

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

**JAMES MONROE ELEMENTARY SCHOOL INSTRUCTIONAL MINUTES (BELL SCHEDULE)**

This Agreement was made and entered into this day **August 27, 2024**, 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 **JAMES MONROE ELEMENTARY SCHOOL**, effective with the **2024-2025** school year.

1. The instructional day will be extended by 15 minutes a day and Article 6.1 will be partially waived (the 15 minutes before school will be maintained, but unit member contract day ends at student dismissal) for four weekdays Monday, Tuesday, Thursday and Friday) to allow for an early student release and common planning time of 60 minutes each Wednesday.
2. After school duty will be paid at the extended day rate.
3. Faculty meetings will be held immediately after the common planning time on the second and fourth Wednesdays of each month, can last up to 75 minutes, and 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 James Monroe Elementary School.
5. 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. 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. TK-3 Grade teachers will supervise 10 minute breakfast each day before recess.

- 8. Minimum Days for Back to School Night and Open House, will occur on the Friday immediately following the event.
- 9. This Memorandum of Understanding will expire on **June 30, 2027**. It must be renewed by March 31st each renewal year thereafter by a 66.0% vote of all SRTA members at James Monroe Elementary School.
- 10. Failure to renew will return James Monroe Elementary School to all existing contract language.

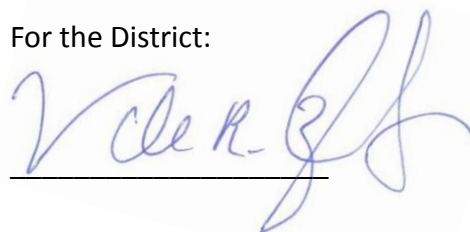
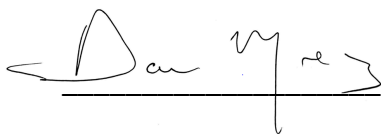
The Association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: August 27, 2024

Dated: August 27, 2024

For the Association:

For the District:



Ian Myers, Chief Negotiator  
SRTA

Dr. Vicki Zands, Assistant Superintendent  
Human Resources, SRCS

\_\_\_\_\_  
Kathryn Howell, President  
SRTA

\_\_\_\_\_  
Dr. Daisy Morales, Superintendent  
SRCS

# James Monroe Elementary School

## SCHOOL HOURS

Transitional Kindergarten / Kindergarten	8:00 - 1:20
Grades 1 - 6	8:00 - 2:20 (Every day except Wednesday)
Every Wednesday (TK-6)	8:00 - 1:15

### BELL SCHEDULE / HORARIO DEL TIMBRE

<u>Grades</u>	<u>TK/K</u>	<u>1<sup>st</sup> - 3<sup>rd</sup></u>	<u>4<sup>th</sup> - 6<sup>th</sup></u>	
<b>Instruction</b>	<b>8:00-9:25</b>	<b>8:00-9:50</b>	<b>8:00-10:20</b>	
Breakfast TK-3	9:25-9:35	9:50-10:00		Teacher Supervised
Recess/Recreo	9:35-9:55	10:00-10:20	10:20-10:40	
<b>Instruction</b>	<b>9:55-11:25</b>	<b>10:20-12:10</b>	<b>10:40-12:10</b>	
lunch/recess/recreo	11:25-12:05	12:10-12:50	12:10-12:50	
<b>Instruction</b>	<b>12:05-1:20</b>	<b>12:50-2:20</b>	<b>12:50-2:20</b>	
Dismissal/Salida	1:20 pm	2:20 pm	2:20 pm	
KinderCare/Tutor	1:20-2:20 pm (M, T, Th, F)			

### LUNCH SCHEDULE / HORARIO DEL ALMUERZO

	<u>TK / Kinder</u>	<u>Grades 1 - 3</u>	<u>Grades 4 - 6</u>
Lunch	11:25-11:45	12:10-12:30	12:30- 12:50
Recess	11:45-12:05	12:30-12:50	12:10- 12:30

### RECESS / LUNCH – BTSN, Parent Confer, Open House, Last day of School

#### Recess

Grades TK/K: 9:35-9:55  
 Grades 1 - 3: 10:00-10:20  
 Grades 4 - 6: 10:20-10:40

#### Lunch

Grades TK/K: 10:40-11:00 – K Tables  
 Grades 1 – 2: 10:40-11:00  
 Grades 3 – 4: 11:00-11:20  
 Grades 5 – 6: 11:20-11:40 – School Dismissed