

SIDE LETTER OF AGREEMENT

Between

CERRITOS COLLEGE

and

CERRITOS COLLEGE FACULTY FEDERATION

**Regarding Curriculum Development Services and Reassigned Time
for Credit Recovery Programs – Gabriela Barrera de Contreras**

This Side Letter of Agreement (“Agreement”) is entered into by and between the Cerritos College District (“District”) and the Cerritos College Faculty Federation (“Federation”), collectively referred to as the “Parties.” The purpose of this Agreement is to memorialize the understanding of the Parties regarding curriculum development services and associated reassigned time provided by faculty member Gabriela Barrera de Contreras in support of credit recovery programs with local school districts.

RECITALS

WHEREAS, the District operates credit recovery programs in partnership with local school districts, including the Downey Unified School District and the Norwalk-La Mirada Unified School District; and

WHEREAS, each partnering district maintains its own distinct curriculum requirements and standards, requiring tailored curriculum development to ensure alignment between Cerritos College noncredit offerings and the respective district’s instructional needs; and

WHEREAS, Ms. Gabriela Barrera de Contreras provided curriculum development services during the 2024–2025 academic year (Fall 2024 and Spring 2025) in preparation for the Downey Summer Credit Recovery Program implemented in Summer 2025; and

WHEREAS, Ms. Barrera de Contreras has been granted compensation for the 2025–2026 academic year (Fall 2025 and Spring 2026) to complete additional credit recovery curriculum development for both the Norwalk-La Mirada Unified School District and the Downey Unified School District; and

WHEREAS, Ms. Barrera de Contreras is the only tenured full-time faculty member in her division, and the Parties have agreed to provide additional reassigned time for Fall 2025 and Spring 2026 to support both department chair duties and curriculum development responsibilities; and

WHEREAS, the Parties wish to formally document these arrangements and acknowledge the potential for continued growth of the credit recovery curriculum development program;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

TERMS OF AGREEMENT

1. Acknowledgment and Compensation for 2024–2025 Curriculum Development Services

The Parties acknowledge that Ms. Gabriela Barrera de Contreras provided curriculum development services during the Fall 2024 and Spring 2025 semesters, without appropriate compensation, in support of the Cerritos College credit recovery program, specifically for the Downey Summer Credit Recovery Program offered in Summer 2025.

Since those services were not compensated with reassigned time during the 24-25 academic year, the District agrees to provide compensation in the form of a retroactive payment equal to 20% reassigned time. The District shall retroactively compensate Ms. Barrera de Contreras for 54 hours of work related to the 2024-2025 curriculum development services. To be paid at her hourly rate. The total number of hours owed to her are 108 hours (54 hours for Fall 2024 and 54 hours Spring 2025).

2. Acknowledgment of 2025-2026 Curriculum Development Services

Ms. Barrera de Contreras has been granted compensation for the Fall 2025 and Spring 2026 semesters to complete credit recovery curriculum development for both the Norwalk-La Mirada Unified School District and the Downey Unified School District. The Parties acknowledge that each partnering school district maintains distinct curriculum requirements, and that the scope of work shall reflect the standards and instructional needs of each respective district.

3. Fall 2026 and Spring 2027 Reassigned Time

In prior semesters, Ms. Barrera de Contreras received 40% reassigned time as department chair, which was inclusive of curriculum development duties only related to her department and not inclusive of curriculum duties related to any Credit Recovery programs.

For the Fall 2026 and Spring 2027 semesters, Ms. Barrera de Contreras shall receive additional reassigned time to support both her department chair duties and curriculum development responsibilities, as agreed upon by the Parties.

4. Fall 2026 Reassigned Time – 60% Allocation and Justification

For the Fall 2026 semester, Ms. Barrera de Contreras shall receive a total of 60% reassigned time, allocated and justified as follows:

a. 40% Reassignment – Department Chair Duties: 40% of the reassigned time shall be allocated to the completion of department chair duties for the division. This allocation is necessary because Ms. Barrera de Contreras is the only tenured full-time faculty member in the division.

b. 20% Reassignment – Curriculum Development and Instructional Support: The additional 20% of reassigned time shall be allocated to (i) work on several new programs requiring new curriculum, (ii) the introduction of new credit recovery courses.

The Parties acknowledge that the curriculum workload supporting the credit recovery program is substantial and that the 60% reassigned time allocation in Fall 2026 reflects the increased scope of work beyond standard department chair responsibilities.

5. Spring 2027 Reassigned Time – 60% Allocation and Justification

For the Spring 2027 semester, Ms. Barrera de Contreras shall receive a total of 60% reassigned time, allocated and justified as follows:

a. 40% Reassignment – Department Chair Duties: 40% of the reassigned time shall be allocated to the completion of department chair duties for the division. This allocation is necessary because Ms. Barrera de Contreras is the only tenured full-time faculty member in the division.

b. 20% Reassignment – Curriculum Development and Instructional Support: The additional 20% of reassigned time shall be allocated to (i) work on several new programs requiring new curriculum, (ii) the introduction of new credit recovery courses.

The Parties acknowledge that the curriculum workload supporting the credit recovery program is substantial and that the 60% reassignment allocation in Spring 2027 reflects the increased scope of work beyond standard department chair responsibilities.

6. Future Consideration of Additional FTE

The Parties further agree that, in the future, additional Full-Time Equivalent (FTE) allocation may be considered to support the continued growth and development of the credit recovery curriculum program with local school districts. Such consideration shall be available if Ms. Barrera de Contreras wishes to continue program development and growth with local districts, or alternatively, for any future credit faculty member who may assume responsibility for these duties. Any future FTE allocation shall be subject to mutual agreement of the Parties and compliance with the collective bargaining agreement and applicable District policies.

7. Non-Precedential Effect

This Agreement is entered into to address the specific circumstances described herein and shall not be construed as establishing a precedent or past practice in any future matter or with respect to any other faculty member, except as expressly provided in Section 6 above.

8. Collective Bargaining Agreement

Except as expressly modified by this Agreement, all terms and conditions of the collective bargaining agreement between the Parties shall remain in full force and effect.

9. Entire Agreement

This Side Letter constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes any prior discussions or representations on this matter.

IN WITNESS WHEREOF, the Parties have executed this Side Letter of Agreement on the dates indicated below.

FOR THE CERRITOS COLLEGE DISTRICT:



Mercedes Gutierrez (Jun 23, 2026 14:22:31 PDT)

Date: 06/23/2026

Mercedes Gutierrez

Vice President, Human Resources

FOR THE CERRITOS COLLEGE FACULTY FEDERATION:



Will Mittendorf (Jun 22, 2026 13:04:27 PDT)

Date: 06/22/2026

William Mittendorf

President, Cerritos College Faculty Federation



April Bracamontes (Jun 23, 2026 14:17:03 PDT)

Date: 06/23/2026

April Bracamontes

Vice President, Cerritos College Faculty Federation

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6.22.26

Final Audit Report

2026-06-23

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