

Memorandum of Understanding (MOU)
between
Woodland Joint Unified School District
and
California School Employees Association and its Chapter No. 118

Classified School Employee Summer Assistance Program

2026-2027 School Year

October 16, 2025

This Memorandum of Understanding (“MOU”) is entered into by and between the Woodland Joint Unified School District (“DISTRICT”) and the California School Employees Association and its Chapter 118 (“CSEA”), regarding the Parties participation in the Classified School Employee Summer Assistance Program (“CSESAP”) for the 2026-2027 school year, pursuant to Education Code section 45500. This MOU will sunset upon the payment of all CSESAP benefits for the 2026-2027 program cycle. The Parties agree as follows:

1. The DISTRICT agrees to participate in the CSESAP and extend this salary benefit option to the bargaining unit for the 2026-2027 school year.
2. By no later than January 1, 2026, the DISTRICT shall provide notice to all bargaining unit members which shall include the following:
 - a. A description of the CSESAP.
 - b. Details about eligibility for the CSESAP, including:
 - 1) The bargaining unit member must have been employed with the DISTRICT for at least one year at the time the bargaining unit member elects to participate.
 - 2) The bargaining unit member is employed by the DISTRICT in their regular assignment for 11 months or less out of a 12-month period, excluding any hours worked outside of their regular assignment (A “month” means 20 days or four weeks of 5 days each, including legal holidays.); and,
 - 3) The regular annual pay the bargaining unit member receives directly from the district in their regular work assignment is equal to \$62,400.00 or less for an entire school year at the time of enrollment. (For the purposes of determining regular annual pay, exclude any pay received by the bargaining unit member during the previous summer recess period. Pay earned by a bargaining unit member with limited employment during the months of June, July, or August that is not for the summer session shall not be excluded.)

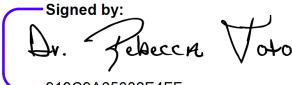
3. All timelines for the program are as follows:

- a. By January 1, 2026, the DISTRICT must notify the bargaining unit members that the DISTRICT has elected to participate in the program for the next school year.
- b. By March 1, 2026, any bargaining unit member who wishes to participate, must notify the DISTRICT, using the DISTRICT's Google form questionnaire developed consistent with the California Department of Education ("CDE") form, that the bargaining unit member wishes to participate in the program for the 2026-2027 school year. The bargaining unit member may elect to have up to 10% of their monthly pay withheld during the school year. The bargaining unit member must specify (1) the amount to be withheld from the monthly paychecks, and (2) whether they wish to have the withheld amounts paid out during the summer recess period in one or two payments. No enrollments or changes will be processed by the DISTRICT after March 1, 2026.
- c. By April 1, 2026, the DISTRICT must notify the CDE that it has elected to participate in the program, using a form developed by the CDE. The DISTRICT must specify (1) the number of bargaining unit members who are participating, and (2) the total estimated amount to be withheld from the bargaining unit member paychecks for the 2026-2027 school year.
- d. By May 1, 2026, the CDE will notify participating school districts in writing of the estimated amount of state match funding that a participating bargaining unit member can expect to receive. If the funding is insufficient to provide one dollar for each one dollar that has been withheld from the bargaining unit members' paychecks, the CDE must notify the DISTRICT of the expected prorated amount of state match funds that each classified bargaining unit member could expect to receive. The Parties agree the DISTRICT shall not be responsible for covering or paying for any amount unfunded by the Legislature for CSESAP's one dollar for each one-dollar match.
- e. By June 1, 2026, the DISTRICT must notify the participating bargaining unit members as to the estimated amount of state match funds the bargaining unit member could expect to receive.
- f. After receiving the notification, and no later than 30 days after the start of the school year, the bargaining unit member may (1) withdraw their election to participate in the program, or (2) reduce the amount to be withheld from their paycheck.
- g. The DISTRICT must then deposit the amounts withheld from participating bargaining unit members' monthly paychecks according to each bargaining unit member's choices, in an account within its general fund known as the Classified School Employee Summer Assistance Program Fund, during the 2026-2027 school year.
- h. If any bargaining unit member separates from employment during the 2026-2027 school year, the bargaining unit member is entitled to any pay withheld from their paycheck pursuant to this program; however, a bargaining unit member who upon

separation from employment requests the withheld amount be returned is not entitled to receive any state match funds.

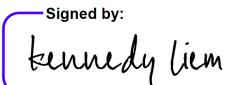
- i. A bargaining unit member who experiences a personal or financial hardship during the 2026-2027 school year may elect to end participation in the CSESAP and request to be paid out any pay withheld from their paycheck pursuant to this program; however, the bargaining unit member is not entitled to receive any state match funds. Payment of any withheld funds shall occur no later than the next pay warrant cycle after the bargaining unit member has made a hardship request.
 - j. On or before July 31, 2027, the DISTRICT must request payment from the CDE, on a form developed by the CDE, for the amount of the bargaining unit member pay that has been deposited in the Program Fund.
4. The DISTRICT will provide all forms developed and promulgated by the CDE to bargaining unit members in a timely manner and without undue delay.
 5. Bargaining unit members shall be made aware the money will likely not be paid until after August 31, 2027, *after* summer recess.
 6. No participant in the CSESAP is barred from applying for, and if selected, working summer school during the summer in which this benefit is earned.
 7. A bargaining unit member may withdraw from *further* participation in the program more than 30 days after the start of the 2026-2027 school year and leave withheld amounts in the program. In such instances, the DISTRICT agrees to report this contribution to the CDE as if contributions had been made for the duration of the program at a reduced percentage.
 8. The Parties agree to meet no later than September 15, 2026, to negotiate whether the DISTRICT's voluntary participation in the CSESAP will continue beyond the 2026-2027 school year.

FOR THE DISTRICT

BY: 
Signed by: Dr. Rebecca Toto
919C9A65002E4FF...
 Dr. Rebecca Toto, Associate Superintendent of Human Resources

FOR THE CSEA AND ITS CHAPTER NO. 118

BY: 
DocuSigned by: Rebecca Rossiter
F87891AF0AE8451...
 Rebecca Rossiter, CSEA No. 118 President

BY: 
Signed by: Kennedy Liem
538A4E9F32C9464...
 Kennedy Liem, CSEA Labor Representative