

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

REGARDING EXTENDED SCHOOL YEAR FOR THE PERIOD OF June 17, 2026,  
THROUGH JULY 17, 2026

The Menifee Union School District ("District") and the Menifee Council of Classified Employees Union ("Federation"), jointly known as the Parties ("Parties"), enter into this Memorandum of Understanding regarding Extended School Year (ESY) for the 2025/26 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 (21 days)**

- 1.1.1. This model provides students with instruction up to five (5) days a week for four (4) 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: 4 hours of instruction per day (20 days)
  - 1.1.1. June 17th, Training/Preparation
  - 1.1.2. June 18th, First Day of ESY
  - 1.1.3. June 17th -18th (2 Days)
  - 1.1.4. June 19th (Holiday, No School)
  - 1.1.5. June 22nd - 26th (5 Days)
  - 1.1.6. June 29th - July 2nd (4 Days)
  - 1.1.7. July 3rd (Holiday, No School)
  - 1.1.8. July 6th - 10th (5 Days)
  - 1.1.9. July 13th - 17th (5 Days)

### **1.2. Rate of Pay**

- 1.2.1. Unit members shall be compensated at the rate of pay commensurate with the position assigned.

### **1.3. Hours**

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

**1.4. Instruction/Supervision Schedule:**

- 1.4.1. 7:45 - 8:00 - Pick up students
- 1.4.2. 8:00 - 12:00 - Instructional block
- 1.4.3. 12:00 - 12:15 - Student departure

**1.5. Training and Preparation Time**

- 1.5.1. Unit Members selected shall attend one (1) day of training and preparation for seven (7) hours on June 17.

**1.6. Schedule:**

- 1.6.1. 8:00 - 11:30 Training at the DEC or ESY Site
- 1.6.2. 11:30 - 12:30 Lunch (on their own)
- 1.6.3. 12:30 - 4:00 Training at the DEC or ESY Site

**1.7. Location**

- 1.7.1. Unit Members shall be assigned to their locations based on student enrollment.
- 1.7.2. Unit Members shall be assigned their location one week prior to the training dates.

**1.8. Selection**

- 1.8.1. Unit Members shall be selected based on the following prioritized criteria:
  - 1.8.1.1. The requirements of the position.
  - 1.8.1.2. Seniority.
  - 1.8.1.3. Prior ESY Attendance records will be taken into consideration during the selection process.

**1.9. Related Services**

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

**1.10. Prior to Extended School Year**

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

**1.11. Sick Leave**

- 1.11.1. 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, 2026. Unit Members who work less than twenty (20) instructional days will not be credited with sick leave.
- 1.11.2. An absence during the Extended School Year session will be deducted as a full day.
- 1.11.3. Unit Members shall not use more than one (1) day of leave. Unit Members shall not be compensated should additional leave days be used.

**1.12. Extended School Year Office Staff**

- 1.12.1. Office Staff working Extended School Year shall be provided ten (10) additional hours of extra duty to support Extended School Year from June 17th through July 17th.

**1.13. Duration**

- 1.13.1. This Memorandum of Understanding addresses the negotiable effects of Extended School Year and expires on July 17, 2026, unless extended by mutual written agreement of the Parties. The Parties reserve the right to negotiate any additional impacts and/or effects in the 2025-2026 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.