

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

**PROCTOR TERRACE ELEMENTARY SCHOOL INSTRUCTIONAL MINUTES (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 for **PROCTOR TERRACE ELEMENTARY SCHOOL**, effective with the **2022-2023** school year.

1. The instructional day will be extended by 10 minutes a day and Article 6.1 will be partially waived (15 minutes before school will be maintained, unit member contract day ends 5 minutes after student dismissal) for four weekdays Monday, Tuesday, Thursday, and Friday) to allow for an early student release and common planning time of 40 minutes each Wednesday (1:30 - 2:10).
2. After school duty must be paid at the extended day rate.
3. Faculty meetings will be held after the common planning time on the second and fourth Wednesdays of each month, must begin by 2:20 pm, and total faculty meeting time will not exceed 75 minutes and 21 total hours per school year, per Article 6 of the Collective Bargaining Unit Contract.
4. Article 6 of the Bargaining Unit Contract, except where specifically changed by this MOU, will remain in effect for all unit members at Proctor Terrace Elementary School.
5. Common planning time each Wednesday will be utilized by unit members for completing their educational activities. This may include, but is not limited to, grade level or small group meetings for common planning, individual teacher curriculum planning, and other professional tasks. Educators will be required to remain on campus for the full 40 minutes. Administrators or faculty cannot hold required meetings during the common planning time.
6. This agreement must conform to the State Department of Education requirement of 54,000 annual instructional minutes as required by Senate Bill 813. If the schedule is found to be out of compliance with Senate Bill 813, the proposed schedule will have to be modified to meet instructional minute requirements or return to status quo.
7. This Memorandum of Understanding will expire on **June 30, 2023**. It may be renewed by March 31st each renewal year thereafter by a 66.0% vote of all SRTA members at Proctor Terrace Elementary School.
8. Failure to renew will return Proctor Terrace Elementary School to all existing Contract language.

[Link to Proctor Terrace Bell Schedule](#)

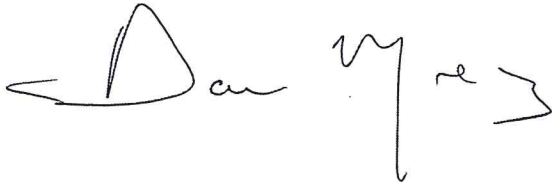
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: May 23, 2022

Dated: May 24, 2022

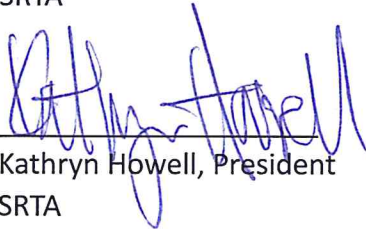
For the Association:

For the District:

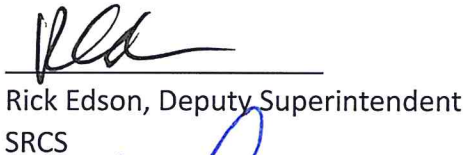


Ian Myers, Chief Negotiator  
Superintendent  
SRTA

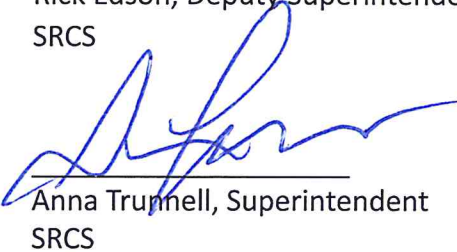
Michael C. Shepherd, Assistant  
Human Resources, SRCS



Kathryn Howell, President  
SRTA



Rick Edson, Deputy Superintendent  
SRCS



Anna Trunnell, Superintendent  
SRCS



Santa Rosa City Schools  
Proctor Terrace Elementary  
1711 Bryden Lane  
Santa Rosa, CA 95404  
(707) 890-3950

**Bell Schedule**  
**2022- 2023**

**Kinder Academy and Kindergarten**

<b>Regular Day- M, T, Th, F</b>	<b>Adjusted Day- Wednesdays</b> <b>*Kinder Academy and Kindergarten no change</b>
<b>8:00- 9:30 All students instruction</b>	<b>8:00- 9:30 All students instruction</b>
<b>9:30- 9:50 Recess</b>	<b>9:30- 9:50 Recess</b>
<b>9:50- 11:00 All students instruction</b>	<b>9:50- 11:00 All students instruction</b>
<b>11:00- 11:25 Recess</b> <b>11:25-11:45 Lunch</b>	<b>11:00- 11:25 Recess</b> <b>11:25-11:45 Lunch</b>
<b>11:45- 1:00 All students instruction</b>	<b>11:45- 1:00 All students instruction</b>
<b>1:00 Dismissal</b>	<b>1:00 Dismissal</b>



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**Grades 1, 2, 3, & SDC Primary**

<b>Regular Day- M, T, Th, F</b>	<b>Adjusted Day- Wednesdays</b>
8:00- 9:50 All students instruction	8:00- 9:50 All students instruction
9:50- 10:10 Recess	9:50- 10:10 Recess
10:10- 11:45 All students instruction	10:10- 11:45 All students instruction
11:45- 12:10 Recess 12:10- 12:30 Lunch	11:45- 12:10 Recess 12:10- 12:30 Lunch
12:30- 2:20 All students instruction	12:30- 1:30 All students instruction
2:20 Dismissal	1:30 Dismissal

**Grades 4,5,6, SDC Upper Grades**

<b>Regular Day- M, T, Th, F</b>	<b>Adjusted Day- Wednesdays</b>
8:00- 10:10 All students instruction	8:00- 10:10 All students instruction
10:10- 10:30 Recess	10:10- 10:30 Recess
10:30- 12:30 All students instruction	10:30- 12:30 All students instruction
12:30- 12:50 Lunch 12:50- 1:15 Recess	12:30- 12:50 Lunch 12:50- 1:15 Recess
1:15- 2:20 All students instruction	1:15- 1:30 All students instruction



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2:20 Dismissal

1:30 Dismissal

Wednesdays Adjusted Day Planning Time- Wednesdays are common planning days for Proctor Terrace School teachers and staff. Kindergarten classes remain on the same dismissal schedule. Grades 1st through 6th are dismissed at 1:30 p.m. on Wednesdays.

Minimum Day Schedule- For all grades KA-6th, school begins at 8:00 a.m. All students will be dismissed on Minimum Days at 11:50 a.m. with the exception of the last day of school which is 11:40 dismissal.

The dates for the Minimum Days:

September 1, 2022

September 26- September 30, 2022

May 18, 2023

June 1, 2023

Back to School Night

Parent- Teacher Conferences

Open House

Last Day of School