

SIDE LETTER OF AGREEMENT BETWEEN THE MENIFEE TEACHERS ASSOCIATION AND THE MENIFEE UNION SCHOOL DISTRICT REGARDING MINIMUM DAYS

July 1, 2025 through June 30, 2026

This Side Letter of Agreement (“Agreement”) is made and entered into by and between the Menifee Union School District (“District”) and the Menifee Teachers Association (“Association”), collectively referred to as the “Parties.” This Agreement outlines the expectations for the newly developed minimum day format to begin November 1, 2025 for the 2025-2026 school year.

The Parties agree that all provisions of the Menifee Teachers Association Collective Bargaining Agreement shall remain in effect unless expressly modified by this Agreement.

The purpose of this Agreement is to establish clear expectations for minimum Wednesdays. The Agreement seeks to ensure the effective implementation of these expectations while allowing both Parties to provide feedback on the process to ensure it meets the needs of all stakeholders.

11.8 Minimum Days

11.8.1 The school day shall be reduced to a minimum day each Wednesday. The purpose of the minimum day is to allow for planning, preparation time, and for collaboration regarding student achievement and best practices as determined by the Superintendent or designee(s).

11.8.1.1 In collaboration with MTA, Site administration shall select a Minimum Wednesday prior to Progress Reports and Report Cards to be used for Unit Members to complete progress reports, report cards, and Unit Member directed activities.

11.8.1.2 The first in-session minimum Wednesday of each calendar month shall be used by administration for the Professional Learning Community (PLC).

11.8.1.3 The remaining in-session minimum Wednesdays of each calendar month shall be used by Unit Members for the Professional Learning Team (PLT).

11.8.1.3.1 PLT meetings shall be collaborative sessions focused on essential standards, improving instructional practices, creating common formative

assessments, monitoring and analyzing student data, and enhancing student achievement using a multi-tiered system of supports.

11.8.1.3.1.1 PLT teams shall meet by grade level(s) (TK-5), subject area(s) (6-8), or department as determined by site administration.

11.8.1.4 Any month that contains a fifth in session minimum Wednesday, that day shall be used for Unit Member planning time

11.8.1.5 The Director of Special Education and Director of Student Success Services may call up to 4 agendized meetings per classification per year. Notification for these meetings shall be provided one week in advance.

11.8.1.6 Unit Members in like positions (i.e., Counselors, Psychologists, RSP, SDC, SLP, etc.) shall be granted time to collaborate and share best practices together at a single site, a minimum of three (3) times per year. Unit Members shall notify their immediate supervisor of the date and location of these meetings.

11.8.2 In grades TK-5, the first in-session minimum Wednesday reduction shall provide 34 minutes for unit member directed activities; the remaining 90 minutes shall be used for the Professional Learning Community (PLC). Nothing herein shall preclude the assignment of normal after-school duties.

11.8.2.1 In grades TK-5, the remaining in-session minimum Wednesday reduction shall provide one, contiguous, fifty-seven (57) minute period every week for teacher preparation. The remainder of the time, sixty-seven (67) minutes, shall be used as described in Article 11.8.1. Nothing herein shall preclude the assignment of normal after-school duties.

11.8.3 In grades 6-8, the first in-session minimum Wednesday reduction shall provide 17 minutes for Unit Member-directed activities; the remaining 90 minutes shall be used for the Professional Learning Community (PLC). Nothing herein shall preclude the assignment of normal after-school duties.

11.8.3.1 In grades 6-8, the remaining in-session minimum Wednesdays shall provide twenty (20) minutes for Unit Member-directed activities; the remaining eighty-seven (87) minutes shall be used as described in Article 11.8.1. Nothing herein shall

preclude the assignment of normal after-school duties.

11.8.4 Issues of emergency and compliance may require teacher attendance at meetings on minimum Wednesdays other than the first in-session Wednesdays of the calendar month.

This Agreement constitutes the entire understanding between both Parties and may only be modified or amended in writing, and signed by both Parties. This Agreement shall be memorialized into contract language on June 30, 2026, upon ratification or unless extended or renegotiated in writing by mutual consent.