

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, 2024 to June 30, 2027

Year 1: 7/1/24-6/30/25

RATIFIED BY CNTA MEMBERSHIP

DECEMBER 2, 2024

YES: 518

NO: 87



APPROVED BY CNUSD BOARD OF EDUCATION

DECEMBER 17, 2024

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

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ARTICLE 1: AGREEMENT

- 1 1.1 This Agreement is made and entered into this 1st day of July 2024, 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, 2024 through June 30, 2027.
- 13 1.3 The parties reserve the right to reopen negotiations on any article in this contract by
14 mutual agreement.
- 15 1.4 The provisions of this Agreement shall be interpreted and applied in a fair and impartial
16 manner.

ARTICLE 2: RECOGNITION

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

Adaptive PE Specialist (APE)	Regular Probationary or Permanent Adult Education Teacher
Classroom Teacher	Resource Specialist (RSP)
School Counselor	Speech and Language Pathologist (SLP)
Deaf and Hard of Hearing (DHH) Specialist	Teacher of the Deaf and Hard of Hearing (DHH)
Activities Director	Teacher of Home/Hospital Instruction (H&H)
School Librarian	Teacher of Special Education
School Nurse	Teacher of Visually Impaired (VI)
Program Specialist	Teacher on Special Assignment (TSA)
School Psychologist	Temporary Specialist
Orientation and Mobility Specialist (OMS)	

- 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.

- 19 2.4 The District and Association recognize that the duties and work performed by the
20 certificated employees in the bargaining unit described above shall be performed only by
21 unit members. This work, excluding before and after school programs, shall not be
22 subcontracted or otherwise transferred out of the bargaining unit without joint agreement.

**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 1-9 shall apply to Temp Specialists.

7 Article 10, Hours of Employment, shall not apply to Temp Specialists except that 10.1 will
8 include Temp Specialists as Classroom Teachers, 10.3 and 10.15 shall apply. The following shall
9 apply:

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

21 Article 11, Unit Member Safety, shall apply to Temp Specialists except that: Article 11.6 and
22 11.7 shall not apply.

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

- 24 • Class size for a Temp Specialist shall not exceed 34.
- 25 • 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, 13.9, 13.10, and 13.11 shall apply as
- 6 applicable 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: 15.18 and the District may evaluate the Temp Specialist at the discretion of the
10 District on the 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 except that: Article 18.4 and 18.5 shall not 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, Special Education, shall not apply except that: Article 25.11 shall apply.

25 Article 26, Educational Innovations, shall not apply.

26 Article 27, Unit Member Support Programs, shall not apply.

27 Article 28, Shared Contracts, shall not apply.

- 1 None of the appendices shall apply.
- 2 At the discretion of the District, during periods a person is not on a contract as a Temp Specialist,
3 the employee may work as day-to-day and long-term substitutes for the CNUSD so long as these
4 duties are differentiated from those required by their Temp Specialists contracts.
- 5 Temp Specialists may apply for any openings within the District for which they are qualified.
- 6 Temp Specialists may be released at the discretion of the District in accordance with the
7 California Education Code.
- 8 Temp Specialists may not be the teacher of record.
- 9 Teachers may not be asked to provide input in the evaluation of a Temp Specialist.
- 10 Teachers working with Temp Specialists will provide academic guidance to the Temp Specialists.
- 11 Site administration will direct the assignments of the Temp Specialists.
- 12 Site administration and the teacher will collaborate on the format of instruction provided to the
13 students.
- 14 Temp Specialists may not begin working until after the have signed the CNUSD Offer of
15 Employment/Temporary Specialist – Certificated and the designated school receives said
16 contract, approved and signed by the Superintendent of Schools or Authorized Designee.
- 17 Except as expressly modified herein, the Agreement between the parties shall be unchanged.
- 18 This Memorandum of Understanding shall constitute the entire agreement of the parties as to this
19 issue and may only be modified or amended in writing, signed by both parties.
- 20 This MOU shall expire on June 30, 2027.

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 STANDARDS

- 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.

- 8 4.3 If any provisions of the Agreement or any application thereof to any unit member is held
9 by a court of competent jurisdiction to be contrary to law, then such provision or
10 application will be deemed invalid, to the extent required by such court decision, but all
11 other provisions or applications shall continue in full force and effect.

- 12 4.4 Should a provision or application be deemed invalid, as described in 4.3 above, the Board
13 shall reinstitute any benefit reduced or eliminated to the extent allowable under law.
14 Moreover, the parties shall meet no later than ten (10) days after such court decision to
15 renegotiate the provisions or provisions affected.

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.
- 13 5.4 The District and the Association agree that all Education Code procedural requirements
14 and provisions for layoff of unit members shall be observed if reduction in force is
15 necessary.

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.

24 6.6 CNUSD/CNTA Contract Review Meeting: The parties agree that an Annual “Contract
25 Review Meeting” will be collaboratively planned and executed jointly by CNUSD and
26 CNTA Negotiation Teams. The “Contract Review Meeting” will be held at the beginning
27 of the school year and will include CNUSD Site Principals and CNTA Site Reps with the
28 purpose of ensuring unified training and understanding with regard to contract changes,
29 clarification of intent of contract language, collaborative site based problem solving and
30 new policies/procedures. The Agenda shall include: an informational presentation,
31 breakout sessions by grade-level and a question/answer session with all sessions
32 collaboratively planned and executed jointly. All unit members will be compensated for
33 their time.

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.

26 8.5 At the end of each certified payroll period, the District shall forward to the Association by
27 separate checks, unit member's designated contributions in up to ten (10) categories as
28 established by the Association. The Association will pay the District \$200 per year for
29 the performance of this service.

ARTICLE 9: EMPLOYEE DISCIPLINE

- 1 9.1 State regulations will be followed when a unit member is disciplined or discharged.
- 2 9.2 It is desirable for all district employees to treat one another in a professional manner.
3 Whenever possible, disciplinary conferences shall be held in private.
- 4 9.3 At a disciplinary conference, a unit member will be given the opportunity for a
5 representative if the conference could result in materials that could be placed in the unit
6 member's personnel file.
- 7 9.4 Before any non-evaluation derogatory material can be placed in the bargaining unit
8 member's personnel file, a meeting between the bargaining unit member and the
9 administrator shall take place to discuss the material to be placed in the file.
- 10 9.5 In the event the bargaining unit member and the administrator cannot agree on the
11 accuracy of the non-evaluation derogatory material, a management designee from the
12 Human Resources office at the District Office shall meet upon written request by the
13 bargaining unit member to make a final decision as to the placement of the material. The
14 decision of the management designee, Human Resources, as to whether material will be
15 included in the file, is final.
- 16 9.6 It is the intent of both the District and the Association to resolve complaints as close to
17 the source of the issue as possible in order to protect the rights of all parties involved with
18 the least classroom disruption.
- 19 (a) Any written citizen or parent complaint submitted to the District on the Complaint
20 Form about a unit member or their instructional program which may affect the unit
21 member's evaluation or status within the District shall be reported to the unit member
22 within five (5) working days of the complaint or charge. A copy of the written
23 complaint shall be provided to the unit member at the time of notification.
- 24 (b) For all other complaints (including but not limited to phone calls, emails, and/or face-
25 to-face conversations) about a unit member or their instructional program which may
26 affect a unit member's evaluation or status in the District, the unit member shall be
27 notified of the complaint. This notification shall occur within five (5) working days
28 of the receipt of the complaint. The notification shall include: 1) the name of the
29 complainant, 2) what the concern is, 3) when the concern occurred, and 4) where the
30 concern occurred. All outcomes of any complaint will be communicated to the unit
31 member.
- 32 (c) Charges against a unit member shall be kept confidential.
- 33 (d) Unit members shall have the right to file a response to any written charges.

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

5 9.7 Unit member discipline shall be based on the principles of due process and just cause and
6 shall be progressive in nature.

7 9.8 Steps of progressive discipline prior to dismissal:

- 8 (a) Verbal warning and/or directive. The administrator will make note of this for their
9 records.
- 10 (b) Conference with the unit member's immediate supervisor (or their management level
11 designee) including a Summary of Conference to be kept by the Principal in a secure
12 place at site. The Summary of Conference shall be kept by the Principal for no longer
13 than two years from the date of the Summary of Conference, and then it shall be
14 destroyed.
- 15 (c) Conference including a report/charge in the District Personnel File (as determined by
16 District management)
- 17 (d) Further discipline may include additional written documents, paid and unpaid leave,
18 district provided remediation, other District interventions, and/or dismissal.

ARTICLE 10: HOURS OF EMPLOYMENT

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

3 Classroom Teacher

4 Resource Specialist (RSP)

5 Teacher of the Deaf and Hard of Hearing (DHH)

6 Teacher of Special Education

7 10.2 Unit Member Professional Day- The normal workday for each unit member shall begin
8 ten (10) minutes before and ten (10) minutes after the instructional day unless required to
9 be longer to complete all duties required by the Collective Bargaining Agreement (CBA
10 or “Contract”). Such duties include, but are not limited to, duty, before and after school,
11 required parent teacher conferences/SST/IEP meetings, and one (1) sixty (60) minute
12 staff meeting per month, with up to five (5) extra staff meetings per year but no more
13 than two (2) staff meetings in each month. Unit members who are tracking on/off shall
14 not be required to attend staff meetings during track on/off days. Unit members at Year
15 Round Schools may be asked to attend a make-up meeting in order to keep transitioning
16 unit members up to date. The workday shall include a continuous uninterrupted duty-free
17 lunch period of thirty (30) minutes minimum duration. In addition, elementary principals
18 shall develop a site procedure which allows all unit members who are on lunch duty or
19 recess duty to have the opportunity to go to the restroom. The classroom teacher
20 workday for a traditional daily intermediate and high school schedule shall include a
21 conference/preparation period of not less than forty-five (45) continuous minutes in
22 duration or the equivalent of one regular class period at the site. The classroom teacher
23 workday for block schedules at intermediate and high schools shall include a
24 conference/preparation period of not less than ninety (90) continuous minutes over a two
25 (2) day period. In exceptional situations including but not limited to state testing and
26 WASC, the window for calculating conference/preparation time may be extended over 10
27 consecutive student days. In such situations, classroom teachers shall be provided with
28 equitable preparation time with a minimum of 432 minutes at the intermediate and 505
29 minutes at the high school level or the equivalent of the sum of their preparation period
30 time over the course of 10 regular school days. Regardless of schedule changes, the
31 norm for prep time will continue where every member at the site receives the equivalent
32 of one regular class period of prep per day. If a site were to change their bell schedule
33 from the 21-22 schedule, that site would have to follow the site waiver process. Parent
34 conferences will not be scheduled during conference/preparation period without prior
35 approval of the affected teacher, unless the teacher is given forty-eight hours advance
36 notice.

- 1 (a) Elementary school sites have a daily conference/preparation period outside of the
2 instructional day as determined by the unit member. All parent conferences are to be
3 scheduled by the unit members at site in accordance with District policy.
- 4 (b) At intermediate and high school sites, all conference/preparation periods are to be
5 spent at a district site.
- 6 (c) Use of conference/preparation periods for in-service or staff training shall be by
7 mutual permission of both unit members and the District.
- 8 (d) At sites with later starting times, the administration and unit members may
9 collaboratively opt for some or all meetings to take place before the start of school.
- 10 (e) Each site may set aside one consistent day each week when no after-school meeting
11 will be scheduled. This allows unit members to make routine appointments without
12 concern that a called meeting will force its cancellation.
- 13 (f) No site staff meetings will be held on days when regularly scheduled CNTA
14 Representative Council meetings are held.
- 15 (g) The workday shall also include a Professional Learning Community (PLC) time of
16 ninety (90) minutes in length, once per week on a shortened instructional day as
17 outlined on the approved academic school calendar for collaborative planning. Refer
18 to the PLC MOU.
- 19 (h) Itinerant staff and elementary support staff are not required, but may be requested by
20 collaborative teams when appropriate, to attend Professional Learning Community
21 (PLC) meetings, but shall remain on campus during that time.
- 22 (i) Special Education (SDC and RSP) teachers are allowed to miss one (1) PLC meeting
23 per month for IEP preparation agreed upon with the site administrator. IEP meetings
24 shall not take place at this time. Unit members who must travel between school sites
25 during lunch hours shall be given sufficient time to ensure that they will also have a
26 continuous uninterrupted duty-free lunch period of thirty (30) minutes minimum
27 duration.
- 28 (j) Using 2022-2023 as the base year, individual schools may only modify their current
29 instructional minutes through the site waiver process.
- 30 (k) It is the responsibility of unit members to be prepared for the instructional and/or
31 other classification specific responsibilities.

32 10.3 A unit member's immediate supervisor shall have the authority to grant release time in
33 cases of individual emergencies with no reduction in unit member's wages or other
34 benefits. Differences in application of this section shall not be subject to the grievance
35 procedure, except as to consistent application by an individual supervisor. Release time
36 shall be granted for a teacher to attend the funeral of a student who was enrolled in the
37 class of the teacher at the time of the student's death.

1 10.4 Unit members may be required to spend additional time at the work site for work-related
2 tasks, subject to the following instructions:

- 3 (a) Unit members may be required attend a minimum of two (2) school-wide events such
4 as open house/back-to-school nights/other collaboratively designed events per year.
5 There shall be no staff meetings on open house/back-to-school nights. Attendance at
6 all other parent-teacher organization meetings is voluntary. Attendance at the High
7 School graduation ceremony is required and will count as one of the two (2) required
8 events per year. At all high school sites prior to graduation duties being announced,
9 the site administration and CNTA Site Reps shall meet to collaborate on graduation
10 duties and the process for how duties shall be filled. Members shall be asked for their
11 preferred duties, and every effort shall be made to honor the member's preferred duty.
12 For off-site graduations, high schools shall rotate times, and unit members shall be
13 provided a parking pass and mileage reimbursement to and from the venue.
- 14 (b) Unit members may be required to attend extra-curricular activities (students'
15 social/athletic events) only if after a reasonable attempt to solicit volunteers,
16 sufficient volunteers are not available. Any such assignments shall be made on an
17 equitable basis. For the purposes of this article, a volunteer is a unit member who
18 requests to perform services at a specific function, and whose performance has prior
19 authorization of the unit member's supervisor.
- 20 (c) When IEP, SST, or 504 meetings extend more than thirty (30) minutes past the
21 conclusion of the workday, unit members may submit time cards for up to twenty (20)
22 hours annually at curriculum rate, in thirty (30) minute increments (at late start
23 schools, meeting may be before school). Time begins thirty (30) minutes after the
24 completion or before the start of the professional day. Unit members may not be
25 required to attend before and after school IEP, SST, or 504 meetings on the same day,
26 only one (1) IEP, SST, or 504 a day, morning or afternoon. The total expenditure
27 under this section (and Article 25.9) shall not exceed \$100,000 District-wide
- 28 (d) Staff meetings shall begin as soon as possible after the end of the student instructional
29 day.
- 30 (e) School sites shall schedule before and after school duties for a duration of no more
31 than fifteen (15) minutes.

32 10.5 The workday for Adult Education Teachers shall be as mutually agreed by the District
33 and the unit member. No unit members shall be required to teach adult education classes.

34 10.6 Unit members' input shall be solicited and considered prior to the establishment of the
35 specific daily schedule and the non-teaching duty plan and schedule, including number of
36 duties, location and duration at each school or work location. At elementary sites,
37 consideration will be given to staff input regarding the number of duties for each staff
38 member to pay. To the extent practicable, duty schedules will be reasonable and
39 equitable.

1 10.7 Unless listed below, the work year for all unit members shall be 185 workdays.

School Librarian School Nurse	191 workdays
School Counselor Speech and Language Pathologist (SLP) Deaf and Hard of Hearing Specialist (DHH) Adaptive PE Specialist (APE) Teacher of Visually Impaired (VI) Orientation and Mobility Specialist (OMS)	196 workdays
School Psychologist Activities Director	201 workdays
Year-Round Multi-Track Resource Specialist	205 workdays*
Program Specialist	212 workdays
Agriculture Teacher	227 workdays

2 *The District shall determine the number of two hundred five (205) workdays Resource
3 Specialist positions are available based on staffing needs. Openings for Resource
4 Specialists shall be posted and filled as either one hundred eighty-five (185) day work
5 year positions or two hundred five (205) day work year positions.

6 The work year for Adult Education Teachers and Temporary Teachers shall be mutually
7 agreed by the District and the unit member.

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

14 10.9 The work year for unit members with one hundred eighty-five (185) workdays shall
15 include one hundred eighty (180) student instructional days for traditional tracks and one
16 hundred seventy-five (175) student instructional days for year-round tracks. The
17 remaining workdays shall be allocated for planning, preparation of work locations,
18 assignment of student grades, student registration, and other such functions.

- 1 10.10 No less than one and one-half (1-1/2) days of the teacher in-service days prior to the start
2 of the student year shall be available for teacher preparation. It shall be the responsibility
3 of the site administrator to insure the combined time for scheduled District and site in-
4 service shall not infringe upon the one and one-half (1-1/2) days of teacher preparation
5 time. Staff development and prep days are scheduled each year and are found on the
6 district school track calendars. Flexibility shall be given on the order of S, P, and S/P
7 days when administration gives the effected staff a minimum of two weeks notice via
8 email, of any change in the order, but the delineation of the days must be kept. On S/P
9 days, the S and P portions shall each be 3.5 hours in continuous length, respectively. All
10 days shall have a scheduled duty free lunch, that shall be a minimum of 30 minutes. If
11 travel from one site to another site is required, then travel time shall be embedded in the S
12 day portion and shall be exclusive of lunch or prep time. In the 2024-2025 school year,
13 all unit members shall be reimbursed up to four (4) hours of curriculum rate for
14 preparation time. These hours shall be outside of the contract day and at the discretion of
15 the unit members.
- 16 10.11 Whenever possible, unit members at schools that develop SIP plans and have requested
17 release time for staff development and/or professional growth shall have the request
18 honored.
- 19 10.12 Any high school undergoing a full WASC accreditation shall have the option of
20 customizing their student schedule to incorporate up to five (5) student minimum days.
21 Any high school undergoing a mid-year (three-year) WASC accreditation review
22 following a full, six (6) year accreditation may, upon request, customize their student
23 schedule to incorporate up to three (3) student minimum days. The instructional minutes
24 of the remaining days shall be increased to make up any student time lost as a result of
25 the aforementioned minimum days. The School Site Council shall work with the
26 principal to determine the number of days and the schedule of minimum days. Such
27 schedule shall be submitted to the Deputy Superintendent no later than March 1st of the
28 year preceding the review.
- 29 10.13 The elementary work calendar shall include a full non-student day followed by four
30 minimum days in order to conduct parent conferences during the professional day.
31 Beginning in the 2023-2024 school year, the conference week shall be placed no sooner
32 than the last week of Trimester 1.
- 33 10.14 The District shall offer all new unit members an orientation day prior to the start of the
34 traditional school year. In order to fulfill the requirements of AB 119, the Association
35 shall be given two (2) hours of uninterrupted time to communicate with bargaining unit
36 members. The District portion of the training shall last five (5) hours. Unit members
37 assigned to a Year Round Site shall be provided with a substitute teacher in order to
38 attend if scheduled on a work day. Unit Members who are not scheduled to work on this
39 day shall be paid a stipend of \$200 for attending the AM session and \$200 for attending
40 the PM session for a total of \$400 for attending the entire day. This amount shall be
41 increased at the same percentage as yearly certificated unit member salary increases.

1 10.15 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.

**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.
- 24 (i) All members of a PLC are expected to actively participate in meetings, engage in
25 ongoing professional learning, and share their expertise and knowledge with the
26 group.
- 27 (1) Appropriate uses of PLC time shall include, but is not limited to:
- 28 a. Strategic Planning
- 29 1. Lesson design and planning, vertical and horizontal
- 30 2. Cross-grade level planning on subject matter
- 31 3. Discussing behavioral interventions and strategies

- 1 b. Data Analysis
- 2 1. Goal-setting for students based on common formative assessments
- 3 c. Instructional Design
- 4 1. Collaborating in Units of Study preparation
- 5 2. Developing and revising instruction
- 6 3. Differentiated instruction for significant subgroups (such as Special Ed,
- 7 EL, Foster Youth, etc.)
- 8 (2) Other topics may be established by mutual agreement of unit members and
- 9 administration
- 10 (3) Inappropriate uses of PLC time:
- 11 a. Collaboration time is not:
- 12 1. Intended for additional staff meetings
- 13 2. Scheduling/conducting other District, Association, or site meetings
- 14 3. Making copies, planning field trips, or grading individual assignments
- 15 4. Classroom maintenance
- 16 5. Discussing site/district policies unrelated to instruction
- 17 6. Administratively-imposed assignments or tasks

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

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

**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 10.15.

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, 2027.

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

January 24, 2024

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the
3 implementation of Standards-Based Grading for Elementary TK-6 grade teachers.
4 Our intent is to improve the clarity, fairness, and effectiveness of the grading and assessment
5 system with the goal of not increasing teacher workload.

6 The District and the Association agree to the following:

- 7 (a) All TK-6 teachers shall attend three (3) days of mandatory training focused on Standards-
8 Based Grading no later than May 31, 2025.
9 (1) All teachers shall be given the opportunity to attend the trainings scheduled during
10 the professional workday and a substitute teacher shall be provided.
11 (2) If additional trainings are offered outside of the professional workday and/or off
12 track, teachers shall be compensated at curriculum rate.
13 (b) The District trainings shall cover the following topics:
14 (1) Fair and accurate grading practices/philosophy.
15 (2) Grading calibration in different content areas using the new scoring system.
16 (3) Q Gradebook training.
17 (c) The District shall develop resources and communicate to parents and the community of
18 the change to Standards-Based Grading. In addition, the following resources shall be
19 provided for TK-6 teachers at the school sites:
20 (1) Calibration samples, rubric samples that align with district adopted curriculum and
21 state standards.
22 (2) Communication resources for parents explaining the transition to standards-based
23 grading shall be provided for teachers to share with parents, as needed.
24 (d) The Standards-Based Grading Committee shall continue to meet at least one (1) time per
25 trimester to review and discuss the progress of training and workload.
26 (1) The Joint District-Association Standards-Based Grading Committee shall be
27 composed of equal numbers of District and Association appointees, providing experts
28 as requested, and allowing for guests and visitors as mutually agreed upon to provide
29 information and share concerns.
30 (2) The Committee shall make recommendations to the Negotiations Teams by March 15.
31 (e) All TK-6 teachers, excluding sixth grade programs at any secondary school, shall
32 implement standards-based grading and utilize the new report card starting in the 2025-
33 2026 school year.

34 This MOU shall expire June 30, 2027.
35

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 school nurse has determined that the student does
 28 have a contagious disease or infestation, the student shall not be allowed back to the
 29 classroom.
- 30 11.4 Specialized Health Care Procedures
- 31 Among bargaining unit members only qualified school nurses shall be required to provide
 32 and conduct necessary medical procedures (such as clean intermittent catheterization,
 33 injections, suction, gavage feeding, and drainage). Unit members, other than qualified
 34 school nurses, shall not be required to perform any medical procedure on a student. Unit
 35 members may be required to attend training on said procedures in order to respond in an
 36 emergency situation. Such training shall be during the unit member's duty day or the unit
 37 member shall receive compensation at the curriculum preparation and in-service planning
 38 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.

12 11.14

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

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

18 (c) Whenever a teacher reasonably believes that a classroom visitation has been unduly
19 disruptive, or in any other ways is in violation of Education Code Sections 44810 or
20 44811, the teacher shall report the disruption to the site administrator, who shall
21 investigate the matter and take appropriate action.

22 11.15 Beginning in the 2019-2020 school year, the District shall take the following actions to
23 provide clarity and support for mandated reporting requirements of all unit members.

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

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

31 (g) Print the CPS phone number on the back of all unit member staff ID badges, along
32 with the following statement: "CPS forms can be found on the myCNUSD
33 homepage"



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, school nurses, and school 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 School Psychologists-approximately 1 per 900 students

15 School 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
TK AND KINDERGARTEN**

June 12, 2024

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

4 Both Parties, agree to the following:

5 (a) Definitions:

- 6 (1) **Line of sight:** A teacher standing at their classroom door, can view the door to the
7 restroom.
- 8 (2) **District-directed assessments:** Assessments that are not mandated by the state but
9 are required by the district.
- 10 (3) **Rostered Instructional Minutes:** Regular class time (minutes working with
11 rostered class)
- 12 (4) **Student Support Minutes:** Minutes working with students outside of Rostered
13 Instructional Minutes.
- 14 (5) **Total Student Contact Time:** Rostered Instructional Minutes plus Student Support
15 Minutes.
- 16 (6) **TK Teacher:** All general education and all special education teachers who teach
17 TK, unless otherwise specified.
- 18 (7) **Kindergarten Teacher:** All general education and all special education teachers
19 who teach Kindergarten, unless otherwise specified.

20 (b) Facilities:

21 (1) Site Restrooms

- 22 a. Priority for in-classroom restrooms shall be given to TK and Kindergarten
23 classes. TK teachers, Kindergarten teachers, and Site Administration shall
24 collaborate to determine the best use of restroom facilities for their site using
25 these criteria:
- 26 1. First consideration for in-classroom restrooms shall be given to TK classes
27 that share a classroom, Special Education TK, and Special Education
28 Kinder classes.
- 29 2. If an in-classroom restroom is not available, then a classroom with
30 restrooms dedicated to TK/Kindergarten students, within 80 ft of the
31 classroom door and within line of sight from the class shall be provided.

- 3. If in-classroom restrooms, or TK/Kindergarten dedicated restrooms that are within 80 ft and within line of sight are not available, then TK/Kindergarten classes shall be given either paraprofessional or noon supervisor support for all instructional minutes to support immediate escort of student to the restroom.

(2) Classrooms

- a. Room Assignments shall prioritize TK and K classrooms to bathroom locations with consideration also given to proximity to the kinder play area.
- b. Any member that must move their classroom in order to accommodate the TK/K facility prioritization, shall be given the following:
 - 1. Boxes
 - 2. Custodial support to move boxed items
 - 3. Up to two bankable days or compensation of up to 10 hours Curriculum Rate.
- c. Using an Interest Based Problem Solving Process, Site Administration shall meet with the team comprised of TK and Kindergarten teachers to collaborate and create TK and K classroom assignments by April 30th of each school year. This is to provide time for classroom movement and address potential teacher concerns.
- d. In the event Site Administration and the team comprised of TK and Kindergarten teachers are unable to reach consensus regarding any TK and/or Kindergarten facility decision, a joint collaborative review of the concern shall be conducted by CNTA and the District within ten (10) school days. Either CNTA or the District may request a facilitated Interest Based Problem Solving session at the site with affected unit members and site administrators within ten (10) school days from the conclusion of the joint collaborative review by CNTA and the District.
- e. Furniture:
 - 1. The District shall ensure that classrooms are equally equipped with appropriate furniture and materials for the developmental needs of students.

(b) Combination Classes

- (1) There shall not be any combo classes with general education TK students or general education Kindergarten students.
- (2) Beginning in the 2025-2026 school year, there shall not be any combo classes with Special Education TK students or Special Education Kindergarten students.
 - a. In the event that there is concern around the dismissal of Special Education TK students at a site during the 2024-2025 school year, a joint collaborative review of the concern shall be conducted by CNTA and the District within ten (10) school days. Either CNTA or the District may request a facilitated Interest Based Problem Solving session at the site with affected unit members and site administrators within ten (10) school days from the conclusion of the joint collaborative review by CNTA and the District.

1 (c) Schedule

2 (1) Arrival

- 3 a. AM TK and Kindergarten students shall have the same arrival time as 1-6
4 grade students at the site.
- 5 b. AM TK and Kindergarten teachers shall have the same arrival procedures as
6 1-6 grade teachers at the site.

7 (2) Dismissal.

- 8 a. PM TK teachers, Kindergarten teachers, and Site Administration shall meet to
9 collaborate on the best time that their PM TK and Kindergarten students shall
10 be dismissed from class. Sites can select to dismiss at the same time as 1-6
11 grade students at the site or up to 15 minutes before 1-6 grade students
12 (Alternative Dismissal Instructional Minutes).
- 13 b. If it is collaboratively determined to dismiss up to 15 minutes before 1-6 grade
14 students (Alternative Dismissal Instructional Minutes) then;
- 15 1. After the Alternative Dismissal Instructional Minutes, the teacher is done with
16 their instructional minutes for the day and any remaining students shall be the
17 responsibility of site administration;
- 18 2. These Alternative Dismissal Instructional Minutes before 1-6 grade students
19 are dismissed shall be considered instructional minutes for PM
20 TK/Kindergarten teachers;
- 21 3. After these Alternative Dismissal Instructional Minutes, if duties are required
22 of PM TK/Kindergarten teachers, the current contract language shall be
23 followed;

- 24 (3) For the 2024-2025 school year, in order to allow parents to plan, put routines and
25 procedures in place, and practice dismissal, Kinder students shall begin the school
26 year following the AM TK schedule for 10 school days. During these shortened
27 student days, the Kinder teacher professional day shall remain the same as 1-6
28 grade teachers.

- 29 (4) Beginning in the 2025-2026 school year, in order to allow parents to plan, put
30 routines and procedures in place, and practice dismissal, Kinder students shall
31 begin each school year with a minimum day schedule. Full days shall begin, the
32 first Monday after the first two Fridays of each school year. During these student
33 minimum days, the Kinder teacher professional day shall remain the same as 1-6
34 grade teachers.

- 35 (5) Kindergarten schedules shall require at most 212 minutes of daily academic
36 instruction. The other rostered instructional minutes may be used by the
37 kindergarten teachers for social emotional skills, imaginative play, and other skills
38 as deemed appropriate by the kindergarten teacher.

- 39 (6) At each individual site, TK and Kindergarten teachers shall be provided a total
40 number of daily minutes for lunch and recess/break time equal to the total number
41 of daily minutes provided to the First through Third grade teachers at that site for
42 lunch and recess/break time. Recess/breaks may be scheduled together or at
43 various times throughout the day. Lunch periods shall be provided prior to the
44 first minute of the 6th hour of the workday.

1 (7) Student Support Minutes

- 2 a. For all TK teachers, all time spent supervising their own students, including
3 but not limited to drop-off and pick-up time, shall be considered student
4 contact time and shall not extend the professional work day. If supervising
5 students in addition to their own students, this shall be considered a duty and
6 Elementary duty contract language shall apply in lieu of student contact time.
- 7 b. Total daily student contact time (all time spent working with students), shall be
8 equal to the total daily student contact time for first through third grade
9 teachers at each individual site.
- 10 c. The priority of Student support minutes shall be for TK and Kindergarten
11 students. Sites with an even number of AM/PM teachers shall work with
12 another TK or Kindergarten teacher during their Student Support Minutes.
13 Sites with an uneven number of AM/PM (or all AM) teachers shall
14 collaboratively design an equal student support minute schedule for support of
15 primary grade students. Primary grade support shall be provided in the
16 following order: TK, Kindergarten, then first grade, and lastly second grade. In
17 the event the TK team and the site admin are unable to reach consensus, a joint
18 Interest Based Problem Solving process shall be conducted by CNTA and
19 District Leadership within 10 school days.
- 20 d. The schedule for Student Support Minutes shall be reviewed collaboratively by
21 affected unit members and administration, annually in the third trimester, or
22 whenever changes need to be made.
- 23 e. Teachers shall not be interrupted during Student Support Minutes to attend
24 meetings or perform other duties, unless coverage is provided.
- 25 f. Student support minutes provided to students not on the teacher's roster, shall
26 be supplemental/additional support. Collaboration and communication between
27 teachers is encouraged. A TK teacher providing supplemental support shall not
28 be required to prepare lessons or provide first instruction.
- 29 (8) Three hours of collaboration per trimester outside the workday may be used for
30 planning and compensated at curriculum rate per kindergarten teacher.

31 (d) Assessments

- 32 (1) District-directed assessments shall not be given to TK students.
- 33 (2) To provide support for District-directed assessments, all Kinder teachers shall be
34 afforded six (6) sub days per year, as determined by the teacher; an additional
35 roving sub shall be assigned to the school site for a make-up day during each
36 testing window, if needed. The teacher may utilize the sub to administer the
37 assessment or to provide instruction.
- 38 (3) To provide support for District-directed assessments in One-Way-Immersion
39 (OWI) Language Classrooms, all OWI Kinder teachers shall be afforded twelve
40 (12) sub days per year, as determined by the teacher; an additional roving sub will
41 be assigned to the school site for a make-up day during each testing window, if
42 needed. The teacher may utilize the sub to administer the assessment or to provide
43 instruction.

1 (4) If there are no District-directed assessments for any given trimester, then no subs
2 shall be provided.

3 (e) Toileting/Diapering

4 (1) TK and Kindergarten unit members shall not be expected to diaper or help in the
5 toileting of students as part of their normal daily activities.

6 (f) Support

7 (1) The District shall provide each general education TK teacher with a
8 paraprofessional for all instructional minutes. This paraprofessional shall not be
9 used for section (b)(1)a.3. in this MOU.

10 (2) The District shall provide each general education Kindergarten teacher with a
11 paraprofessional for a minimum of three (3) hours per day. This paraprofessional
12 shall not be used for section (b)(1)a.3. in this MOU unless by mutual agreement
13 between CNTA and the district.

14 (3) The District shall provide each Special Education TK and Special Education
15 Kinder teacher a base staffing of at least four (4) paraprofessionals for all
16 instructional minutes.

17 (4) If a paraprofessional cannot be hired for any reason, a substitute shall be
18 provided;

19 (5) Each Special Education TK and Special Education Kinder teacher may request up
20 to three (3) days per year to prepare and write IEPs.

21
22 This MOU shall sunset on June 30, 2026 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, 2025.

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

DUAL ENROLLMENT TASK FORCE

April 13, 2024

1 **1.1 Task Force:** The parties agree that a joint District-Association Dual Enrollment Task Force
2 shall meet no less than four (4) times between April and September of 2024 (unless both
3 parties mutually agree to meet less). The calendar of meeting dates shall be developed by the
4 Superintendent’s designee and the CNTA President’s designee by April 30, 2024. The
5 purpose of the Task Force is:

- 6 (a) To identify concerns specific to Dual Enrollment;
- 7 (b) To discuss District identified areas of concern;
- 8 (c) To make recommendations to both parties of possible solutions to the identified concerns
9 when appropriate; and
- 10 (d) To make recommendations to the negotiations team of possible negotiable solutions to
11 identified concerns by October 1, 2024.

12 The Task Force shall 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
14 to provide information/share concerns. In order to effectively and efficiently run the Task
15 Force, each party shall appoint relevant members. The goal of the task force is to find long-
16 term approaches to common concerns. Both parties are committed to maintaining an
17 excellent Educational program for the students of the CNUSD.

18 This MOU shall expire on June 30, 2025.

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) Sick leave may be used by the unit member for illness or injury of the unit member.
5 Each unit member shall be entitled to absence with full pay. In addition, sick leave
6 may also be used in accordance with all State and Federal laws, inclusive of, but not
7 limited to the Family Medical Leave Act (FMLA) and the California Family Rights
8 Act (CFRA). The interpretation and implementation of such laws shall not diminish
9 any contract benefits contained herein. All statutory leaves are in addition to and shall
10 supplement contract benefits. Unit members shall receive sick days according to the
11 following schedule.

12 (1) .054 day per full workday of service;

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

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

- 1 (c) In the event absence due to illness is five (5) consecutive workdays or less, the unit
2 member shall sign a statement declaring illness. If the illness is for a period
3 exceeding five (5) consecutive workdays, the unit member shall provide the District
4 with a statement signed by a physician, indicating the unit member was ill for the
5 stated period, and the unit member is now able to return to regular duties.
- 6 (d) When a unit member has exhausted all available sick leave, including accumulated
7 sick leave and continues to be absent from his or her duties on account of illness or
8 injury for a period beyond the five-month period provided pursuant to Ed Code 44977
9 and 44978.1, as outlined in Article 13.3b, and the unit member is not medically able
10 to resume the duties of their position, the unit member shall be placed on a
11 reemployment list for a period of 24 months if the unit member is on a probationary
12 status, or for a period of 39 months if the unit member is on permanent status. If the
13 unit member is medically cleared to return to work through certification of a health
14 care provider during the 24-month or 39-month period, the certificated unit member
15 shall be returned to employment in a position for which they are credentialed and
16 qualified. The 24-month or 39-month period shall commence at the expiration of the
17 five-month period provided pursuant to Ed Code Section 44977 and 44978.1
- 18 (e) At any time, the District may require a physician's statement of the nature of the
19 illness and the fitness of the unit member to return to work. The physician's fee and
20 the expenses of any necessary tests or examinations required by this subsection
21 (13.2e) shall be paid by the District. The District reserves the right to designate the
22 physician. Those fees and expenses required by subsection (13.2c and 13.2d) shall be
23 borne by the unit member.
- 24 (f) The annual sick leave allowance shall be available to the unit member after reporting
25 for duty. Payment received for sick leave allowance in excess of days actually earned
26 shall be refunded to the District upon termination of employment.
- 27 (g) The provisions of this section shall also apply due to quarantine by order of any
28 authorized health officer in the State of California, not arising out of or in the course
29 of employment.
- 30 (h) An absent unit member's request for a particular substitute shall be honored whenever
31 possible. Unit members shall make requests for substitutes to the Human Resources
32 Division, and shall not make substitute arrangements themselves.
- 33 (i) Accrued fully-paid sick leave entitlement shall be reduced on a pro-rated basis for
34 less than full-day absences in increments of one-seventh (1/7) day.

1 (j) Unit members may donate as many of their personal sick leave days, beyond a base of
 2 ten (10) personal sick days, as they wish to immediate family members who are
 3 certified employees of the District. The definition of immediate family member in
 4 this section is found in Paragraph 13.5, Bereavement Leave. Registered domestic
 5 partners and their equivalent family members are included in this definition of family.
 6 These conditions shall apply

7 (1) Donations are voluntary;

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

10 (3) Any other mutually agreed upon condition.

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

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

16 (m) Counselor Substitutes: When the District has knowledge that a counselor will be out
 17 5 or more consecutive days, every effort will be made to provide a substitute
 18 beginning on the first day of the absence upon the counselor request.

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

22 13.3 Pregnancy Related Disability

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

25 (1) The nature of the disability;

26 (2) The expected duration of the disability; and

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

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

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

- 1 (d) Prior to the time the unit member is scheduled to return to her regular duties, she will
2 provide Human Resources with a letter from her physician stating that she is free to
3 return to her regular duties without restriction.
- 4 (e) At the end of pregnancy or adoptive leave, the unit member may request an unpaid
5 leave for the remainder of the work year. If the unit member returns on the first
6 workday of the following academic work year, the current assignment shall be held
7 for her.
- 8 (f) Upon written request of the unit member, the District may extend the unpaid leave for
9 one additional academic year. An extension will normally be granted only if the unit
10 member's initial unpaid leave has been for less than a full year. In cases of
11 miscarriage, an individual on unpaid leave may be considered for immediate
12 placement provided a position for which the individual is qualified exists and a
13 statement from the attending physician indicates that the individual is able to return
14 full-time to duty without detriment to her health.

15 13.4 Parental Leave

- 16 (a) Pursuant to State and Federal laws, a unit member may use their sick leave for
17 purposes of parental leave for a period of up to 12 work weeks. "Parental leave" is
18 defined as leave for the birth of a child or placement of a child in connection with the
19 adoption or foster care of the child by the unit member within twelve (12) months of
20 the birth or placement. If a unit member has exhausted all available sick leave,
21 including all accumulated sick leave, and continues to be absent from their duties on
22 account of parental leave, the amount deducted shall be pursuant to Article 13.2b. Any
23 leave taken under this section shall count against any entitlement to parental leave
24 under CFRA. The aggregate amount of leave taken under this section and CFRA, for
25 any qualifying reason, shall not exceed more than one 12-week period for parental
26 leave during any 12-month period.
- 27 (b) At the end of pregnancy or adoptive leave, the unit member may request an unpaid
28 leave for the remainder of the work year. If the unit member returns on the first
29 workday of the following academic work year, the current assignment shall be held.
- 30 (c) Upon written request of the unit member, the District may extend the unpaid leave for
31 one additional academic year. An extension will normally be granted only if the unit
32 member's initial unpaid leave has been for less than a full year. In cases of
33 miscarriage, an individual on unpaid leave may be considered for immediate
34 placement provided a position for which the individual is qualified exists and a
35 statement from the attending physician indicates that the individual is able to return
36 full-time to duty without detriment to their health.

1 13.5 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 designated person or any other family member or established member of
 11 the immediate household of the unit member as determined by the Assistant
 12 Superintendent, Human Resources. When a verified pregnancy results in miscarriage, the
 13 employee experiencing a miscarriage shall be entitled to no more than five (5) days of
 14 bereavement leave. A “child” means a biological, foster, or adopted child, stepchild, a
 15 legal ward, or a child of a person standing in loco parentis. A “parent” means a
 16 biological, foster, or adoptive parent, a step parent, or a legal guardian. A “designated
 17 person” is any individual related by blood or whose association with the unit member is
 18 the equivalent of a family relationship. The designated person shall be identified by the
 19 unit member at the time the leave is requested and shall be limited to one designated
 20 person per 12-month period.

21 13.6 Military Leave of Absence

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

35 13.7 Absence Due to Quarantine

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

1 13.8 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 13.9 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 13.5. (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 13.5.

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 three (3) 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 13.10 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.
- 11 (h) The benefits provided by these rules and regulations shall be applicable to all unit
12 members immediately upon becoming an employee of the District.
- 13 (i) Any unit member receiving benefits as a result of these rules and regulations shall,
14 during the period of injury or illness, remain within the State of California unless the
15 Governing Board authorizes travel outside the state.
- 16 (j) Upon termination of the industrial accident or illness leave, the unit member shall be
17 entitled to the benefits provided for sick leave and the unit member's absence for such
18 purposes shall be deemed to have commenced on the date of termination of the
19 industrial accident or illness leave, provided that if the unit member continues to
20 receive temporary disability indemnity, they may elect to take as much of their
21 accumulated sick leave which when added to the unit member's temporary disability
22 indemnity, will result in payment to the unit member of not more than their full
23 salary.
- 24 (k) Unit members utilizing industrial leave provisions must comply with procedures
25 established by the District and use District authorized physicians unless an accepted
26 form to use their personal physician is on file in the Business Services Office prior to
27 the injury. If a unit member fails to use a District authorized physician for an
28 industrial injury, he/she may be liable for any expense incurred as well as having the
29 claim rejected.
- 30 (l) Only absences specifically authorized by a physician's statement will be accepted as
31 industrial leave.
- 32 (m) When released by a physician to return to work after an industrial leave, the unit
33 member must obtain a physician's statement to that effect. Such release will be
34 submitted to the Human Resources Division.

1 13.11 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 13.12 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 13.13 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 13.14 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 13.15 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 13.16 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 13.17 CNTA Catastrophic Leave Bank

- 29 (a) Creation
- 30 (1) The Association and the District agree that the CNTA Catastrophic Leave Bank
31 (Bank) was created effective November 15, 1994.
- 32 (2) For the purposes of this section, a "day" shall be any day a unit member is
33 expected to be on duty as determined by the terms of this Collective Bargaining
34 Agreement.
- 35 (3) Days in the Bank shall accumulate from year to year.

1 (4) Days shall be contributed to the Bank and withdrawn from the Bank without
2 regard to the daily rate of pay of the Bank participant.

3 (5) The Bank shall be administered by the CNTA Catastrophic Leave Bank Joint
4 Committee (Committee) comprised of two (2) members appointed by the
5 President of the Association and two (2) members appointed by the Assistant
6 Superintendent of Human Resources.

7 (6) The Bank shall be funded in accordance with the terms below.

8 (b) Eligibility and Contributions

9 (1) Participation is voluntary but requires contribution to the Bank. Only contributors
10 shall be permitted to withdraw from the Bank.

11 (2) All unit members on active duty with the District are eligible to contribute to the
12 Bank.

13 (3) Unit members may join the Bank by submitting their application on or before
14 May 31st annually and contributing the first two (2) days of their accruable annual
15 personal sick leave from the next school year. Membership begins July 1.

16 (4) Contributions shall be processed on the July 1 annual accrual date. Contributions
17 shall be irrevocable. Contributions shall be general donations and shall not be
18 considered a donation to a specific unit member for their exclusive use.

19 (5) An assessment of the number of days in the Bank as of April 30th of each year
20 shall be provided to the Committee by May 15th. If the Bank falls below 25% of
21 the number of Bank participants in the current year, then the Committee shall
22 have an additional day from each participant contributed from the new leave
23 allocation for the following year.

24 (6) Contributions shall be authorized by the unit member on the CNTA Catastrophic
25 Leave Bank Application Form. Such authorization shall be continued from year
26 to year until canceled by the unit member.

27 (7) Cancellation occurs automatically whenever a unit member fails to make a
28 required contribution. Cancellation, on the CNTA Catastrophic Leave Bank form,
29 may take effect at any time and the unit member shall not be eligible to draw from
30 the Bank as of the effective date of the cancellation. Sick leave previously
31 authorized for contribution to the bank shall not be returned if the unit member
32 cancels participation.

33 (8) The District shall transfer the balance of days from the administrator bank to the
34 CNTA Catastrophic Leave Bank for those who served as an administrator and
35 subsequently became a member of CNTA.

1 (c) Withdrawal from the Bank

- 2 (1) Catastrophic illness or injury shall be defined as any illness or injury that is
3 expected to incapacitate the unit member for a continuous extended period of time
4 in excess of thirty (30) days.
- 5 (2) Participants in a true catastrophic condition who have exhausted their sick leave,
6 but still have differential leave available, are eligible for withdrawal from the
7 Bank. Use of the Bank is allowable only as a supplement to differential leave.
8 The District shall pay the unit member full pay and the Bank shall be charged
9 one-half (1/2) day.
- 10 (3) If a unit member is incapacitated, applications may be submitted to the
11 Committee by the participant's designated agent or member of the unit member's
12 family.
- 13 (4) Participants applying for withdrawals from the Bank shall be required to submit
14 written verification at least ten (10) days prior to withdrawal. Written verification
15 shall include a CNTA Medical Evaluation Form, a CNTA Request for Withdrawal
16 Form, any additional requests necessary to properly process the leave, and an
17 official doctor's note. The doctor's note must indicate the nature of the illness or
18 injury, the probable length of the absence from work, and a statement that the
19 illness/injury is catastrophic per the definition provided.
- 20 (5) Withdrawals from the Bank shall be granted in units of no more than 30
21 days. Withdrawals shall become effective immediately upon the exhaustion of
22 sick leave and may be retroactive, if applicable.
- 23 (6) Bank members may request up to 100 days total undesignated withdrawal from
24 the bank. Participant's total withdrawal from the bank may not exceed the
25 maximum number of differential days allowable under state and federal law.
26 Recipients will pay back one day per year on July 1 until allotted days are repaid.
27 If recipient leaves District employment, any allotted days not yet paid back will
28 be absorbed by the Bank.
- 29 (7) The Committee shall not deny any valid application request.
- 30 (8) Members of the Committee shall keep information regarding the nature of the
31 illness confidential.
- 32 (9) Leave from the Bank may not be used for illness or disability which qualifies the
33 participant for Workers' Compensation leave.
- 34 (10) If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal
35 request, the Committee is under no obligation to provide days and the District is
36 under no obligation to pay the participant any funds whatsoever. If the
37 Committee denies a request for withdrawal, or an extension of withdrawal,

1 because of insufficient days to fund the request, they shall notify the unit member,
2 in writing, of the reason for the denial.

- 3 (11) Bank participants who are denied a withdrawal or whose withdrawal is not
4 renewed or terminated may, within twenty (20) days of denial, appeal, in writing,
5 to the President of the Association, or their designee, and the District
6 Superintendent, or their designee. These parties shall hold a hearing within
7 twenty (20) days of the appeal. The parties shall issue a confidential written
8 decision within ten (10) days following the hearing. If the participant's
9 incapacitation does not allow participation in this appeal process, the participant's
10 designated agent or a member of the family may act on their behalf.

11 (d) Administration of the Bank

- 12 (1) CNTA shall have the responsibility of maintaining the informal records of the
13 Bank, receiving enrollment forms, withdrawal requests, cancelation forms, and
14 verifying the validity of requests.
- 15 (2) The Committee shall have the responsibility of approving or denying the requests
16 and communicating its decisions, in writing, to the participants, the Association,
17 and the District.
- 18 (3) Formal records are maintained by the District. The District shall make every
19 effort to provide the Association with the following formal records by August 31st.
20 The District shall provide the formal records to the Association no later than
21 September 30th, unless a later date is mutually agreed upon. Such records shall
22 include:
- 23 a. Deduction of sick days from the previous year.
- 24 b. The number of Bank days used by Bank members.
- 25 c. The total number of accumulated days in the Bank on June 30th of the
26 previous school year.
- 27 d. The number of days contributed by participants for the current year.
- 28 e. The names and employee number of participants with their individual
29 contributions.
- 30 f. The total number of days available in the Bank as of July 1st.
- 31 g. The names and employee number of any additional unit members who have
32 joined.
- 33 h. The names and employee number of any unit members who have canceled
34 participation.

- 1 (4) The Committee's authority shall be limited to administration of the Bank. The
2 Committee shall approve all valid requests complying with the terms of this
3 Article. Optional medical procedures, or non-emergency procedures that can be
4 scheduled during breaks shall not constitute a true catastrophic condition, though
5 complications arising from such procedures may become catastrophic. Requests
6 for the following shall be invalid: elective surgery, bariatric/weight loss surgery,
7 sprains/strains (wrist, hand, knee, ankle, back), pregnancy, tubal
8 ligation/vasectomy, cosmetic surgery, knee and hip replacement, shoulder/rotator
9 cuff tear surgery, carpal tunnel/hand/finger surgery, ankle and foot surgery,
10 stress/depression related illness.
- 11 (5) Applications shall be reviewed and decisions of the Committee reported to the
12 applicant, in writing, within ten (10) days of receipt of the application.
- 13 (6) The Committee shall keep all records confidential and shall not disclose the
14 nature of the illness except as is necessary to process the request for withdrawal
15 and defend against any appeals of denials.
- 16 (7) If the Bank is terminated for any reason, the days remaining in the Bank shall be
17 returned to current members of the Bank equally.

ARTICLE 14: TRANSFER POLICY

14.1 Definitions

- (a) Site: Refers to individual schools or the District Office.
- (b) Assignment: Refers to a unit member's 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.
- (c) Reassignment: A change within the same site at the grade level (elementary), department (secondary only), or track change at a year-round school.
- (d) Transfer: A change of a unit member from one site to another site.
- (e) Voluntary: A unit member-initiated change in assignment.
- (f) Involuntary: A District-initiated change in assignment.
- (g) Vacancy: Any assignment that does not have a unit member assigned to it. The District has the sole discretion to determine whether a vacancy exists.
- (h) 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 (Unit Member-initiated)

- (a) Voluntary reassignment opportunities shall be posted or emailed to unit members at the affected site. Postings shall include the grade level, track, start date, required credential(s), application, application process, and other necessary qualifications.
- (b) If more than one unit member volunteers for a reassignment, the District shall reassign based on the most senior unit member per District seniority, the educational needs of the District, and in a manner that is minimally disruptive to the site. In the event seniority is not the determining factor, a meeting may be requested between the site administrator, a Human Resources designee, a CNTA representative, and the affected unit member.
- (c) Voluntary reassignments shall not be arbitrary or capricious.

14.3 Voluntary Transfer Procedures (Unit Member-initiated)

- (a) Voluntary transfer opportunities shall be posted at each site or emailed to all unit members as they arise. Postings shall include the grade level, track, start date, required credential(s), application, application process, and other necessary qualifications.

1 (b) All unit members satisfying the required qualifications who have submitted an
 2 application for transfer prior to the deadline shall be offered an interview. and may be
 3 considered for the assignment.

4 (c) Transfers shall not be arbitrary or capricious.

5 14.4 Involuntary Reassignment Procedures (District-initiated)

6 (a) In the event that involuntary reassignments are required, the District shall follow
 7 these steps:

8 (1) Volunteers shall be sought first among unit members in the assignments losing
 9 positions and then among unit members across the site.

10 (2) Volunteers shall be reassigned first.

11 (3) If no unit member volunteers, the District shall make reassignments based on
 12 District seniority, the educational needs of the District, and in a manner that is
 13 minimally disruptive to the site. The District shall use seniority as the primary
 14 factor in reassignments. In the event seniority is not the determining factor, a
 15 meeting shall be held between the site administrator, a Human Resources
 16 designee, a CNTA representative, and the affected unit member.

17 (4) Involuntarily reassigned unit members shall have the first priority to volunteer to
 18 return to a similar assignment on site within the current and for the subsequent
 19 school year.

20 (5) No unit member shall be involuntarily reassigned for two consecutive years. If
 21 this is not possible, CNUSD and CNTA shall discuss options through joint
 22 problem solving.

23 (b) In the event that an involuntary reassignment results in a grade change at the
 24 elementary level or a department change at the secondary level, the unit member shall
 25 be provided up to \$1000 approved by the District for grade and site instructional
 26 materials and supplies. These materials and supplies remain the property of the
 27 District. Approval of these supplies shall not be arbitrary or capricious.

28 (c) When possible, unit members shall be notified no less than five (5) student days prior
 29 to implementation of an involuntary reassignment.

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

1 14.5 Involuntary Transfer Procedures (District-initiated)

2 (a) In the event that involuntary transfers are required, the District shall follow these
3 steps:

4 (1) Volunteers shall be sought first at the site. If more unit members volunteer than
5 are needed, the unit member with the most District seniority shall be selected.

6 (2) If no unit member volunteers, the unit member at the site or department with the
7 least District seniority shall be involuntarily transferred.

8 (3) If more than one (1) involuntary transfer is necessary, the unit member with the
9 most District seniority (then the next most, and so on) shall select an available
10 assignment and be transferred first.

11 (4) Involuntarily transferred unit members will have the first priority to volunteer to
12 return to their original site for the subsequent school year.

13 (5) Involuntarily transferred unit members shall be granted two (2) days of bankable
14 release time to move sites. In the event that an involuntary transfer results in a
15 grade change at the elementary level or a department change at the secondary
16 level, the unit member shall be provided up to \$1000 approved by the District for
17 grade and site instructional materials and supplies. These materials and supplies
18 remain the property of the District. Approval of these supplies shall not be
19 arbitrary or capricious.

20 (6) If possible, no unit member shall be involuntarily transferred for two consecutive
21 years. If this is not possible, CNUSD and CNTA shall discuss options through
22 joint problem solving.

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

27 14.6 Timelines

28 (a) Voluntary reassignment and transfer opportunities shall be posted for no fewer than
29 five (5) student days.

30 (b) Unit members must apply within the posting period.

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

33 (1) The beginning of the year for Elementary and Special Education unit member
34 openings shall be the start date for year-round.

35 (2) The beginning of the year for Secondary unit member openings shall be the start
36 date for traditional.

- 1 (d) Beginning each school year, the unit members may request individual notification via
2 the unit member's District email address of transfer vacancies at a specific site or
3 sites. Requests are to be made year to year and expire at the end of each school year.
- 4 (e) Each elementary unit member shall receive a tentative notification from their
5 principal of possible involuntary reassignment or involuntary transfer for the
6 subsequent school year no later than April 15.
- 7 (f) Each elementary unit member shall receive a tentative notification from their
8 principal of possible assignment for the subsequent school year no later than five (5)
9 workdays before the last day prior to the end of the school year.

10 14.7 Year-Round Schools

- 11 (a) Grade and track assignments at Year-Round schools are separate assignments and are
12 each subject to voluntary and involuntary reassignments. Administrators shall solicit
13 unit member preference between grade and track assignments. Reassignments shall
14 be made based on these track and grade preferences, taking into consideration
15 available assignments in accordance to Article 14.4 Involuntary Reassignment
16 Procedures (District-Initiated).
- 17 (b) Unit members who have children attending schools in the District will have priority
18 to enroll their children at the same site and/or on the same track as the unit member,
19 subject to available space.
- 20 (c) Unit members who are married or registered domestic partners shall have the option
21 of being placed on the same track, subject to available space.
- 22 (d) For the purposes of this section only, tracks A and B shall be deemed equivalent to a
23 traditional schedule.

24 14.8 New School Openings

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

29 14.9 General Provisions

- 30 (a) Should a unit member be denied a voluntary transfer or voluntary reassignment, the
31 District shall notify the member within ten (10) district calendar days.
- 32 (b) The District reserves the right to make involuntary transfers for reasons of legal
33 liability or action, which shall be exempt from the provisions of this Article.
- 34 (c) Involuntary reassignments and involuntary transfers are conducted prior to voluntary
35 reassignments and voluntary transfers.

- 1 (d) Site administrators may elect to notify unit members of reassignment opportunities
2 personally, by telephone or by electronic means. For initial staffing decisions in the
3 Spring, elementary site administrators shall gather unit member interest for the
4 following school year. Site administration shall use this information when
5 determining unit member assignments.

- 6 (e) The creation or dissolution of a shared contract may require a reassignment transfer
7 of a unit member, at the sole discretion of the District. In such cases, the provisions
8 of Article 14.2 through 14.7 shall not apply. Refer to Shared Contract Article.

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 RSP, APE, DHH, H&H, OMS, Teacher of
33 Special Education, and VI who receive an overall performance rating on the evaluation
34 that **Does Not Meet Standards** may, upon the unit member's request, receive an
35 additional evaluation 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.

4 15.18 The Parties seek to educate young people in the democratic tradition, to inspire
5 meaningful awareness of and respect for the Constitution and the Bill of Rights, to instill
6 appreciation of the value of individual personality, and to foster recognition of individual
7 freedom and social responsibility. It is recognized that these democratic values can best
8 be transmitted in an atmosphere which is conducive to inquiry and learning and in which
9 academic freedom for teacher and student is encouraged. In accordance with approved
10 State and District curriculum guidelines, academic freedom shall be guaranteed to
11 teachers and they shall be encouraged to study, investigate, present and interpret
12 objectively facts and ideas concerning man, society, and physical and biological work,
13 and other branches of learning, subject to established courses of study.

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.

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 2024-2025 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.
- 8 18.4 As a minimum, each unit member shall be provided with specifically designated storage
9 space. Traveling classroom teachers shall be provided with secure storage space in each
10 assignment classroom when such storage space is available. If the unit member's
11 classroom is to be used during summer school, adult education, or college classes, the
12 storage space shall be made reasonably secure.
- 13 18.5 Taking into consideration space utilization at each site, to the extent practicable, itinerant
14 support staff will be provided an area at each work site, consistent with their work
15 requirements, to complete their duties.

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

1 20.1 Definitions

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

10 20.2 Procedure

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

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.

20.3 Governing Regulations

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

- 1 (i) Whenever it is necessary to attend a grievance meeting or hearing during the
2 workday, the grievant or the Association representative, upon notice to the immediate
3 supervisor, shall be granted release time to permit participation in the foregoing
4 activities. Any unit member who appears in such meetings, or hearings, as a witness
5 will be accorded the same right. The grievant or the Association representative, upon
6 notice to the immediate supervisor, shall be granted one (1) day of release time for the
7 preparation and investigation of the grievance. Such release time will be subject to
8 substitute availability and, whenever possible, scheduled within five (5) days of the
9 request. Upon the submission of the grievance to Level Three he grievant and the
10 Association representative shall be granted two (2) days of release time for the
11 preparation and investigation of the grievance.
- 12 (j) All documents, communications, and records dealing with the processing of a
13 grievance will be filed in a separate grievance file and will not be kept in the
14 personnel file of any of the participants.
- 15 (k) Forms for filing grievances, serving notices, taking appeals, making reports and
16 recommendations, and other necessary documents will be prepared by the District and
17 given appropriate distribution so as to facilitate operation of the grievance procedure.
18 The costs of preparing such forms shall be borne by the District.
- 19 (l) No reprisals of any kind will be taken by the Superintendent or by any member or
20 representative of the administration or the District against any grievant, any party in
21 interest, any representative of the Association or any other participant in the grievance
22 procedure by reason of such participation.
- 23 (m) Representation of the grievant at Levels One and Two of the grievance procedure
24 shall be, at the grievant's option, either personal or by a representative selected by the
25 Association. If a unit member is not represented by the Association or its
26 representative, the Association shall be provided with a copy of the grievance and the
27 Association, upon written request of the grievant and the approval of the
28 Association's Executive Board, shall process the grievance at Level Three.

ARTICLE 21: SUMMER SCHOOL

21.1 Staff Selection

- (a) No later than four weeks before the start of the assignment, 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/extended year position and shall be given priority over all other applicants. Assignments shall be limited to those applicants with appropriate grade level/subject area credentials and experience within three (3) years. Priority shall be given to an applicant who has not held a Summer School or extended year position the previous year and has not had an unsatisfactory evaluation or been placed on an improvement plan during the past two (2) school years.
- (c) Each qualified applicant shall be interviewed by those persons responsible for applicant screening and selection.
- (d) All applicants shall be notified of their selection or non-selection at least five business days prior to the start of 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/extended year.
- (e) Support Staff
1. A minimum of two school 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

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

1 21.3 Sick Leave

- 2 (a) All Summer School/Extended School Year assignments are positive pay. For each day
3 a unit member reports to work, they shall be compensated for that time as negotiated.
4 If a unit member is unable to report to work, they shall not receive compensation for
5 that day. Sick leave which is accrued during the regular school year is not applicable
6 to the Summer School/Extended School Year assignment.
- 7 (b) All unit members working Summer School, Extended School Year, and/or
8 Intersession shall receive sick leave that can accrue. For every 10 days worked or
9 major fraction thereof, unit members shall receive .5 (one-half) of a sick day. This
10 sick leave may not be used for absences during Summer School/Extended School
11 Year/Intersession time assignments.

12 21.4 Hours Of Employment

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

1 21.5 In the absence of previously approved Summer School curriculum materials, with written
2 agreement between Human Resources and the unit member, a unit member will be
3 compensated for developing such curriculum material at the curriculum preparation and
4 in-service planning rate.

5 21.6 Courses

6 (a) Class size for virtual and in-person summer school shall follow Article 12 for Special
7 Education ESY classes. General Education class size shall not exceed the following
8 numbers:

9 (1) K = 28 students

10 (2) 1st – 3rd = 32 students

11 (3) 4th – 6th = 34 students

12 (4) 7th – 12th = 42 students

13 (5) PE = 55 students

14 (6) All class sizes shall be adhered to starting on the third day of each session.

15 (b) All courses that include an online component shall be completely virtual.

16 (c) Virtual teachers shall report to a physical site for all student days.

17 (d) Virtual courses shall be offered utilizing an online platform.

18 (e) A virtual teacher shall teach no more than 42 students at a time per session.

19 (f) Virtual teachers shall teach no more than 1 course at a time with a maximum of 42
20 students per session, or 2 courses with a combined maximum of 32 students per session.

21 (g) In order to address high school students in danger of graduating, the District may offer
22 Temporary Additional Assignments for credit recovery to interested unit members
23 throughout the school year. The District shall use Article 21.1 a-d for staff selection.
24 These assignments shall be scheduled outside the unit member's duty day. Unit members
25 shall utilize an online student management system. Unit members shall define and set a
26 daily 1-hour time frame to communicate with students or respond as needed. Unit
27 members shall submit a timecard not to exceed 25 hours at per diem rate.

28 21.7 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: SPECIAL EDUCATION

- 1 25.1 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 25.2 The District shall notify the receiving school of a full inclusion student as far in advance
 10 as possible.
- 11 25.3 The District and the Association shall jointly monitor caseloads to insure reasonable
 12 equity.
- 13 25.4 Every effort shall be made to ensure reasonable equity of case load among unit members
 14 with comparable assignments.
- 15 25.5 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 25.6 For the purposes of the voluntary and involuntary reassignment of Special Education
 19 teachers to another Special Education position, Article 25.6 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 a. Displaced unit members transferred or reassigned shall be granted two days of
4 bankable release time to relocate.
- 5 b. Involuntary Reassignments
- 6 1. Involuntary reassignments shall be based upon the educationally-related
7 needs of the District, utilizing the following procedures:
- 8 (5) 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 (6) 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 (7) Prior to beginning the new assignment, the Special Education teacher may request
16 a voluntary reassignment in accordance with Article 25.6(a)(1).
- 17 (8) The final decision regarding assignment and reassignment shall be made by the
18 Special Education Department administrative designee.

19 25.7 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 Ed Code.

23 25.8

- 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 class
31 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 25.9 When IEP, SST, or 504 meetings extend more than thirty (30) minutes past the conclusion
6 of the workday, unit members may submit time cards for up to twenty (20) hours
7 annually at curriculum rate, in thirty (30) minute increments (at late start schools
8 meetings may be before school). Time begins thirty (30) minutes after the completion or
9 before the start of the professional day.

10 (a) Unit members may not be required to attend before and after school IEP meetings on
11 the same day.

12 (b) RSP teachers at their maximum caseload may timecard up to 2 hours (at curriculum
13 rate) for initial qualifying IEPs.

14 (c) Upon mutual agreement between site administration and a special education teacher
15 (NSH/SH/SDC unit member), that unit member may remain to provide behavior
16 support/supervision until a bus or parent arrives to pick up a student. A unit member
17 who chooses to remain beyond a regularly scheduled duty to provide support may be
18 compensated in 15 minute increments at per diem rate.

19 (d) The total expenditure under this section (and Article 10.4c) shall not exceed \$100,000
20 District-wide.

21 (e) Only one (1) IEP a day, morning or afternoon.

22 (f) Once ten (10) hours (annually) have been reached, a unit member may request extra
23 sub days for IEPs.

24 25.10 Special Education teachers and support providers shall have equal access to base
25 curriculum including the same materials (Teacher's Education, digital and print) provided
26 as general education base curriculum for each grade level of each student in their class/on
27 their caseload.

28 25.11 SLP Supervisors shall be compensated. Approved SLP Supervisors shall be compensated
29 at four (4) days per diem per year per Required Professional Experience (RPE)
30 Temporary Licensed Unit member.

31 (a) At a minimum, the SLP Supervisor shall:

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

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

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

5 (b) All SLP Supervisor positions shall be voluntary.

6 25.12 On a monthly basis, one substitute will be available at each site for class coverage so that
7 unit members can participate in IEPs or SSTs during student hours.

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

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

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

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

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

October 14, 2024

1 The Corona-Norco Teacher Association (CNTA) and the Corona-Norco Unified School
2 District (CNUSD) enter this Memorandum of Understanding (MOU) regarding Speech
3 Language Pathologists (SLP) to clarify caseload averages, additional hours, and current
4 practices.

- 5 (a) SLPs will be assigned a caseload consistent with state law and SELPA requirements,
6 currently a District-wide average of 55 to 1. For purposes of computing caseloads, 55
7 to 1 shall constitute one full-time equivalent SLP at 196 workdays per school year.
- 8 (b) For services to TK-12 Speech and Language students, Full Time Equivalents (FTEs)
9 required for current state requirement of an average of 55 students per SLP shall be
10 computed by the following formula:

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

- 13 (1) For the purposes of determining the total number of students receiving SLP
14 services, student data maintained in a WEB-based IEP writer database will be
15 used. All appropriate steps will be taken to safeguard the confidentiality of student
16 information. The Assistant Superintendent or designee shall review, on October 1st
17 and April 1st of each year, caseload calculations based upon the methodology
18 listed above with the CNTA President/designee.
- 19 (2) If, upon either of those dates, District caseload averages exceed legal limits, the
20 District shall not subcontract out or otherwise transfer out of the bargaining unit
21 the work without joint agreement from the Association.
- 22 (3) Preschool Special Education students receiving services from Speech and
23 Language Pathologists (SLPs) shall not be mixed in caseloads with Special
24 Education students in grades TK-12 who are receiving Speech and Language
25 Services. The District shall comply with applicable legal requirements pertaining
26 to SLP caseloads where the Speech and Language Pathologists serve exclusively
27 preschool students.

- 1 (4) SLPs assigned to serve preschool students exclusively shall have a 196-work year
2 unless they are offered and agree to an additional temporary assignment offered
3 by the District on a trimester or semester basis, as may be needed. Speech and
4 Language Pathologists accepting additional temporary assignments up to up to 16
5 additional days per school year pursuant to this agreement shall be compensated
6 in accordance with the provisions of the Collective Bargaining Agreement for
7 such additional temporary services.
- 8 (5) SLPs who serve a caseload that does not include preschool students will be
9 assigned a caseload consistent with state law and SELPA requirements, currently
10 a District-wide average of 55 to 1. For purposes of computing caseloads, 55 to 1
11 shall constitute one full-time equivalent SLP at 196 workdays per school year. Up
12 to 16 additional days per school year or the equivalent thereof may be added on a
13 temporary trimester or semester basis by mutual agreement where the need arises.
14 Additional days shall be compensated in accordance with the provisions of the
15 Collective Bargaining Agreement. These additional assignments shall be
16 computed toward additional FTEs for purposes of computing the District-wide
17 average. This information will be provided to the Association.
- 18 (c) Pursuant to Section 25.3 of the Collective Bargaining Agreement, the District and the
19 Association shall monitor caseloads and assignments.
- 20 (d) SLPs with caseloads above 55 shall submit timecards for additional hours worked at
21 their daily rate inclusive of their daily supplement. All additional hours shall have
22 prior approval by a Special Education Administrator. If the number of hours
23 requested is not approved, then a joint review of the hours requested shall be
24 conducted by CNTA President designee and the District Superintendent designee
25 within ten (10) school days. It is also understood that this practice regarding SLP's
26 does not exclude them from benefiting from the district wide practice of having
27 additional timecard hours approved at the discretion of their direct supervisor or the
28 department manager.
- 29 (e) Opportunities for additional work shall be rotated equally among the existing SLP's
30 within the District through the use of a rotating list based on seniority as defined by
31 California Education Code.
- 32 (f) Each year the District/CNTA will re-evaluate the need to continue and/or clarify the
33 time carding practices with regards to SLP's.
- 34 (g) The Special Education department shall communicate transfers and reassignments
35 pursuant to this Agreement to the Association. Any SLP may request a meeting with
36 the SELPA Director/Administrative Director of Special Education to discuss their
37 reassignment. If unresolved, a meeting may be requested with the Superintendent or
38 designee.

- 1 (h) Preschool Special Education student receiving services from Speech and Language
2 Pathologists (SLPs) shall not be mixed in caseloads with Special Education students
3 in grades TK-12 who are receiving Speech and Language Services.
- 4 (i) SLPs assigned to serve preschool students exclusively will have a 196-work year.
5 Speech and Language Pathologists accepting additional temporary assignments up to
6 16 additional days per school year shall be compensated in accordance with the
7 provisions of the Collective Bargaining Agreement
- 8 (j) SLPs who serve a caseload that does not included preschool students will be assigned
9 a caseload consistent with state law and SELPA requirements, currently a District-
10 wide average of 55 to 1. For purposes of computing caseloads, 55 to 1 shall constitute
11 one full-time equivalent SLP at 196 workdays per school year. Up to 16 additional
12 days per school year or the equivalent thereof may be added on a temporary trimester
13 or semester basis by mutual agreement where the need arises. These additional
14 assignments shall be computed toward additional FTEs for purposes of computing the
15 District-wide average. This information will be provided to the Association.
- 16 (k) The Special Education department shall communicate transfers and reassignments
17 pursuant to this Agreement to the Association. Any SLP may request a meeting with
18 the SELPA Director/Administrative Director of Special Education. to discuss their
19 reassignment. If unresolved, a meeting may be requested with the Deputy
20 Superintendent or designee.

**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 shall expire on June, 30 2027.

ARTICLE 26: EDUCATIONAL INNOVATIONS

- 1 26.1 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 26.2 The scope of proposals for innovations which impact the Collective Bargaining
 9 Agreement are limited to Articles 10, 12, 18, 22, 23, 24, 25, Appendix B, and the
 10 calendar.
- 11 26.3 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 26.4 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 26.5 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 26.6 When appropriate, the District and the Association will enter into a Memorandum of
 28 Understanding and Agreement.
- 29 26.7 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 26.8 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 26.9 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, 2027.

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

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

ARTICLE 27: UNIT MEMBER SUPPORT PROGRAMS

1 27.1 The Association and the District are continuously striving to provide the highest possible
 2 quality of education. For students to succeed in learning, teachers must succeed in
 3 teaching. Therefore, the parties agree to cooperate in the design and implementation of
 4 programs to improve the quality of instruction through expanded and improved
 5 professional development and peer assistance. Unit Members in Support Programs are
 6 viewed as valuable professionals who deserve to have the best resources available
 7 provided to them in the interest of improving performance to a successful standard.

8 27.2 Joint Panel

- 9 (a) A Joint Panel of Association and District representatives shall administer the Peer
 10 Assistance and Review (PAR) Program and the Induction program.
- 11 (b) The Joint Panel shall consist of five (5) members including three (3) permanent
 12 certificated classroom teachers appointed by the Association and two (2)
 13 administrators appointed by the District.
- 14 (c) A panel member's term shall be three (3) years. Panel members may serve multiple
 15 terms.
- 16 (d) Administrators shall have at least five (5) years of administrative experience at the
 17 site level and at least two (2) years of administrative experience in the Corona-Norco
 18 Unified School District.
- 19 (e) The Joint Panel shall establish its own meeting schedule, within the budget allocated
 20 by the District. To meet, at least four (4) members of the Joint Panel must be present.
 21 Such meetings may take place before, during, or after the regular teacher workday.
 22 CNTA panel members will be provided with a substitute teacher for meetings
 23 scheduled during the day or paid Curriculum Rate for meetings scheduled outside of
 24 the regular teacher workday.
- 25 (f) The Joint Panel shall have oversight and be responsible, within the budget allocated
 26 by the District, for the following:
- 27 (1) PAR Program
- 28 a. Establish its own rules of procedure, including the method for the selection of
 29 a Chairperson. Rules and Procedures shall be consistent with the provisions of
 30 this Agreement, and to the extent there is an inconsistency, the Agreement
 31 shall prevail.
- 32 b. Establish the selection process for Consulting Teachers.
- 33 c. Conduct an annual program evaluation and make recommendations for
 34 improvement. Recommendations shall be forwarded to the District and the
 35 Association for review and comment in compliance with this Agreement.

- 1 d. Provide annual onboarding training for the Joint Panel members.
- 2 e. Provide training for Consulting Teachers, prior to the Consulting Teacher's
3 participation in the program.
- 4 f. Send written notification of participation in the PAR Program to the
5 Participating Teacher and the Consulting Teacher. For Referred Participating
6 Teachers, the site principal shall also receive notification.
- 7 g. Provide the list of Consulting Teachers for selection by the Voluntary
8 Participating Teacher.
- 9 h. Assign a Consulting Teacher to a Referred Participating Teacher.
- 10 i. Communicate and provide, at the beginning of each school year, the adopted
11 Rules and Procedures to all bargaining unit members and administrators.
- 12 j. Establish a procedure for application as a Consulting Teacher.
- 13 k. Determine the number of Consulting Teachers in any school year, based upon
14 participation in the PAR Program, the budget, and other relevant
15 considerations. This determination shall be done by June 1 of each year.
- 16 l. Review the final report prepared by the Consulting Teacher.
- 17 m. All proceedings and materials related to observations, reports and other
18 personnel matters shall be strictly confidential. Therefore, Joint Panel
19 members and Consulting Teachers may disclose such information only as
20 necessary to administer this Article.
- 21 n. Develop the Consulting Teacher application form, initial evaluation forms,
22 observation forms, and final report format for use by the Consulting Teacher.

23 (2) Induction Program

- 24 a. Establish the rules of procedure for the Joint Panel, including the method for
25 the selection of a Chairperson. Rules and Procedures shall be consistent with
26 the provisions of this Agreement, and to the extent there is an inconsistency,
27 the Agreement shall prevail.
- 28 b. Establish the selection process for Induction Support Providers.
- 29 c. The Induction program is overseen and accredited by the Commission on
30 Teacher Credentialing (CTC). The Joint Panel shall be provided accreditation
31 findings for review and may make recommendations for improvement.
- 32 d. Provide annual training for the Joint Panel members.

- 1 e. Work jointly to ensure that the induction program meets the standards for
 2 professional induction programs, as established by the Commission on
 3 Teacher Credentialing. No teacher shall be required by the district to
 4 participate in an induction program that does not meet these standards.
- 5 f. Review assignments of Induction Support Providers to participating Induction
 6 teachers in accordance with this Article. The Joint Panel shall convene to
 7 discuss any concerns regarding assignments of Induction Support Providers.

8 27.3 PAR

9 (a) Participating Teachers (PT)

- 10 (1) A Referred Participating Teacher is a teacher with permanent status, who has been
 11 on an improvement plan for at least ninety (90) calendar days, or sixty (60)
 12 workdays, whichever is greater, and still received a final unsatisfactory evaluation
 13 in any of the areas of subject matter knowledge, teaching strategies, or teaching
 14 methods and instruction. The Referred Participating Teacher receives assistance
 15 to improve their instructional skills, classroom management, knowledge of
 16 subject, and/or related aspects of their teaching performance due to an
 17 unsatisfactory final evaluation.
- 18 (2) A Volunteer Participating Teacher is a teacher with permanent status who
 19 volunteers to participate in the PAR Program. The purpose of participation in the
 20 PAR Program is for peer assistance only and the Consulting Teacher shall not
 21 participate in a performance review of the Volunteer Participating Teacher. A
 22 Volunteer Participating Teacher shall select a Consulting Teacher from the list of
 23 Consulting Teachers provided by the Joint Panel. All communication between the
 24 Consulting Teacher and a Volunteer Participating Teacher shall be confidential,
 25 and without the written consent of the Volunteer, shall not be shared with others,
 26 including the site principal, the evaluator or the Joint Panel. The Volunteer
 27 Participating Teacher may terminate his or her participation in the PAR Program
 28 at any time.
- 29 (3) The Participating Teacher has the right to be represented throughout these
 30 procedures by the Association representative of his or her choice.

31 (b) Consulting Teachers (CT)

- 32 (1) A Consulting Teacher is a teacher who provides assistance to a Participating
 33 Teacher pursuant to the PAR program. The qualifications for the Consulting
 34 Teacher shall be set forth in the Rules and Procedures, provided that the following
 35 shall constitute minimum qualifications:
- 36 a. A credentialed classroom teacher with permanent status.
- 37 b. At least five (5) years of recent experience in classroom instruction.

- 1 c. Shall demonstrate exemplary teaching ability, as indicated by, among other
2 things, effective communication skills, subject matter knowledge, and mastery
3 of a range of teaching strategies necessary to meet the needs of pupils in
4 different contexts.
- 5 (2) In filling a position of Consulting Teacher, each applicant is required to submit
6 three references from individuals with specific knowledge of his or her expertise,
7 as follows:
- 8 a. A reference from a site principal or immediate supervisor.
- 9 b. A reference from an elected Association representative.
- 10 c. A reference from another classroom teacher.
- 11 (3) All applications and references shall be treated with confidentiality.
- 12 (4) Consulting Teachers shall be selected by a majority vote of the Joint Panel which
13 may include classroom observations by the Joint Panel.
- 14 a. A Consulting Teacher shall be provided release time by the Joint Panel as
15 needed, within the budget allocated by the District. The term of the
16 Consulting Teacher shall be three (3) years and may reapply. If a Consulting
17 Teacher obtains an administrative position, they shall not be assigned as the
18 evaluator of any participating teacher, referred or voluntary, whom they
19 supported during the prior two (2) academic school years.
- 20 b. Functions performed by Consulting Teachers pursuant to this Article by
21 bargaining unit employees shall not constitute either management or
22 supervisory functions. The Consulting Teacher shall continue all rights of
23 bargaining unit members. In addition to the regular salary, a Consulting
24 Teacher shall receive curriculum pay for all work beyond the regular workday
25 and/or work year, with prior approval of the Joint Panel.
- 26 c. Consulting Teachers shall have the responsibility for no more than two (2)
27 PAR Participating Teachers.
- 28 d. For Referred Participating Teachers, the Consulting Teacher shall provide at
29 least twenty (20) hours of in-classroom support over the course of the school
30 year, in addition to other forms of assistance provided. If the Consulting
31 Teacher does not have full-time release, the following shall be provided:
- 32 1. A substitute teacher for in-classroom support, not to exceed the equivalent
33 of five (5) full days.
- 34 2. A stipend equal to eight (8) days per diem.

- 1 e. For Voluntary Participating Teachers, the Consulting Teacher and Voluntary
2 Participating Teacher shall develop a plan for voluntary assistance. The plan
3 shall be submitted to the Joint Panel for purposes of coordination and
4 planning, subject to available resources. The Consulting Teacher shall provide
5 up to ten (10) hours of support, in-classroom and/or consultation, as
6 determined by the Joint Panel. Release time may be provided during the
7 school day for classroom observations and compensation at per diem rate for
8 work conducted outside of the regular teacher workday. The number of
9 Consulting Teachers available to assist with Voluntary Participating Teachers
10 shall be determined by the Joint Panel within the budget allocated by the
11 District.
- 12 f. The Principal, Consulting Teacher, and Referred Participating Teacher shall
13 meet to discuss the outlined areas of improvement and types of assistance to
14 be provided.
- 15 g. The Consulting Teacher reviews the recommended areas of improvements,
16 provides assistance to the Referred Participating Teacher in any of the areas of
17 subject matter knowledge, teaching strategies or teaching methods and
18 instruction needed. The assistance provided shall address the areas for
19 improvement noted by the principal and shall take into consideration state and
20 local standards.
- 21 h. The Consulting Teacher, Referred Participating Teacher, and the Principal are
22 expected to develop and maintain an ongoing, cooperative working
23 relationship.
- 24 i. Consulting Teachers shall assist Participating Teachers by demonstrating,
25 observing, coaching, conferencing, referring or by other activities, which, in
26 their professional judgment, will assist the Participating Teacher.
- 27 j. The Consulting Teacher shall meet with the Referred Participating Teacher to
28 discuss the PAR Program, to establish mutually agreed upon performance
29 goals, develop the assistance plan and develop a process for determining
30 successful completion of the PAR Program.
- 31 k. The Consulting Teacher shall conduct multiple observations of the Referred
32 Participating Teacher during classroom instruction and shall have both pre-
33 observation and post-observation conferences. Observations for Voluntary
34 Participating Teachers may occur based on the developed plan for assistance.
- 35 l. The Consulting Teacher shall monitor the progress of the Referred
36 Participating Teacher and shall provide periodic written reports to the
37 Referred Participating Teacher.

1 m. The Consulting Teacher shall continue to assist the Referred Participating
 2 Teacher until the Consulting Teacher concludes that the teaching performance
 3 of the Referred Participating Teacher is satisfactory, or that further assistance
 4 will not be productive. A copy of the Consulting Teacher’s report shall be
 5 submitted to and discussed with the Referred Participating Teacher to receive
 6 his or her input and signature before it is submitted to the Joint Panel. The
 7 Referred Participating Teacher’s signing of the report does not necessarily
 8 mean agreement, but rather that they have received a copy of the report. The
 9 Consulting Teacher shall submit a final report to the Joint Panel by May 1.
 10 The Referred Participating Teacher shall have the right to submit a written
 11 response, within twenty (20) days, and have it attached to the final report. The
 12 Referred Participating Teacher shall also have the right to request a meeting
 13 with the Joint Panel, and to be represented at this meeting by the Association
 14 representative of their choice.

15 27.4 Induction Program

- 16 (a) The induction program is not a substitute for the contractual evaluation procedure in
 17 Article 15 of the agreement. The performance evaluation and the induction program
 18 are separate and unrelated procedures.
- 19 (b) Each candidate will develop an Individual Learning Plan (ILP) collaboratively with
 20 their Induction Support Provider. Induction Support Providers shall provide Induction
 21 assistance for no more than eighteen (18) certificated bargaining unit members per
 22 school year.
- 23 (c) The participation records of any teacher, including but not limited to, notifications,
 24 timelines, program participation, special assistance, feedback about levels of
 25 participation, etc., shall remain the property of the teacher and shall not be placed in
 26 their personnel file or used in their performance evaluation. The District may
 27 maintain only those records necessary to prove participation and completion of the
 28 program. These records shall be kept confidential and shall not be shared with the
 29 teacher’s immediate supervisor.
- 30 (d) At the completion of the Induction Program, the Induction Support Provider and
 31 Participating Teacher shall complete and sign final documentation. This final
 32 documentation shall be reviewed by the Induction Program Director prior to affirming
 33 completion of the program. If the Induction Program Director does not affirm
 34 completion, the Participating Teacher may appeal this decision to the Superintendent,
 35 or their designee. The final documentation shall not be placed in the teacher’s
 36 personnel file. When the teacher has completed the induction program, they will be
 37 able to apply to the CTC for a clear credential, as long as all other requirements have
 38 been completed.
- 39 (e) Teachers who have been selected as Induction Support Provider shall be granted by
 40 the district full opportunity for appropriate professional development.

- 1 (f) The Induction Support Provider, in conjunction with the Association and the District,
2 shall be full partners in the design, content, and implementation of the professional
3 development program for Induction Support Provider.
- 4 (g) The ILP shall take into consideration the participating teacher's prior preparation,
5 training, and experience, as well as the specific assignment and teaching context of
6 the teacher.
- 7 (h) Results from the pre-service teaching performance assessment may guide initial
8 planning for induction. California Standards for the Teaching Profession based on
9 formative assessment evidence guides the development, monitoring, and ongoing
10 revisions of the subsequent ILPs.
- 11 (i) The term of Induction Support Provider shall be four (4) years. If a Consulting
12 Teacher obtains an administrative position, they shall not be assigned as the evaluator
13 of any Participating Teacher, Referred or Voluntary, whom they supported during the
14 prior two (2) academic school years.
- 15 (j) Induction Support Providers shall be returned to their regular assignment upon
16 completion of their term as an Induction Support Provider. Induction Support
17 Providers are eligible to apply for transfer at any time during their term. Induction
18 Support Providers returning to the classroom before the end of their term shall notify
19 the Joint Panel prior to March 1.
- 20 (k) Participating teachers shall not be responsible for the costs of the Induction program.

21 27.5 Status and Liability of Unit Members

- 22 (a) Functions performed by unit members under this article shall not constitute either
23 management or supervisory functions as defined in the Educational Employment
24 Relations Act.
- 25 (b) The District agrees to indemnify and hold harmless and provide a defense to the
26 Association and any Association-selected member of the Joint Panel against any
27 claims, causes of action, damages, grievances, administrative proceedings or any
28 other litigation arising from the Association's participation in Peer Assistance and
29 Peer Review (PAR) Program and the Induction Program.

30 27.6 Records

- 31 (a) All documents and information relating to individual participation in the programs
32 shall be considered personnel matters subject to the personnel record exemption of
33 the California Public Records Act.

ARTICLE 28: SHARED CONTRACTS

- 1 28.1 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 28.2 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 28.3 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 28.4 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 28.5 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 28.6 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 28.7 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 28.8 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 28.9 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 28.10 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 28.11 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 28.12 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.

**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 28, Shared
2 Contracts.

3 For purposes of article 28.2, 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 28.2, 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 28.4 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 28.8, 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**

May 22, 2024

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

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

17 (e) Unit Member Support and Resources

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

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

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

25 (f) Leaves

26 (1) The District and CNTA shall continue to collaboratively develop and pilot a
27 substitute teacher plan for full implementation in the 24/25 school year.

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

29 (g) Unit Member Expectations

30 (1) When virtually working with students, cameras are expected to be on.

31 (2) Unit members shall be expected to be available and working with students during
32 their professional work day.

1 (h) Class Size

2 (1) Elementary class size shall follow Article 12, inclusive of any MOU of the
3 Collective Bargaining Agreement.

4 (2) Secondary class size at brick-and-mortar schools with virtual classes shall follow
5 Article 12, inclusive of any MOU of the Collective Bargaining Agreement.

6 (3) Secondary class size inclusive of PE at Virtual Schools: The total number of
7 students in instructional and home room classes for CNUSD Virtual Intermediate
8 and High School classrooms shall not exceed the max class contacts in Article 12,
9 inclusive of any MOU of the Collective Bargaining Agreement per unit member.

10 (4) CNUSD Virtual Intermediate and High School teachers shall have a home room.
11 Virtual School students shall be evenly distributed amongst all Intermediate and
12 High School teachers.

13 (5) To the greatest extent possible, home room class sizes shall be balanced between
14 unit members.

15 (6) Elementary Grade Level Assignments (TK-5th Grade)

16 a. The Collective Bargaining Agreement language regarding combination classes
17 shall apply to the virtual school. Enrollment for that language shall be based
18 on the number of students TK-5.

19 b. Based on unknown fluctuations in enrollment, there is potential for a number
20 of combination class assignments. It is the intent to minimize the offering of
21 combination classes to the greatest extent practicable.

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

23 (1) Based on unknown fluctuations in enrollment, there is potential for as many as 5
24 different course curricula to be assigned to one unit member inclusive of all areas
25 in which the unit member is credentialed. It is the intent for full-time virtual unit
26 members to have no more than 3 different course curricula. Multiple sections of
27 the same course offered will be assigned to the same teacher, to the greatest extent
28 possible.

29 (2) If a virtual full-time unit member is assigned 4 or more different course curricula,
30 the District will consult with CNTA on a solution within 5 working days when
31 possible and not less than 24 hours prior to implementation.

32 (j) Virtual School Curriculum

33 (1) Following the formal collaborative adoption of virtual curriculum, it is the
34 expectation of the District that unit members will utilize the adopted curriculum to
35 the greatest extent possible. Academic freedom and supplementation remains at
36 the discretion of the unit member.

1 (2) In the event that there is not an adopted virtual curriculum for a course provided
 2 by CNUSD, volunteers shall be sought from all properly credentialed unit
 3 members assigned to the virtual school first. If there are no volunteers, the
 4 creation of the course section curriculum shall be offered as an extra duty
 5 opportunity to all properly credentialed unit members district wide. The unit
 6 member will be consulted regarding the specifics of the assignment and shall only
 7 be assigned the course by mutual agreement.

8 (3) A unit member agreeing to write the foundational curriculum for a course will
 9 have the option of utilizing release time and/or time carding at curriculum rate,
 10 not to exceed 40 hours per quarter per course. Any division of this allocation
 11 shall be approved at the discretion of the virtual school administrator.

12 (k) Duty

13 (1) The virtual school shall be funded TK-12 for the school site extra duty fund. A
 14 separate extra duty fund committee shall be created for each grade span: TK-5, 6-
 15 8, 9-12. Each grade span shall be funded according to their enrollment, utilizing
 16 the secondary extra duty fund process per the Collective Bargaining Agreement to
 17 allocate funds.

18 (2) Virtual School Unit Members shall not participate in supervision duty before,
 19 during or after school.

20 (3) Virtual School Unit Members may be required to participate in Professional
 21 Duties as listed in Article 10 of the Collective Bargaining Agreement.

22 (l) Other than the items explicitly bargained in this agreement, all other parts of the
 23 Collective Bargaining Agreement shall apply.

24 This MOU will expire on June 30, 2027

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

TASK FORCES

1 The parties agree to the following joint District-Association Task Forces:

2 Academy

3 Extra-Curricular Pay Schedule

4 Language Immersion

5 Special Education (SPED)

6 Virtual Education

7 Workload

8 Year Round School

9 Unless mutually agreed upon, each Task Force shall meet no less than four (4) times annually.
10 The calendar of meeting dates shall be developed by the Superintendent's designee and the
11 CNTA President's designee by June 30 of the prior year. The purpose of the Task Force is:

- 12 (a) To identify concerns specific to Unit Members;
- 13 (b) To discuss District identified areas of concerns;
- 14 (c) To make recommendations to both parties of possible solutions to the identified
15 concerns when appropriate;
- 16 (d) To make recommendations to the negotiations team of possible negotiable solutions
17 to identified concerns by January 15 each year; and
- 18 (e) To provide updates quarterly to the Association Executive Board and the District
19 Cabinet

20 Additional tasks may be assigned by mutual agreement between the Superintendent's designee
21 and the CNTA President's designee.

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

28 This MOU shall be in effect through June 30, 2027

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

AD HOC NON-STUDENT DAYS TASK FORCE

JULY 18, 2024

1 **1.1 Task Force:** The parties agree that a joint District-Association Ad Hoc Non-Student Days
2 Task Force shall meet no less than four (4) times (unless both parties mutually agree to meet
3 less). The calendar of meeting dates shall be developed by the Superintendent’s designee and
4 the CNTA President’s designee. The purpose of the Task Force is:

- 5 (a) To identify concerns specific to Unit Members around the use of non-student days;
6 (b) To discuss District identified areas of concern;
7 (c) To make recommendations to both parties of possible solutions to the identified concerns
8 when appropriate; and
9 (d) To make recommendations to the negotiations team of possible negotiable solutions to
10 identified concerns by January 15, 2025.

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

17 This MOU shall be in effect through June 30, 2025.

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

**After-School Extended Learning Opportunities Program (ELOP) Enrichment
February 2, 2023**

1 The Corona-Norco Unified School District (“District”) and Corona-Norco Teachers Association
2 (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the after school
3 ELOP starting in 2023.

4 Both parties are interested in offering supplemental after-school academic enrichment
5 opportunities and Social-Emotional Learning (SEL) opportunities for K-8 students starting in
6 March 2023. Both parties are interested in offering a robust enrichment and SEL program to
7 students and encourage all unit members to design innovative sessions that will stimulate student
8 creativity, social-emotional learning, and expand their educational opportunities. In addition,
9 both parties agree to the following:

10 1) Staff Selection

- 11 a. Any current unit member shall be considered a qualified applicant for ELOP and
12 shall be given priority for Certificated work over all other applicants.
- 13 b. Priority shall be given to applicants with appropriate grade level-or subject area
14 experience.
- 15 c. Priority shall be given to an applicant who has not held an ELOP position the
16 previous year.
- 17 d. Starting with the 2023-2024 school year, the District shall circulate to each unit
18 member a notice of anticipated ELOP openings and invite applications on a
19 District supplied form at a minimum of two (2) months prior to the start of the
20 program.
- 21 e. All applicants shall be notified of their selection or non-selection no later than two
22 (2) weeks for all the positions known at that time.
- 23 f. Unit members interested in providing after school academic enrichment and/or
24 SEL shall provide a proposal detailing the focus, rationale, district-provided
25 materials needed, and schedule to the administrator overseeing ELOP.
- 26 g. All academic enrichment and SEL opportunities shall directly support district and
27 school goals.
- 28 h. The district has the sole discretion to determine the need and scope of academic
29 and SEL enrichment.

30 2) Hours of Employment (Days and Hours)

- 31 a. Unit members will commit to a minimum of 1 hour of academic enrichment
32 and/or SEL per week.

- b. Unit members will commit to a minimum of a 4-week assignment.
- c. The schedule for ELOP academic enrichment and/or SEL shall be mutually agreed upon between the unit member providing the service and site principal prior to the start of the enrichment.

3) Compensation

- a. All unit members shall receive one-seventh (1/7) of the unit member's per diem placement on the Basic Work Year Salary Schedule in effect at the time for each hour of assignment.
- b. Unit members who are support staff shall have their Supplemental Daily Pay Schedule calculated hourly and added to their one-seventh compensation.
- c. Pay shall be given on regular pay warrants through timecards as service is rendered.

4) This MOU shall not be precedent setting.

This MOU shall expire on June 30, 2025.

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

CTE EDUCATION PATHWAY TEACHERS

September 18, 2023

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

- 4 1. For the 2023-2024 school year, CTE Education Pathway Teachers shall have the
5 following schedule:
 - 6 A. Three (3) Periods of teaching a class the unit member is credentialed and qualified
7 to teach,
 - 8 B. Two (2) periods with no rostered classes that shall be dedicated to build the
9 Education Pathway, and
 - 10 C. One (1) period of preparation time
- 11 2. For the 2024-2025 school year and following years, CTE Education Pathway Teachers
12 shall have the following schedule:
 - 13 A. Four (4) Periods of teaching a class the unit member is credentialed and qualified
14 to teach,
 - 15 B. One (1) period with no rostered classes that shall be dedicated to apprenticeship to
16 continue to build the Education Pathway, and
 - 17 C. One (1) period of preparation time.

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

19 This MOU shall expire on June 30, 2025.

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2024-25 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

For purposes of salary placement or salary advancement, an Education Specialist degree shall be treated as equivalent to a Master’s degree.

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2024-25 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
2024-25 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
2024-25 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 (Required CIF Pre-Season Practice)		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.

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
2024-25 SUPPLEMENTAL DAILY PAY RATE SCHEDULE**

Support Personnel Classification	Daily Supplement	Work Days
Program Specialist	\$42.44	212
School Psychologist	\$42.44	201
Activities Director	\$29.22	201
Speech and Language Pathologist	\$42.44	196
School Counselor	\$21.16	196
Orientation and Mobility Specialist	\$21.16	196
Adaptive PE Specialist	\$21.16	196
Deaf and Hard of Hearing Specialist	\$21.16	196
Teacher of Visually Impaired	\$21.16	196
School Librarian	\$21.16	191
School Nurse	\$21.16	191
Language Immersion Teacher	\$21.16	185

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2024-25 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.
- Any unit member who has completed National Board Certification and provides proof of completion, shall receive a one-time payment of \$2,000.00.

CORONA-NORCO UNIFIED SCHOOL DISTRICT 2024-25 ELEMENTARY SCHOOL CALENDAR



2024-2025 ELEMENTARY SCHOOL TRACK CALENDAR
CALENDARIO 2024-2025 PARA LOS CICLOS ACADÉMICOS DE LAS ESCUELAS PRIMARIAS

CORONA-NORCO UNIFIED SCHOOL DISTRICT

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, Garretson, Highland, Home Gardens Academy, Jefferson, Lincoln Fundamental, McKinley, Norco, Orange, Parkridge, Prado View, Riverview, Sierra Vista, Stallings, Temescal Valley, Todd, Vandermolen, Vicentia, Victress Bower, Washington & Wilson

N = No School – No hay clases
E = Early Dismissal – Las clases terminan más temprano
X = Student Minimum Day – Día de horario mínimo
T = New Teacher Day – Día para maestros nuevos
S = Inservice Day (Non-Student Day) – Día de capacitación profesional (No hay clases)
P = Teacher Prep Day (Non-Student Day) – Día 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) – Día de conferencias (No hay clases)

JULY 2024		AUGUST 2024		SEPTEMBER 2024	
1	2	1	2	1	2
A	S	A	A	A	A
B	S	B	B	B	B
C	S	C	C	C	C
D	S	D	D	D	D
T	S	T	T	T	T

OCTOBER 2024		NOVEMBER 2024		DECEMBER 2024	
1	2	1	2	1	2
A	E	A	E	A	E
B	E	B	E	B	E
C	E	C	E	C	E
D	E	D	E	D	E
T	E	T	E	T	E

JANUARY 2025		FEBRUARY 2025		MARCH 2025	
1	2	1	2	1	2
A	E	A	E	A	E
B	E	B	E	B	E
C	E	C	E	C	E
D	E	D	E	D	E
T	E	T	E	T	E

APRIL 2025		MAY 2025		JUNE 2025	
1	2	1	2	1	2
A	E	A	E	A	E
B	E	B	E	B	E
C	E	C	E	C	E
D	E	D	E	D	E
T	E	T	E	T	E

Revised 03/23/2024

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

CORONA-NORCO UNIFIED SCHOOL DISTRICT 2024-25 SECONDARY SCHOOL CALENDAR

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
2024-2025 SECONDARY SCHOOL TRACK CALENDAR**

CALENDARIO 2024-2025 PARA LOS CICLOS ACADÉMICOS DE ESCUELAS SECUNDARIAS Y PREPARATORIAS

TRACK I - CICLO I
Auburndale Intermediate, Chavez Academy, Citrus Hills Intermediate, Corona Fundamental Intermediate, El Cerrito Middle, Home Gardens Academy, Norco Intermediate, Ramirez Intermediate, Raney Intermediate & River Heights Intermediate

TRACK HS - CICLO HS
Centennial, Corona, Norco, Orange Grove, Pollard, Roosevelt, Santiago & Eastvale STEM Academy

TRACK JFK - CICLO JFK
Kennedy Middle College High School & Academy of Innovation

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

JULY 2024							AUGUST 2024							SEPTEMBER 2024						
JULIO							AGOSTO							SEPTIEMBRE						
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
IS																				
HS																				
JFK																				

OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
OCTUBRE							NOVIEMBRE							DICIEMBRE						
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
IS																				
HS																				
JFK																				

JANUARY 2025							FEBRUARY 2025							MARCH 2025						
ENERO							FEBRERO							MARZO						
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
IS																				
HS																				
JFK																				

APRIL 2025							MAY 2025							JUNE 2025						
ABRIL							MAYO							JUNIO						
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
IS																				
HS																				
JFK																				

Revised 3/26/2024 HS - High School IS - Intermediate School JFK - Kennedy Middle College High School W.H. #592-66

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

Stacy Nicola, President
Chris Raahauge, Vice President
Mary Helen Ybarra, Clerk
Jami Merchant, Member
Anna Coriddi-Meza, Member



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

Executive Board

Meg E'amato, President
Benjamin Williams, Vice President
Amy Stapler, Secretary
Karen Taggart, Treasurer
Alice Music, 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
Jennifer Lim, High School Director

Negotiations Team

Robin Grundmeyer, Chair/High School
Benjamin Williams, Vice President
Careen Talavera, Elementary
Amy Loo, Intermediate
Nicole Broomfield, SPED/Support Services

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

Cabinet

Sam Buenrostro, Ed.D.
Superintendent
Dalia Gadelmawla
Deputy Superintendent, Business Services
Reginald Thompkins, Ed.D.
Assistant Superintendent, Instructional Support
Jeremy Goins, Ed.D.
Assistant Superintendent, Educational Services
Glen Gonsalves,
Assistant Superintendent, Human Resources
Ben Odipo, PMP
Assistant Superintendent, Information Technology
Kathy Lee, 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,
Deputy Superintendent, Business Services
Ben Roberts, Ed.D.
Administrative Director, Human Resources
Gina Boster, Ed.D.
Administrative Director, Educational Services
Manny Gonzalez, Ed.D.
Principal, Home Gardens Academy