

MEMORANDUM OF UNDERSTANDING BETWEEN SANTA ROSA CITY SCHOOLS
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 75

2023-2024 Classified Employees Calendar

The California School Employees Association, Santa Rosa Chapter 75 (hereinafter referred to as Association) and the Santa Rosa City Schools district (hereinafter referred to as District) agree:

This Agreement was made and entered into this day, **May 4, 2023**, by and between Santa Rosa City Schools (“District”) and California School Employees Association and its Chapter 75 (“Association”) collectively referred to as the (“Parties”) regarding agree that in addition to the **10 legal holidays** and **4 paid holidays** as identified in **Article 12: HOLIDAYS** of the current collective bargaining agreement, for the 2023-2024 school year, **three (3) existing local holidays to be determined through negotiations** and **one (1) additional local holiday due to Leap Year**, have been established as follows:

1. Wednesday, November 22, 2023 (Local Holiday)
2. Wednesday, December 27, 2023 (Local Holiday)
3. Tuesday, January 2, 2024 (Local Holiday)

The following one (1) day has been added as a District local holiday **due to Leap Year**:

1. Monday, April 1, 2024 (Additional Local Holiday)

And one (1) paid holiday in December in lieu of Admissions Day:

1. Tuesday, December 26, 2023

Professional Development Dates:

1. Wednesday, November 1, 2023
2. Friday, January 26, 2024

Potential Emergency Closure Day (Make-up Days):Draf

1. Friday, April 12, 2024
2. Friday, May 17, 2024

For the 2023-2024 school year, there will be a total of **two-hundred and forty-two (242) workdays** and **eighteen (18) paid, legal and local holidays**.

A draft copy of the 2023-2024 Classified Employees Calendar is attached.

This MOU shall expire in full without precedent on June 30, 2024, unless extended by mutual written agreement.

Dated: May 4, 2023

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For the Association:

For the District:

Mary Lehman
Mary Lehman, CSEA 75 President

Michael Shepherd
Michael Shepherd, Assistant Superintendent

Joseph Gomez
Joseph Gomez, CSEA Labor Rep

Anna Trunnell
Anna Trunnell, Superintendent, SRCS

Lisa Cavin
Lisa Cavin, Associate Superintendent

Approved by the Board: _____ Ratified by CSEA 75: _____

SANTA ROSA CITY SCHOOLS
2023-2024 CLASSIFIED EMPLOYEES CALENDAR
(CSEA 75, Confidential, Supervisory and Administrative)
242 Workdays

YEAR	M	T	W	TH	F	Work Days	Paid Holidays	Legal Holidays	Local Holidays	12 mon	11 mon	10 mon	SY emp	
21 JULY 2023	3	4	5	6	7	July 4 Independence Day Legal Holiday	20	0	1	0	20	2	0	0
	10	11	12	13	14									
	17	18	19	20	21									
	24	25	26	27	28									
	31													
23 AUGUST		1	2	3	4	July 28 11-Month Work Year Start Date Aug. 9 10-Month Work Year Start Date Aug. 14 Teacher/School Year (SY) Employees Start Date Aug. 14 Workday Principal-Directed Non-Instructional (non-student) Aug. 15 Workday Staff-Directed Non-Instructional (non-student) Aug. 16 School Opens/First Day of Instruction	23	0	0	0	23	23	17	14
	7	8	9	10	11									
	14	15	16	17	18									
	21	22	23	24	25									
	28	29	30	31										
21 SEPTEMBER					1	Sept. 4 Labor Day Legal Holiday Sept. 7 Back to School Night-Elementary Schools Sept. 14 Back to School Night-Middle Schools Sept. 21 Back to School Night-High Schools	20	0	1	0	20	20	20	20
	4	5	6	7	8									
	11	12	13	14	15									
	18	19	20	21	22									
	25	26	27	28	29									
22 OCTOBER	2	3	4	5	6	Oct. 2-6 Parent Conferences Oct. 6 Secondary Report Card Window Opens Oct. 20 Secondary End of First Quarter Oct. 23 Secondary Report Card Window Closes Oct. 23 Elementary Report Card Window Opens	22	0	0	0	22	22	22	22
	9	10	11	12	13									
	16	17	18	19	20									
	23	24	25	26	27									
	30	31												
22 NOVEMBER		1	2	3		Nov. 1 Professional Development Day (non-student) Nov. 3 Elementary First Trimester Ends Nov. 10 Veterans Day (Friday before a legal holiday) Nov. 13 Elementary Report Card Window Closes Nov. 20 - 24 Fall Recess Non-Workday for Teachers and SY Employees, non-student Nov. 20 - 21 Workday for 12, 11, 10-month employees Nov. 22 Local Holiday Nov. 23 Thanksgiving Day Legal Holiday (National Day of Mourning) Nov. 24 Paid Holiday Friday following Thanksgiving	18	1	2	1	18	18	18	16
	6	7	8	9	10									
	13	14	15	16	17									
	20	21	22	23	24									
	27	28	29	30										
21 DECEMBER					1	Dec. 15 Secondary Report Card Window Opens Dec. 19-21 Minimum Days: Final Exams High School Only Dec. 21 Secondary End of Second Quarter and First Semester Dec. 22 Teacher Workday/Pupil Holiday: <u>Secondary only</u> Dec. 25-29 Winter Recess Non-Work Day for Teachers and SY employees, non-student Dec. 25 Christmas Legal Holiday Dec. 26 Paid Holiday in lieu of Admissions Day Dec. 27 Local Holiday Dec. 28-29 Workday for 12, 11, 10-month employees	18	1	1	1	18	18	18	16
	4	5	6	7	8									
	11	12	13	14	15									
	18	19	20	21	22									
	25	26	27	28	29									
23 JANUARY 2024	1	2	3	4	5	Jan. 1 New Years Day Legal Holiday Jan. 2 Local Holiday Jan. 2-5 Winter Recess Non-Work Day for Teachers and SY employees, non-student Jan. 3-5 Workday for 12, 11, 10-month employees Jan. 8 Secondary Report Card Window Closes Jan. 15 Martin Luther King Jr. Legal Holiday Jan. 26 Professional Development Day (non-student)	20	0	2	1	20	20	20	17
	8	9	10	11	12									
	15	16	17	18	19									
	22	23	24	25	26									
	29	30	31											
21 FEBRUARY				1	2	Feb. 5 Elementary Report Card Window Opens Feb. 12 Lincoln's Birthday Legal Holiday Feb. 19 President's Day Paid Holiday Feb. 23 Elementary 2nd Trimester Ends Feb. 29 Leap Day	19	1	1	0	19	19	19	19
	5	6	7	8	9									
	12	13	14	15	16									
	19	20	21	22	23									
	26	27	28	29										
21 MARCH					1	March 4 Elementary Report Card Window Closes March 8 Secondary Report Card Window Opens March 15 Secondary End of Third Quarter March 18 Paid Holiday (First day of Spring Break) March 18-22 Spring Recess Teachers and SY Employees Spring Break March 25 Secondary Report Card Window Closes	20	1	0	0	20	20	20	16
	4	5	6	7	8									
	11	12	13	14	15									
	18	19	20	21	22									
	25	26	27	28	29									
22 APRIL	1	2	3	4	5	April 1 Additional Local Holiday due to Leap Year April 12 *Emergency Closure Day (Workday for 12-month employees only) April 15 Non-Workday for Teachers and SY Employees, non-student April 15 Workday for 12, 11, 10-month employees	21	0	0	1	21	20	20	19
	8	9	10	11	12									
	15	16	17	18	19									
	22	23	24	25	26									
	29	30												
23 MAY		1	2	3		May 6 Elementary Report Card Window Opens May 16 Open House May 17 *Emergency Closure Day (Workday for 12-month employees only) May 24 Secondary Report Card Window Opens May 27 Memorial Day Legal Holiday	22	0	1	0	22	21	21	21
	6	7	8	9	10									
	13	14	15	16	17									
	20	21	22	23	24									
	27	28	29	30	31									
20 JUNE	3	4	5	6	7	June 5-7 Minimum Day: Final Exams - Secondary Only June 6 Final Instructional Day: <u>Elementary only</u> June 6 Elementary 3rd Trimester Ends June 7 Teacher Workday/Pupil Holiday: <u>Elementary only</u> June 7 Final Instructional Day: <u>Secondary</u> June 7 Teachers and SY Employees Final Work Day June 10 Elementary and Secondary Report Card Windows Close June 11 10-month Employee Final Work Day June 19 Juneteenth Legal Holiday June 28 11-month Employee Final Work Day	19	0	1	0	19	19	7	5
	10	11	12	13	14									
	17	18	19	20	21									
	24	25	26	27	28									
260 T: Possible Workdays						TOTALS	242	4	10	4	242	222	202	185

(2) Two days added for *Emergency Closures 4/12 & 5/17: Work day for 12-month. Non-Work Day for Teachers, SY, 10-month & 11 month.

SY = 185 workdays (August 14, 2023 - June 7, 2024)

10-month = 202 workdays (August 9, 2023 - June 11, 2024)

11-month = 222 workdays (July 28, 2023 - June 28, 2024)

Board approved:

Ratified:

Effective: July 1, 2023

DRAFT 2023-2024 Classified Employee Calendar mutually agreed on:

Date: *May 4, 2023*

(SRCS Initials)

(CSEA 75 Initials)