

MEMORANDUM OF UNDERSTANDING

BETWEEN

COTATI - ROHNERT PARK UNIFIED SCHOOL DISTRICT

AND

ROHNERT PARK COTATI EDUCATORS ASSOCIATION

REGARDING

2024-2025 SCHEDULE AT ELEMENTARY SCHOOL

April 25, 2024

The Cotati-Rohnert Park Unified School District (“District”) and the Rohnert Park Cotati Educators Association (RPCEA) (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the 2024-2025 Schedule at Elementary School.

Article 4.7.2.7. On Wednesdays, thirty minutes will be designated for Professional Learning Teams (PLTs). PLTs will be initiated and facilitated by site-based teachers based on student data, focusing on at least one of the four PLT questions. The prep/collaboration will be sixty-five minutes, which is in addition to the time allotted in 4.7.2. This preparation time shall be a duty-free period used for planning, preparation, collaboration, and conferences with parents, pupils, and other professional staff and shall be within the sole determination of the unit members involved as cited. This preparation period shall not be used for additional faculty meetings called by the administrator.

Wednesday Schedule

11:35 Student Dismissal

11:45-12:15 Professional Learning Teams

12:15-1:00 Lunch

1:00-2:00 Meeting Rotation

2:00-3:05 Preparation/Teacher-initiated Collaboration Time

Meeting Rotation

1st Wednesday – Staff Meeting. Following a missed staff meeting due to Year Round Fall (Richard Crane only), District Fall, Winter, and Spring breaks, Principals may opt to hold a staff

meeting during the month in place of a professional development/curriculum meeting. (For January 8, 2025, and January 15, 2025, one meeting will be a Staff Meeting and one meeting will be a Preparation/Teacher-initiated Collaboration Time to be pre-determined by administration with staff input.)

2nd Wednesday – Preparation/Teacher-initiated Collaboration Time

3rd Wednesday – Professional Development/Curriculum (Education Specialists may attend district-wide Professional Development and Enrichment Teachers (i.e. Prep Teachers) may collaborate with similar positions at other sites with administrator approval.)

4th Wednesday - Professional Development/Curriculum. Enrichment Teachers (i.e. Prep Teachers) may collaborate with similar positions at other sites with administrator approval. Teachers will have Preparation/Teacher-initiated Collaboration on a Wednesday that falls before a 5th Wednesday (2-hour district PD).

5th Wednesday – Two-Hour District Wide Professional Development/Collaboration October 30, 2024, January 29, 2025, and April 30, 2025).

The content of the Professional Development/Curriculum shall be determined by the site administrator with unit member input. The site administrator will request unit member input and will provide the agenda for Professional Development/Curriculum meetings at least two weeks in advance.

A site may elect to combine the 3rd and 4th Wednesday into one two-hour and five-minute meeting for professional development, leaving the other Wednesday for one two-hour and five-minute teacher preparation period. In months with 5 Wednesdays, any combined meeting will be held on the 3rd Wednesday. **This will not occur for the month of January 2025.**

The content of the two-hour district-wide Professional Development/Collaboration shall be determined by the educational services team with the Professional Development committee and unit member input.

Article 21.2 Waivers must be approved by a vote of unit members affected by the MOU.

This MOU will expire on June 30, 2025, and is a non-precedent setting agreement.

FOR THE ASSOCIATION:

Lisa Bauwan

Date

2024-06-12

FOR THE DISTRICT:

Maite Hurri

Date

2024-06-12

Signature Certificate

Reference number: W8DRE-DXQVF-QRUDG-IZCHC

Signer

Timestamp

Signature

Maite Iturri

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Sent: 12 Jun 2024 16:48:44 UTC
Viewed: 12 Jun 2024 16:53:54 UTC
Signed: 12 Jun 2024 16:54:04 UTC



Recipient Verification:

✓ Email verified 12 Jun 2024 16:53:54 UTC

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Lisa Bauman

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Sent: 12 Jun 2024 16:48:44 UTC
Viewed: 12 Jun 2024 20:14:07 UTC
Signed: 12 Jun 2024 20:14:18 UTC



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IP address: 71.161.214.214
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