TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
TEMECULA VALLEY EDUCATORS ASSOCIATION, CTA/NEA
Memorandum of Understanding

Elementary Special Education Case Management Time
June 10, 2025

WHEREAS, the Temecula Valley Unified School District ("District") and the Temecula Valley Educators Association ("Association") are parties to a collective bargaining agreement ("CBA") that establishes terms and conditions of employment for unit members;

WHEREAS, the District currently provides secondary Special Day Class ("SDC") and Resource Specialist Program ("RSP") teachers with time to perform duties related to case management. WHEREAS, the Parties have agreed to update and renew a previous MOU to provide case management time to Preschool and Elementary SDC and RSP teachers.

NOW, THEREFORE, the parties agree as follows:

1. Unit members shall utilize case management time to complete duties such as, but not limited to, student observation, small group instructional support, individual or small group student support, collaboration with other teachers regarding student progress, discussion of student services with outside resources, conducting and evaluating assessments, preparing IEPs, attendance at pre-staffing and IEP meetings, and/or communication of student progress with parents.

2. Unit members teaching in RSP classes in grades Transitional Kindergarten through and including fifth (5th) shall be provided at least 180 minutes of case management time per week, pro-rated for weeks of less than five days. Elementary RSP teachers shall submit their proposed schedule in writing, including case management time, which shall be approved by the site administrator.

   Case management time shall be prorated for less than 1.0 FTE RSP teachers. Additionally, RSP teachers with a shared contract or who are assigned to multiple school sites, shall split the case management time in the same manner as the contract/assignment.
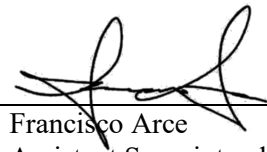
3. Effective at the start of the 2025-2026 school year, unit members teaching SDC in Preschool and grades Transitional Kindergarten through and including fifth (5th) shall be provided) five (5) release days to be utilized for case management. The scheduling of these Case Management Days shall be mutually agreed upon by the site principal and unit member to assure that no detriment to the school program occurs (e.g. too many subs on campus, holiday or weekend extensions, or special needs at the site). Additionally, these bargaining unit members shall receive a seven hundred and fifty dollar ($750.00) annual stipend.

4. If a unit member is summoned back to their classroom by site/district administration to offer non-case management assistance related to a student behavior crisis or staffing shortage impacting safety (as specified in section 1 of this MOU), the site administrator and unit member will calculate the release time to be made up using the same time duration that the unit member was assisting in the behavior crisis, including the time to complete any necessary behavior incident/emergency reports or staffing shortage. Time will be calculated in whole hour increments. If the time is less than 30 minutes no time will be recovered. Any unused release days during the 2025-2026 school year will be forfeited.

5. In lieu of the case management release days identified in section 3 of this MOU, a unit member may elect to increase the annual stipend amount to one thousand five hundred dollars ($1500). In this instance, the unit member must notify their site administrator in writing prior to using any release days, but by no later than September 1st.

6. This MOU shall not establish a precedent for negotiation of any other policy or subject.

7. This MOU shall expire June 30, 2026.

8. This MOU is subject to District Governing Board approval.

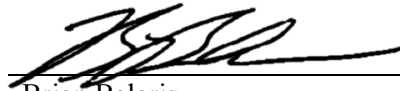IN WITNESS WHEREOF, the parties duly executed this MOU on:

Temecula Valley Unified School District   Temecula Valley Educators Association

_____ 6/10/2025   _____ 6/10/2025
Francisco Arce   Date   Brian Balaris   Date
Assistant Superintendent   Bargaining Chair
Human Resources Development   Temecula Valley Educators Association