

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

**RINCON VALLEY MIDDLE SCHOOL PREP PERIODS**

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 District (herein referred to as District) have met and negotiated and agree to the following changes at **RINCON VALLEY MIDDLE SCHOOL**, effective for the **2023-2024** school year:

1. 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.
2. 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. Unit members who volunteer for such assignments agree to fulfill this obligation for the entire school year
3. Definition of Flex Time and expectations:
  - a. Usage of Flex time will be determined by each individual unit member. Unit members are expected to take roll and maintain classroom expectations and rules.
  - b. A maximum of two days per month of Flex may be used to support staff approved activities, i.e. color team competitions, but school or district administration shall not direct individual unit members to teach or instruct during Flex time.
  - c. Unit members may choose to use Flex time as a silent study hall environment for all days not included in the above mentioned 2 days per month.
  - d. Unit members can also use this time to provide extra help and student support and meet with students outside of their flex assignment as needed.
4. Flex class assignments: All unit members who are .8 or 1.0 FTE will have a Flex class. If two .6 unit members have opposite schedules (M/W/F or M/T/TH) they may share a Flex class. No one will be required to teach a Flex class on a day they would not otherwise be working. Unit members will be involved in a consultation, with Admin and AC, regarding a possible shared Flex position.
5. Unit members may offer additional opportunities during Flex time including such classes as yearbook, jazz band, intramurals and leadership etc... Appointments to these positions will be done so with agreement of site administration with consultation with the Principal's Advisory Committee.

6. Unit members assigned a Flex 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 a Flex class. While unit members acknowledge that students on Flex 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.
7. 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).
8. This Memorandum of Understanding will expire on **June 30, 2024**. 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 Rincon Valley Middle School.

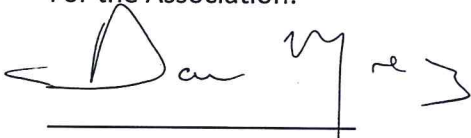
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: April 13, 2023

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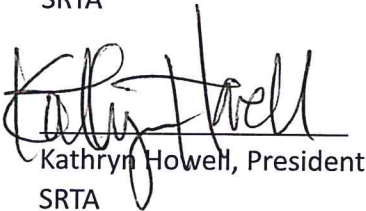
For the Association:

For the District:



Ian Myers, Chief Negotiator  
SRTA

Michael C. Shepherd, Assistant Superintendent  
Human Resources, SRCS



Kathryn Howell, President  
SRTA



Anna Trunnell, Superintendent  
SRCS