MEMORANDUM OF UNDERSTANDING BETWEEN THE MENIFEE COUNCIL OF CLASSIFIED EMPLOYEES AND THE MENIFEE UNION SCHOOL DISTRICT

REGARDING EXTENDED SCHOOL YEAR FOR THE PERIOD OF FEBRUARY 29, 2025, THROUGH JULY 10, 2025

The Menifee Union School District ("District") and the Menifee Council of Classified Employees Union ("Association"), jointly known as the Parties ("Parties"), enter into this Memorandum of Understanding regarding Extended School Year (ESY) for the 2024/25 school year.

Unless otherwise noted, all provisions outlined in the Collective Bargaining Agreement shall continue to apply during ESY.

1. **Extended School Year (One four (4) week session for students, as determined by their IEP)**

    1.1. **Assignment (17 days)**

        1.1.1. This model provides students with instruction four (4) days a week for five (5) hours per day. This program consists of instruction in alignment with IEP goals, pick-up, drop-off, and nutrition breaks.

        1.1.2. Assignment Schedule: 5 hours of instruction per day (16 days)

        1.1.1. June 9th, Training/Preparation
        1.1.2. June 12th, First Day of ESY
        1.1.3. June 16 -18 (3 days)
        1.1.4. June 19-20 (No School)
        1.1.5. June 23-26 (4 days)
        1.1.6. June 30- July 3rd (4 days)
        1.1.7. July 4th Holiday (No School)
        1.1.8. July 7-10 (4 days)

    1.2. **Hours**

        1.2.1. Unit members may work up to eight (8) hours per day, depending upon the assignment being filled.

    1.3. **Instruction/Supervision Schedule:**

        1.3.1. 7:45 - 8:00 - pick-up students
        1.3.2. 8:00 - 1:00 - instructional block
        1.3.3. 1:00 - 1:15 - student departure

1.4. Training and Preparation Time

1.4.1.   Unit Members selected shall attend one (1) day of training and preparation for eight (8) hours on June 9.

1.5. Schedule:

1.5.1.   8:00 - 11:30   Training at the DEC or ESY Site
1.5.2.   11:30 - 12:30   Lunch (on their own)
1.5.3.   12:30 - 4:00   Training at the DEC or ESY Site

1.6. Location

1.6.1.   Unit Members shall be assigned their location depending on student enrollment.
1.6.2.   Unit Members shall be assigned their location one week prior to the training dates.

1.7. Selection

1.7.1.   Unit Members shall be selected based on the following prioritized criteria:
  1.7.1.1.   The requirements of the position.
  1.7.1.2.   Seniority.

1.8. Related Services

1.8.1.   Related Services will be delivered, as determined by enrollment and IEP goals, to meet the needs of students during Extended School Year.

1.9. Prior to Extended School Year

1.9.1.   Unit Members may consult with their Extended School Year administrator regarding additional materials needed.

1.10. Sick Leave

1.10.1.   Unit Members serving as Extended School Year employees shall receive one (1) sick day. The day earned will be credited to the Unit Member's leave bank after August 30, 2025. Unit Members who work less than fifteen (15) days will not be credited with sick leave.

1.10.2.   An absence during the Extended School Year session will be deducted as a full day.

1.10.3. Unit Members shall not use more than one (1) day of leave. Unit Members shall not be compensated should additional leave days be used.

1.11. Extended School Year Office Staff

1.11.1. Office Staff working Extended School Year shall be provided ten (10) additional hours of extra duty to support Extended School Year from June 9 through July 10.

1.12. Duration

1.12.1. This Memorandum of Understanding addresses the negotiable effects of Extended School Year and expires on July 10, 2025, unless extended by mutual written agreement of the Parties. The Parties reserve the right to negotiate any additional impacts and/or effects in the 2024-2025 school year. The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree. This Memorandum of Understanding shall not be precedent-setting for any basis for past practice.

1.13. Contingency

1.13.1. This Memorandum of Understanding shall be contingent upon the California Department of Education's approval of the General Waiver Request submitted by the Special Education Department to waive the CCR Title 5 section 3043(d) regulation.