

**TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
TEMECULA VALLEY EDUCATORS ASSOCIATION, CTA/NEA**

MEMORANDUM OF UNDERSTANDING

Elementary and Middle School Instructional Leadership Team

and Professional Learning Community Lead Stipends

October 21, 2025

This Memorandum of Understanding (“MOU”) is entered into by and between the Temecula Valley Unified School District (hereinafter “District”) and the Temecula Valley Educators Association (hereinafter “Association”) regarding Elementary and Middle School Instructional Leadership Team and Professional Learning Community Lead stipends, as described below.

RECITALS

WHEREAS, the District and the Association agree that compensating members of the school sites’ Instructional Leadership Team (“ILT”) and Professional Learning Community (“PLC”) Leads in an appropriate manner is a priority;

WHEREAS, for the 2025–2026 school year, the District and the Association agree to fully fund the ILT and PLC Lead stipends described herein using the criteria outlined below; and

WHEREAS, a Stipends Subcommittee has met and discussed:

- a) the number of ILT stipends allocated at the elementary and middle school levels;
- b) the amount allocated per ILT and PLC Lead stipend; and
- c) the implementation of ILT and PLC Lead stipends during the 2025–2026 school year;

NOW, THEREFORE, the District and the Association agree as set forth below.

AGREEMENT

1. Recitals

The Recitals above are true and correct.

2. Allocation of Stipends by Site

The following requirements apply to all ILT stipends described herein:

- a. No team of fewer than two (2) members shall receive a stipend.
- b. Elementary Schools:
The District shall issue no more than seven (7) ILT stipends per elementary school per school year, with one ILT stipend issued to each of the following grade levels/programs, provided the criteria described in section 2.a above have been satisfied:

Pre-K/TK/K	Grade 4
Grade 1	Grade 5
Grade 2	Special Education
Grade 3	

c. Middle Schools:

The District shall issue no more than eight (8) ILT stipends per middle school per school year, with one ILT stipend issued to each of the following departments/programs, provided the criteria described in 2.a above have been satisfied:

English	Physical Education
Math	Electives
Social Science	Special Education
Science	Counseling

d. Alternative Education Programs and K-8 Schools:

The District shall issue Alternative Education Program and K-8 School ILT stipends as noted below, provided the criteria described in paragraph 2.a above have been satisfied:

Site/Program	Allocation
Sparkman Alternative Education Center (SAEC)	No more than 8 ILT stipends (Rancho Vista HS (4), Susan Nelson HS (4))
Home Instead Innovation Academy	No more than 8 ILT stipends
Summit Academy	No more than 11 ILT stipends

- e. Two or more-unit members who share ILT duties may divide the ILT stipend with the approval of the principal.
- f. The Elementary and Middle School Department Chair and Lead Teacher stipends issued during the 2024–2025 school year shall not be issued during the 2025–2026 school year (except for the Lead Teacher stipend provided to the Lead Teacher at Susan Nelson HS as noted on Appendix C-2 of the CBA).

3. Selection Process

The Association shall implement the following selection process to identify the unit members who will receive the ILT stipends described herein:

Step 1: The Association will gather interest as soon as practicable.

Step 2: Unit members at each site are nominated and may accept their nominations. Once nominations are accepted, and before a vote occurs, the nominations list will be provided to the principal.

Step 3: Grade level/program teams may identify their recommendation for ILT Lead through a grade level/program voting process run by administration and reviewed by a TVEA representative upon request. Teams then vote for the ILT members.

Step 4: The principal reviews the recommendations and either:

1. Accepts the recommended ILT Lead who will receive the ILT stipend; or
2. Selects another unit member from the nomination list.

If the other nominated unit member declines, the principal shall select another nominated unit member or, if none exist, the position will remain vacant, or the principal may reinstate this process at Step 2.

4. Compensation

The ILT stipend shall be issued in accordance with the following:

- a. All ILT Leads will receive an ILT stipend base pay of \$703.28, indexed to compensation percentage increases.
- b. In addition, if the ILT team member is also serving as a PLC Lead, they will receive \$273.45 per FTE assigned to their team. The allocation for members who serve on multiple teams will be partitioned according to their work assignment; however, the sum of this partitioning for any one (1) unit member who serves on multiple teams shall not exceed 1.0 FTE.
- c. If a unit member is only serving as a PLC Lead, they shall only receive the PLC Lead compensation identified in section 4.b.

5. Duties and Responsibilities

- a. ILT Leads shall perform the following duties and responsibilities at their respective grade level or program:
 1. Attend monthly leadership meetings.
 - a) During monthly leadership meetings, held before or after school for a period not to exceed one (1) hour, the ILT Lead shall, among other reasonably related tasks:
 - Collaborate with administration regarding the implementation of school goals.
 - Review site data and collaborate on next steps.
 - Serve as a two-way conduit between the team and site leadership.
 2. Assist with orienting new teachers to the team by providing mentorship, support, and guidance.
 3. Prepare budget requests for necessary department, grade level, or program supplies.
 4. Leads are highly encouraged to participate in Curriculum Design Team meetings that occur periodically during the workday. These teams do not always include the leads, and although attendance is encouraged, it is not required.
 5. Additional Middle School Duties and Responsibilities:
 - a) Support the design of the Assignment/Master Schedule.
 - b) Participate in Secondary Curriculum Council Committees.
- b. PLC Leads shall perform the following duties:
 1. Serve as the Lead for PLC meetings, including, among other reasonably related tasks:
 - Prepare the agenda.
 - Pull and analyze student data with the team.
 - Review upcoming unit planning organizers and assessments, if available.
 - Respond to Curriculum and Instruction (C&I) questions.
 - Ensure that feedback is provided in accordance with Article 23, Section B.

2. Ensure understanding of C&I and related components among the team, including:
- Scope and Sequence;
 - Unit Planning Organizers;
 - Common Interim Assessments; and
 - Common District Benchmark Assessments.

6. Collective Bargaining Agreement

With the exception of the terms described in this MOU, all other terms of the Collective Bargaining Agreement and any other effective memoranda of understanding remain in full force and effect.

7. Term

This MOU shall expire on June 30, 2026.

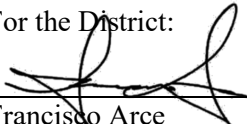
8. Governing Board Approval

This MOU is subject to District Governing Board approval.

9. Past Practice

This MOU does not establish a past practice and is a non-precedent-setting agreement. It may not be cited to support any particular interpretation of the Collective Bargaining Agreement.

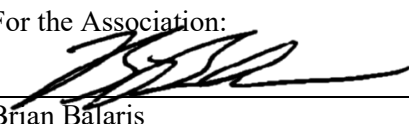
For the District:



Francisco Arce
Assistant Superintendent
Human Resources Development

10/21/2025
Date

For the Association:



Brian Balaris
Bargaining Chair
Temecula Valley Educators Association

10/21/2025
Date