 be arranged by mutual agreement between the President of the Association and the
7 Assistant Superintendent of Human Resources and subject to approval by the Board of
8 Education. A temporary position shall remain at the school site upon completion of their
9 term(s) of office, the officer will be returned to the same grade-level, school, subject and
10 track assignment as occupied before becoming an officer. Authorized Association
11 representatives shall receive release time with no loss of pay or other benefits to perform
12 official Association or representational business which cannot be scheduled at another
13 time. The total combined amount of release time for all representatives shall be limited
14 to twenty (20) days per year with no more than five (5) of these days to be used by any
15 one bargaining unit member. An additional twenty (20) total combined days per year for
16 all representatives may be used providing the Association pays substitute salary. No
17 more than five (5) of these days shall be used by one bargaining unit member. These days
18 shall not be used for strikes, work stoppages, work slowdowns, or other concerted
19 activities. The Association shall notify the unit member's immediate supervisor and
20 Human Resources prior to the use of paid release time. Except in case of emergency,
21 such notice shall be given on the previous day.
- 22 7.10 The Association shall appoint a single Curriculum Committee consisting of not more than
23 five (5) members to consult on the definition of educational objectives, the determination
24 of the content of courses and curriculum, and the selection of textbooks, prior to the
25 District adoption or implementation. Regular quarterly meetings shall be held between
26 this committee and not more than five (5) representatives of the District for the purpose
27 of such consultation.
- 28 7.11 The Association shall have the right to designate a single unit member to serve with other
29 District appointed representatives on those District-wide committees and advisory groups
30 that have unit member participation. If the District has received sufficient notice from the
31 appropriate governmental agency, the District shall notify the Association of the
32 committee's or advisory group's purpose and agenda not less than ten (10) workdays
33 prior to the first meeting of each such committee or advisory group. It is agreed by both
34 parties that only Association appointed unit members shall speak for the bargaining unit
35 and/or represent the Association's viewpoints.
- 36 7.12 Association Committee Funding
- 37 (a) The Association has established the following internal operating committees:
38 Membership Assistance, Scholarship, and Community for Better Schools/Political
39 Action Committee.

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

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

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

- 33 7.13 The Association shall be entitled to one hour of time at the beginning of the first day of
 34 the new in-service time to meet with new unit members. If a mid-year hiring exceeds
 35 thirty-five (35) new unit members, the Association will be entitled to meet the new unit
 36 members for one (1) hour if the District holds a district in-service day.
- 37 7.14 No Faculty meetings shall extend beyond the workday on days of a regular scheduled
 38 Representative Council meeting. The Association shall provide the District a calendar
 39 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.

The District and the Association shall furnish any information needed by the other to fulfill the provisions of this Article.

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 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.

Employee requests to cancel or change authorizations for payroll deductions for the Association shall be directed to the Association. The District shall rely on information provided by the Association regarding whether deductions for the Association were properly cancelled or changed. The Association shall reimburse directly to the unit member any amount improperly deducted by the District under this Article.

8.3 Maintenance of Membership

For the duration of their membership agreement, the District shall guarantee said maintenance of membership to the Association by enforcing payment of unified Association dues, initiation fees and general assessments by members required under the terms set forth above and provisions of the Education Code and Government Code Section 3540.1(I)(1).

1 8.4 Hold Harmless

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

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

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

ARTICLE 9: MISCELLANEOUS PROVISIONS

- 1 9.1 If any provisions of the Agreement or any application thereof to any unit member is held
2 by a court of competent jurisdiction to be contrary to law, then such provision or
3 application will be deemed invalid, to the extent required by such court decision, but all
4 other provisions or applications shall continue in full force and effect.
- 5 9.2 Should a provision or application be deemed invalid, as described in 9.1 above, the Board
6 shall reinstitute any benefit reduced or eliminated to the extent allowable under law.
7 Moreover, the parties shall meet no later than ten (10) days after such court decision to
8 renegotiate the provisions or provisions affected.
- 9 9.3 The provisions of this Agreement shall be interpreted and applied in a fair and impartial
10 manner.
- 11 9.4 Beginning in the 2019-2020 school year, the District shall take the following actions to
12 provide clarity and support for mandated reporting requirements of all unit members.
- 13 (a) Place a link on the myCNUSD homepage to provide resources for all unit members
14 related to the laws and responsibilities for reporting child abuse (including guidelines
15 on how to recognize child abuse, downloadable Child Protections Services (CPS)
16 forms, and contact information to assist in reporting child abuse) and to explain the
17 laws relating to a unit member's responsibilities of reporting
- 18 (b) Provide Child Protective Services (CPS) forms and contact information for reporting
19 child abuse to the school secretary who will file and maintain them at the school site.
- 20 (c) Print the CPS phone number on the back of all unit member staff ID badges, along
21 with the following statement: "CPS forms can be found on the myCNUSD
22 homepage".
- 23 9.5 The District and the Association agree that all Education Code procedural requirements
24 and provisions for layoff of unit members shall be observed if reduction in force is
25 necessary.
- 26 9.6 State regulations will be followed when a unit member is disciplined or discharged.
- 27 9.7 It is desirable for all district employees to treat one another in a professional manner.
28 Whenever possible, disciplinary conferences shall be held in private.
- 29 9.8 At a disciplinary conference, a unit member will be given the opportunity for a
30 representative if the conference could result in materials that could be placed in the unit
31 member's personnel file.
- 32 9.9 Before any non-evaluation derogatory material can be placed in the bargaining unit
33 member's personnel file, a meeting between the bargaining unit member and the
34 administrator shall take place to discuss the material to be placed in the file.

1 9.10 In the event the bargaining unit member and the administrator cannot agree on the
 2 accuracy of the non-evaluation derogatory material, a management designee from the
 3 Human Resources office at the District Office shall meet upon written request by the
 4 bargaining unit member to make a final decision as to the placement of the material. The
 5 decision of the management designee, Human Resources, as to whether material will be
 6 included in the file, is final.

7 9.11 It is the intent of both the District and the Association to resolve complaints as close to
 8 the source of the issue as possible in order to protect the rights of all parties involved with
 9 the least classroom disruption.

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

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

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

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

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

29 9.12 Unit member discipline shall be based on the principles of due process and just cause and
 30 shall be progressive in nature.

31 9.13 Steps of progressive discipline prior to dismissal:

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

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

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

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

5 9.14 At the end of each certified payroll period, the District shall forward to the Association by
6 separate checks, unit member's designated contributions in up to ten (10) categories as
7 established by the Association. The Association will pay the District \$200 per year for
8 the performance of this service.

9 9.15 As a minimum, each unit member shall be provided with specifically designated storage
10 space. Traveling classroom teachers shall be provided with secure storage space in each
11 assignment classroom when such storage space is available. If the unit member's
12 classroom is to be used during summer school, adult education, or college classes, the
13 storage space shall be made reasonably secure.

14 9.16 Taking into consideration space utilization at each site, to the extent practicable, itinerant
15 support staff will be provided an area at each work site, consistent with their work
16 requirements, to complete their duties.

17 9.17 The Parties seek to educate young people in the democratic tradition, to inspire
18 meaningful awareness of and respect for the Constitution and the Bill of Rights, to instill
19 appreciation of the value of individual personality, and to foster recognition of individual
20 freedom and social responsibility. It is recognized that these democratic values can best
21 be transmitted in an atmosphere which is conducive to inquiry and learning and in which
22 academic freedom for teacher and student is encouraged. In accordance with approved
23 State and District curriculum guidelines, academic freedom shall be guaranteed to
24 teachers and they shall be encouraged to study, investigate, present and interpret
25 objectively facts and ideas concerning man, society, and physical and biological work,
26 and other branches of learning, subject to established courses of study.

27 9.18

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

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

33 (c) Whenever a teacher reasonably believes that a classroom visitation has been unduly
34 disruptive, or in any other ways is in violation of Education Code Sections 44810 or
35 44811, the teacher shall report the disruption to the site administrator, who shall
36 investigate the matter and take appropriate action.

- 1 9.19 All unit members shall utilize the District adopted computer generated report cards and
2 are expected to utilize the District adopted electronic grade book. At the secondary level,
3 report cards will be issued on a semester basis.
- 4 9.20 On a monthly basis, one substitute will be available at each site for class coverage so that
5 unit members can participate in IEPs or SSTs during student hours.
- 6 (a) Ten (10) substitute days per year will be provided for IEP meetings at each site.
- 7 (b) Five (5) substitute days per year will be provided for SST meetings at each
8 elementary site.
- 9 (c) Each elementary school site shall be provided the equivalent of five (5) one-half day
10 substitutes per year per SDC class required for IEP meetings.
- 11 (d) Sometime between 2000-2004, an understanding was reached between the District
12 and the Association that, in lieu of smaller class sizes, RSP/NSH teachers at high
13 school in non-self-contained settings had a consultation period, in addition to their
14 regular prep period as defined in Article 10, to address caseload management. The
15 Association and the District agree to the continuation of this practice.
- 16 9.21 CNUSD/CNTA Contract Review Meeting: The parties agree that an Annual “Contract
17 Review Meeting” will be collaboratively planned and executed jointly by CNUSD and
18 CNTA Negotiation Teams. The “Contract Review Meeting” will be held at the beginning
19 of the school year and will include CNUSD Site Principals and CNTA Site Reps with the
20 purpose of ensuring unified training and understanding with regard to contract changes,
21 clarification of intent of contract language, collaborative site based problem solving and
22 new policies/procedures. The Agenda shall include: an informational presentation,
23 breakout sessions by grade-level and a question/answer session with all sessions
24 collaboratively planned and executed jointly. All unit members will be compensated for
25 their time.

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

GRADEBOOK/I.T. TASK FORCE

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

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

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

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

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

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

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

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

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

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

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

28 This MOU shall expire on June 30, 2024.

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

STANDARDS BASED REPORT CARDS

- 1 The number of grades/marks on the current report card for the 2022-2023 school year are 8
2 academic grades/marks and 14 effort grades/marks. Currently, a committee of K-6 teachers was
3 created and discussed the potential for a standards based report card. The committee met
4 multiple times and is currently recommending moving from 6 grading periods to 3 with the first
5 two (2) to be progress reporting only. All K-6 grade teachers shall have access to the standards-
6 based report card and have access to training in the months of June, July, and August. Unit
7 members shall be able to give meaningful input to the committee, who shall vote on a
8 recommendation to take to the bargaining teams. This recommendation and all other
9 recommendations of the committee shall be given to the bargaining teams no later than
10 November 1, 2023. Both bargaining teams shall meet within 30 days to bargain the
11 recommendations and impacts and effects of the recommendations.
- 12 The Association and District shall meet and determine a separate process for any potential
13 changes to the TK report card once state standards are released.
- 14 This MOU shall expire June 30, 2024.

ARTICLE 10: HOURS OF EMPLOYMENT

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

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

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

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

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

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

- 1 (i) Special Education (SDC and RSP) are allowed to miss one (1) PLC meeting per
 2 month for IEP preparation agreed upon with the site administrator. IEP meetings
 3 shall not take place at this time. Unit members who must travel between school sites
 4 during lunch hours shall be given sufficient time to ensure that they will also have a
 5 continuous uninterrupted duty-free lunch period of thirty (30) minutes minimum
 6 duration.
- 7 (j) Using 2022-2023 as the base year, individual schools may only modify their current
 8 instructional minutes through the site waiver process.
- 9 (k) It is the responsibility of unit members to be prepared for the instructional and/or
 10 other classification specific responsibilities.

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

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

- 19 (a) Unit members may be required attend a minimum of two (2) school-wide events such
 20 as open house/back-to-school nights/other collaboratively designed events per year.
 21 There shall be no staff meetings on open house/back-to-school nights. Attendance at
 22 all other parent-teacher organization meetings is voluntary. Attendance at the High
 23 School graduation ceremony is required and will count as one of the two (2) required
 24 events per year. At all high school sites prior to graduation duties being announced,
 25 the site administration and CNTA Site Reps shall meet to collaborate on graduation
 26 duties and the process for how duties shall be filled. Members shall be asked for their
 27 preferred duties, and every effort shall be made to honor the member's preferred duty.
 28 For off-site graduations, high schools shall rotate times, and unit members shall be
 29 provided a parking pass and mileage reimbursement to and from the venue.
- 30 (b) Unit members may be required to attend extra-curricular activities (students'
 31 social/athletic events) only if after a reasonable attempt to solicit volunteers,
 32 sufficient volunteers are not available. Any such assignments shall be made on an
 33 equitable basis. For the purposes of this article, a volunteer is a unit member who
 34 requests to perform services at a specific function, and whose performance has prior
 35 authorization of the unit member's supervisor.

- 1 (c) When IEP meetings extend more than thirty (30) minutes past the conclusion of the
 2 workday, unit members may elect to be compensated at the curriculum development
 3 rate for the additional time spent, in thirty (30) minute increments. The total
 4 expenditure under this section (and Article 26.9) shall not exceed \$100,000 District-
 5 wide. Only one (1) IEP a day, morning or afternoon.
- 6 (d) Staff meetings shall begin as soon as possible after the end of the student instructional
 7 day.
- 8 (e) School sites shall schedule before and after school duties for a duration of no more
 9 than fifteen (15) minutes.

10 10.5 The workday for Adult Education Teachers shall be as mutually agreed by the District
 11 and the unit member. No unit members shall be required to teach adult education classes.

12 10.6 Unit members' input shall be solicited and considered prior to the establishment of the
 13 specific daily schedule and the non-teaching duty plan and schedule, including number of
 14 duties, location and duration at each school or work location. At elementary sites,
 15 consideration will be given to staff input regarding the number of duties for each staff
 16 member to pay. To the extent practicable, duty schedules will be reasonable and
 17 equitable.

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

33 The work year for the Special Education Program Specialist shall be two hundred twelve
 34 (212) days unless otherwise agreed to by the District and the unit member. The work
 35 year for Regular Probationary or Permanent Adult Education Teachers and Temporary
 36 Teachers shall be mutually agreed by the District and the unit member. The work year of
 37 all other unit members shall be one hundred eight-five (185) days unless otherwise
 38 agreed by the District and unit member. The work year for non-support personnel unit
 39 members who have not been employed by the District in the past in other than a
 40 substitute position and who are placed on Class A, Steps 1-3 and Class B, Step 1 shall be

1 one hundred ninety (190) days or an equivalent number of hours agreed by the District
2 and the unit member. All other new non-support personnel unit members shall work one
3 hundred eighty-six (186) days. The per diem rate for these members shall be based on
4 one hundred eighty-five (185) days of service. In assignment of the number of days in
5 the work year for each unit member, the unit member's immediate supervisor shall give
6 priority to the unit member's preferences whenever possible.

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

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

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

29 10.11 Whenever possible, unit members at schools that develop SIP plans and have requested
30 release time for staff development and/or professional growth shall have the request
31 honored.

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

11 10.13 The elementary work calendar shall include a full non-student day followed by four
12 minimum days in order to conduct parent conferences during the professional day.
13 Beginning in the 2023-2024 school year, the conference week shall be placed no sooner
14 than the last week of Trimester 1.

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

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

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

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

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

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

- 1 (e) Unit members and administrators shall work collaboratively to ensure PLC time is in
2 alignment with the four essential questions of PLCs and the District's Strategic Plan.
3 To achieve this goal:
- 4 (1) Administrators may attend any PLC meeting.
- 5 (2) If there are any concerns related to the use of PLC time, the following progressive
6 steps shall be used:
- 7 a. Concerns shall be addressed first at the site through joint problem solving by
8 impacted member(s) and administrator(s).
- 9 b. If the concern continues, a joint collaborative review of the concern will be
10 conducted by CNTA and the District within ten (10) school days.
- 11 c. Either CNTA or District administration may request facilitated collaborative
12 problem-solving be implemented at the site with affected unit members and
13 site administrators within ten (10) school days from the conclusion of the
14 joint, collaborative review by CNTA and the District.
- 15 (f) Site staff meetings shall not be scheduled on these days.
- 16 (g) Unit members are expected to work in a Professional Learning Community.
- 17 (1) Teachers are expected to work in their grade level or similar content area team
18 during this time.
- 19 (2) Teachers who have singleton courses (only person teaching a subject area at their
20 school site), non-classroom members, and support staff shall be required to
21 participate in a PLC. Unit members shall collaboratively and mutually determine
22 their PLC with their supervising administrator.
- 23 (h) Members must remain on site during PLC time.

1 (i) All members of a PLC are expected to actively participate in meetings, engage in
 2 ongoing professional learning, and share their expertise and knowledge with the
 3 group.

4 (1) Appropriate uses of PLC time shall include, but is not limited to:

5 a. Strategic Planning

6 1. Lesson design and planning, vertical and horizontal

7 2. Cross-grade level planning on subject matter

8 3. Discussing behavioral interventions and strategies

9 b. Data Analysis

10 1. Goal-setting for students based on common formative assessments

11 c. Instructional Design

12 1. Collaborating in Units of Study preparation

13 2. Developing and revising instruction

14 3. Differentiated instruction for significant subgroups (such as Special Ed,
 15 EL, Foster Youth, etc.)

16 (2) Other topics may be established by mutual agreement of unit members and
 17 administration

18 (3) Inappropriate uses of PLC time:

19 a. Collaboration time is not:

20 1. Intended for additional staff meetings

21 2. Scheduling/conducting other District, Association, or site meetings

22 3. Making copies, planning field trips, or grading individual assignments

23 4. Classroom maintenance

24 5. Discussing site/district policies unrelated to instruction

25 6. Administratively-imposed assignments or tasks

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

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

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

IEP MEETING TIMECARDS

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

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

SST/504 TIMECARDS

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

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

WORKLOAD TASK FORCE

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

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

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

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

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

November 30, 2021

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

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

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

10 Intermediate Schools and Academies grades 7-8

- 11 (a) All intermediate schools and academies grades 7-8 shall shift their instructional start time to
12 8:00 am.
- 13 (b) All intermediate schools and academies grades 7-8 shall maintain their same passing periods,
14 period lengths, and lunch times as their 2022-2021 school bell schedules.
- 15 (c) All intermediate schools and academies grades 7-8 shall shift end times to preserve the same
16 amount of instructional minutes as their 2020-2021 school bell schedules.

17 High Schools—Comprehensive

- 18 (a) All comprehensive High Schools shall shift their instructional start time to 8:30 am.
- 19 (b) All comprehensive High Schools shall maintain their same passing periods, period lengths,
20 and lunch times as their 2022-2021 school bell schedules.
- 21 (c) All comprehensive High Schools shall shift end times to preserve the same amount of
22 instructional minutes as their 2020-2021 school bell schedules.

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

- 24 (a) All alternative High Schools shall shift their instructional start time to 8:45 am.
- 25 (b) All alternative High Schools shall maintain their same passing periods, period lengths, and
26 lunch times as their 2022-2021 school bell schedules.
- 27 (c) All alternative High Schools shall shift end times to preserve the same amount of
28 instructional minutes as their 2020-2021 school bell schedules.

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

4 Eastvale Elementary

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

10 Jefferson Elementary

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

16 Parkridge Elementary

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

22 Riverview Elementary Special Education Preschool Programs only

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

28 Coronita Elementary Special Education Preschool Programs only

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

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

1 PCT/PLC

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

7 Staff Meetings

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

14 This MOU shall expire on June 30, 2024

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

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

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

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

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

6 (1) AM: 7:45am-10:15am

7 (2) PM: 10:55am-1:25pm

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

9 (1) 7:45am-11:15am

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

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

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

ARTICLE 11: UNIT MEMBER SAFETY

- 1 11.1 A unit member shall not be required to work or engage in any activity which poses an
 2 immediate hazard to life or limb or which is contrary to the requirements for safe
 3 working conditions as established under the California Occupational Safety and Health
 4 Act of 1973 (CAL/OSHA). Enforcement and rule-making authority is lodged with the
 5 Department of Industrial Relations. The Division of Industrial Safety has jurisdiction
 6 over inspection and the enforcement of standards; therefore, any disputes arising relating
 7 to safety conditions may be processed through the Department of Industrial Relations and
 8 grievances may be appealed up to Level Two of the grievance procedure. Copies of
 9 safety reports from this and any other government agency shall be promptly forwarded to
 10 the Association.
- 11 11.2 The District shall take reasonable action to identify and eliminate unsafe working
 12 conditions and activities.
- 13 (a) Should a unit member feel that such a condition or activity exists, the immediate
 14 supervisor shall be so informed. The immediate supervisor shall initiate action within
 15 five (5) days to correct the condition or shall promptly inform the unit member of the
 16 reasons for inaction. Should a unit member feel that there is immediate danger to the
 17 unit member's health, the unit member shall report that danger immediately to the
 18 supervisor. If the supervisor determines that such a danger exists, immediate action
 19 shall be taken by the supervisor.
- 20 (b) Whenever the District receives a report on a suspected condition which may be a
 21 threat to the health and safety of any bargaining unit member, such complete report
 22 shall be given to the affected employee and to the Association within ten (10)
 23 working days of receipt of the report.
- 24 11.3 Should a unit member feel that a student assigned to the unit member's classroom has a
 25 contagious disease or infestation, the unit member shall immediately send the student to
 26 the site level administrator. It shall be the site level administrator's responsibility to get
 27 the student to a school nurse. Until the nurse has determined that the student does have a
 28 contagious disease or infestation, the student shall not be allowed back to the classroom.
- 29 11.4 Specialized Health Care Procedures
- 30 Among bargaining unit members only qualified nurses shall be required to provide and
 31 conduct necessary medical procedures (such as clean intermittent catheterization,
 32 injections, suction, gavage feeding, and drainage). Unit members, other than qualified
 33 school nurses, shall not be required to perform any medical procedure on a student. Unit
 34 members may be required to attend training on said procedures in order to respond in an
 35 emergency situation. Such training shall be during the unit member's duty day or the unit
 36 member shall receive compensation at the curriculum preparation and in-service planning
 37 hourly rate for training taken during non-duty time.

- 1 11.5 Assault, battery, physical abuse, or repeated verbal abuse, including harassment by means
2 of an electronic device, upon a unit member at any time or place (including
3 extracurricular activities associated with the school) shall constitute good cause for
4 suspension or expulsion of the student from school in accordance with legal requirements
5 and appropriate District policies. Should a unit member be attacked, assaulted, or
6 menaced by any person, including harassment by means of an electronic device in the
7 course of employment, the unit member shall report the incident orally and in writing to
8 the immediate supervisor who shall report the incident to the police. The District shall
9 comply with any reasonable request from the unit member for information in its
10 possession relating to the incident or the persons involved when legally permissible.
- 11 11.6 A unit member may suspend, for good cause, as defined in statute, any pupil from the
12 unit member's class for the day of the suspension and the day following. The unit
13 member shall immediately report the suspension to the site administrator orally and in
14 writing and send the pupil to the site administrator for appropriate action. As soon as
15 possible, the unit member shall ask the parent or guardian of the pupil to attend a parent-
16 teacher conference regarding the suspension. A school administrator shall attend the
17 conference if the unit member or the parent or guardian so requests. The pupil shall not
18 be returned to the class from which he/she was suspended during the period of suspension
19 without the concurrence of the unit member and the site administrator.
- 20 11.7 A pupil suspended from a class shall not be placed in another regular class during the
21 period of suspension.
- 22 11.8 The District shall take the following action to provide a healthy work environment for all
23 unit members:
- 24 (a) Unit members shall be promptly notified and the District shall take action to
25 minimize physical activity during any smog alerts.
- 26 (b) The District shall make a reasonable effort to minimize the noise level at unit
27 members' work locations. Maintenance and custodial activities shall be scheduled
28 whenever possible so as to avoid instructional disruptions.
- 29 11.9 Each site will form a safe-school committee comprised of the principal or their designee
30 and three (3) Association staff members elected by the certified staff at their site. Each
31 safe-school committee shall be formed and meet no later than the thirtieth (30th) workday
32 at each site. School traffic concerns shall be included in the safety issues to be
33 considered by the safe-school committee. If requested by the safe-school committee, the
34 District will provide the resources of the supervisor of student safety.
- 35 11.10 Bargaining unit members shall not be directed to direct traffic on the public streets.
- 36 11.11 When school break-ins occur, unit members shall be reimbursed for the loss or damage to
37 personal property up to a maximum of \$100.00 per unit member. The District
38 responsibility for reimbursement shall not exceed \$10,000.00 per school year.

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

5 11.13 Code of Conduct for School Visitors

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

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

10 (c) CNUSD will provide training for administrators on the Code of Conduct and how to
11 best respond to breaches of it.



CODE OF CONDUCT FOR MEETINGS

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

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

We encourage:

- active participation
- active listening
- solution-focused behavior

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

Expectations include refraining from:

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

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

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

ARTICLE 12: CLASS SIZE

1 12.1 The District shall maintain the following maximum class sizes.

2 (a) Kindergarten 33

3 (b) 1st Grade 32

4 (c) 2nd Grade 32

5 (d) 3rd Grade 32

6 (e) 4th Grade 34

7 (f) 5th Grade 34

8 (g) 6th Grade 34

9 (h) 7th through 12th Grade 42

10 (Excluding Music, Typing,
11 Physical Education & Drama)

12 (i) Secondary Typing and Physical Education 55

13 (The number of students assigned to any
14 secondary Typing class shall not exceed the
15 number of work stations available for that class)

16 (j) Intermediate School District Intervention 20
17 (Opportunity) Teacher

18 (k) For the first five (5) school days of the school year, the District will have flexibility
19 with regard to class size. Beginning on the 6th school day the District shall provide
20 classroom support in the form of a certificated substitute until the class size is within
21 the stated contract maximums. The classroom teacher may decline District offered
22 support. The District, however, is not required to offer any other form of assistance
23 or compensation

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

27 12.2 The District shall maintain the size of an elementary traditional graded combination class
28 at two (2) students less than the above maximums except upon written approval of the
29 classroom teacher to exceed this maximum.

- 1 12.3 The District shall continue to staff schools according to the following ratios:
- 2 (a) 33.5 students to one classroom teacher: K-6
- 3 (b) 30.5 students to one classroom teacher: 7-8
- 4 (c) 30.0 students to one classroom teacher: 9-12
- 5 12.4 The District agrees to provide information upon request to the Association which will
- 6 enable the Association to review the above provisions.

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

GRADE SPAN ADJUSTMENT AVERAGE

July 2023

1 The Corona-Norco Unified School District and the Corona-Norco Teachers Association have an
2 interest to lower class size and balance grade levels/tracks at school sites throughout TK-12
3 grade. This mutual agreement will be referred to as the Grade Span Adjustment Average
4 (GSAA). Every attempt will be made to balance class sizes across grade levels/content areas,
5 and limit combination classes.

6 (a) The following class sizes shall remain in effect contingent upon the District receiving
7 supplemental and concentration funds from the State. If the law around the Local
8 Control Accountability Program (LCAP) of State funding changes significantly
9 and/or the District no longer receives concentration funding, both parties agree to
10 meet and negotiate in a timely manner.

11 (b) Due to fluctuations in enrollment, staffing challenges, and current facility constraints,
12 the class size targets contained within this MOU shall be adhered to by the start of the
13 2025-2026 academic year. Beginning in the 2023-2024 academic year, the District
14 shall make every effort to lower class sizes prior to 2025-2026, as practicable. The
15 District shall honor the soft cap language contained in the GSAA MOU dated
16 February 15, 2022 during the 2023-2024 and 2024-2025 academic years.

17 (c) In the winter/spring of 2026, for the bargain for the 2026-2027 school year, both
18 parties agree to reevaluate the LCAP funding as it pertains to the GSAA. The intent
19 is to ensure that dollars were spent appropriately to decrease class sizes to their fullest
20 potential.

21 Beginning in 2023-2024, GSAA will be implemented with the following exceptions:

22 (a) Unit members in TK will have a hard cap of 24 students. The District shall adhere to
23 class sizes and staff ratios (1:12) in AB130.

24 (b) Kindergarten shall have a hard cap of 25 students per class.

25 (c) Grades 1-3 shall have a hard cap of 27 students per class. Reducing class size grades
26 K-3 is a priority of the District and CNTA.

1 (d) Grades 4-6 shall have a hard cap of 31 students per class.

2 (1) In response to the District creating the LCAP VAPA program, the following
 3 parameters shall be used for release time connected with this program: Unit
 4 Members teaching General Education 4-6 shall get 55 minutes release time five
 5 (5) times per trimester (fifteen times per year) at regular intervals for 2023-2024
 6 (unless a different schedule or amount of time is negotiated based on the
 7 recommendations of the Task Force). Teachers will be notified at least one week
 8 prior to their scheduled release time. Release time shall be used by members to
 9 meet individual professional needs. Members must remain on site. No meetings
 10 shall be scheduled during this time.

11 (2) The 4-6 Release Time Task Force will be composed of equal numbers of District
 12 and Association appointees to identify concerns specific to the release time and
 13 report to the Negotiations Team by March 5th. The 4-6 Release Time Task Force
 14 will meet a minimum of four (4) times. Both parties are committed to
 15 maintaining an excellent educational program for the students of CNUSD.

Grade Span	2022-2023			2025-2026
	Soft Cap	Stipend \$500 per Semester	Hard Cap	Hard Cap
TK			24	24
K	26	27	28	25
1	26	27	32	27
2	26	27	32	27
3	28	29	32	27
4	32	33	34	31
5	32	33	34	31
6	32	33	34	31
School sites impacted by facility limitations may request K-2 intervention determined by the site.				

- 1 (e) Grades 7-8 shall have a hard cap of 36 students per class. Unit members shall not
 2 exceed 180 class contacts per five (5) periods. Affected unit members shall not
 3 exceed 216 class contacts per six (6) periods. Affected unit members shall not exceed
 4 252 class contacts per seven (7) periods. The above formula excludes PE, music,
 5 band, drama, and special programs. Student assistants (TAs) are not factored in the
 6 formula. Teachers shall not be pulled from the master schedule for special programs
 7 if classes in the content area to which the pulled teacher is assigned, exceed the
 8 average of thirty-six (36) students.

	Grade Span	Program	2022-2023			2025-2026	
			Soft Cap	Stipend per semester	Hard Cap	Class Contacts	Hard Cap
5 periods	7-8	Gen. Ed.	195 class contacts target 38/period	(196-200) \$600 (201-210) \$1,000	42/period	180 class contacts	36/period
6 periods	7-8	Gen. Ed.	228 class contacts target 38/period	(229-234) \$600 (235-252) \$1,000	42/period	216 class contacts	36/period
7 periods	7-8	Gen. Ed.	266 class contacts target 38/period	(267-273) \$600 (274-294) \$1,000	42/period	252 class contacts	36/period

The above chart excludes PE, music, band, drama, and special programs. Student assistants (TAs) are not factored in the formula. Teachers will not be pulled from the master schedule for special programs if classes in the content area to which the pulled teacher is assigned, exceed the average of thirty-six (36) students.

1 (f) Grades 9-12 shall have a hard cap of 38 students per class. Affected individual unit
 2 members shall not exceed 190 class contacts per 5 periods. Affected individual unit
 3 members shall not exceed 228 class contacts per 6 periods. The above formula excludes
 4 athletics/PE, music, band, drama, and special programs. Student assistants (TAs) are not
 5 factored in the formula. Teachers shall not be pulled from the master schedule for
 6 special programs if classes in the content area to which the pulled teacher is assigned,
 7 exceed the average of thirty-eight (38) students.

		2022-2023				2025-2026	
	Grade Span	Program	Soft Cap	Stipend per semester	Hard Cap	Class Contacts	Hard Cap
5 periods	9-12	Gen. Ed.	195 class contacts target 39/period	(196-200) \$600 (201-210) \$1,000	42/period	190 class contacts	38/period
6 periods	9-12	Gen. Ed.	234 class contacts target 39/period	(235-240) \$600 (241-252) \$1,000	42/period	228 class contacts	38/period

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

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

	Grade Span	Program	Soft Cap	Stipend per semester	Hard Cap
PE	6-12	Gen. Ed.	52	(> than average of 52) \$600 (> than average of 53) \$1,000	55/period

- 5 (h) Affected unit members in Special Education Day Classes will have a caseload
 6 GSAA/target of the following self-contained classrooms:

Grade Span	Program	Soft Cap	Stipend	Hard Cap
Pre-K	PALS			10
Pre-K	Rocket-5 Day	15	(16) 500	17
Pre-K	Rocket-4 Day	30	(31) 500 (32) 500	32
K-6*	NSH	15	(16) 500	17
K-6*	SH	12	(13) 500	14
K-6*	PALS			10
Elem/Int/HS	II			10
Members exceeding the soft cap may request one sub day per trimester in order to write IEP's on site.				
*No more than a span of three consecutive grade levels.				

		2022-2023			2025-2026
Grade Span	Program	Soft Cap	Stipend	Hard Cap	Hard Cap
TK-K	SDC	12	(13) 500	14	12
7-8	SH	15	(16) 500	17	15
9-12	SH/Adult Transition (Life Skills)	15	(16) 500	17	15
Members exceeding the soft cap may request one sub day per trimester in order to write IEP's on site.					

- 7 For secondary basic and essential mild/moderate teachers, the hard cap for class size will
 8 be 28. The maximum caseload will be 28. The soft cap will be 26 and the stipend will be
 9 \$500.

1 CNTA and CNUSD strive to ensure we meet the academic and social-emotional needs of
 2 all of our students with special attention to the needs of our students on IEPs. We will
 3 continue to review caseload sizes of all special education programs with the intent of
 4 working together to explore additional opportunities to reduce caseloads over time, where
 5 practicable, while taking into consideration current enrollment fluctuations, the
 6 reorganization of paraeducator staffing, and facility constraints at many of our school
 7 sites.

8 Affected individual unit members with caseloads over the target will receive a stipend of
 9 \$500 per semester, up to \$1,000 for the year.

- 10 (i) A semester is equivalent to 90 days. Additional students over the amount must be
 11 enrolled at least 32 days in order for the teacher to receive the stipend.
- 12 (j) In the 2015-16 school year, the Association dedicated .5% to GSAA, and the District
 13 matched that percentage.
- 14 (k) At high schools, academic guidance counselors shall receive a \$500 stipend per year
 15 due to additional hours for GSAA. The Extra Curricular Pay Schedule Committee
 16 shall discuss this item in the 2023-2024 school year and make a recommendation to
 17 the Bargaining Team by March 15, 2024.

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

- 22 (a) Volunteers shall be sought first among unit members:
- 23 (1) When combinations are the result of a displacement, volunteers shall be sought
 24 first among unit members in the effected grade levels.
- 25 (2) When combinations are the result of the creation of a new assignment, volunteers
 26 shall be sought among unit members at the site.
- 27 (b) Volunteers for teaching combinations shall be placed first.
- 28 (c) If no unit members volunteer for the combination class, the unit members from the
 29 effected grade levels will be reassigned to the combination class based on District
 30 seniority.
- 31 (d) Unit members voluntarily or involuntarily assigned to combinations will be
 32 considered returned to their previous singular grade levels at the end of the one-year
 33 reassignment for staffing decisions for the following year.
- 34 (e) No unit members will be reassigned into a combination class until the combination
 35 class has been rotated through all unit members at the effected grade levels.

36 This MOU shall be incorporated in the contract for the 2025-2026 school year.

37 This MOU shall expire on June 30, 2025.

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

GSAA SUPPORT SERVICES

February 3, 2022

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

4 Both parties recognize the need to support the socio-emotional needs of the students of Corona-
5 Norco School District and are committed to offering a robust program to those students. Both
6 parties also understand that the economic conditions can be unpredictable and recognize the need
7 to be flexible in dealing with uncertainties in funding. Both parties also recognize that some
8 positions within these Support Services are funded through Title 1, LCAP, and restricted funding.

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

10 Counselors:

- 11 Elementary-approximately 1 per 750 students
- 12 Middle School-approximately 1 per 500 students
- 13 High School-approximately 1 per 400 students

14 Psychologists-approximately 1 per 900 students

15 Nurses-approximately 1 per 3350 students

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

18 This MOU shall expire on June 30, 2025.

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

February 15, 2022

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

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

8 (a) Facilities:

9 (1) Site Restrooms

10 a. TK teachers, Kindergarten teachers, and Site Administration shall collaborate
11 to determine the best use of restroom facilities for their site using these
12 criteria:

- 13 1. First priority for in-classroom restrooms shall be given to TK and
14 Kindergarten classes.
- 15 2. If an in-classroom restroom is not available, then a classroom with
16 dedicated restrooms within line of site from the class shall be provided.
- 17 3. If in-classroom restrooms, or TK/Kindergarten dedicated restrooms that
18 are within line of site are not available, then these classes shall have
19 dedicated adult supervision throughout the day to escort students to and
20 from the restroom. Both site administration and site teachers shall meet to
21 determine the need.

22 (2) Classrooms

- 23 a. Room Assignments shall prioritize TK and K classrooms to bathroom
24 locations with consideration also given to proximity to the kinder play area.
- 25 b. For 2022-2023 school year any member that must move their classroom in
26 order to accommodate the TK/K facility prioritization shall be given the
27 following:

- 1 1. Boxes
- 2 2. Custodial support to move boxed items
- 3 3. Up to two bankable days or compensation of up to 10 hours Curriculum
- 4 Rate.
- 5 c. TK teachers, Kindergarten teachers, and Site Administration shall meet to
- 6 collaborate and create TK and K classroom assignments by April 30th of each
- 7 school year to provide time for classroom movement and address potential
- 8 teacher concerns.
- 9 d. In the event TK teachers, Kindergarten teachers, and Site Administration are
- 10 unable to reach consensus regarding any TK and/or Kindergarten facility
- 11 decision, a joint Interest Based Problem Solving process shall be conducted by
- 12 CNTA and District Leadership within 10 school days.
- 13 e. Furniture:
- 14 1. The District shall use one-time monies to ensure that classrooms are
- 15 equally equipped with appropriate furniture and materials for the
- 16 developmental needs of students. All orders shall be placed through site
- 17 principals to the District purchasing department by May 15.
- 18 i. All Kindergarten teachers may need support materials and furniture to
- 19 teach a full day.
- 20 ii. Furniture may need to be purchased for teachers with standard
- 21 classrooms to maximize classroom space and mobility.
- 22 (b) Combination Classes
- 23 (1) There shall not be any combo classes with Kindergarten students.
- 24 (c) Schedule
- 25 (1) Kindergarten arrival.
- 26 a. Kindergarten students shall have the same arrival time as 1-6 students at the
- 27 site.
- 28 b. Kindergarten teachers shall have the same arrival procedures as 1-6 teachers at
- 29 the site.
- 30 (2) Kindergarten dismissal.
- 31 a. Kindergarten students shall be dismissed from class 15 minutes before grades
- 32 1-6 students at the site. After that 15 minutes, the teacher is done with their
- 33 teaching assignment for the day and any remaining students shall be the
- 34 responsibility of site administration.

- 1 b. These 15 minutes before 1-6 students are dismissed shall be considered
2 instructional minutes for Kindergarten teachers.
- 3 c. After that 15 minutes, if duties are required of Kindergarten teachers, the
4 current contract language shall be followed.
- 5 (3) In order to allow parents to plan, put routines and procedures in place, and
6 practice dismissal, the first ten (10) days of each school year shall be student
7 minimum days. Unit members must stay on site for the remainder of their
8 contract time.
- 9 (4) Kindergarten schedules will require at most 212 minutes of daily academic
10 instruction. The other rostered instructional minutes may be used by the
11 kindergarten teachers for social emotional skills, imaginative play, and other skills
12 as deemed appropriate by the kindergarten teacher.
- 13 (5) At each individual site, all General Education, NSH, and SH Transitional
14 Kindergarten and Kindergarten teachers shall be provided a total number of daily
15 minutes for lunch and recess/break time equal to the total number of daily minutes
16 provided to the First through Third grade teachers at that site for lunch and
17 recess/break time. Recess/breaks may be scheduled together or at various times
18 throughout the day. Lunch periods shall be provided prior to the first minute of
19 the 6th hour of the workday, in accordance with State Labor Law.
- 20 (6) Three hours of collaboration per trimester outside the workday may be used for
21 planning and compensated at curriculum rate per kindergarten teacher.
- 22 (d) Assessments
- 23 (1) To provide support for assessments (currently FastBridge) directed by the District,
24 all Kinder teachers will be afforded two sub days per trimester and an additional
25 roving sub will be assigned to the school site for a make-up day if needed. The
26 teacher may utilize the sub to administer the assessment or provide instruction.
- 27 (2) To provide support for assessments in Dual Language Classrooms directed by the
28 District, all DLI Kinder teachers will be afforded four sub days per trimester and
29 an additional roving sub will be assigned to the school site for a make-up day if
30 needed. The teacher may utilize the sub to administer the assessment or to
31 provide instruction.
- 32 (3) If there are no assessments directed by the District for any given trimester, then no
33 subs will be provided.
- 34 (e) Professional Development
- 35 (1) Kindergarten teachers shall be surveyed each trimester by C&I on needed topics
36 for PD. Results of the survey will guide PD for the upcoming year.

1 (f) Support

2 (1) The District shall provide each Kindergarten teacher with a support person
3 (paraprofessional) for a minimum of 3 hours per day.

4 a. If a support person cannot be hired for any reason, a substitute shall be
5 provided.

6 b. If a substitute cannot be procured, the Association and District shall meet and
7 determine a viable solution.

8 (2) If the Kindergarten team at each site, in consultation with the principal, would
9 prefer to use the resources in a different manner, the team can unanimously agree
10 to a different plan. The plan must not utilize more funding than the cost of 3
11 hours of support by a paraprofessional aide.

12 (3) Each site shall make decisions on support for the upcoming school year and turn
13 them into the District office by April 30 of each year.

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

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

DUAL ENROLLMENT

January 30, 2023

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

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

24 This MOU shall not be precedent setting.

25 This MOU shall expire on June 30, 2024

ARTICLE 13: LEAVES

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

3 13.2 Absences for Illness or Accident (Sick Leave)

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

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

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

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

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

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

- 1 (d) At any time, the District may require a physician's statement of the nature of the
2 illness and the fitness of the unit member to return to work. The physician's fee and
3 the expenses of any necessary tests or examinations required by this subsection (d)
4 shall be paid by the District. The District reserves the right to designate the
5 physician. Those fees and expenses required by subsection (c) shall be borne by the
6 unit member.
- 7 (e) The annual sick leave allowance shall be available to the unit member after reporting
8 for duty. Payment received for sick leave allowance in excess of days actually earned
9 shall be refunded to the District upon termination of employment.
- 10 (f) The provisions of this section shall also apply due to quarantine by order of any
11 authorized health officer in the State of California, not arising out of or in the course
12 of employment.
- 13 (g) An absent unit member's request for a particular substitute shall be honored whenever
14 possible. Unit members shall make requests for substitutes to the Human Resources
15 Division, and shall not make substitute arrangements themselves.
- 16 (h) Accrued fully-paid sick leave entitlement shall be reduced on a pro-rated basis for
17 less than full-day absences in increments of one-seventh (1/7) day.
- 18 (i) Unit members may donate as many of their personal sick leave days, beyond a base of
19 ten (10) personal sick days, as they wish to immediate family members who are
20 certified employees of the District. The definition of immediate family member in
21 this section is found in Paragraph 13.4, Bereavement Leave. Registered domestic
22 partners and their equivalent family members are included in this definition of family.
23 These conditions shall apply:
- 24 (1) Donations are voluntary;
- 25 (2) Donating unit members shall be able to do so after the receiving unit member has
26 exhausted his/her own personal sick days; and,
- 27 (3) Any other mutually agreed upon condition.
- 28 (j) During the first twenty (20) days of the first semester and the first ten (10) days of the
29 second semester, the District will make every effort to provide substitute support for
30 high school counselors from the first day of absence.
- 31 (k) The parties agree that Elementary Resource teachers (RSP) may request a substitute
32 after two (2) consecutive work days of absence.
- 33 (l) Counselor Substitutes: When the District has knowledge that a counselor will be out
34 5 or more consecutive days, every effort will be made to provide a substitute
35 beginning on the first day of the absence upon the counselor request.

- 1 (m) SLP Substitute Request: When the District has knowledge that an SLP will be out 3
2 weeks or more, every effort will be made to provide a substitute beginning on the first
3 day of the absence upon SLP request.

4 13.3 Pregnancy Related Disability

- 5 (a) Female unit members covered by this Agreement shall be entitled to utilize paid leave
6 upon presentation of verification from the employee's treating physician stating:
- 7 (1) The nature of the disability;
- 8 (2) The expected duration of the disability; and
- 9 (3) When the employee is free to return to her regular duties without restriction.
- 10 (b) The unit member may serve until such time as it is decided by a physician that she is
11 unable to perform the services required in her particular position.
- 12 (c) No later than the end of the sixth (6th) month of pregnancy, the unit member is
13 required to provide Human Resources with a statement from her physician indicating
14 her expected date of disability and a prognosis of her ability to perform her
15 contractual duties. She is required to serve until such time as illness or childbirth
16 requires her absence, or identified by her physician.
- 17 (d) Prior to the time the unit member is scheduled to return to her regular duties, she will
18 provide Human Resources with a letter from her physician stating that she is free to
19 return to her regular duties without restriction.
- 20 (e) Up to four consecutive weeks of accrued sick leave may be reclassified as adoptive
21 leave and used for the purpose of receiving and caring for a newly adoptive child who
22 has not yet entered first grade. This benefit will not be subject to the difference due
23 provisions of this article. Such leave is only available for a formal, legal adoption
24 and the unit member must provide the District with proof of such qualifications.
- 25 (f) At the end of pregnancy or adoptive leave, the unit member may request an unpaid
26 leave for the remainder of the work year. If the unit member returns during the same
27 work year, her current assignment will be held for her.
- 28 (g) Upon written request of the unit member, the District may extend the unpaid leave for
29 one additional academic year. An extension will normally be granted only if the unit
30 member's initial unpaid leave has been for less than a full year. In cases of
31 miscarriage, an individual on unpaid leave may be considered for immediate
32 placement provided a position for which the individual is qualified exists and a
33 statement from the attending physician indicates that the individual is able to return
34 full-time to duty without detriment to her health.

1 13.4 Bereavement Leave

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

17 13.5 Military Leave of Absence

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

31 13.6 Absence Due to Quarantine

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

1 13.7 Exchange Teaching Leave

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

8 13.8 Personal Necessity Leave

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

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

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

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

3 (4) Marriage of members of the immediate family

4 (5) Graduation of members of the immediate family.

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

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

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

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

15 (1) Comprehensive college exams.

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

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

22 13.9 Industrial Accident or Illness Leave

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

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

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

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

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

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

1 13.10 Jury Duty

- 2 (a) Leaves of absence will be granted to certified unit members regularly called for jury
3 duty or subpoenaed as a witness in the manner provided by law. When such leave is
4 granted, the unit member is entitled to their regular salary less any fees received.
- 5 (b) Proof of service shall be presented to the Superintendent, if so requested, upon return
6 to duty

7 13.11 Unpaid Leave of Absence

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

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

16 13.12 Educational Leaves

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

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

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

1 13.13 Miscellaneous

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

15 13.14 Misuse of Leave

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

21 13.15 Disability Leave

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

28 13.16 Catastrophic Leave Bank

- 29 (a) Definition
- 30 Bargaining unit members who suffer a catastrophic injury/illness that is expected to
31 incapacitate the unit member for an extended period of time (in excess of thirty (30)
32 days).
- 33 (b) Eligibility
- 34 (1) All permanent unit members on active duty with the District are eligible to
35 contribute to the Catastrophic Leave Bank.

- 1 (2) Participation is voluntary, but requires contribution to the bank. Only contributors
2 will be permitted to withdraw from the Bank.
- 3 (3) The contribution, on the appropriate form, will be authorized by the unit member
4 and continued from year-to-year until cancelled by the unit member.
- 5 (4) Cancellation of membership in the Bank occurs automatically whenever a unit
6 member with more than ten (10) days of remaining sick leave fails to make
7 his/her assessment contribution as per the above paragraph. The unit member
8 shall not be eligible to draw from the Bank as of the effective date of cancellation.
9 Sick leave previously authorized for contribution to the Bank shall not be returned
10 if the unit member effects cancellation.
- 11 (5) Leave from the Bank may not be used for illness or disability which qualifies the
12 unit member for Workers' Compensation leave, and his/her own paid leave.
- 13 (6) When the unit member may reasonably be presumed to be eligible for disability
14 retirement under STRS or if applicable, Social Security, he/she may be requested
15 to apply for such retirement. Failure of the unit member to submit a complete
16 application, including medical information provided by the applicant's own
17 physician, within twenty (20) workdays will disqualify the unit member from
18 further Sick Leave Bank payments.
- 19 (7) Unit members joining the Catastrophic Sick Leave Bank during open enrollment
20 shall become members of the Bank on the first day of their paid service the
21 following school year. Two of their initial ten (10) days of personal sick leave
22 shall be donated to the Catastrophic Sick Leave Bank on the first day of their
23 Catastrophic Sick Leave Bank membership.
- 24 (8) Pending active membership in the Catastrophic Sick Leave Bank, enrollees who
25 have submitted their application may contribute or receive designated
26 contributions. No withdrawals from the bank may be made prior to becoming a
27 full member of the bank per the criteria in Article 13.16 b(g).
- 28 (9) The District will transfer the balance of days from the administrator bank to the
29 CNTA bank for those who served as an administrator and subsequently became a
30 member of the CNTA.

31 (c) Establishment of the Bank

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

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

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

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

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

22 (d) Designated Contributions

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

26 a. Donations are voluntary;

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

29 c. Any other mutually agreed upon condition.

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

1 (e) Withdrawal from the Bank

- 2 (1) A unit member wishing to use this sick leave bank shall submit a “Certified Sick
3 Leave Bank Request For Withdrawal Form.” This form shall be submitted to the
4 Corona-Norco Teachers Association office. The request shall clearly state the
5 details of the catastrophe and the amount of sick leave requested. Appropriate
6 written verification of the catastrophic illness or injury must be included with the
7 request. The unit member should be prepared to provide additional
8 documentation on the nature and severity of the illness or injury, if requested. A
9 Sick Leave Bank Committee shall consider the request of the unit member.
- 10 (2) The unit member to receive donated sick leave must have exhausted all fully paid
11 leave and be in a true catastrophic condition.
- 12 (3) A unit member who has exhausted sick leave but still has differential leave
13 available is eligible for withdrawal from the bank. Use of the Sick Leave Bank
14 benefit is allowable only as a supplement to such differential leave. The District
15 shall pay the unit member full pay and the bank shall be charged on a pro-rata
16 basis.
- 17 (4) The maximum number of duty days allowed to be utilized by one unit member for
18 a single catastrophic injury/illness shall not exceed eighty (80) work days. A unit
19 member may request a specific number of days on a “Certified Sick Leave Bank
20 Request For Withdrawal Form” obtainable at the Corona-Norco Teachers
21 Association office.
- 22 (5) Catastrophic Leave Bank Members may request up to eighty (80) days total
23 undesigned withdrawal from the bank in increments of twenty (20) days or less.
24 Recipients will pay back one day per year until allotted days are repaid.
- 25 (6) Any days approved that are unused by the unit member shall be returned to the
26 Catastrophic Sick Leave Bank.
- 27 (7) If a unit member uses a day from the Sick Leave Bank, pay for that day shall be
28 the same rate the unit member would have received had the unit member worked
29 that day. No distinction shall be made as to the differing pay rates of the donors
30 or recipients.
- 31 (8) If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal
32 request, the Committee is under no obligation to provide days and the District is
33 under no obligation to pay the participant any funds whatsoever. If the
34 Committee denies a request for withdrawal, or an extension of withdrawal,
35 because of insufficient days to fund the request, they shall notify the participant,
36 in writing, of the reason for the denial.

1 (f) Administration of the Bank

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

29 (g) Appeal

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

1 (h) Hold Harmless

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

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

11 (i) Review Process and Termination of Bank

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

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

19 13.17 Family Care and Medical Leave Act

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

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

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

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

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

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

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

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.

1 14.3 Voluntary Transfer Procedures

- 2 (a) Notices of all vacancies which occur in any of the job classifications listed in Article
3 2 shall be posted on a specially designated bulletin board at each site (or designated
4 website) as they occur. Postings shall include the grade, track, beginning date,
5 required credential(s) and other legal requirements, teaching experience in specific
6 subject/grade levels for the vacancy, and application process.
- 7 (b) Transfers shall not be arbitrary or capricious.
- 8 (c) At the unit member's request, prior to the transfer being made, a conference shall be
9 held between the District and the unit member outlining the specific reasons for the
10 transfer. A unit member may have a representative at the conference. A written
11 rationale shall be provided to the unit member upon request.

12 14.4 Displacement Procedures

- 13 (a) In the event that displacement reassignments are required, the District will follow
14 these steps:
- 15 (1) Volunteers shall be sought first among unit members in the grade levels losing
16 positions and then among unit members across the site.
- 17 (2) Volunteers for displacement shall be displaced first.
- 18 (3) If no unit members volunteer for site grade level displacement, the District will
19 assign grade levels based on District seniority, the educational needs of the
20 District, and in a manner that is minimally disruptive to the site. In the event
21 seniority is not the determining factor a meeting will be held between the site
22 administrator, a Human Resources designee, a CNTA representative, and the
23 affected unit member.
- 24 (4) Displaced unit members will have the first priority to volunteer to return to a
25 similar assignment on site.
- 26 (5) If possible, no unit member will be reassigned through displacement for two
27 consecutive years.
- 28 (b) In the event that displacement transfers are required, the District will follow these
29 steps:
- 30 (1) Volunteers shall be sought at the site. If more unit members volunteer than are
31 needed, the most senior shall be selected.
- 32 (2) If no unit member volunteers, the unit member at the site or department with the
33 least District seniority date shall be displaced first.
- 34 (3) If more than one displacement is necessary the most senior (then the next most
35 senior, and so on) displaced unit member shall select the displacement transfer
36 assignment first.

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

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

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

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

13 14.5 Involuntary Transfer and Reassignment Procedures

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

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

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

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

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

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

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

1 14.6 Timelines

- 2 (a) Reassignment opportunities shall be posted for no fewer than five (5) student days.
3 Site unit members must apply within the posting period. If no site unit members
4 apply for a reassignment opportunity, the District shall determine if it is a vacancy.
- 5 (b) Transfer vacancies shall be posted at all sites as they are determined by the District
6 for no fewer than five (5) student days. Unit members must apply within the posting
7 period. If no unit members apply for the vacancy, the position may be filled at the
8 District's discretion.
- 9 (c) Displacements may take place at any time according to the needs of the District, in
10 accordance with Article 14.4. Displacements take precedence over transfers and
11 reassignments.
- 12 (d) Within two (2) weeks of the beginning of each school year, the District may fill
13 vacancies with temporary staff as permitted by law.
- 14 (e) Beginning each school year, the unit members may request individual notification via
15 the unit member's District email address of transfer vacancies at a specific site or
16 sites. Requests are to be made year to year and expire at the end of each school year.
- 17 (f) Each elementary unit member shall receive a tentative notification from their
18 principal of possible displacement from the school site for the subsequent school year
19 no later than April 15.

20 14.7 Year-Round Schools

- 21 (a) Grade and track assignments at Year-Round schools are separate assignments and are
22 each subject to Paragraphs 14.2 and 14.4.a of the CBA.
- 23 (b) Unit members who have children attending schools in the District will have priority
24 to enroll their children at the same site and/or on the same track as the unit member,
25 subject to available space.
- 26 (c) Unit members who are married or registered domestic partners shall have the option
27 of being placed on the same track, subject to available space.
- 28 (d) For the purposes of this section only, tracks A and B shall be deemed equivalent to a
29 traditional schedule.

30 14.8 New School Openings

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

1 14.9 General Provisions

- 2 (a) Should a unit member be denied a transfer or reassignment, they may submit, within
3 ten (10) student days of the denial, a written request for the reasons of the denial to
4 Human Resources. The District shall respond in writing within ten (10) student days.
- 5 (b) The District reserves the right to make involuntary transfers for reasons of legal
6 liability or action, in which case Article 14.5 shall not apply.
- 7 (c) Site administrators may elect to notify unit members of reassignment opportunities
8 personally, by telephone or by electronic means.
- 9 (d) The creation or dissolution of a shared contract may require a reassignment transfer
10 of a unit member, at the sole discretion of the District. In such cases, the provisions
11 of Article 14.2 through 14.7 shall not apply. Refer to Article 30 of the CBA.

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

LINCOLN FUNDAMENTAL ELEMENTARY SCHOOL
TRANSITION TO IB PRIMARY YEARS PROGRAM**

March 6, 2023

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the Extended
3 Opportunities Program.

4 Lincoln Fundamental Elementary School will be transitioning the academic program of the
5 school to the International Baccalaureate Primary Years Program (PYP) beginning in the 2023-
6 2024 school year. Both parties recognize the impact this change may have on existing teachers
7 currently assigned to the school. Therefore, both parties agree to the following:

8 (a) Any Unit Member assigned to Lincoln Fundamental Elementary School may
9 volunteer to be displaced for the 2023-2024 school year.

10 (1) The process for voluntary displacement shall be in accordance to Article 14 in the
11 Collective Bargaining Agreement.

12 (2) Unit members interested in being displaced must submit a request in writing for
13 voluntary displacement to the site principal on or before Friday, March 17, 2023.

14 (3) Any written request submitted for voluntary displacement will be deemed final
15 and will be irrevocable.

16 (4) Specific site and/or grade level openings cannot be guaranteed.

17 This MOU shall not be precedent setting.

18 This MOU shall expire on June 30, 2023.

ARTICLE 15: CERTIFICATED UNIT MEMBER EVALUATION PROCEDURES

1 **Definition of Terms**

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

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

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

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

11 15.1 The District shall use this evaluation procedure for the primary purpose of helping unit
12 members improve their performance.

13 15.2 Every probationary unit member shall be evaluated by the District in writing at least once
14 each school year, no later than March 1.

15 15.3

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

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

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

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

30 (e) During the pre-evaluation meeting between the unit member and the evaluator,
31 permanent unit members may request alternative forms of evaluation. The form,
32 substance, and content for any alternative evaluation must be agreed upon by both the
33 member and their evaluator each time alternative procedures are used.

- 1 15.4 No later than the end of each unit member's thirty-fifth (35th) workday of the work year
2 of the unit member in which evaluation is to take place, the evaluator and the unit
3 member shall meet in order to agree mutually upon the elements of evaluation.
4 Conditions such as class size, intellectual abilities of the learners, availability of support
5 personnel, and the learning environment provided, shall be considered in determining
6 whether the unit member has met the unit member's objectives. In the event that the
7 evaluator and the unit member fail to agree on one or more of the elements of the
8 evaluation, the unit member may attach a written statement of the unit member's
9 objections and request that the designee of the Superintendent meet with the evaluator
10 and the unit member.
- 11 15.5 During the course of the evaluation period, mitigating circumstances may arise which
12 require modification of the elements of evaluation. The necessity for review or the
13 evaluation elements shall be determined by the unit member being evaluated of the unit
14 member's immediate supervisor, and the determination of the new evaluation elements
15 shall be arrived at in accordance with subsection 15.4 of this Agreement with the waiver
16 of time limitations.
- 17 15.6 Each evaluation of a tenured member shall be based upon at least one observation lasting
18 a minimum of thirty (30) minutes. Each evaluation of a probationary member shall be
19 based upon at least one observation lasting a minimum of thirty (30) minutes and two (2)
20 additional observations lasting a minimum of fifteen (15) minutes. These observations
21 may be scheduled or unscheduled. Upon request of the unit member, a follow-up
22 conference between the unit member and the evaluator shall be held. Any unit member
23 who receives an overall performance rating of **Does Not Meet Standards** on their
24 evaluation shall, upon written request, be entitled to a subsequent observation and written
25 evaluation by an evaluator of the unit member's choosing from a list of four (4)
26 administrators provided by the Superintendent's designee.
- 27 15.7 The unit member's evaluator shall take affirmative action to assist and encourage the
28 correction of any cited deficiencies. Such action shall include specific recommendations,
29 and may include release time for the unit member to visit and observe similar classes in
30 other schools. Upon request of the unit member, a representative of the District shall
31 demonstrate in the actual work environment the corrective techniques that are proposed.
32 A unit member shall not be held accountable for any cited deficiencies which the unit
33 member has no authority to correct.
- 34 15.8 The performance of each unit member shall be evaluated in writing by an administrator
35 pursuant to those Education Code sections dealing with the evaluation of certificated
36 personnel.
- 37 15.9 The evaluator and the unit member shall sign the evaluation and signify the dates that the
38 evaluation was drafted. The signature shall not be construed to mean that the unit
39 member agrees with the evaluation.

- 1 15.10 The District shall maintain the unit member's personnel file at the District Human
2 Resources Division.
- 3 (a) No evaluations, correspondence, or other material making reference to a unit
4 member's competence, character, or manner, shall be kept or placed on file in any
5 location without the unit member's knowledge and opportunity to attach comments.
6 A unit member shall be notified at the time material is added to their file and given a
7 copy. All such material shall be dated and signed by its originator.
- 8 (b) Before derogatory material can be utilized in a unit member's evaluation, the unit
9 member shall have been provided a copy and shall have been given an opportunity to
10 attach a rebuttal.
- 11 (c) Derogatory material relating to unit member actions or omissions which have not
12 been repeated within the prior three (3) year period may not be used by the District in
13 any evaluation and shall not be the basis for denying a transfer and shall not be
14 included in a reference for employment outside the District. The unit member may
15 request in writing that such material be removed from the file. The Deputy
16 Superintendent of Human Resources or designee shall decide whether the questioned
17 material is to be removed.
- 18 15.11 The content of all written material obtained in the evaluation process shall be kept in the
19 strictest confidence. Except as provided below, access to evaluations shall be limited to
20 the members of the District Administration and the Board of Education. This shall not
21 preclude the use of the evaluation in any administrative and/or legal hearing process.
22 Upon written authorization by the unit member, a representative of the Association shall
23 be permitted to examine and/or obtain copies of the evaluation in such unit member's
24 personnel file. The District shall keep a log indicating the name of persons who have
25 requested to examine the evaluation, as well as the dates such requests were made. Such
26 log shall be available for examination by the unit member or the Association if so
27 authorized by the unit member.
- 28 15.12 The unit member may request that complimentary materials relating to such unit
29 member's professional activities be placed in said unit member's personnel file.
- 30 15.13 A unit member shall have the right to designate a witness at a conference dealing with a
31 negative evaluation.
- 32 15.14 Those unit members identified in Article 2.1 as RS, APE, AH, CH, H&H, LH, OMS, PH,
33 SH, and VH who receive an overall performance rating on the evaluation that **Does Not**
34 **Meet Standards** may, upon the unit member's request, receive an additional evaluation
35 subject to availability of the District program supervisor.
- 36 15.15 The evaluator shall not solicit student evaluation of unit member performance during
37 classroom observations.
- 38 15.16 The content of the evaluations are not subject to the grievance procedure.

1 15.17 Upon request by either party, the evaluation documents shall be reviewed by a committee
2 comprised of no more than four (4) CNTA appointees and no more than four (4) District
3 appointees.

ARTICLE 16: SALARIES

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

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

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

6 16.21 Contingencies

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

9 16.22 Ongoing negotiations

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

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

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

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

1 The parties agree to the following:

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

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

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

NATIONAL BOARD CERTIFICATION

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

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

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

February 6, 2023

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

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

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

9 This MOU shall expire on June 30, 2024.

ARTICLE 17: UNIT MEMBER BENEFITS

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

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

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

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

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

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

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

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

17.4

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

- 1 17.5 In addition, all bargaining unit members will be covered by a \$45,000 life insurance
2 policy to be paid by the District at a cost not to exceed \$60 per year. Any cost in excess
3 of \$60 per year shall be paid by the employee.
- 4 17.6 A unit member who is absent on account of accident or illness and who has exhausted the
5 accumulated paid leaves shall continue to receive the annual fringe benefit allowance for
6 that period of absence due to accident or illness not to exceed twelve (12) months from
7 the date of initial illness.
- 8 17.7 A unit member on a Board-approved unpaid leave of absence shall be entitled to receive
9 approved fringe benefit programs for the period of the leave at the unit member's
10 expense.
- 11 17.8 The District shall continue to allow retired unit members to participate in the fringe
12 benefit program to the extent allowed by the contracting providers, at their own cost. The
13 District will contribute \$6,150 toward one (1) or two (2)-party medical, dental, and/or
14 vision insurance coverage for unit members who retire after September 30, 1990. One
15 hundred dollars (\$100) of this \$6,150 may be used for the purchase of a District offered
16 life insurance policy. Retirees must meet the following criteria:
- 17 (a) Must have a minimum of ten (10) years of service as a certificated employee in the
18 Corona-Norco Unified School District at the time of retirement.
- 19 (b) Must be at least fifty (50) years of age at the time of retirement. Employees hired
20 after July 1, 2007 must be at least fifty-five (55) years of age at the time of retirement.
- 21 (c) This language will not eliminate from participation those employees who retired and
22 qualified for participation in the program between September 30, 1983, and
23 September 30, 1995. Retired unit members electing to participate in this program
24 will retain eligibility until completion of the insurance year during which the unit
25 member reaches age sixty-five (65). In the event the retired unit member is located in
26 an area which the District-approved insurance companies do not serve, the District
27 shall provide this compensation toward one-party medical and dental insurance
28 coverage. When the unit member/retiree completes the year in which the retiree
29 reaches age six-five (65), and the District contribution toward medical and dental
30 insurance coverage ends, the District shall continue to allow retired unit members to
31 participate in group retiree medical and dental plans under E.C. 7000-7008.
- 32 (d) The retiree and their spouses will have thirty (30) days after losing active employee
33 coverage to enroll in the health or dental care plans during this initial enrollment
34 period. If retired members or their spouses lose other coverage and can provide
35 documentation of that loss, they will be allowed to enroll in the health or dental plan
36 if they do so within 31 days of losing their coverage.

- 1 (e) Retirees or spouses electing to participate in this coverage will be required to pay all
2 premiums, dues, and other charges, including any increases in the rate of premiums or
3 dues for these persons, and all costs incurred by the District in administering this
4 coverage.
- 5 (f) Enrollment in Medicare A shall not be a prerequisite for enrollment in any District
6 health plan pursuant to this article. However, the purchase of Medicare B may be
7 required for enrollment if the participant qualifies to purchase it. In addition, a
8 District health plan may be restructured to pay for benefits as if each participant is
9 enrolled in Medicare B as soon as the participant qualifies to purchase Medicare B. A
10 health plan may condition eligibility for enrollment on the effective assignment of
11 any Medicare benefits for which the enrollee would be eligible.
- 12 (g) A retiree or spouse who has been previously covered under this article and who has
13 voluntarily terminated that coverage thereafter will be excluded from obtaining
14 coverage under this article. This subdivision does not apply to a person who is
15 changing plans within a District open enrollment period.

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

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

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

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

ARTICLE 18: UNIT MEMBER TRAVEL

- 1 18.1 Unit members who are assigned to more than one work location per day and who are
2 required by the District to use their personal transportation shall be reimbursed for all
3 such travel at the IRS rate between work locations.
- 4 18.2 Unit members who are required by the District to use their personal transportation for
5 business outside of the District shall receive the benefits provided in paragraph 18.1
6 above.
- 7 18.3 No unit member shall be required to transport students in any personal vehicle.

ARTICLE 19: PART TIME EMPLOYMENT WITH FULL TIME RETIREMENT CREDIT

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

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

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

1 (c) Level Three: In the event the grievant is not satisfied with the disposition of the
2 grievance at Level Two, the grievant may, within ten (10) days following, submit a
3 written request to the Association that the Association submit the grievance to
4 advisory arbitration. The Association, by written notice to the Superintendent within
5 ten (10) days after receipt of the grievant's request, may submit the grievance to the
6 advisory arbitration. The parties shall submit to the California State Conciliation
7 Service a written request for immediate services of a mediator. The function of the
8 mediator shall be to assist the parties to achieve a mutually satisfactory resolutions of
9 the grievance by means of the mediation process by providing a written response. The
10 fees and expenses, if any, of the mediator shall be equally shared by the District and
11 the Association. All other expenses, except for reasonable release time of the grievant
12 and their representative, shall be borne by the party incurring them and neither party
13 shall be responsible for the expense of the witnesses called by the other, except for
14 release time as provided by law.

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

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

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

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

1 (d) Level Four (Arbitration):

- 2 (1) If a grievance is not resolved at Level Three, the grievant may request within ten
3 (10) teacher workdays of the mediation responses that the Association submit the
4 grievance to arbitration. The Association shall notify the Superintendent, or
5 designee, in writing within ten (10) teacher workdays after the receipt of the
6 request from the grievant that the grievance has been submitted for arbitration.
7 The Association has the discretion to reject any grievance from being submitted
8 for arbitration. The arbitrator shall be mutually selected by the two parties within
9 five (5) teacher workdays after such notice is given. If the two parties fail to reach
10 agreement on the choice of an arbitrator within five (5) teacher workdays, the
11 American Arbitration Association shall be requested to supply a list of five (5)
12 names of people who are experienced in public school arbitration. Within five (5)
13 teacher workdays after receipt of the list of names, each party will alternatively
14 strike from the list until only one name remains. The order of striking shall be
15 determined by a flip of a coin. By mutual agreement between the parties
16 expedited arbitration procedures may be used.
- 17 (2) After a hearing and after both parties have had an opportunity to make written
18 arguments, the arbitrator shall submit, in writing, to all parties their findings
19 which shall be final and binding on the parties.
- 20 (3) The fees and expenses of the Arbitrator shall be equally shared by the District and
21 the Association. All other expenses, except for reasonable release time for the
22 grievant and/or their representative, shall be borne by the party incurring them
23 and neither party shall be responsible for the expenses of the witnesses called by
24 the other, except for release time as provided by law.
- 25 (4) Powers of the Arbitrator are subject to the following limitations:
- 26 a. The Arbitrator shall have no power to add to, subtract from, disregard, alter, or
27 modify any of the terms of this Agreement.
- 28 b. The Arbitrator shall have no power to establish the structure of the salary
29 schedule.
- 30 c. The Arbitrator shall have no power to change any practice, policy, or rule of
31 the Board nor substitute their judgment for that of the Board as to the
32 reasonableness of any such practice, policy, rule, or action taken by the Board
33 unless such practice, rule, or action directly relates to a provision of this
34 Agreement.
- 35 d. The Arbitrator shall have no power to interpret State or Federal law unless
36 such law is part of this Agreement.
- 37 e. The Arbitrator shall not hear any grievance previously barred from the scope
38 of the grievance procedure.
- 39 f. The Arbitrator shall have no power to expand the scope of negotiations.

1 20.3 Governing Regulations

- 2 (a) The Arbitrator may hear and determine only one grievance at a time filed by a
3 teacher, group of teachers, or the Association, filing a common grievance unless the
4 District agrees otherwise. However, both parties will in good faith endeavor to handle
5 in an expeditious and convenient manner cases which involve the same or similar
6 facts and issues.
- 7 (b) The grievant, if desired, may be represented by an Association representative at all
8 meetings and hearings above the informal level of the grievance procedure and at the
9 informal level after the grievant has had at least one informal conference with the
10 grievant's immediate supervisor. Nothing precludes the District from hearing
11 representation at this level and beyond.
- 12 (c) Failure at any step of this procedure to communicate the decision on a grievance
13 within the specific time limits shall permit the grievant to proceed to the next step.
- 14 The time limits specified on any step of this procedure may be extended, in a specific
15 instance, by mutual agreement. Failure by the grievant to process the grievance within
16 the time lines shall cause the grievance proceedings to cease with the solution being
17 the last Administrative decision.
- 18 (d) Nothing contained herein will be construed as limiting the right of any teacher
19 alleging a grievance to discuss the matter informally with any appropriate member of
20 the administration and to have the grievance adjusted without intervention of the
21 Association provided the adjustment is not inconsistent with the terms of the
22 Agreement and that the Association has been given an opportunity to be present at
23 such adjustment and to share its views.
- 24 (e) Time limits shall consist of teacher workdays except that when a grievance is filed
25 subsequently to April 9 and prior to the end of the school year, the time limits shall be
26 regarded as calendar days. Any time limits affected by Winter or Spring breaks will
27 be extended by ten (10) teacher workdays.
- 28 (f) Time limits are defined as the day following the filing of the grievance, the reply to
29 the grievance, the holding of a conference, the receipt of a reply to a conference, etc.
- 30 (g) If the grievance arises from action or inaction on the part of the member of the
31 administration at a level above the principal or immediate supervisor, the grievant
32 may submit such grievance in writing to the Superintendent and the Association
33 directly and the processing of such grievance will be commenced at Level Two.
- 34 (h) If in the judgment of the Association, a grievance affects a group or class of
35 certificated unit members, the Association, on behalf of the affected unit members
36 may initiate a grievance at Level Two.
- 37 (i) Whenever it is necessary to attend a grievance meeting or hearing during the
38 workday, the grievant or the Association representative, upon notice to the immediate

1 supervisor, shall be granted release time to permit participation in the foregoing
2 activities. Any unit member who appears in such meetings, or hearings, as a witness
3 will be accorded the same right. The grievant or the Association representative, upon
4 notice to the immediate supervisor, shall be granted one (1) day of release time for the
5 preparation and investigation of the grievance. Such release time will be subject to
6 substitute availability and, whenever possible, scheduled within five (5) days of the
7 request. Upon the submission of the grievance to Level Three he grievant and the
8 Association representative shall be granted two (2) days of release time for the
9 preparation and investigation of the grievance.

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

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

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

21 (m) Representation of the grievant at Levels One and Two of the grievance procedure
22 shall be, at the grievant's option, either personal or by a representative selected by the
23 Association. If a unit member is not represented by the Association or its
24 representative, the Association shall be provided with a copy of the grievance and the
25 Association, upon written request of the grievant and the approval of the
26 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 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.
- (e) Support Staff
- (1) A minimum of two nurses shall be offered exclusive summer school work.
 - (2) High School Counselors: One counselor shall be assigned to the independent study program, not to exceed 30 hours. Three (3) counselors shall be assigned to each comprehensive school, not to exceed 24 hours. Additional counselors or hours may be assigned based on student enrollment.
 - (3) A minimum of one at-large counselor at the high school level and one at the K-8 level shall be offered exclusive summer school work to support student socioemotional needs.
 - (4) All support staff shall be hired as needed and the District shall follow the Collective Bargaining Agreement where applicable.

21.2 Compensation

- (a) Unit members assigned to Summer School/extended year positions shall receive \$60 per hour. This shall be subject to the annual negotiated salary agreement.

21.3 Sick Leave

- (a) All Summer School/Extended School Year assignments are positive pay. For each day a unit member reports to work, they shall be compensated for that time as negotiated. If a unit member is unable to report to work, they shall not receive compensation for that day. Sick leave which is accrued during the regular school year is not applicable to the Summer School/Extended School Year assignment.
- (b) All unit members working Summer School, Extended School Year, and/or Intersession shall receive sick leave that can accrue. For every 10 days worked or major fraction thereof, unit

1 members shall receive 0.5 (one-half) of a sick day. This sick leave may not be used for
 2 absences during Summer School/Extended School Year/Intersession time assignments.

3 21.4 Hours of Employment

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

26 21.5 Exclusions

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

29 21.6 In the absence of previously approved Summer School curriculum materials, with written
 30 agreement between Human Resources and the unit member, a unit member will be compensated
 31 for developing such curriculum material at the curriculum preparation and in-service planning
 32 rate.

33 21.7 Courses

- 34 (a) Class size for virtual and in-person summer school shall follow Article 12 starting on the third
 35 day of each session.
- 36 (b) All courses that include an online component shall be completely virtual.

- 1 (c) Virtual teachers shall report to a physical site for all student days.
- 2 (d) Virtual courses shall be offered utilizing an online platform.
- 3 (e) A virtual teacher shall teacher no more than 42 students at a time per session.
- 4 (f) Virtual teachers shall teach no more than 1 course at a time with a maximum of 42 students
- 5 per session, or 2 courses with a combined maximum of 32 students per session.
- 6 21.8 The District has the sole discretion to determine the need for Summer School.

ARTICLE 22: PROFESSIONAL GROWTH

- 1 22.1 State Board of Education regulations governing Professional Growth requirements shall
2 be followed by the District.
- 3 22.2 The District shall pay the fee required by the State of California Commission on Teacher
4 Credentialing for emergency credentialing when required for unit members to teach
5 outside their credential subject area at the secondary level.
- 6 22.3 Attendance to a PD at a conference, required for a position, that is offered on a non-duty
7 day or evening will be compensated at curriculum rate. If the attendance could be done
8 during duty hours and the member chooses to attend on a non duty day or evening,
9 additional compensation shall not be required.

ARTICLE 23: YEAR-ROUND SCHOOL

- 1 23.1 If a unit member is displaced by Year-Round school, the District shall assign that unit
2 member to a school, at the same level, that retains traditional scheduling if positions are
3 available. The District shall follow transfer procedures as outlined in Article 14.
- 4 23.2 Unit members shall not be required to work more than the current contractual work year
5 outlined in Article 10.
- 6 23.3 Additional days in the unit member's regular assignment beyond the contractual work
7 year outlined in Article 10 shall be compensated at the unit member's per diem rate.
8 These days shall apply toward the ratio in Article 13.2 pertaining to sick leave.
- 9 23.4 The District shall give reasonable assistance to unit members in the transportation of
10 materials, equipment, supplies, furniture or textbooks. Such assistance shall be upon
11 mutual agreement between the unit member and the principal.
- 12 23.5 Year-Round school unit members shall be provided storage space for materials. This
13 storage space shall be convenient and secure.
- 14 23.6 With the approval of the Human Resources Division, unit members at the same site and
15 within the same school year may request an exchange of teaching assignment days with
16 unit members on other tracks. A request for this exchange must be submitted to Human
17 Resources six (6) days prior to the dates requested.
- 18 23.7 The District shall notify unit members in writing of the termination of the Year-Round
19 school program at their site.
- 20 23.8 All Year-Round school sites shall have air conditioning in all classrooms. The District
21 shall make every effort to maintain air conditioners in Year-Found schools in working
22 order, and will attempt to repair malfunctioning units as soon as possible.
- 23 23.9 Unit members who are working in Year-Round schools during the conference or training
24 sessions and are selected as delegates to the NEA Rep. Assembly or to the
25 CNTA/CTA/NEA summer workshops/training sessions shall be granted paid release time.
26 The total combined amount of release time for all representatives shall be limited to
27 twelves (12) days per year.
- 28 23.10 Subject to the timing of the CNTA Year-Round calendar proposal, negotiations on the Year-
29 Round school calendar shall begin within ten (10) working days of the CNTA proposal.
30 Every effort shall be made to provide unit members with as much notice as possible of
31 the Year-Round school calendar.
- 32 23.11 Teachers shall have access to their classrooms, workrooms, and restrooms during the
33 normal teacher workday hours on both weekend days prior to the opening of an
34 instructional session. A custodian will be available on both weekend days during normal
35 school hours. Schools will be open the weekend before the Fourth of July instead of on
36 the July Fourth weekend.

- 1 23.12 Except as otherwise provided for emergency transfers, written notice of tentative
2 involuntary transfers for the coming Year-Round school year, shall be given to the unit
3 member no later than May 1st.
- 4 23.13 The District shall attempt to distribute students with special needs across more than one
5 track.
- 6 23.14 If there is no additional cost to the District, all Year-Round school sites shall be on an
7 early schedule.
- 8 23.15 At a Year-Round school, report cards shall be issued to all students three (3) times a year.
- 9 23.16 Bargaining unit members with children at a school with a Year-Round schedule will have
10 priority in placing their children on the same track as their teaching assignment.
- 11 23.17 The bargaining unit member and teacher spouse of the bargaining unit member serving at
12 schools with Year-Round schedules shall be provided the opportunity, whenever possible,
13 of having the same track assignment.
- 14 23.18 There will be one (1) day of paid time for any teacher who changes to a track that allows
15 less than one week of prep time between and/or grade level changes.
- 16 23.19 Year Round track teachers who work on non-calendar days during the fourth track change
17 over, and have prior approval of the principal, will be paid the Curriculum Rate for up to
18 four hours.

ARTICLE 24: INTERMEDIATE SCHOOLS

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

ARTICLE 25:

THIS IS LEFT BLANK INTENTIONALLY

ARTICLE 26: SPECIAL EDUCATION

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

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

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

5 (c) Involuntary Reassignments

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

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

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

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

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

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

23 26.8

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

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

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

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

34 (2) Sharing Instructional Aides;

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

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

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

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

10 26.10 Special Education teachers and support providers shall have equal access to base
11 curriculum including the same materials (Teacher's Education, digital and print) provided
12 as general education base curriculum for each grade level of each student in their class/on
13 their caseload.

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

RSP/SDC TIMECARDS

- 1 The parties agree that Resource Specialist Program (RSP) teachers and Special Day Class (SDC)
- 2 teachers may submit time cards for up to twenty hours (20) annually, in thirty (30) minute
- 3 increments, for before and after school IEP meetings only. Time begins thirty (30) minutes after
- 4 the completion or before the start of the professional day. Teachers may not be required to attend
- 5 before and after school IEP meetings on the same day. The total expenditure shall not exceed
- 6 \$100,000 district-wide. Once ten (10) hours (annually) have been reached, a unit member may
- 7 request extra sub days for IEPs.
- 8 This MOU shall be in effect from July 1, 2018 through June 30, 2024.

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

SPED SUPERVISION

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

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

RSP INITIAL IEP TIMECARDS

- 1 RSP teachers at their maximum caseload may timecard up to 2 hours (at curriculum rate) for
- 2 initial qualifying IEP's. The total expenditure shall not exceed \$100,000 district-wide, as
- 3 referenced in Article 10.4(c)
- 4 This MOU shall be in effect from July 1, 2018 through June 30, 2024.

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

SPED TASK FORCE

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

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

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

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

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

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

July 2, 2008

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

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

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

9 NOW, therefore, the parties agree as follows:

- 10 (a) Effective July 1, 2008, the District will begin implementations of this Agreement
11 whereby preschool Special Education student receiving services from Speech and
12 Language Pathologists (SLPs) shall not be mixed in caseloads with Special Education
13 students in grades TK-12 who are receiving Speech and Language Services. The
14 District will comply with applicable legal requirements pertaining to SLP caseloads
15 where the Speech and Language Pathologists serves exclusively preschool students.
- 16 (b) SLPs assigned to serve preschool students exclusively will have a 196-work year
17 unless they are offered and agree to an additional temporary assignment offered by
18 the District or a trimester or semester basis, as may be needed. Speech and Language
19 Pathologists accepting additional temporary assignments up to 16 additional days per
20 school year pursuant to this Agreement will be compensated in accordance with the
21 provisions of the Collective Bargaining Agreement for such additional temporary
22 services.
- 23 (c) SLPs who serve a caseload that does not included preschool students will be assigned
24 a caseload consistent with state law and SELPA requirements, currently a District-
25 wide average of 55 to 1. For purposes of computing caseloads, 55 to 1 shall constitute
26 one full-time equivalent SLP at 196 workdays per school year. Up to 16 additional
27 days per school year or the equivalent thereof may be added on a temporary trimester
28 or semester basis by mutual agreement where the need arises. These additional
29 assignments shall be computed toward additional FTEs for purposes of computing the
30 District-wide average. This information will be provided to the Association.

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

$$4 \text{ Required FTEs} = \frac{\text{No. of students TK-12 district wide receiving SLP services}}{55}$$

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

- 11 (e) The current grievance shall be withdrawn with prejudice.
- 12 (f) Entering into the Agreement does not constitute an admission of wrongdoing or violation
13 of law or the collective bargaining agreement by either party.
- 14 (g) The District and the Association will continue their collaborative efforts to recruit and
15 retain additional credentialed Speech and Language Pathologists.
- 16 (h) Pursuant to Section 26.3 of the Collective Bargaining Agreement, the District and the
17 Association will monitor caseloads and assignments.
- 18 (i) The parties hereby expressly acknowledge their understanding that implementation of
19 this Agreement will, of necessity, result in the transfer or reassignment of existing
20 caseloads and site assignments of currently-assigned SLPs. The Special Education
21 department will communicate transfers and reassignments pursuant to this Agreement to
22 the Association. Any SLP may request a meeting with the SELPA
23 Director/Administrative Director Special Ed. to discuss their reassignment. If
24 unresolved, a meeting may be requested with the Deputy Superintendent or designee.
- 25 (j) It is understood and agreed that if this Agreement is not approved by the Corona-Norco
26 Teachers Association, the parties will continue their collaborative efforts to recruit;
27 however the District intends to maintain its current assignment methods and ratios in
28 accordance with the District's interpretation of applicable state law and the SLEPA
29 Agreement. Nothing in this Agreement shall constitute or be argued by either party to be
30 evidence that the Association agrees or acknowledges that the District's current
31 assignment methods or ratios comply with the Collective Bargaining Agreement, the
32 applicable state law and/or the SELPA Agreement.
- 33 (k) The Agreement will continue in existence unless either party notifies the other in writing
34 by April 15 of any school year of its desire to modify the provisions of this Agreement.
- 35 (l) For the purposes of determining the total number of students receiving SLP services,
36 student data maintained in a WEB-based IEP writer database will be used. All
37 appropriate steps will be taken to safeguard the confidentiality of student information.
38 The Assistant Superintendent or his designee shall review, on October 1st and April 1st of

1 each year, caseload calculations based upon the methodology listed above with the
2 CNTA President/ Designee. If, upon either of those dates, District caseload averages
3 exceed legal limits and additional SLPs are unavailable to be hired, additional days
4 and/or hours will be offered to existing staff to the degree necessary to bring caseload
5 averages into compliance. If additional days and/or hours are not accepted by current
6 Speech and Language Pathologists, it is understood and agreed that as a last resort, the
7 District will contract for such services. However, both the District and the Association
8 agree that contracting out for such services is not desirable and not in the best interests
9 of either party to this Agreement or the students of the District. Therefore, the District
10 agrees to utilize its best efforts to recruit, hire, and retain Speech and Language
11 Pathologists and will only utilize contracting out of such services when no other option
12 is reasonably available to the District. In the event that the District contracts out Speech
13 and Language Pathologist services, the District agrees it will notify the Association of
14 the contracting out of the services and immediately enter into discussions with the
15 Association on how to improve and enhance the District's ability to recruit, hire and
16 retain Speech and Language Pathologists.

17 DATE: 9-20-08

18 UPDATED: 6-2-20

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

July 2, 2008

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SPECIAL EDUCATION TK AND KINDERGARTEN**

March 18, 2022

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

4 In order to provide the community more options for TK/Kindergarten and in order to have
5 students attend CNUSD, the District would like to offer full day TK/Kindergarten beginning the
6 2022-2023 school year. Both Parties recognize the impact on workload this would create for unit
7 members and, therefore, agree to the following:

8 (a) Facilities:

9 (1) Site Restrooms

10 a. TK teachers, Kindergarten teachers, and Site Administration shall collaborate
11 to determine the best use of restroom facilities for their site using these
12 criteria:

- 13 1. If an in-classroom restroom is not available, then a classroom with
14 dedicated restrooms within line of site from the class shall be provided.
- 15 2. If in-classroom restrooms, or TK/Kindergarten dedicated restrooms that
16 are within line of sight are not available, then these classes shall have
17 dedicated adult supervision throughout the day to escort students to and
18 from the restroom. Both site administration and site teachers shall meet to
19 determine the need.

20 (2) Classrooms

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

23 b. For 2022-2023 school year any member that must move their classroom in
24 order to accommodate the TK/K facility prioritization shall be given the
25 following:

- 26 1. Boxes
- 27 2. Custodial support to move boxed items

- 1 3. Up to two bankable days or compensation of up to 10 hours Curriculum
2 Rate.
- 3 (3) TK teachers, Kindergarten teachers, and Site Administration shall meet to
4 collaborate and create TK and K classroom assignments by April 30th of each
5 school year to provide time for classroom movement and address potential teacher
6 concerns.
- 7 (4) In the event TK teachers, Kindergarten teachers, and Site Administration are
8 unable to reach consensus regarding any TK and/or Kindergarten facility decision,
9 a joint Interest Based Problem Solving process shall be conducted by CNTA and
10 District Leadership within 10 school days.
- 11 (5) Furniture:
- 12 a. The District shall use one-time monies to ensure that classrooms are equally
13 equipped with appropriate furniture and materials for the developmental needs
14 of students. All orders shall be placed through the site principals to the District
15 purchasing department by May 15
- 16 1. All TK/Kindergarten teachers may need support materials and furniture to
17 teach a full day.
- 18 2. Furniture may need to be purchased for teachers with standard classrooms
19 to maximize classroom space and mobility.
- 20 (b) Combination Classes
- 21 (1) If needed, combo classes shall only be permitted with a TK/K combo.
- 22 (c) Schedule
- 23 (1) TK/Kindergarten arrival
- 24 a. TK/K Kindergarten students shall have the same arrival time as 1-6 students at
25 the site.
- 26 b. TK/Kindergarten teachers shall have the same arrival procedures as 1-6
27 teachers at the site.
- 28 (2) TK/Kindergarten dismissal.
- 29 a. Kindergarten students shall be dismissed from class 15 minutes before grades
30 1-6 students at the site. After that 15 minutes, the teacher is done with their
31 teaching assignment for the day and any remaining students shall be the
32 responsibility of site administration.
- 33 b. These 15 minutes before 1-6 are dismissed shall be considered instructional
34 minutes for Kindergarten teachers.

- 1 c. After that 15 minutes, if duties are required of Kindergarten teachers, the
2 current contract language shall be followed.
- 3 d. TK students shall be dismissed by a person other than the TK/Kindergarten
4 teacher.
- 5 (3) In order to allow parents to plan, put routines and procedures in place, and
6 practice dismissal, the first ten (10) days of each school year shall be student
7 minimum days. Unit members must stay on site for the remainder of their contract
8 time.
- 9 (4) Kindergarten schedules will require at most 212 minutes of daily academic
10 instruction. The other rostered instructional minutes may be used by the
11 kindergarten teachers for social emotional skills, imaginative play, and other skills
12 as deemed appropriate by the kindergarten teacher.
- 13 (5) At each individual site, all TK/K Special Day Class teachers shall be provided a
14 total number of daily minutes for lunch and recess/break time equal to the total
15 number of daily minutes provided to the First through Third grade teachers at that
16 site for lunch and recess/break time. Recess/breaks may be scheduled together or
17 at various times throughout the day. Lunch periods shall be provided prior to the
18 first minute of the 6th hour of the workday, in accordance with State Labor Law.
- 19 (6) Three hours of collaboration per trimester outside the workday may be used for
20 planning and compensated at curriculum rate per TK/Kindergarten teacher.
- 21 (d) Assessments
- 22 (1) To provide support for assessments (currently for IEPs) directed by the District,
23 all TK/Kindergarten teachers will be afforded two sub days per trimester and
24 additional roving sub will be assigned to the school site for a make-up day if
25 needed. The teacher may utilize the sub to administer the assessment or to provide
26 instruction.
- 27 (e) Professional Development
- 28 (1) TK/Kindergarten teachers shall be surveyed each trimester by C&I on needed
29 topics for PD. Results of the survey will guide PD for the upcoming year.
- 30 (f) Support
- 31 (1) The District shall provide a base staffing of at least 2 support persons
32 (paraprofessional) for a minimum of 5.75 hours per day for each TK/Kindergarten
33 Special Education teacher.
- 34 a. If a support person cannot be hired for any reason, a substitute shall be
35 provided.

- 1 b. If a substitute cannot be procured, the Association and District shall meet and
2 determine a viable solution.
- 3 (2) The ratio of students to adults shall be no greater than 4:1, counting only students
4 without a SCIA.
- 5 (3) Class sizes shall be the following: 12:1 soft cap, stipend at 13:1, and hard cap at
6 14:1. These shall be placed into the GSAA MOU chart.
- 7 (4) Each unit member may request up to three (3) days per year to prepare and write
8 IEPs.

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

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

REGARDING THE SPECIAL EDUCATION
TK AND KINDERGARTEN MOU**

April 6, 2022

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

4 Therefore, both parties agree that the following applies:

- 5 (a) For the 2022-2023 school year moving forward, all TK students (inclusive of
6 combination classes) shall remain on a half day schedule, the same schedule as the
7 2021-2022 school year.
- 8 (b) For PALS TK and Kindergarten, the class size and aide support used for the 2021-
9 2022 school year shall remain in effect.
- 10 (c) Section 6 of the MOU shall apply to the TK and Kindergarten SDC only.
- 11 (d) The Side Letter shall not be precedent setting.
- 12 (e) The Side Letter shall expire with the Special Education TK and Kindergarten MOU
13 on June 30, 2024.

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

ADULT TRANSITION PROGRAM

June 30, 2016

- 1 This is a memorandum of understanding between the Corona-Norco Teachers Association and
2 the Corona-Norco Unified School District regarding the Adult Transition Program. For the 2016-
3 17 school year, the program will continue in its current form. Teachers' prep time will be paid at
4 a rate of 1/7 each semester to reflect the student contact hours that are worked.
- 5 In the 2017-18 school year, the Adult program will be restructured to incorporate one hour of
6 independent work experience for students each day. This affords teachers in the Adult Transition
7 Program a preparation period in accordance with the Collective Bargaining Agreement. The
8 teachers and district management will collaborate in designing this restructured program. the
9 District will be responsible for communicating to parents about this restructured day for students.
10 All student IEP's will be updated accordingly.
- 11 Each year the District will re-evaluate the number of students in the program and the cost to the
12 District to maintain the program.
- 13 The MOU will sunset at the end of the school year June, 30 2024.

ARTICLE 27: EDUCATIONAL INNOVATIONS

- 1 27.1 Any proposal for innovations by the District or a site which impacts the Collective
2 Bargaining Agreement must be presented in writing to the Association and District by
3 February 15. By March 1, the Association and the District will determine whether or not
4 this meets the criteria of innovation. In the event the Association and the District
5 mutually agree that the proposal is not an innovation, the implementation of the proposal
6 will not be subject to the grievance process. The innovation proposal will be processed in
7 such a manner so as to enable the ratification process to be completed by March 30.
- 8 27.2 The scope of proposals for innovations which impact the Collective Bargaining
9 Agreement are limited to Articles 9, 10, 12, 18, 22, 23, 24, 26, Appendix B, and the
10 calendar.
- 11 27.3 The written proposal must include:
- 12 (a) A description of the proposed innovation
 - 13 (b) The parties impacted by the proposed innovation
 - 14 (c) The educational justification
 - 15 (d) Supporting research, if available
 - 16 (e) Timelines for implementation
 - 17 (f) Any staff development needs
 - 18 (g) A preliminary budget
 - 19 (h) Evaluation and review process
- 20 27.4 Any innovation requested by a specific site must have staff approval consisting of a
21 70.0% positive vote by secret ballot by the bargaining unit members at that site before
22 simultaneous presentation to the Association and the District. CNTA will prepare the
23 ballots and conduct the election.
- 24 27.5 The District and the Association shall meet to determine whether the proposal complies
25 with the Collective Bargaining Agreement, Board Policy, the Education Code, and/or past
26 practice.
- 27 27.6 When appropriate, the District and the Association will enter into a Memorandum of
28 Understanding and Agreement.
- 29 27.7 Either party may, at any point, notify the other of its intent to withdraw from this
30 Agreement. Said party will provide written notification to the other side of its intent,
31 allowing a sixty (60) day waiting period. During this waiting period, the District and the
32 Association representatives will come together to attempt to identify and resolve
33 differences. By mutual agreement, the waiting period may be waived.

- 1 27.8 Approval of final language shall require a 70.0% vote by secret ballot of affected
2 bargaining unit members voting in the election provided that a majority of the bargaining
3 unit members at the affected site(s) participate in the election. The election will be open
4 for up to 5 school days. CNTA will prepare the ballots and conduct the election.
- 5 27.9 Any agreement must be ratified by the Association and approved by the Board of
6 Education.

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

SITE CONTRACT WAIVER

July 17, 2008

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

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

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

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

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

27 This MOU shall expire on June 30, 2024.

28 Revised March 18, 2022

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 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

Results of Vote: Yes _____ No _____

- Prep Periods
- Child Nutrition
- Transportation
- Instructional Minutes

ARTICLE 28: STAFF BUY-BACK DAY LANGUAGE

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

ARTICLE 29: PEER ASSISTANCE AND REVIEW

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 the 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.
- (e) “Volunteer teacher” is a permanent unit member whose 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.

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

6 29.3 Program outline

- 7 (a) For referred teachers, the outline of the program shall be as follows:
- 8 (1) The referred teacher is identified by the principal following participation in an
9 improvement plan of at least ninety (90) calendar days, or sixty (60) work days,
10 whichever is greater, and a final unsatisfactory evaluation. In the final evaluation
11 conference, the principal will review the PAR recommendations and referral with
12 the referred teacher. In the recommendation to PAR, the principal will identify
13 specific recommendations regarding the areas of improvement needed.
- 14 (2) Upon review by the Deputy Superintendent of Human Resources or their
15 designee, a teacher may be referred by the principal to PAR on an emergency
16 basis without participating in an improvement plan. The teacher must have
17 received an unsatisfactory regular evaluation. Acceptance into the program shall
18 be the decision of the Joint Panel.
- 19 (3) The principal, consulting teacher, and participating teacher will meet to discuss
20 the outlined areas of improvement and types of assistance to be provided.
- 21 (4) The consulting teacher reviews the recommended areas of improvement, provides
22 assistance to the referred teacher in any of the areas of subject matter knowledge,
23 teaching strategies or teaching methods and instruction needed. The consultant
24 teacher does multiple observations of the referred teacher and makes available the
25 summary report of the referred teacher’s participation for placement in the
26 personnel file. The assistance provided shall address the areas for improvement
27 noted by the principal and shall take into consideration state and local standards.
28 The referred teacher will be provided the California Standards for the Teaching
29 Profession.
- 30 (5) The consulting teacher, participating teacher, and the principal are expected to
31 develop and maintain an ongoing, cooperative working relationship.
- 32 (6) The Joint Panel will review the reports made by the consulting teacher. It will
33 make available the reports of referred teacher’s participation in the program to the
34 principal as part of the evaluation’s process. The Joint Panel shall make
35 recommendations to the Governing Board regarding referred teachers, including
36 forwarding names of individuals who are unable to demonstrate satisfactory
37 performance.

- 1 (7) The Governing Board retains final authority over all personnel decisions:
2 evaluations, the decision to commence with disciplinary proceedings for a
3 permanent teacher, the decision to release a probationary teacher or dismissal.
- 4 (8) The principal shall be solely responsible for evaluating and making the initial
5 recommendations for improvement pursuant to the evaluation. The consulting
6 teacher shall assist the referred teacher in improving in the areas identified by the
7 principal through the regular evaluation and performance improvement process.
- 8 (9) Before April 1 annually, the consulting teacher shall prepare a written report
9 summarizing the referred teacher's participation in the program it shall consist
10 solely of (1) a description of the assistance offered/provided to the referred
11 teacher and (2) a description of the results of the assistance in the targeted areas.
12 This report shall be submitted to the referred teacher, the principal, and the Joint
13 Panel. The participating teacher may also submit a report to the Joint Panel
14 referencing the above items.
- 15 (10) The results of the teacher's participation in the program shall be made available as
16 a part of the referred teacher's of annual evaluation. The evaluating principal shall
17 have the discretion as to whether and how to utilize such results in the annual
18 evaluation. The principal's evaluation shall not be based solely on the report from
19 the consulting teacher.
- 20 (11) The assistance provided by the consulting teacher to the referred teacher shall
21 consist of at least twenty (20) hours of in-classroom support over the course of the
22 school year, in addition to other forms of assistance provided.
- 23 (12) If the referred teacher receives an additional unsatisfactory evaluation in any of
24 the applicable areas from the principal despite the assistance of the consulting
25 teacher, the teacher shall be referred for continued participation in PAR as long as
26 the teacher has an unsatisfactory evaluation in one or more of the applicable areas.
27 The Governing Board shall have the sole authority to determine whether the
28 participating teacher has been unable to demonstrate satisfactory improvement.
- 29 (13) The consulting teacher's summary report on the referred teacher's participation in
30 the program shall be made available to the evaluating principal for possible
31 placement in the participating teacher's personnel file. If so desired, the
32 participating teacher may request placement of this report in their personnel file.
- 33 (14) No later than June 30, the Joint Panel will make an annual report to the Governing
34 Board and the Association regarding the program's impact, improvements to be
35 made and recommendations regarding programming participants.
- 36 (15) The evaluating principal will forward to the Governing Board names of referred
37 teachers who, after sustained assistance, or unable to demonstrate satisfactory
38 improvements.

1 (16) The participating teacher may at any time respond to the consulting teacher's
2 report submitted to the Joint Panel.

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

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

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

12 (3) A statement regarding the results of the individual's participation will be
13 forwarded to the Governing Goard and the volunteer teacher only.

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

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

19 29.4 Governance and program structure

20 (a) Joint Panel

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

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

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

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

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

12 (b) In addition, the panel shall have the following responsibilities:

13 (1) By June 1 of each fiscal year, submit a recommended budget to the Governing
 14 Board with proportion of the estimated State revenues generated by the PAR
 15 program that the Governing Board has determined will be used for peer assistance
 16 and review or other programs acceptable through AB 1X. The budget shall detail
 17 the estimated expenditures including the projected number of participating
 18 teachers, the number of consulting teachers to serve the projected needs, the
 19 amount of release time for the panel, and the projected cost for in-service training
 20 for panel members, consulting teachers, referred and voluntary participants,
 21 administrative overhead and other necessary services

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

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

25 (4) Evaluate the effectiveness of the consulting teachers by May 1.

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

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

31 (7) Establish internal operations procedures and regulations necessary to carry out
 32 requirements of the Education Code in this article.

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

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

1 (c) Consulting teachers:

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

- 3 a. Be a credentialed teacher with permanent status in the Corona-Norco Unified
4 School District with at least five (5) years of recent classroom teaching
5 experience who, during those five (5) years, has had overall evaluations of
6 satisfactory or better in all areas evaluated.
- 7 b. Have demonstrated exemplary teaching ability as indicated by effective
8 communication skills, subject matter knowledge, knowledge and commitment
9 to District curricular goals and state standards and mastery of a range of
10 teaching strategies necessary to meet student needs in different contexts.
- 11 c. Have demonstrated an ability to work cooperatively and effectively with other
12 teachers and administrators, demonstrated effective leadership skills and
13 experience in working on school and District committees.

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

- 1 (3) Full-time consulting teachers may provide assistance for up to eighteen (18)
 2 certificated bargaining unit members per school year. The Joint Panel will assign
 3 each consulting teacher to assist no more than three (3) PAR participating teachers
 4 in a school year. The remaining assignments may be used to provide non-
 5 evaluative assistance through BTSA. Each consulting teacher who is assigned one
 6 (1) PAR participating teacher will be assigned no more than fifteen (15) BTSA
 7 teachers. Each consulting teacher who is assigned two (2) PAR participating
 8 teachers will be assigned no more than twelve (12) BTSA teachers. Each
 9 consulting teacher who is assigned three (3) PAR participating teachers will be
 10 assigned no more than nine (9) BTSA teachers. BTSA assignments will be made
 11 by Curriculum and Instruction. All conditions of the BTSA grant will be
 12 monitored and supervised by curriculum and instruction. No documents will be
 13 placed in the personnel file by the consultant teacher in regards to the BTSA
 14 assignments. A report on each consulting teacher's involvement/participation in
 15 the BTSA program will be submitted by Curriculum and Instruction to the Joint
 16 Panel for their review by April 1 on an annual basis. The report form will be
 17 developed by the PAR panel. PAR assignments will have priority over all other
 18 assignments.
- 19 (4) Consulting teachers with full-time teaching assignments may provide assistance
 20 for up to two (2) second-year BTSA participants. This extra duty assignment will
 21 be funded at four (4) days per diem per BTSA participant.
- 22 (5) Consulting teachers with full time teaching assignments will provide assistance
 23 for no more than one (1) referred participating PAR teacher. Extra duty positions
 24 will be funded at twelve (12) days per diem.
- 25 (6) Within the first six weeks of assignment, the consulting teacher or the
 26 participating teacher may request an assignment change from the Joint Panel for
 27 good cause. The decision of the Joint Panel shall be final. A consulting teacher's
 28 term will be a minimum of two (2) and a maximum of three (3) consecutive years
 29 of service as a consulting teacher, provided that their annual service as a
 30 consulting teacher has been satisfactory to the Joint Panel.
- 31 (d) Consulting teachers shall provide assistance to participating teachers in the areas of
 32 subject matter knowledge, teaching strategies, and teaching methods including, but
 33 not limited to, the following activities:
- 34 (1) Providing consultative assistance to improve in the specific areas targeted by the
 35 evaluating principal.
- 36 (2) Meeting and consulting with the principal regarding the nature of assistance being
 37 provided.
- 38 (3) Conducting multiple observations of the participating teacher during periods of
 39 classroom instruction (with at least twenty (20) hours of in-classroom support).

- 1 (4) Recommending specific training and specified teaching techniques or in
 2 designated subject matter as approved by the Joint Panel. When appropriate, both
 3 the consulting teacher and the participating teacher will attend the specific
 4 training session.
- 5 (5) Demonstrating good practice to the participating teacher.
- 6 (6) Recommending specific activities targeted to improving their teaching strategies
 7 where improvement is desired.
- 8 (7) Maintaining appropriate records of each participating teacher's activities and
 9 progress on forms designed by the Joint Panel.
- 10 (8) Providing monthly written updates on forms designed by the Joint Panel to the
 11 referred teacher, the principal, and the Joint Panel concerning the progress of the
 12 referred teacher in the areas targeted for improvement by the principal. The
 13 written updates may be kept in the principal's evaluation file until the final
 14 evaluation is completed for the year. The Joint Panel will have access to the
 15 consulting teacher reports in the secured separate personnel files maintained in
 16 Human Resources.
- 17 (e) Consulting teachers shall be returned to their regular assignment upon completion of
 18 their term as a consulting teacher. Elementary teachers will be returned to the same
 19 school, track, and approximate grade level. Secondary teachers will be returned to the
 20 same school and subject areas. Consulting teachers are eligible to apply for transfer
 21 at any time during their term as a consulting teacher. Consulting teachers opting to
 22 return to the classroom prior to continuing service into a possible second, third, or
 23 fourth year must notify the Joint Panel prior to March 1. The fourth year will sunset
 24 on June 30, 2007 unless renewed through negotiations.

25 29.5 Status and Liability Protection of Unit Members

- 26 (a) Functions performed by unit members under this article shall not constitute either
 27 management or supervisory functions as defined in the Educational Employment
 28 Relations Act.
- 29 (b) Unit members who perform functions as Consulting Teachers or members of the Joint
 30 Panel shall have the same protection from liability and access to appropriate defense
 31 as afforded to other public school employees under the provisions of the California
 32 Government Code.
- 33 (c) This Article shall not be subject to the grievance procedure; however, all other
 34 Articles of the Collective Bargaining Agreement are still applicable.

1 29.6 Records

- 2 (a) All documents and information relating to individual participation in this program
3 shall be considered personnel matters subject to the personnel record exemption of
4 the California Public Records Act. The annual evaluation of the program's impact,
5 excluding information on identifiable individuals, is subject to disclosure under the
6 Public Records Act.
- 7 (b) All documents for the PAR will be filed by Human Resources separately from
8 individual personnel records, except as specified herein.

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

SPEECH LANGUAGE PATHOLOGIST (SLP) SUPERVISOR

April 10, 2023

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the Speech
3 Language Pathologist (SLP) Required Professional (RPE) Temporary License and Supervisor
4 program.

5 Whereas all SLPs with a temporary license must perform services under an approved Supervisor
6 SLP to obtain a permanent license with the State of California Department of Consumer Affairs
7 Speech Language Pathology and Audiology and Hearing Aide Dispensers Board, both parties
8 agree to the following:

9 (a) SLP Supervisors shall be compensated. Approved SLP Supervisors shall be
10 compensated at four (4) days per diem per year per RPE Temporary Licensed unit
11 member.

12 (b) At a minimum, the SLP supervisor shall:

13 (1) Possess a permanent SLP license and have permanent status in the Corona-Norco
14 Unified School District with at least five (5) years of recent SLP experience who,
15 during those five (5) years, has had overall evaluations of satisfactory or better in
16 all areas evaluated.

17 (2) Have demonstrated an ability to work cooperatively and effectively with other
18 unit members and administrators, demonstrated effective leadership skills and
19 experience in working on school and District committees.

20 (3) Have completed all California State requirements to be a licensed supervisor.

21 (c) All SLP Supervisor positions shall be voluntary.

22 This MOU shall be incorporated into the 2024-2025 Collective Bargaining Agreement.

ARTICLE 30: SHARED CONTRACTS

- 1 30.1 Thirty (30) shared-contract positions will be available. The positions will be of a two (2)
2 year duration. At the end of two (2) years, participants must reapply. The number of
3 shared contract positions available will be determined by the number of positions
4 previously unfilled and those positions subject to reapplication.
- 5 30.2 There shall be no more than (1) shared contract per school site, when the number of
6 teachers at the site is between 1-30. At sites that have 30+ teachers, the number of shared
7 contracts will be limited to two (2). Shared contract positions will not be available for
8 two (2) consecutive grade levels on the same track at the same site.
- 9 30.3 There will be five (5) shared contract positions available for non-classroom support
10 personnel. The unit members sharing the contract must have the same job description.
11 Unit members must agree to share the contract for two (2) years or until an opening in
12 that job description occurs.
- 13 30.4 Should more applicants for the thirty (30) shared-contract positions at either the
14 elementary or secondary level be eligible, or the five (5) shared contract positions for
15 non-classroom support personnel be eligible, the teams at each level will be selected by
16 lottery.
- 17 30.5 the District will announce the availability of the shared contract positions on an annual
18 basis. Teachers interested in a shared contract must complete the application/contract
19 available from the Human Resources office by the deadline announced in the flyer. The
20 application must include the team's plans for: work schedules, parent conferences, back-
21 to-school night, open house, adjunct/extra duties, in-service, issuing of grades, and the
22 signature of the principal//administrator who accepts the shared contract. If a
23 principal/administrator declines to sign the application, the applicants for the shared
24 contract position can appeal to the Deputy Superintendent, Human Resources or
25 designee.
- 26 30.6 Participation in the program requires:
- 27 (a) That all teacher participants be tenured at the time of application.
- 28 (b) That all teacher participants (except for maternity leave) be in a regular paid teaching
29 position for one (1) year prior to application.
- 30 (c) That teachers on a performance improvement plan are not eligible.
- 31 (d) That all teacher participants share the contract on a 50/50 basis.

- 1 30.7 Unit members participating in shared contract positions will receive:
- 2 (a) Fifty percent (50%) of their salary
- 3 (b) Fifty percent (50%) of their sick/personal necessity leave
- 4 (c) Fifty percent (50%) of their health and welfare benefits
- 5 (d) One-half (1/2) year of credit for advancement on the salary schedule for each year on
- 6 the shared contract.
- 7 30.8 Should either or both partners in the shared contract decide, at any time, to terminate this
- 8 agreement, the teacher participant that originally held the position will revert to the
- 9 original unit member that held the position. If the position is new to each teacher
- 10 participant, the teacher with the least District seniority shall be placed in an available,
- 11 appropriate teaching position at the discretion of the District. If neither unit member
- 12 wants the position it will be opened for regular transfer according to Article 14.
- 13 30.9 Should one (1) member of the team leave the position for any reason, the remaining
- 14 member will assume the full-time position immediately. Under no circumstances will a
- 15 new partner be added to an existing shared contract.
- 16 30.10 At the time of acceptance into the shared contract position the unit members will meet
- 17 with a designee from Human Resources to sign a contract acknowledging and agreeing to
- 18 the criteria set forth in this article.
- 19 30.11 If at the end of the two-year shared contract, the teacher participants do not reapply or are
- 20 not accepted for an additional two-year participation, the unit members will be placed in
- 21 available positions at their site for which they are qualified in accordance with the
- 22 procedures outlined in the Collective Bargaining Agreement.
- 23 30.12 Should District cancel the program, the unit members will be placed in available
- 24 positions at their site for which they are qualified in accordance with the procedures
- 25 outlined in the Collective Bargaining Agreement.

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

SECONDARY LEVEL ONE PARTICIPANT SHARED CONTRACT

March 18, 2022

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding one participant
3 shared contracts at the secondary level. Understanding the scheduling and credentialing
4 differences at the secondary level create less access to shared contract opportunities, both parties
5 agreed to pilot a One Participant Shared Contract as follows:

- 6 (a) The One Participant Shared Contract shall have a one (1) year duration. At the end of
7 the agreement, participants must reapply.
- 8 (b) Unit Members applying for consideration for One Participant Shared Contract shall
9 apply only at their assigned secondary site. The total number of One Participant
10 Shared Contracts shall not exceed eight (8) district-wide. There shall be no more than
11 a single One Participant Shared Contract per secondary school site, when the number
12 of teachers at the site is between 1-50. At sites that have 50+ teachers, the number of
13 one participant shared contracts will be limited to two (2).
- 14 (c) There shall be two (2), One Participant Shared Contract positions available for non-
15 classroom support personnel. Unit members in a one participant shared contract must
16 agree to maintain the contract for one (1) year or until an opening in that job
17 description occurs.
- 18 (d) Should more applicants for the eight (8) One Participant Shared Contract positions at
19 the secondary level be eligible, or the two (2) One Participant Shared Contract
20 positions for non-classroom support personnel be eligible, the participant will be
21 selected by lottery.
- 22 (e) The District shall announce the availability of the One Participant Shared Contract
23 positions on an annual basis. Teachers interested in a One Participant Shared Contract
24 must complete the application/contract available from the Human Resources office by
25 the deadline announced in the flyer. The application must include the participant’s
26 plans for: work schedule, back-to-school night, open house, adjunct/extra duty, in-
27 service, issuing of grades, and the signature of the principal/administrator who
28 accepts the shared contract.

1 (1) The site principal may decline to approve a One Participant Shared Contract if it
 2 does not meet the needs of the school or master schedule. If a
 3 principal/administrator declines to sign the application, the applicant for the One
 4 Participant Shared Contract position can appeal to the Assistant Superintendent,
 5 Human Resources or designee.

6 (f) Participation in the program requires:

7 (1) All participants be tenured at the time of application.

8 (2) All participants (except for maternity leave) be in a regular paid teaching position
 9 for one (1) year prior to application.

10 (3) Members on a performance improvement plan are not eligible.

11 (4) All participants execute 50% of the shared contract position.

12 (g) Unit members participating in One Participant Shared Contract positions shall
 13 receive:

14 (1) Fifty percent (50%) of their salary

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

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

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

19 (h) One Participant Shared Contract participants must complete the full year of the
 20 contract and may not terminate the agreement early.

21 (i) At the time of acceptance into the One Participant Shared Contract position, the unit
 22 member shall meet with a designee from Human Resources to sign a contract
 23 acknowledging and agreeing to the criteria set forth in this agreement.

24 (j) If at the end of the One Participant shared contract, the member does not reapply, or is
 25 not accepted for an additional year participation, the unit member shall be placed in
 26 an available position at their site for which they are qualified in accordance with the
 27 procedures outlined in the Collective Bargaining Agreement.

28 **Terms of Agreement**

29 This MOU shall expire on June 30, 2024 unless extended by mutual agreement.

30 This Memorandum of Understanding shall not be precedent setting nor form any basis for a past
 31 practice.

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

1 The CNUSD and CNTA agree on the following statements regarding Article 30, Shared
2 Contracts.

3 For purposes of article 30.2, the number of teachers at the school site is based on the current
4 year's number of Full Time Equivalents (FTEs) at the site, including all special education
5 teachers. The FTE count will not include Teachers on Special Assignment (TSA), Teacher
6 Coaches (TC), or any other FTE who does not have a caseload.

7 For the purposes of article 30.2, if there is more than the 1 job share contract at a site with 1-30
8 teachers or 2 job share contracts at a site with 30+ teachers, then there will be a site lottery to
9 determine which job share contract(s) will be approved and which new job share contract(s) will
10 be denied. This would occur only after the job share contracts at one site were all approved and
11 selected through the lottery noted in article 30.4 or after the job share contracts at one site were
12 all approved and the district-wide number of job shares did not exceed 30.

13 For the purposes of article 30.8, if a teacher terminates a job share contract during the term of the
14 contract, the teacher that terminated the contract shall not be approved for another job share
15 contract until after 3 years from the date of the termination of the contract.

16 This Side Letter will be reviewed on an annual basis. Either party may re-open this Side Letter
17 for further discussion and any time. Either party may end this Side Letter for future years
18 through written notification.

APPENDIX A: SCHOOL SITE EXTRA DUTY FUND

1 Upon restoration, as defined in article 16.21, each school site shall receive \$6.79 per student
2 enrollment. At elementary schools, the monies from this fund shall be used to eliminate
3 playground duties, including recess duties, before and after school duties, bus duties, parking
4 duties and all other duties not directly related to their classroom responsibilities. At intermediate
5 and high schools, the funds may be used for direct student service extra duty assignments which
6 are currently not on the Extra Curricular Pay Schedule, as determined by a school committee
7 composed of unit members democratically elected by secret ballot and the school site principal.
8 The size of the committee at each school shall be determined by that school site. At the end of
9 each meeting an accounting of all disbursements, the amount paid and to whom paid, shall be
10 published. The members of this committee shall not be entitled to compensation for this duty.
11 The decisions of the school committee are not subject to the grievance process, but may be
12 appealed to the Deputy Superintendent of Human Resources. The School Site Extra Duty Fund
13 shall be increased at the same percentage as yearly certificated unit member salary increases.

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

1 The following constitutes the mutual agreement between the CNTA and CNUSD regarding
2 Appendix A of the CBA:

- 3 (a) Elementary school unit members shall not do duty before, during, or after school.
- 4 (1) Duty is defined as the general supervision of students other than those to which
5 the unit member is assigned as teacher of record (as in first grade class,
6 kindergarten class, sixth grade class, etc.) or who are part of their caseload (as in
7 LAS, Special Education, library or lab, band, etc.).
- 8 (2) Duty assignments do not include the supervision of a unit member's own case
9 load or class list on outings, special projects, or personal dismissals.
- 10 (3) It is a unit member's responsibility to see their class to an appropriate dismissal
11 area.
- 12 (b) Stipends will be \$100 per month regardless of the number of days per month for each
13 daily before school or after school duty.
- 14 (1) Administration will be responsible for noon/playground (n/p) duty assignments.
- 15 (2) The school safety committee will be responsible for scheduling all stipend
16 producing duty assignments after the first month of school in the 2013-14 school
17 year.
- 18 (3) Stipend qualifying duties will be distributed on a rotating basis as equally as
19 practical.
- 20 (4) Disputes will be resolved by designees from Human Resources and CNTA.
- 21 (c) On inclement weather days, the teacher will supervise their own students during
22 normally scheduled recess times.
- 23 (1) An inclement weather day schedule will be developed for each site that designates
24 how n/p supervisors will be utilized.
- 25 (2) The inclement weather day schedule will provide for personal breaks for each unit
26 member.

- 1 (d) Administratively called emergencies may require Unit members to supervise their
2 own students during normally scheduled recess times.
- 3 (1) Absence of n/p supervisors does not constitute an emergency.
- 4 (2) Emergencies may be called when there is a clear or perceived threat to students,
5 staff, or visitors to the school campus.
- 6 a. Examples of possible emergencies: Earthquakes, unsupervised dogs or
7 animals, potentially threatening individuals or groups on or near campus, and
8 hazardous conditions.
- 9 (e) Stipends will be offered first to teaching staff, then to existing site classified staff as
10 extra duty, then to n/p supervisors.
- 11 (f) In the event a before or after school duty cannot be staffed through directives of
12 Appendix A, a lottery will be held by the Safety Committee to randomly assign a
13 teacher from the staff to the unfilled duty position. This lottery will be held
14 approximately four to six weeks in advance of the duty needing to be assigned. Any
15 teacher who has not already signed up for duty will be entered into the lottery. In the
16 event that all teachers at the site have already signed up for a duty, then all teachers
17 will be entered into the lottery. If more than 1 position is unfilled additional lotteries
18 will be held, until all duties are covered. Each duty filled in this manner will still
19 receive a stipend.

APPENDIX B: CORONA-NORCO UNIFIED SCHOOL DISTRICT RETIREMENT BONUS

1 Unit members are eligible to participate in the Retirement Bonus Program under the following
2 circumstances:

- 3 (a) Must be on the salary schedule at one of the following locations: Class B, Step 9;
4 Class B, Step 10; Class C, Step 10; Class D, Step 10; Class D, Step 11; Class D, Step
5 16; Class D, Step 20; Class D, Step 25; Class D, Step 30.
- 6 (b) Must have a minimum of ten consecutive years of service as a certificated employee
7 in the Corona-Norco Unified School District.
- 8 (c) Must be at least 52 years of age and no more than 59 years of age.
- 9 (d) Must be eligible for service retirement under STRS rules on the effective date of
10 retirement.
- 11 (e) On or before January 15 of the final school year of employment with the District, the
12 unit member must submit an irrevocable letter of resignation from all employment
13 with the District effective no later than June 30 of that year or July 1 of the following
14 school year. No unit member may participate in the “Retirement Bonus” program
15 beyond the school year in which the member reaches age 60.
- 16 (f) The District shall make a one time bonus payment to the employee once the
17 irrevocable letter of resignation is accepted by the Board of Education. Such payment
18 may, at the election of the employee, be paid in March or June of the final year of
19 employment or in July following the date of retirement. It is understood that the
20 present STRS regulations will apply.
- 21 (g) Any unit member who participates in and meets the requirements of the “Retirement
22 Bonus” program shall be paid \$12,500 by the District.
- 23 (h) Should any unit member return to employment with the District following receipt of
24 the “Retirement Bonus” that unit member will be required to return to the District the
25 full amount of any such bonus. Any such returning employee will not be eligible to
26 receive their “Retirement Bonus” a second time.

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

July 21, 2023

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

4 (a) Definitions:

5 (1) Virtual School: Any school site or classroom in which the students do not attend
6 class in person and receive more than 75% of their instruction online. This does
7 not include Home and Hospital Students.

8 (2) Brick-and-Mortar School: Any school site or classroom in which the students
9 attend in person and receive more than 75% of their instruction in a face-to-face
10 classroom.

11 (b) Staffing and Transfers

12 (1) Teachers for virtual school positions shall be credentialed teachers with
13 permanent status in the Corona-Norco Unified School District.

14 (2) No more than 10% of the total unit members may be assigned to the Virtual
15 School. Should legislation change, both parties reserve the right to bargain this
16 provision.

17 (3) Involuntary Displacements:

18 a. In the event a position becomes available within two (2) weeks of the
19 beginning of the traditional school year or cannot be filled by a permanent
20 employee, due to exhaustion of the hiring pool or lack of applicants/interest,
21 the District may hire a non-permanent/temporary employee for the remainder
22 of that school year. The District shall fly the position for transfer for the
23 following school year.

24 1. If a member is involuntarily displaced and selects a year-round site, the
25 unit member shall forfeit the right to return to the virtual school within
26 two (2) weeks of the beginning of the year round school year.

- 1 b. In the event that an involuntary displacement does not result in a grade change
2 at the elementary level, but the member is moved from a virtual school to a
3 brick-and-mortar school, the unit member shall be provided up to \$1000
4 approved by the District for grade and site plan appropriate supplies.
5 Approval of these supplies shall not be arbitrary or capricious.
- 6 (4) All other transfer and displacement language shall be followed per the Collective
7 Bargaining Agreement.
- 8 (c) Certificated Support Personnel
- 9 (1) Staffing of certificated support personnel shall be comparable to brick-and-mortar
10 sites. Factors to be considered for staffing certificated support personnel are
11 enrollment, students on IEPs, EL status, Title 1 status, and low SES status.
- 12 (2) The District shall provide focused FTE positions for virtual support services and
13 limit split positions (virtual/brick-and-mortar) to the greatest extent practicable.
- 14 (3) Caseloads shall be comparable to brick-and-mortar sites.
- 15 (4) With the exception of assessments for IEPs, all support services shall be provided
16 virtually to the greatest extent possible.
- 17 (d) Work Conditions
- 18 (1) The instructional day for the Virtual School shall start at 8:30 am and end at 2:45
19 pm, inclusive of a 45-minute duty-free lunch.
- 20 (2) The daily teacher duty day shall include a minimum of the following:
- 21 a. Grades TK-3 shall include a plan to provide opportunities for daily
22 synchronous instruction for all pupils throughout the school year.
- 23 1. 145 minutes for student small groups, interventions, daily check-ins
- 24 2. 30 minutes for student progress monitoring
- 25 3. 60 minutes of planning time
- 26 4. 60 minutes of virtual office hours
- 27 b. Grades 4-8 shall include a plan to provide opportunities for both daily live
28 interaction and at least weekly synchronous instruction for all pupils
29 throughout the school year.
- 30 1. 145 minutes for student small groups, interventions, daily check-ins
- 31 2. 30 minutes for student progress monitoring
- 32 3. 60 minutes of planning time
- 33 4. 60 minutes of virtual office hours

1 c. Grades 9-12 shall include a plan to provide opportunities for at least weekly
2 synchronous instruction for all pupils throughout the school year.

- 3 1. 145 minutes for student small groups, interventions, daily check-ins
- 4 2. 30 minutes for student progress monitoring
- 5 3. 60 minutes of planning time
- 6 4. 60 minutes of virtual office hours

7 (3) All bargaining unit members working at a virtual school shall report to an
8 assigned worksite.

9 (4) All virtual teachers shall have a dedicated workspace that provides a private, quiet
10 space that has appropriate working conditions for an online classroom at the site.

11 (5) Members will not be required to travel to attend staff meetings but may be asked
12 to attend virtually.

13 (6) If all sources of internet access are down for more than 90 minutes, unit members
14 may choose to leave the site and work remotely.

15 (7) During the 23/24 school year, the District and CNTA will meet to collaboratively
16 determine the appropriate technology and standard issued workspace equipment
17 that shall be provided to virtual school bargaining unit members beginning in the
18 24/25 school year.

19 (e) Unit Member Support and Resources

20 (1) All virtual teachers shall report to an administrator appointed solely to the Virtual
21 School.

22 (2) Funding for the Virtual School shall be comparable to funding for the brick-and-
23 mortar schools.

24 (3) The District shall staff the Virtual School with classified staff according to the
25 unique needs of the virtual environment, ensuring equitable custodial, clerical,
26 student and family support compared with a brick-and-mortar site.

27 (4) Materials (instructional supplies, copies, etc.) shall be provided to unit members
28 at the physical site to which they are assigned.

29 (f) Leaves

30 (1) During the 23/24 school year, the District and CNTA shall meet to collaboratively
31 develop and pilot a substitute teacher plan for full implementation in the 24/25
32 school year.

33 (2) Assigning of Substitutes shall follow the same protocols as brick-and-mortar sites.

1 (g) Unit Member Expectations

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

5 (h) Class Size

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

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

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

1 (j) Virtual School Curriculum

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

17 (k) Duty

- 18 (1) The virtual school shall be funded TK-12 for the school site extra duty fund. A
19 separate extra duty fund committee shall be created for each grade span: TK-5, 6-
20 8, 9-12. Each grade span shall be funded according to their enrollment, utilizing
21 the secondary extra duty fund process per the Collective Bargaining Agreement to
22 allocate funds.
- 23 (2) Virtual School Unit Members shall not participate in supervision duty before,
24 during or after school.
- 25 (3) Virtual School Unit Members may be required to participate in Professional
26 Duties as listed in article 10 of the Collective Bargaining Agreement.
- 27 (l) Other than the items explicitly bargained in this agreement, all other parts of the
28 Collective Bargaining Agreement shall apply.

29 This MOU will expire on June 30, 2024

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

VIRTUAL EDUCATION TASK FORCE

1 The parties agree that a joint District-Association Virtual Education Task Force shall meet no less than
2 four (4) times between January and June in the year prior to an open contract (full contract negotiations
3 year). The calendar of meeting dates shall be developed by the Superintendent’s designee and the CNTA
4 President’s designee by June 30 of the prior year. The purpose of the Task Force is:

- 5 (a) To identify concerns specific to Unit Members assigned to Virtual Education classrooms;
- 6 (b) To discuss District identified areas of concerns;
- 7 (c) To make recommendations to both parties of possible solutions to the identified concerns
8 when appropriate;
- 9 (d) To make recommendations to the negotiations team of possible negotiable solutions to
10 identified concerns by July 1; and
- 11 (e) To provide updates quarterly to the Association Executive Board and the District Cabinet

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

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

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

LANGUAGE IMMERSION TASK FORCE

1 The parties agree that a joint District-Association Language Immersion Task Force shall meet no
2 less than four (4) times between January and June in the year prior to an open contract (full
3 contract negotiations year). The calendar of meeting dates shall be developed by the
4 Superintendent’s designee and the CNTA President’s designee by June 30 of the prior year. The
5 purpose of the Task Force is:

- 6 (a) To identify concerns specific to Unit Members assigned to Language Immersion
7 classrooms;
- 8 (b) To discuss District identified areas of concerns;
- 9 (c) To make recommendations to both parties of possible solutions to the identified
10 concerns when appropriate;
- 11 (d) To make recommendations to the negotiations team of possible negotiable solutions
12 to identified concerns by July 1; and
- 13 (e) To provide updates quarterly to the Association Executive Board and the District
14 Cabinet

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

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

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

YEAR ROUND SCHOOL TASK FORCE

1 The parties agree that a joint District-Association Year Round School Task Force will meet no
2 less than four (4) times between January and June in the year prior to an open contract (full
3 contract negotiations year). The calendar of meeting dates shall be developed by the
4 Superintendent’s designee and the CTNA President’s designee by June 30th of the prior year.
5 The purpose of the Task Force is:

- 6 (a) to identify concerns specific to Unit Members assigned to Year Round Schools,
- 7 (b) to discuss District identified areas of concerns,
- 8 (c) to make recommendations to the negotiations team of possible solutions to identified
9 problems and concerns by July 1,
- 10 (d) to make recommendations to both parties of possible solutions to identified problems
11 and concerns,
- 12 (e) and to provide updates quarterly to the E-Board and Cabinet.

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

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

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

ACADEMY TASK FORCE

1 The parties agree that a joint District-Association Academy School Task Force will meet no less
2 than four (4) times between January and June in the year prior to an open contract (full contract
3 negotiations year). The calendar of meeting dates shall be developed by the Superintendent's
4 designee and the CTNA President's designee by June 30th of the prior year. The purpose of the
5 Task Force is:

- 6 (a) to identify concerns specific to Unit Members assigned to the Academy Schools,
- 7 (b) to discuss District identified areas of concerns,
- 8 (c) to make recommendations to the negotiations team of possible solutions to identified
9 problems and concerns by July 1,
- 10 (d) to make recommendations to both parties of possible solutions to identified problems
11 and concerns,
- 12 (e) and to provide progress updates quarterly to the E-board and Cabinet.

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

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

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

EXTRA-CURRICULAR PAY SCHEDULE COMMITTEE

1 The parties agree that a joint District-Association Extra-Curricular Pay Schedule Committee
2 shall meet no less than four (4) times annually for the 2023-2024 school year. The calendar of
3 meeting dates shall be developed by the Superintendent’s designee and the CNTA President’s
4 designee by September 1st, 2023. The purpose of the committee is to: Evaluate and refine the
5 requirements, stipends, and formula for the Extra-Curricular Pay Schedule.

- 6 (a) Recommend an approval process for unit members and administration to add
7 additional Extra-Curricular salaries to the pay schedule.
- 8 (b) Evaluate and update the current Lead Pay Schedule.
- 9 (c) Evaluate the GSAA Counselor Stipends.

10 The committee shall be composed of equal numbers of District and Association appointees,
11 providing experts as requested, and allowing for guests and visitors as mutually agreed upon to
12 provide information and share concerns.

13 The Task Force shall make recommendations to the Negotiations Teams by March 15th.

14 This MOU shall expire on June 30, 2024.

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 CERTIFICATED BASIC WORK YEAR SALARY SCHEDULE
185 WORK DAYS**

Year	CLASS A		CLASS B		CLASS C		CLASS D	
1	75,444	407.81	75,447	407.82	77,781	420.44	82,027	443.39
2	75,957	410.58	77,964	421.43	81,536	440.74	85,980	464.76
3	76,543	413.75	80,690	436.16	85,303	461.10	89,931	486.11
4	78,924	426.62	84,283	455.58	89,083	481.53	93,877	507.44
5	82,151	444.06	87,865	474.95	92,845	501.86	97,833	528.83
6	85,526	462.30	91,443	494.29	97,314	526.02	102,471	553.90
7	88,893	480.50	95,028	513.66	101,083	546.39	106,413	575.21
8	92,263	498.72	98,609	533.02	104,849	566.75	110,372	596.61
9			102,192	552.39	108,609	587.08	114,323	617.96
10					114,612	619.52	118,279	639.35
11-12							124,650	673.78
13-14							125,896	680.52
15-16							127,142	687.25
17-18							129,686	701.01
19-20							132,279	715.02
21-22							134,925	729.32
23-24							137,624	743.91
25							141,046	762.41

- CLASS A Bachelor’s Degree plus up to 45 semester units
- CLASS B Bachelor’s Degree plus 45 semester units after the date of Bachelors; or Master’s Degree
- CLASS C Bachelor’s Degree plus 60 semester units after the date of Bachelor’s with Master’s Degree; or Master’s Degree plus 15 semester units after the date of Master’s; or Master’s Equivalency
- CLASS D Master’s Degree plus 75 semester units after the date of Bachelor’s with Master’s Degree; or Master’s Degree plus 30 semester units after the date of Master’s or Master’s Equivalency**

**Advancement may be made from Class B to Class C without a Master’s Degree in accordance with the following criteria:
(Teaching experience is that credited on CNUSD salary schedule.)

- (a) Must be on Class B-9
- (b) Must have any combination listed below:
 - (1) 15 years teaching experience and 75 semester units beyond Bachelor’s Degree
 - (2) 16 years teaching experience and 72 semester units beyond Bachelor’s Degree
 - (3) 17 years teaching experience and 69 semester units beyond Bachelor’s Degree
 - (4) 18 years teaching experience and 66 semester units beyond Bachelor’s Degree
 - (5) 19 years teaching experience and 63 semester units beyond Bachelor’s Degree
 - (6) 20 years teaching experience and 60 semester units beyond Bachelor’s Degree

**Advancement may be made from Class C to Class D without a Master’s Degree in accordance with the following criteria:
(Teaching experience is that credited on CNUSD salary schedule.)

- (a) Must be on Class C-10 with a minimum of 20 years teaching experience
- (b) Must have at least 75 semester units beyond Bachelor’s Degree

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 SALARY SCHEDULE FOR
TEMP SPECIALISTS**

Hours	Class 1A	Class 1B	Class 1C
3.50	\$118.02	\$151.88	\$202.43
5.75	\$193.89	\$249.52	\$332.58

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 LEAD PAY SCHEDULE**

Intermediate Team Leaders/*Department Heads		High School Department Heads	
Periods Taught by Dept.	Salary	Periods Taught by Dept.	Salary
1-6	\$298.00	1-5	\$298.00
7-11	\$590.00	6-9	\$590.00
12-17	\$1,032.00	10-14	\$1,032.00
18-23	\$1,476.00	15-19	\$1,476.00
24-30	\$1,918.00	20-29	\$1,918.00
31 or more	\$2,346.00	30-39	\$2,346.00
		40-55	\$2,779.00
*Maximum of 11 Total Positions per School:		56-70	\$3,195.00
-1 additional position for sixth grade team;		71-100	\$3,608.00
-4 additional positions for year-round schools		101 or more	\$4,022.00

INTERMEDIATE DEPARTMENTS:

Language Arts, Math, Science, Social Studies, Special Education, Physical Education, Electives

HIGH SCHOOL HEAD COUNSELORS: \$1,476.00

HIGH SCHOOL TEAM LEADERS: \$661.00

Maximum 20 per comprehensive high school; 10 for all others.

ELEMENTARY TEAM LEADERS: \$554.00

Maximum 8 per school; Includes 1 Special Education.

- (a) 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.
- (b) It is the intent of the District and Association that the team leaders and department heads are chosen using a democratic process and all stakeholders input is solicited and considered prior to selection.

Volunteers shall be sought first amongst the entire department or team and, if there are no volunteers, the Principal may select the person with team input. The department/team shall bring a recommendation for the Principal to consider. The Principal shall not be arbitrary nor capricious in choosing. No unit member shall be required to serve in this position. The positions shall have a minimum of a one (1) school year time frame.

Student Study Team Facilitator(s) \$1.00 per student, per elementary site

CORONA-NORCO UNIFIED SCHOOL DISTRICT EXTRA-CURRICULAR SHARES FORMULA

1 Extra-Curricular activities provide positive social emotional, academic, and physical fitness
2 opportunities for the students of the Corona-Norco Unified School District. The intent of this
3 Extra-Curricular Pay Formula is to ensure, to the greatest extent possible, that all bargaining unit
4 members are provided fair and adequate compensation for the work required with each role,
5 outside of the regular work day. Additionally, it is the intent to ensure that all Extra-Curricular
6 Pay created in the future can be aligned with the current compensation.

1 share ~2/3 of Curriculum Rate: \$35.45

# of Meetings	1 share per required meeting
# of Events (Festivals, Academic Competitions, Showcase, etc)	8 shares per event
# of student participants	1-20 student participants = 1 share 21-50 student participants = 4 shares 51-100 student participants = 8 shares 100+ student participants = 16 shares
# of hours outside of the CBA	# of hours of expected non-CBA work divided by 2= # of shares
Weeks in Athletic Season	8 shares per week
Budget Responsibility	≤ \$30 thousand = 5 shares > \$30 thousand = 10 shares

7 Members will have fair and equal email notification of, and consideration for, Extra-Curricular
8 opportunities that receive additional compensation and/or release time at school sites.
9 Assignments shall not be arbitrary or capricious.

10 In the event that a site administrator has verifiable evidence that a bargaining unit member did
11 not complete all of the required duties related to a specific Extra-Curricular role and the unit
12 member is not in agreement, then a joint review of the duties performed for a specific Extra-
13 Curricular role at a site shall be conducted by CNTA and the District within 10 school days.

14 Extra-Curricular role requirements and compensation shall be made accessible at school sites and
15 be posted on the Human Resources webpage.

**CORONA NORCO UNIFIED SCHOOL DISTRICT
2023-24 EXTRA-CURRICULAR PAY SCHEDULE**

HIGH SCHOOL ATHLETIC COACHES	SALARY	HIGH SCHOOL ACTIVITIES	SALARY
BASEBALL		*Academic Decathlon or Odyssey of the Mind	\$1,311
Head Varsity	\$5,529	Band	\$6,628
Assistants/Others	\$4,484	Band - Second Position	\$3,545
BASKETBALL (Boys/Girls)		Chorus	\$5,459
Head Varsity	\$5,529	Chorus - Second Position	\$3,456
Assistants/Others	\$4,484	Dance Advisor	\$3,403
COMPETITIVE SPORT CHEER		Diversity Camp Leader (Per Camp)	\$599
Head Varsity	\$5,529	FBLA Advisor	\$2,268
Assistants/Others	\$4,484	Flag/Drill Team (Marching Auxillary)	\$3,403
CROSS COUNTRY		*History Day Coordinator	\$1,063
Head Varsity	\$5,529	*HOSA Advisor	\$2,268
Assistants/Others	\$4,484	Journalism	\$780
eSPORTS	\$3,456	Leadership/ASB (Alternative Ed High School Only)	\$2,268
FLAG FOOTBALL		Link Crew Coordinator	\$2,410
Head Varsity	\$5,529	*Mock Trial	\$1,666
Assistants/Others	\$4,484	*Science Fair Coordinator	\$1,311
FOOTBALL (<i>Required CIF Pre-Season Practice</i>)		Theatre	\$4,431
Head Varsity	\$7,266	Theatre - Second Position	\$3,084
Assistants/Others	\$5,051	Yearbook	\$4,572
GOLF (Boys/Girls)	\$3,456	*Two Additional Advisors/Coach	\$1,701
LACROSSE (Boys/Girls)		*Two Additional Advisors/Coach	\$567
Head Varsity	\$5,529	INTERMEDIATE/MIDDLE SCHOOL ACTIVITIES	SALARY
Assistants/Others	\$4,484	Band	\$2,995
PEP SQUAD		Chorus	\$2,268
Head Varsity	\$5,529	*History Day Coordinator	\$1,170
Assistants/Others	\$4,484	Leadership/ASB	\$2,268
SOCCER (Boys/Girls)		*Math Field Day Coordinator	\$886
Head Varsity	\$5,529	*Science Fair Coordinator	\$1,170
Assistants/Others	\$4,484	*Spelling Bee Coordinator	\$638
SOFTBALL		Theatre	\$2,162
Head Varsity	\$5,529	WEB Coordinator	\$1,489
Assistants/Others	\$4,484	Yearbook	\$2,818
STUNT CHEER		*Two Additional Advisors/Coach	\$567
Head Varsity	\$5,529	Intermediate League Sports: Eight (8) per School	
Assistants/Others	\$4,484	Coach: Basketball, Soccer	\$957
SWIMMING		Coach: Cross Country, Track	\$567
Head Varsity	\$5,529	ELEMENTARY SCHOOL ACTIVITIES	SALARY
Assistants/Others	\$4,484	GATE Advisor- Cluster	\$851
TENNIS (Boys/Girls)		GATE Coordinator - Magnet	\$1,701
Head Varsity	\$5,529	*History Day Coordinator	\$1,170
Assistants/Others	\$4,484	*Math Field Day Coordinator	\$886
TRACK AND FIELD		*Science Fair Coordinator	\$1,170
Head Varsity	\$5,529	*Spelling Bee Coordinator	\$638
Assistants/Others	\$4,484	Track Meet Coordinator	\$1,418
VOLLEYBALL (Boys/Girls)		* Two Additional Advisors/Coach	\$567
Head Varsity	\$5,529	EXPERIENCE INCREMENTS	
Assistants/Others	\$4,484	Beginning the 4th year - Base stipend plus additional 10%	
WATER POLO (Boys/Girls)		Beginning the 7th year - Base stipend plus additional 15%	
Head Varsity	\$5,529	Beginning the 10th year - Base stipend plus additional 20%	
Assistants/Others	\$4,484	*ACTIVITIES ADVANCEMENT IN COMPETITION	
WRESTLING (Boys/Girls)		Additional 10% of compensation for each level of advancement: County, State, or National Competition	
Head Varsity	\$5,529		
Assistants/Others	\$4,484		

HIGH SCHOOL C.I.F. PLAYOFFS

Team competition - 10% of individual sport compensation per week.

Individual competitions - 10% of individual sport compensation per week. Principal to designate number of coaches.

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
EXTRA-CURRICULAR ROLE REQUIREMENTS**

HIGH SCHOOL	REQUIREMENTS
BAND	Attend all Home Football Games, facilitate 1 parent meeting, attend quarterly booster club meetings, participate in end of the year banquet, 5 Events per academic year, including 1 Indoor Performance per Semester outside contract hours & 150 hours afterschool Rehearsal/Practice per academic year in preparation of events. Manage budget, schedules, and team rosters for all levels. Ensure compliance with CNUSD fundraising policies. Ensure all Marching Band members and staff are cleared and comply with all CNUSD policies and procedures. Facilitate communication between players, coaches and parents. Complete required sports safety training.
BAND- SECOND POSITION	5 Events including 1 Performance per Semester & Afterschool Rehearsal/Practice in preparation of events. Assist in facilitating 1 parent meeting, and participate in end of the year banquet, Work with and/or assist Band director to ensure all team members are cleared and comply with all CNUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training.
FLAG/DRILL TEAM (MARCHING AUXILLARY)	5 Events including 1 Performance per Semester & Afterschool Rehearsal/Practice in preparation of events. Choreograph routine, work with Band director to ensure all team members and staff are cleared and comply with all CNUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Assist in Facilitating 1 parent meeting, Participate in end of the year banquet. 100 hours of practice outside of contract hours
CHORUS	10 Events per academic year, including 1 Indoor Performance per Semester outside contract hours & 100 hours outside contract hours for Rehearsal/Practice per academic year in preparation of events. Manage budget, schedules, and program rosters for all levels. Ensure compliance with CNUSD fundraising policies. Facilitate 1 parent meeting, attend quarterly booster club meetings, participate in end of the year banquet Ensure all Choir staff are cleared and comply with all CNUSD policies and procedures.
CHORUS- SECOND POSITION	10 Events including 1 Performance per Semester & Afterschool Rehearsal/Practice in preparation of events. Work with and/or assist Choir director to ensure all team members are cleared and comply with all CNUSD policies and procedures. Facilitate communication between members and parents. Assist in facilitating 1 parent meeting, and participate in end of the year banquet,
THEATRE	7 Events including 1 Production per Semester & a minimum of 100 outside contract hours for Rehearsal/Practice in preparation of events over the course of the academic year. Manage budget, schedules, and cast rosters for all levels. Ensure compliance with CNUSD fundraising policies. Facilitate 1 parent meeting, attend quarterly booster club meetings, participate in end of the year banquet Ensure all Theatre staff are cleared and comply with all CNUSD policies and procedures.

HIGH SCHOOL CONTINUED	REQUIREMENTS
THEATRE-SECOND POSITION	7 Events including 1 Production per Semester & Afterschool Rehearsal/Practice in preparation of events. Work with and/or assist Theatre director to ensure all team members are cleared and comply with all CNUSD policies and procedures. Facilitate communication between cast members and parents. Assist in facilitating 1 parent meeting, and participate in end of the year banquet,
YEARBOOK	Facilitate two student meetings to sell and distribute yearbooks. Plan, create, coordinate, and sell school yearbook, Teacher gathers photos from after school events, meets deadlines, and edits final yearbook product. Expected outside contract time is 200 hours per year.
JOURNALISM	Manage, edit & supervise a Minimum of 4 Publications per year, 40 outside student contract hours in support of this program, Facilitate a student meeting
ACADEMIC DECATHALON OR ODYSSEY OF THE MIND	Facilitate 1-student/parent info meeting, 20 hours of practice outside of contract time, communicate with all site teachers and team parents related to Academic Decathlon/Odyssey of the Mind competition, attend and support County competition and awards ceremony, attending County Coordinator meeting, adhere to all Academic Decathlon/Odyssey of the Mind timelines, holding site tryouts.
MOCK TRIAL	1-Parent info night, 1-student info meeting, Participate in RCOE Mock trial competition, 40 outside contract hours practice in preparation of events, adhere to all Mock trial timelines, holding site competition, attending County competition/awards, attending County Mock Trial Coordinator meeting
HISTORY DAY COORDINATOR	1-Parent info night, 1-student info meeting, 5-student support meetings outside of contract time, communicate with all site teachers related to History Day competition, attend and support District competition, attending district History Day Coordinator meeting, adhere to all History Day timelines, holding site competition, attending district fair/awards
SCIENCE FAIR COORDINATOR	1-Parent info night, 1-student info meeting, 5-student support meetings outside of contract time, communicate with all site teachers related to Science Fair competition, attend and support District competition, attending district Science Fair Coordinator meeting, adhere to all Science Fair timelines, holding site competition, attending district fair/awards, assist students in completing ISEF paperwork.
FBLA ADVISOR	Weekly officer & member meetings, Daily study prep sessions during competition season, Attend District & Regional Competitions, Ensure compliance with CNUSD fundraising policies. Ensure all staff are cleared and comply with all CNUSD policies and procedures.
HOSA ADVISOR	Weekly officer & member meetings, Daily study prep sessions during competition season, Attend District & Regional Competitions, Ensure compliance with CNUSD fundraising policies. Ensure all staff are cleared and comply with all CNUSD policies and procedures.
LINK CREW COORDINATOR	Link Crew advisors should attend, host, coordinate, advertise student orientation and 3 additional events outside of contract hours. Attend mandatory district trainings, oversee site Link Crew budgets and annual audit.

EXTRA-CURRICULAR ROLE REQUIREMENTS

HIGH SCHOOL CONTINUED	REQUIREMENTS
LEADERSHIP/ASB (ALT ED HS ONLY)	ASB advisors should attend, host, coordinate, advertise 5 events outside of contract hours. Attend mandatory district trainings, oversee site ASB budgets and annual audit. Holding a student meeting, interviewing officers, and holding student trainings.
DANCE ADVISOR	5 Events including 1 Performance per Semester & Afterschool Rehearsal/Practice in preparation of events. Choreograph routine, ensure all team members and staff are cleared and comply with all CNUSD policies and procedures. Facilitate communication between players, coaches and parents. Complete required sports safety training. Assist in Facilitating 1 parent meeting, Participate in end of the year banquet. 100 hours of practice outside of contract hours
INTERMEDIATE/MIDDLE SCHOOL	REQUIREMENTS
BAND	1 concert per semester and host 50 hours of rehearsal, event coordination, and preparation outside of contract hours per year. Not in combination with any other schoolwide events. Vertical program collaboration w/ HS
CHORUS	1 concert per semester and host 25 hours of rehearsal, event coordination, and preparation outside of contract hours per year. Not in combination with any other schoolwide events. Vertical program collaboration w/ HS
THEATRE	1-multi-night production or 2 single night productions per year and host 10 hours of rehearsal outside of contract hours per year. Vertical program collaboration w/ HS
YEARBOOK	Plan, create, coordinate, and sell school yearbook, Teacher gathers photos from after school events, meets deadlines and edits final yearbook product. Expected outside contract time is 10 hours per year.
HISTORY DAY COORDINATOR	1-Parent info night, 1-student info meeting, 5-student support meetings outside of contract time, communicate with all site teachers related to SITE History Day competition, attend and support District competition, attending district History Day Coordinator meeting, adhere to all History Day timelines, holding site competition, attending district fair/awards
SCIENCE FAIR COORDINATOR	1-Parent info night, 1-student info meeting, 5-student support meetings outside of contract time, communicate with all site teachers related to Science Fair competition, attend and support District competition, attending district Science Fair Coordinator meeting, adhere to all Science Fair timelines, holding site competition, attending district fair/awards
MATH FIELD DAY COORDINATOR	1-student info meeting, 10-team practices outside of contract time, communicate with all site teachers and team parents related to Math Field Day competition, attend and support District competition and awards ceremony, attending district Math Field Day Coordinator meeting, adhere to all Math Field Day timelines, holding site tryouts,
SPELLING BEE COORDINATOR	1-student info meeting, communicate with all site teachers related to Spelling Bee competition, attend and support District competition, attending district Spelling Bee Coordinator meeting, adhere to all Spelling Bee timelines and procedures, holding site competition, attending district fair/awards
LEADERSHIP/ASB	ASB advisors should attend, host, coordinate, advertise 5 events outside of contract hours. Attend mandatory district trainings, oversee site ASB budgets and annual audit.
WEB COORDINATOR	WEB advisors should attend, host, coordinate, advertise student orientation and 3 additional events outside of contract hours. Attend mandatory district trainings, oversee site WEB budget.

INTERMEDIATE CONTINUED	REQUIREMENTS
INTRAMURAL COACH: SOCCER, BASKETBALL (BOYS/GIRLS)	Coordinate tryouts, create roster, hold after-school practices at 10 hours per season, complete required sports safety training, attend all athletic contests for season of sport
INTRAMURAL COACH: TRACK, CROSS COUNTRY	Coordinate tryouts, create roster, hold after-school practices at 10 hours per season, complete required sports safety training, attend all athletic contests for season of sport
ELEMENTARY SCHOOL	REQUIREMENTS
GATE COORDINATOR: MAGNET SCHOOL	Attend 3 District meetings, coordinate and assist with GATE testing, 1-parent info night quarterly, 3 GATE events, Communicate with Non-magnet schools, coordinate site GATE program with other GATE site staff.
GATE COORDINATOR	Attend 3 District meetings, coordinate and assist with GATE testing, 1-parent info night, 2 GATE events
HISTORY DAY COORDINATOR	1-Parent info night, 1-student info meeting, 5-student support meetings outside of contract time, communicate with all site teachers related to History Day competition, attend and support District competition, attending district History Day Coordinator meeting, adhere to all History Day timelines, holding site competition, attending district fair/awards
SCIENCE FAIR COORDINATOR	1-Parent info night, 1-student info meeting, 5-student support meetings outside of contract time, communicate with all site teachers related to Science Fair competition, attend and support District competition, attending district Science Fair Coordinator meeting, adhere to all Science Fair timelines, holding site competition, attending district fair/awards
MATH FIELD DAY COORDINATOR	1-student info meeting, 10-team practices outside of contract time, communicate with all site teachers and team parents related to Math Field Day competition, attend and support District competition and awards ceremony, attending district Math Field Day Coordinator meeting, adhere to all Math Field Day timelines, holding site tryouts,
SPELLING BEE COORDINATOR	1-student info meeting, communicate with all site teachers related to Spelling Bee competition, attend and support District competition, attending district Spelling Bee Coordinator meeting, adhere to all Spelling Bee timelines and procedures, holding site competition, attending district fair/awards
TRACK COACH	1-student info meeting, 10 hours of practice time outside of contract time, communicate with all site teachers and team parents related to Track Field competition, attend and support District competition and awards ceremony, attending district Track Field Coordinator meeting, adhere to all Track Field competition timelines, holding site tryouts, complete required sports safety training

HIGH SCHOOL ATHLETICS		REQUIREMENTS
FOOTBALL	Head Varsity Coach	Attend all practices and Home/Away contests during season of sport no less than 150 hours per season. Attend all league meetings, manage budget, schedules, and team rosters for all levels. Ensure athletic eligibility for all athletes. Ensure compliance with CNUUSD fundraising policies. Ensure all athletes and staff are cleared and comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Facilitate 1 parent meeting, attend quarterly booster club meetings, Participate in end of the year banquet
	Assistants/Others	Attend all Home and Away contests, Attend all practices during season of sport no less than 100 hours per season. Assist in ensure all athletes and staff are cleared and comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Facilitate 1 parent meeting, Participate in end of the year banquet
BASKETBALL, LACROSSE, SOCCER, SWIMMING, TENNIS, VOLLEYBALL, WATER POLO, WRESTLING: Boys/Girls	Head Varsity Coach	Attend all practices and Home/Away contests during season of sport no less than 100 hours per season. Attend all league meetings, manage budget, schedules, and team rosters for all levels. Ensure athletic eligibility for all athletes. Ensure compliance with CNUUSD fundraising policies. Ensure all athletes and staff are cleared and comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Facilitate 1 parent meeting, attend quarterly booster club meetings, Participate in end of the year banquet
	Assistants/Others	Attend all Home and Away contests, Attend all practices during season of sport no less than 75 hours per season. Assist in ensuring all athletes and staff are cleared and comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Assist in facilitating 1 parent meeting, Participate in end of the year banquet
BASEBALL, COMPETITIVE SPORT CHEER, CROSS COUNTRY, FLAG FOOTBALL, SOFTBALL, STUNT CHEER, SWIMMING, PEP SQUAD, TRACK & FIELD	Head Varsity Coach	Attend all practices and Home/Away contests during season of sport no less than 100 hours per season. Attend all league meetings, manage budget, schedules, and team rosters for all levels. Ensure athletic eligibility for all athletes. Ensure compliance with CNUUSD fundraising policies. Ensure all athletes and staff are cleared and comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Facilitate 1 parent meeting, attend quarterly booster club meetings, Participate in end of the year banquet
	Assistants/Others	Attend all Home and Away contests, Attend all practices during season of sport no less than 75 hours per season. Assist in ensuring all athletes and staff are cleared and comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Complete required sports safety training. Assist in facilitating 1 parent meeting, Participate in end of the year banquet
ESPORTS, GOLF	Head Varsity Coach	Attend all practices and Home/Away contests during season of sport no less than 25 hours per season. Attend all required meetings, manage budget, schedules, and team rosters for all levels. Ensure athletic eligibility for all athletes. Ensure compliance with CNUUSD fundraising policies. Ensure all athletes and staff comply with all CNUUSD policies and procedures. Facilitate communication between players, coaches, and parents. Facilitate 1 parent meeting, Participate in end of the year banquet

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 ADULT EDUCATION AND HOME TEACHER
HOURLY RATE SCHEDULE**

STEP	SALARY
1	\$52.88
2	\$54.68
3	\$56.50
4	\$58.39

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 \$52.88 per hour.

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 SUPPLEMENTAL DAILY PAY RATE SCHEDULE**

Support Personnel Classification	Daily Supplement	Work Days
Program Specialist	\$42.44	212
Psychologist	\$42.44	201
High School Director of Student Activities	\$29.22	201
Language, Speech Pathologist	\$42.44	196
Child Welfare and Attendance Counselor	\$21.16	196
Counselor	\$21.16	196
Orientation and Mobility Specialist	\$21.16	196
Student Advisor	\$21.16	196
Teacher of Adaptive Physical Education	\$21.16	196
Teacher of Aurally Handicapped	\$21.16	196
Teacher of Visually Handicapped	\$21.16	196
Librarian	\$21.16	191
Nurse	\$21.16	191
Language Immersion Teacher	\$21.16	185

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2023-24 SALARY SCHEDULE FOR SUMMER SCHOOL**

CERTIFICATED TEACHERS

Current District Teachers
Hourly Rate: \$60.00

CERTIFICATED SUPPORT PERSONNEL

Current District Support Personnel
Hourly Rate + Hourly Stipend: \$60 + hourly stipend

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

- Curriculum Preparation and Inservice Planning- \$52.88
- Bargaining unit members who voluntarily attend District sponsored Inservice Training, while off track, or while in non-paid status, will be paid curriculum rate.
- Bargaining unit members participating in specialized committees (i.e. Special Education Task Force, Electronic Gradebook, Extra Curricular Pay Schedule Committee, Academy Committee, Year Round School Committee, etc.) which have been mutually agreed upon by Association and District will receive curriculum hourly rate while in a non-paid status/beyond contract hours.

CORONA-NORCO UNIFIED SCHOOL DISTRICT 2023-24 ELEMENTARY SCHOOL CALENDAR





Where your future takes flight.

CORONA-NORCO UNIFIED SCHOOL DISTRICT 2023-2024 ELEMENTARY SCHOOL TRACK CALENDAR CALENDARIO 2023-2024 PARA LOS CICLOS ACADÉMICOS DE LAS ESCUELAS PRIMARIAS



Where your future takes flight.

TRACKS A, B, C & D - CICLOS A, B, C y D
Eastvale, Harada, Parks, Reagan & Rondo

TRACK T - CICLO T
Academy of Innovation, Adams, Anthony, Barton, Chavez Academy, Corona Ranch, Coronita, Eisenhower, Foothill, Franklin, Garrettson, Highland, Home Gardens Academy, Jefferson, Lincoln Fundamental, McKinley, Norco, Orange, Parkridge, Prado View, Riverview, Sierra Vista, Stallings, Temescal Valley, Todd, Vandermolen, Vicentita, Victress Bower, Washington & Wilson

N = No School – No hay clases
E = Early Dismissal – Las clases terminan más temprano
X = Student Minimum Day – Dia de horario mínimo
T = New Teacher Day – Dia para maestros nuevos
L = Late Start – Las clases empiezan más tarde
S = Inservice Day (Non-Student Day) – Dia de capacitación profesional (No hay clases)
P = Teacher Prep Day (Non-Student Day) – Dia de preparación para maestros (No hay clases)
S/P = Staff Meeting/Teacher Prep Day (Non-Student Day) – Reunión del Personal Docente/preparación para maestros (No hay clases)
C = Conference Day (Non-Student Day) – Dia de conferencias (No hay clases)



JULY 2023		JULIO		AUGUST 2023		AGOSTO		SEPTEMBER 2023		SEPTIEMBRE	
A		1	2	3	4	5	6	7	8	9	10
B		10	11	12	13	14	15	16	17	18	19
C		20	21	22	23	24	25	26	27	28	29
D		30									
T											

OCTOBER 2023		OCTUBRE		NOVEMBER 2023		NOVIEMBRE		DECEMBER 2023		DICIEMBRE	
A		1	2	3	4	5	6	7	8	9	10
B		10	11	12	13	14	15	16	17	18	19
C		20	21	22	23	24	25	26	27	28	29
D		30									
T											

JANUARY 2024		ENERO		FEBRUARY 2024		FEBRERO		MARCH 2024		MARZO	
A		1	2	3	4	5	6	7	8	9	10
B		10	11	12	13	14	15	16	17	18	19
C		20	21	22	23	24	25	26	27	28	29
D		30									
T											

APRIL 2024		ABRIL		MAY 2024		MAYO		JUNE 2024		JUNIO	
A		1	2	3	4	5	6	7	8	9	10
B		10	11	12	13	14	15	16	17	18	19
C		20	21	22	23	24	25	26	27	28	29
D		30									
T											

Revised 06/13/2023

A = A-Track B = B-Track C = C-Track D = D-Track T = Traditional W/H: #592-64

**THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Mary Helen Ybarra, President

Bill Pollock, Vice President,

Jose Lalas, Ph.D., Clerk

Chris Raahauge, Member

Stacy Nicola, Member



**THE CORONA-NORCO
TEACHERS ASSOCIATION (CNTA)**

Executive Board

Meg E'amato, President

Benjamin Williams, Vice President

Paaru Kwiatkowski, Secretary

Karen Taggart, Treasurer

Josh Godinez, Support Services Director

Angela Thomas, SPED Director

Frank Mata, BIPOC Director

Stacey Cromwell, Elementary Director

Yvette Evans, Elementary Director

Dorothy Vasquez, Elementary Director

Elizabeth Diaz de Mancilla, Elementary Director

Laurice Towns, Ed.D., Intermediate Director

Brandy Elliott, High School Director

Kelle Ray, High School Director

Negotiations Team

Benjamin Williams, Chair

Vice President

Careen Talavera, Elementary

Amy Loo, Intermediate

Robin Grundmeyer, High School

Aquilino "Rick" Diaz, Support Services

**THE CORONA-NORCO UNIFIED
SCHOOL DISTRICT (CNUSD)**

Cabinet

Sam Buenrostro, Ed.D.

Superintendent

Lisa Simon, Ed.D.

Deputy Superintendent, Educational Services

Reginald Thompkins, Ed.D.

Assistant Superintendent, Instructional Support

Dalia Gadelmawla,

Assistant Superintendent, Business Services

Glen Gonsalves,

Assistant Superintendent, Human Resources

Ben Odipo, PMP,

Assistant Superintendent, Information Technology

Jeremy Goins, Ed.D.

Executive Director of Development

Evita Tapia Gonzalez

Chief of Communications

Negotiations Team

Reginald Thompkins, Ed.D., Chair

Assistant Superintendent, Instructional Support

Dalia Gadelmawla,

Assistant Superintendent, Business Services

Ben Roberts, Ed.D.

Administrative Director, Human Resources

Pablo Sanchez, Ed.D.

Administrative Director, Curriculum and Instruction

Manny Gonzalez, Ed.D.

Principal, Home Gardens Academy