

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

**HELEN LEHMAN ELEMENTARY SCHOOL INSTRUCTIONAL MINUTES (BELL SCHEDULE)**

This Agreement was made and entered into this day **April 13, 2023**, 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 **HELEN LEHMAN ELEMENTARY SCHOOL**, effective with the **2023-2024** school year.

1. The instructional day will be extended and Article 6.1 will be partially waived (15 minutes before school will be maintained, unit member contract day ends 8 minutes after student dismissal) for four weekdays Monday, Tuesday, Thursday, and Friday) to allow for an early student release and common planning time of 56 minutes every other (1st and 3rd) Wednesday (1:30 - 2:26).
2. After school duty must be paid at the extended day rate if it extends beyond the contract day.
3. Faculty meetings will be held on the second and fourth Wednesdays of each month, must begin by 1:30 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 Helen Lehman 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 60 minutes. Administrators or faculty cannot hold required meetings during the common planning time.
6. This agreement must conform to the California Department of Education requirement of [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.

Minor modifications that do not change the overall structure of the bell schedule can be made with a simple majority vote of the members at the site.(examples: one-time change for special event day, moving breaks or recess slightly).

- 7. This Memorandum of Understanding will expire on **June 30, 2024**. It may be renewed by March 31st each renewal year thereafter by a 66.0% vote of all SRTA members at Helen Lehman Elementary School.
- 8. Failure to renew will return Helen Lehman Elementary School to all existing Contract language.

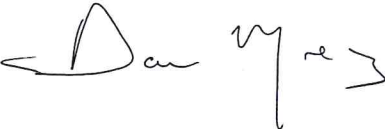
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: April 13, 2023

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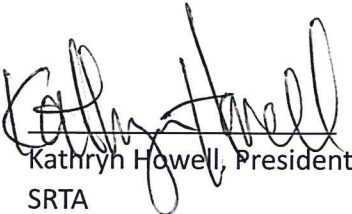
For the Association:

For the District:



Ian Myers, Chief Negotiator  
SRTA

Michael C. Shepherd, Assistant Superintendent  
Human Resources, SRCS



Kathryn Howell, President  
SRTA

Anna Trunnell, Superintendent  
SRCS