

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

HIDDEN VALLEY ELEMENTARY SCHOOL INSTRUCTIONAL SCHEDULE (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 **HIDDEN VALLEY ELEMENTARY SCHOOL**, effective with the **2023-2024** school year.

1. The instructional day will be extended by 15 minutes a day and Article 6.1 will be partially waived (15 minutes before school will be maintained but unit member contract day ends at student dismissal) for four weekdays (Monday, Tuesday, Thursday, Friday) to allow for an early student release (1:20 pm) and common planning time of 60 minutes each Wednesday (1:35 - 2:37).
2. On regular school days (Monday, Tuesday, Thursday, Friday), the unit member contract day ends at student dismissal. (2:37 pm). Any required after school supervision will need to be paid *at the extended daily rate*, or be added to adjunct duty per Article 6 of the Bargaining Unit Contract.
3. Faculty meetings will be held after the staff development period on the second and fourth Wednesdays of each month, must begin by 2:37 pm, must not exceed 75 minutes in length, and total faculty meeting time will not exceed 21 total hours per school year, per Article 6 of the 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 Hidden Valley Elementary School.
5. The Common Planning Time 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, and will not be required to keep any sort of log of their time. Administrators cannot hold required meetings during the staff development period.
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 must be renewed by March 31st each year thereafter by a 66% vote of all SRTA members at Hidden Valley Elementary School.
8. Failure to renew will return Hidden Valley Elementary School to all existing contract language.

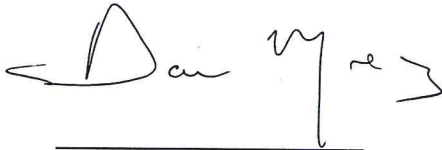
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: April 13, 2023

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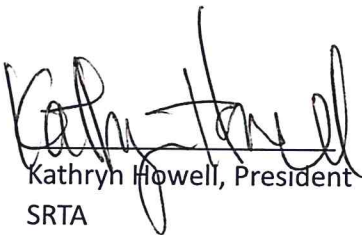
For the Association:

For the District:



Ian Myers, Chief Negotiator
SRTA

Michael C. Shepherd, Assistant Superintendent
Human Resources, SRCS



Kathryn Howell, President
SRTA



Anna Trunnell, Superintendent
SRCS