

**MEMORANDUM OF UNDERSTANDING BETWEEN  
SANTA ROSA CITY SCHOOLS  
AND  
THE SANTA ROSA TEACHERS ASSOCIATION**

**MARIA CARRILLO SENIOR HIGH SCHOOL INSTRUCTIONAL BLOCK SCHEDULE  
(BELL SCHEDULE)**

This Agreement was made and entered into this day **May 23, 2022**, by and between Santa Rosa City Schools (“District”) and Santa Rosa Teachers Association (“Association”).

The Santa Rosa Teachers Association (hereinafter referred to as Association) and the Santa Rosa City School Districts (hereinafter referred to as District) have met and negotiated and agree to the following changes at **MARIA CARRILLO SENIOR HIGH SCHOOL**, effective with the **2022-2023** school year:

The attached MARIA CARRILLO SENIOR HIGH SCHOOL'S Instructional Block Schedule includes the following SRTA/District Collective Bargaining Agreement modifications:

1. Section 6.1 of the collective bargaining agreement which requires on-site responsibilities fifteen (15) minutes after students are dismissed from the last normally scheduled class for the site, will be waived to provide individual, Common Planning Time (hereinafter referred to as CPT) on Wednesdays from 2:45-3:35pm.
  - a. During CPT, teachers are expected to work individually, or collaborate with other teachers/staff. An optional meeting schedule, including two department times, will be presented to and approved by The Principal’s Advisory Committee (hereinafter referred to as AC). The meetings are optional.
2. On designated Wednesday for faculty meetings, they will be held immediately after common planning time on the designated Wednesday of each month, can last up to 75 minutes, and will not exceed 21 total hours per school year per Article 6 of the Bargaining Unit Contract. Mandatory meetings that do count toward the total include, but are not limited to, grade-level meetings, department meetings, and/or all-staff meetings.
3. Section 6.2 of the collective bargaining agreement will be waived for designated teachers whose maximum teaching minutes per day exceeds 305 minutes as defined in the MARIA CARRILLO SENIOR HIGH SCHOOL Instructional Block Schedule.
4. Section 6.4.1 of the collective bargaining agreement will be partially waived. Preparation/consultation periods won’t be daily but will be the same length in time as a full period of instruction.
5. Designated unit members will have a zero instructional period in the master schedule for MARIA CARRILLO SENIOR HIGH SCHOOL.
  - a. Zero period teaching assignments will be voluntary on the part of the teacher. Administration will not unilaterally, arbitrarily or capriciously assign zero period

to a teacher's schedule. Teachers who volunteer for such assignments agree to fulfill this obligation for the entire school year.

6. Advocacy class assignments: Unless outlined in the exemptions below, all teachers who are .8 or 1.0 FTE will have an Advocacy class. If two .6 teachers have opposite schedules (M/W/F or M/T/TH) they may share an Advocacy class. No one will be required to teach an Advocacy class on a day they would not otherwise be working. Teachers will be involved in a consultation, with Administrators and AC, regarding a possible shared Advocacy position.
7. Advocacy alternative assignments: Advocacy is considered instructional minutes; therefore, each teacher will have some assignment during the Advocacy period. If a teacher is not responsible for an Advocacy class, and doesn't have other duties based on their exemption, possible alternate assignments include library tutoring, computer lab supervision, counseling students (for counselors), etc. Teachers will be involved in a consultation, with Admin and AC, regarding their Advocacy position.
8. Advocacy class exemptions: Due to the nature of some positions, some teachers may be exempt from taking an Advocacy class. These exemptions shall be determined by the Principal's Advisory Committee.
9. Unit members assigned an advocacy class agree to partially waive contract language in 14.6.1 regarding maximum student contacts of 165 and 185 but only in regards to students in an advocacy class. While unit members acknowledge that students on their Advocacy class roster do not count toward maximum student contacts in 14.6.1., maximum student contacts and overages as stated in the contract are still in effect for other instructional periods.
10. For students, this agreement must conform to the State Department of Education guidelines requiring 64,800 annual instructional minutes, as required by Senate Bill 813. If the State Department of Education determines the attached Instructional Block Schedule for Maria Carrillo High School to be out of compliance, in reference to Senate Bill 813, the proposed instructional block schedule would have to be modified to be in compliance or the instructional block schedule would return to status quo.
11. All Memorandums of Understanding are subject to approval by the Board of Education.
12. This Memorandum of Understanding will expire on **June 30, 2023**. It may be renewed for a period of one year, and must be renewed by March 31st each renewal year thereafter by a 66% vote of all SRTA members at Maria Carrillo High School.

Definitions and Clarifications:

SSR/W is from after announcements from 10:21 to 10:33. At the teacher's discretion, students may use this time for silent sustained reading or silent sustained work. Students should not leave with Advocacy passes before 10:33, except in certain circumstances where more time is needed.

[Link to MCHS Bell Schedule Here](#)

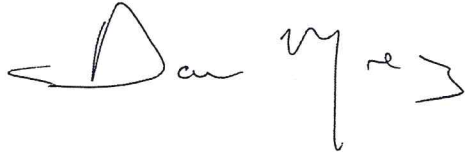
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: May 23, 2022

Dated: May 24, 2022

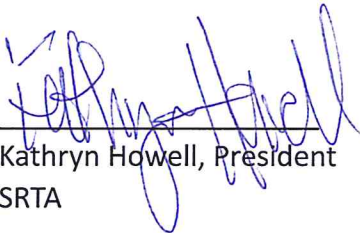
For the Association:

For the District:



\_\_\_\_\_  
Ian Myers, Chief Negotiator  
SRTA

\_\_\_\_\_  
Michael C. Shepherd, Assistant Superintendent  
Human Resources, SRCS

  
\_\_\_\_\_  
Kathryn Howell, President  
SRTA  
\_\_\_\_\_  
Rick Edson, Deputy Superintendent  
SRCS  
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Anna Trunnell, Superintendent  
SRCS

## Monday/Thursday (1,3,5) Tuesday/Friday (2,4,6)

Period	Beginning	Ending	Minutes
Period 0	7:30 AM	8:25 AM	0:55
pass	8:25 AM	8:30 AM	0:05
Period 1/2	8:30 AM	10:16 AM	1:46
pass	10:16 AM	10:21 AM	0:05
Advocacy	10:21 AM	11:03 AM	0:42
Break	11:03 AM	11:18 AM	0:15
pass	11:18 AM	11:23 AM	0:05
Period 3/4	11:23 AM	1:09 PM	1:46
Lunch	1:09 PM	1:44 PM	0:35
pass	1:44 PM	1:49 PM	0:05
Period 5/6	1:49 PM	3:35 PM	1:46

## Wednesday

Period	Beginning	Ending	Minutes
Period 0	7:30 AM	8:25 AM	0:55
pass	8:25 AM	8:30 AM	0:05
Period 1	8:30 AM	9:20 AM	0:50
pass	9:20 AM	9:25 AM	0:05
Period 2*	9:25 AM	10:16 AM	0:51
Break	10:16 AM	10:30 AM	0:14
pass	10:30 AM	10:35 AM	0:05
Period 3	10:35 AM	11:25 AM	0:50
pass	11:25 AM	11:30 AM	0:05
Period 4	11:30 AM	12:20 PM	0:50
Lunch	12:20 PM	12:55 PM	0:35
pass	12:55 PM	1:00 PM	0:05
Period 5	1:00 PM	1:50 PM	0:50
pass	1:50 PM	1:55 PM	0:05
Period 6	1:55 PM	2:45 PM	0:50
* 1 minute for pledge		Total	5:26
		Minutes	326
<b>Common Planning</b>	<b>2:50 PM</b>	<b>3:35 PM</b>	<b>0:45</b>

## All Period Day

Period	Beginning	Ending	Minutes
Period 0	7:30 AM	8:25 AM	0:55
pass	8:25 AM	8:30 AM	0:05
Period 1	8:30 AM	9:28 AM	0:58
pass	9:28 AM	9:33 AM	0:05
Period 2	9:33 AM	10:31 AM	0:58
Break	10:31 AM	10:47 AM	0:16
pass	10:47 AM	10:52 AM	0:05
Period 3	10:52 AM	11:50 AM	0:58
pass	11:50 AM	11:55 AM	0:05
Period 4	11:55 AM	12:53 PM	0:58
Lunch	12:53 PM	1:29 PM	0:36
pass	1:29 PM	1:34 PM	0:05
Period 5	1:34 PM	2:32 PM	0:58
pass	2:32 PM	2:37 PM	0:05

## Wednesday Block (No Advocacy)

Period	Beginning	Ending	Minutes
Period 0	7:30 AM	8:25 AM	0:55
pass	8:25 AM	8:30 AM	0:05
Period 1/2*	8:30 AM	10:16 AM	1:46
Break	10:16 AM	10:30 AM	0:14
pass	10:30 AM	10:35 AM	0:05
Period 3/4	10:35 AM	12:20 PM	1:45
Lunch	12:20 PM	12:55 PM	0:35
pass	12:55 PM	1:00 PM	0:05
Period 5/6	1:00 PM	2:45 PM	1:45

## Minimum Day Block Schedule

Period	Beginning	Ending	Minutes
Period 0	7:30 AM	8:25 AM	0:55
pass	8:25 AM	8:30 AM	0:05
Period 1/2	8:30 AM	9:47 AM	1:17
pass	9:47 AM	9:52 AM	0:05
Period 3/4	9:52 AM	11:09 AM	1:17
Break	11:09 AM	11:29 AM	0:20
pass	11:29 AM	11:34 AM	0:05
Period 5/6	11:34 AM	12:51 PM	1:17

## Rally Schedule

Period	Beginning	Ending	Minutes
Period 0	7:30 AM	8:25 AM	0:55
pass	8:25 AM	8:30 AM	0:05
Period 1/2	8:30 AM	10:16 AM	1:46
Break	10:16 AM	10:31 AM	0:15
pass	10:31 AM	10:36 AM	0:05
Period 3/4	10:36 AM	12:22 PM	1:46
pass	12:22 PM	12:27 PM	0:05
Advocacy	12:27 PM	1:09 PM	0:42
Lunch	1:09 PM	1:44 PM	0:35
pass	1:44 PM	1:49 PM	0:05
Period 5/6	1:49 PM	3:35 PM	1:46

## Finals Schedule

Period	Beginning	Ending	Minutes
Period 1/3/5	8:30 AM	10:28 AM	1:58
Break	10:28 AM	10:48 AM	0:20
pass	10:48 AM	10:53 AM	0:05
Period 2/4/6	10:53 AM	12:51 PM	1:58