



Lake Elsinore Teachers Association



Lake Elsinore Unified School District

January 23, 2026

**MEMORANDUM OF UNDERSTANDING BETWEEN
LAKE ELSINORE UNIFIED SCHOOL DISTRICT
AND
LAKE ELSINORE TEACHERS ASSOCIATION**

IEP Coverage MOU

The District and the Association agree to the following:

IEP Coverage: When a case carrier is asked by an administrator to voluntarily take on additional IEP responsibilities due to a lack of coverage of caseload managers, the following menu will be used to determine the hours of extra duty to be paid at the Column D Step 5 rate.

Extra Duty Menu Based on Assessment Type: The Not to Exceed Time Allocated for Extra-Duty Hours includes the entire time devoted to the "Assessment Type/Other Duty" and encompasses time spent observing and assessing student, scoring, contacting parent, obtaining input from teachers, uploading documents to SEIS, or other related tasks.

Assessment Type/Other Duty per Student	Not to Exceed Time Allocated for Extra Duty
Initial Assessments	4 hours
Triennial Assessments (excluding file review)	4 hours
Annual Assessments	2 hours
Writing of Initial or Triennial IEP	2 hours
Writing of Annual IEP	2 hours
IEP Meeting	Time in Meeting
Preschool (DRDP) Annual Progress Monitoring (observations, data collection, and enter into SEIS)	2 hours

Coverage shall be paid on one timesheet per employee at the completion of all their portions of the IEP process. All timesheets will include the student's name and the Assessment Type/Other Duty menu item/s the employee completed.

This MOU shall be effective February 1, 2026 and reviewed annually.

FOR THE ASSOCIATION:

Janet Timm 1/23/26
 Olubunmi Adeleke 1/23/26
 Denese Selman 1/23/26
 Christy Hetland 1/23/26
 [Signature] 1/28/2028

Bargaining Teams

For the Association: Janet Timm (Chair), Valinda Nabonne, Olubunmi Adeleke, Christy Hetland, Denese Selman, Yolanda Diaz, Jamie Webber

FOR THE DISTRICT:

Tracy Sepulveda Asst Supt 1/23/26
 Julie Edmunds Asst Supt 1/23/26
 Robert Recatto 1/23/26
 Matt Cash 1/23/26
 [Signature] 1/23/26
 [Signature] 1/23/26

For the District: Tracy Sepulveda, Julie Edmunds, Robert Recatto, Sarah Arredondo, Fernando Betanzos, Matt Cash, Josh Hill

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