

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

**RIDGWAY CONTINUATION 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 for **Ridgway Continuation High School**, effective with the **2023-2024** school year.

The attached RIDGWAY CONTINUATION HIGH SCHOOL'S Instructional Block Schedule includes the following SRTA/District Collective Bargaining Agreement modifications:

1. The instructional master schedule will consist of a seven period day. Classroom teachers will be assigned five (5) teaching periods, and two (2) non-teaching preparation periods.
2. Classroom teachers shall not be responsible for nor be allowed to perform the job duties of the counselors. This includes enrolling students, evaluating transcripts and/or changing student schedules.
3. In addition to five (5) teaching periods, each classroom teacher will be assigned one 35 minute weekly advisory period. Rostered advisory students will count towards the daily maximum student contacts per Article 14.6.1.
4. The School Counselor ratio shall be 150:1.
  - a. For the 2023-2024 school year, Ridgway will be provided 3.0 Counseling FTE. The duties assigned to the MTSS, College & Career and SOLL counselors may be shared by all Counselors as agreed upon by the site.
5. Section 6.1 of the collective bargaining agreement will be partially waived (15 minutes before school will be maintained, no requirement to remain on campus after student dismissal) to provide individual, small/large group common planning time each Wednesday, from 2:05 pm to 2:45 pm.
6. Faculty meetings may occur no more than twice monthly, 10 minutes after school ends following past practice. All efforts will be made to ensure staff meetings do not occur the week prior to report card due dates. 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.

- 7. Common planning times 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 Common Planning Time (CPT), teachers are expected to collaborate with other teachers/staff and/or work individually to meet student outcomes as determined by district MVP, LCAP, SPSA, and WASC goals. Unit members will be required to remain on campus for the full CPT minutes. Administrators cannot hold required meetings during common planning time.
- 8. Section 6.2 of the collective bargaining agreement will be waived for the designated teachers whose maximum teaching minutes per day exceeds 305 minutes.
- 9. 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).

This MOU is subject to Article 4, Grievance Procedure of the District and Association Collective Bargaining Agreement, and shall expire in full without precedent on **June 30, 2024**, unless extended by mutual written agreement of the Parties.

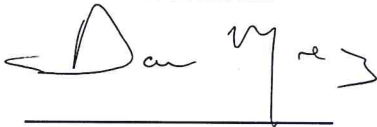
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: April 13, 2023

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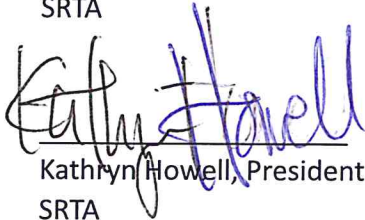
For the Association:

For the District:




Ian Myers, Chief Negotiator  
SRTA

Michael C. Shepherd, Assistant Superintendent  
Human Resources, SRCS



Kathryn Howell, President  
SRTA



Anna Trunnell, Superintendent  
SRCS

**Ridgway Continuation High School Bell Schedule for 2023-24**

**Mon/Tues/Thurs/Friday (50 min) Wednesday (35 min)**

* Regular Days	M, T, Th, F
1st	8:30 – 9:20
2nd	9:22 – 10:12
Break	10:12 – 10:22
3rd	10:25 – 11:15
4th	11:17 – 12:07
Lunch	12:07 – 12:37
5th	12:39 – 1:29
6th	1:31 – 2:21
7th	2:23 – 3:13

* Wednesday	Schedule
1st	8:30 – 9:05
2nd	9:07 – 9:42
Break	9:42 – 9:52
3rd	9:54 – 10:29
Advisory	10:31 – 11:06
4th	11:08 – 11:43
Lunch	11:43 – 12:13
5th	12:15 – 12:50
6th	12:52 – 1:27
7th	1:29 – 2:04

**Minimum Days for BTSN and other early release days (35 min periods, No Advisory)**

* Minimum Day	Schedule
1st	8:30 – 9:05
2nd	9:07 – 9:42
Break	9:42 – 9:52
3rd	9:54 – 10:29
4th	10:31 – 11:06
5th	11:08 – 11:43
Lunch	11:43 – 12:13
6th	12:15 – 12:50
7th	12:52 – 1:32