



**Board of Trustees**

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Memorandum of Understanding  
Between  
the Shasta Union High School District and  
the Shasta Secondary Education Association/Educational Support Personnel  
May 12, 2025

This Memorandum of Understanding ("MOU") is entered into by and between the Shasta Union High School District ("District") and the Shasta Secondary Education Association ("SSEA") and the Education Support Professionals (ESP).


The District will adjust the school day bell schedule in the 2025-26 school year to provide for "flex time" four days per week on average. See attached bell schedule. Certificated staff will be assigned an "Advisory" group of students that will meet on Mondays. This group will be a single grade level of students, with the goal being students currently enrolled in another course taught by the certificated staff member. After the first ten (10) days of school, Advisory groups will be set and any changes will require approval by the administration. Physical Education (PE) teachers will not be assigned an Advisory group. PE teachers will be assigned as substitutes during Advisory time as needed by the Administration. This assignment will be done equitably and without compensation. During the remaining three days of flex time, certificated staff members will offer intervention or enrichment activities. Class sizes will be no less than fifteen (15) students and no more than thirty-five (35) students during Advisory or flex time sessions without prior administrative approval. Staff will be provided release time on Friday afternoons per the attached bell schedule to meet in Professional Learning Community (PLC) groups to collaborate and plan for the flex time sessions during the following week.

A 2/5 position will be created at each comprehensive school site to be titled "RTI Coordinator". The RTI Coordinator will be assigned two periods of release time to assist administration and staff with any and all logistic or academic issues necessary to successfully implement the flex time schedule. This may be combined with the existing 3/5 Administrative Intern at each site, but it is not required. The 2/5 assignment will have no length limitation and other language or agreements regarding the Administrative Intern position will remain in place.

In recognition of the implementation of the flex time schedule, SSEA members will receive a one-time payment equivalent to 1.5% of their annual salary as of October 1st, 2025. This payment will be made with their November 2025 paycheck. ESP members will receive a one-time payment equivalent to 0.5% of their annual salary as of October 1st, 2025. This payment will be made with their November 2025 paycheck. The District and ESP agree to review the impact to specific positions as necessary and/or requested by either group at any time during the 2025-26 school year.

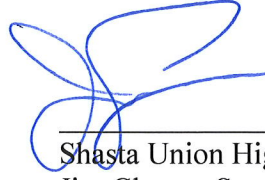
The District and SSEA/ESP will meet and confer no later than March 31, 2026 to discuss the flex time schedule. If both parties agree to extend the flex time schedule into the 2026-27 school year, the above percentages will be added to the existing SSEA and ESP salary schedules as of July 1, 2026 and be considered ongoing salary increases.

This agreement will expire on June 30th, 2026 unless extended by the mutual agreement of both parties. For the life of this agreement, Article 7.1.1 will be suspended to facilitate the implementation of the advisory and flex time sessions.



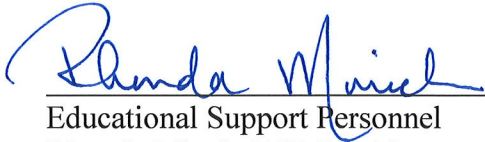
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Shasta Secondary Employees Association  
Layne McLean, SSEA President



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Shasta Union High School District  
Jim Cloney, Superintendent



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Educational Support Personnel  
Rhonda Minch, ESP President

# 2025-2026 Proposed Bell Schedule

	Advisory		Intervention		Intervention		Intervention		Professional/ PLC day		Professional/ Staff meeting (1 Monday/ month: 8 total)		Finals		Finals Day 2	
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		Monday		Day 1		Day 2	
Passing	7:27 - 7:33	6	7:27 - 7:33	6	7:27 - 7:33	6	7:27 - 7:33	6	7:27 - 7:33	6	7:27 - 7:33	6	7:27 - 7:33	6	7:27 - 7:33	6
Period 0	7:33 - 8:24	51	7:33 - 8:24	51	7:33 - 8:24	51	7:33 - 8:24	51	7:33 - 8:24	51	7:33 - 8:24	51	7:33 - 8:24	51	7:33 - 8:24	51
Passing	8:24 - 8:30	6	8:24 - 8:30	6	8:24 - 8:30	6	8:24 - 8:30	6	8:24 - 8:30	6	8:24 - 8:30	6	8:24 - 8:30	6	8:24 - 8:30	6
Period 1	8:30 - 9:22	52	8:30 - 9:22	52	8:30 - 9:22	52	8:30 - 9:22	52	8:30 - 9:21	51	8:30 - 9:21	51	8:30 - 10:00	90		
Passing	9:22 - 9:28	6	9:22 - 9:28	6	9:22 - 9:28	6	9:22 - 9:28	6	9:21 - 9:27	6	9:21 - 9:27	6	Brunch	10:00 - 10:16	16	
Period 2	9:28 - 10:19	51	9:28 - 10:19	51	9:28 - 10:19	51	9:28 - 10:19	51	9:27 - 10:17	50	9:27 - 10:17	50	Passing	10:16 - 10:23	7	
Brunch	10:19 - 10:26	7	10:19 - 10:26	7	10:19 - 10:26	7	10:19 - 10:26	7	10:17 - 10:24	7	10:17 - 10:24	7	Lunch	10:23 - 11:53	90	
Passing	10:26 - 10:32	6	10:26 - 10:32	6	10:26 - 10:32	6	10:26 - 10:32	6	10:24 - 10:30	6	10:24 - 10:30	6	Passing	11:53 - 12:23	30	
Period 3	10:32 - 11:23	51	10:32 - 11:23	51	10:32 - 11:23	51	10:32 - 11:23	51	10:30 - 11:20	50	10:30 - 11:20	50		12:23 - 12:30	7	
Passing	11:23 - 11:29	6	11:23 - 11:29	6	11:23 - 11:29	6	11:23 - 11:29	6	11:20 - 11:26	6	11:20 - 11:26	6		12:30 - 2:00	90	
Flex Time	11:29 - 11:59	30	11:29 - 11:59	30	11:29 - 11:59	30	11:29 - 11:59	30								
	11:59 - 12:05	6	11:59 - 12:05	6	11:59 - 12:05	6	11:59 - 12:05	6								
Period 4	12:05 - 12:56	51	12:05 - 12:56	51	12:05 - 12:56	51	12:05 - 12:56	51	11:26 - 12:16	50	11:26 - 12:16	50			8:30 - 10:00	90
Lunch	12:56 - 1:26	30	12:56 - 1:26	30	12:56 - 1:26	30	12:56 - 1:26	30	12:16 - 12:46	30	12:16 - 12:46	30	Brunch		10:00 - 10:16	16
Passing	1:26 - 1:32	6	1:26 - 1:32	6	1:26 - 1:32	6	1:26 - 1:32	6	12:46 - 12:52	6	12:46 - 12:52	6	Passing		10:16 - 10:23	7
Period 5	1:32 - 2:23	51	1:32 - 2:23	51	1:32 - 2:23	51	1:32 - 2:23	51	12:52 - 1:42	50	12:52 - 1:42	50			10:23 - 11:53	90
Passing	2:23 - 2:29	6	2:23 - 2:29	6	2:23 - 2:29	6	2:23 - 2:29	6	1:42 - 1:48	6	1:42 - 1:48	6	Lunch		11:53 - 12:23	30
													Passing		12:23 - 12:30	7
Period 6	2:29 - 3:20	51	2:29 - 3:20	51	2:29 - 3:20	51	2:29 - 3:20	51	1:48 - 2:38	50	1:48 - 2:38	50			12:30 - 2:00	90

Minutes	373	373	373	373	331	331	284	284
	Advisory/ Intervention	Professional/ PLC	Finals Day 1	Finals Day 2	Staff Meetings	Total Days		
Total Days	134	34	2	2	8	180		
Minutes	373	331	284	284	331			
Total Minutes by type of day	49982	11254	568	568	2648	65020		

Total Minutes	65020
Surplus Minutes	220

If Monday is a Holiday or Professional Development Day, Tuesday shall be an Advisory Day.