

**MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA ROSA CITY SCHOOLS
AND
THE SANTA ROSA TEACHERS ASSOCIATION
ELSIE ALLEN SENIOR HIGH SCHOOL INSTRUCTIONAL BLOCK 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 at **ELSIE ALLEN SENIOR HIGH SCHOOL**, effective with the **2023-2024** school year:

1. The attached ELSIE ALLEN SENIOR HIGH SCHOOL'S Instructional Block Schedule includes the following SRTA/District Collective Bargaining Agreement modifications:
 - a. Section 6.1 of the collective bargaining agreement which requires on-site responsibilities fifteen (15) minutes before the first bell and 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 Wednesday and Thursday from 7:45-8:25 am.
 - b. Common planning times (CPT) are to be utilized by unit members for completing their educational activities directed by the needs of the unit member. For example, an individual unit member could be working on a task or participating in collaboration meetings. During CPT, unit members are expected to collaborate with other unit members/staff and/or work individually to meet student outcomes as determined by district MVP, LCAP, and SPSA goals. Educators will be required to remain on campus for the full CPT minutes. Administrators cannot hold required meetings during common planning time.
2. 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 ELSIE ALLEN Instructional Block Schedule.
3. The instructional master schedule will consist of a seven-period day, following the attached bell schedule. Classroom teachers working a 1.0 FTE will be assigned five (5) teaching periods and two (2) non-teaching preparation periods. Every effort will be made by site administration to ensure unit members shall be assigned preparation periods so that every classroom teacher will receive one (1) prep period each school day.
 - a. Classroom teachers working less than a 1.0 FTE will work with administration to determine the appropriate placement of prep periods.
5. 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).

6. All Memorandums of Understanding are subject to approval by the Board of Education.

7. 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 Elsie Allen High School.

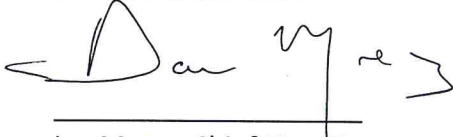
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: April 13, 2023

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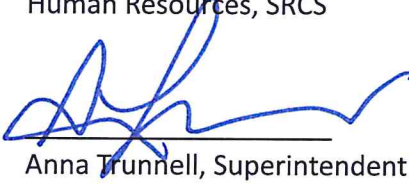
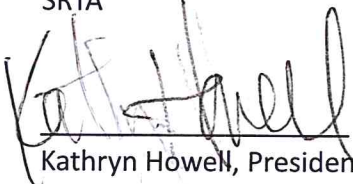
For the Association:

For the District:



Ian Myers, Chief Negotiator
SRTA

Michael C. Shepherd, Assistant Superintendent
Human Resources, SRCS



Kathryn Howell, President
SRTA

Anna Trunnell, Superintendent
SRCS