



COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

MEMORANDUM OF UNDERSTANDING

BETWEEN

COTATI - ROHNERT PARK UNIFIED SCHOOL DISTRICT

AND

ROHNERT PARK COTATI EDUCATORS ASSOCIATION

REGARDING

2025-2026 ELEMENTARY CONFERENCE SCHEDULE

May 13, 2025

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 2025-2026 Conference Minimum Day Schedule.

4.1.3 Elementary Conferences

4.1.3.1 One week of the year (November 3rd-7th, 2025) will be early release days in order to hold a conference for each parent/guardian regarding their student. Conferences may be held virtually, by phone, or in person. Student dismissal will be at 12:35 pm, with conferences starting 10 minutes after dismissal. The Unit Member's 65-minute weekly prep time can be scheduled at their discretion during that week. There will be no other meetings scheduled that week. This equates to 11.5 hours of contract time for parent conferences. Unit members may flex this time to accommodate parents who need to meet at a different time outside of contract hours.

4.1.3.1.1 Richard Crane will hold conferences on a different week to accommodate the year-round schedule. (October 20-24, 2025)

4.1.3.1.2 Transitional Kindergarten and Kindergarten teachers may hold conferences at an earlier or later date/time with agreement between the grade level and site administration.

4.1.3.2 The 11.5 hours is actual time spent conferencing. If a parent misses their scheduled conference time, this time will still count as actual time spent conferencing. Unit members will make every effort to reschedule.



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4.1.3.3 In addition to the 11.5 hours of contract time during the early-release week for parent conferences, unit members may be allocated an additional 3.5 hours at the extra duty rate of pay for conferences if needed. If time is needed beyond these 15 hours, additional paid conference time may be arranged with site administrator prior approval, which shall not be unreasonably denied.

4.1.3.4 Unit members will send the administrator their conference schedule at least two weeks prior to the week of minimum days (due October 24, 2025) so the administrator can prepare for translators who may be needed. Any flex time will be noted on the unit member's conference schedule. Site administrators will provide a whole school spreadsheet for unit members to keep track of their time.

4.1.3.5 Each school site will work to create a process that ensures translation is available for parents/guardians who require translation services.

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

This MOU will expire on June 30, 2026 and is a non-precedent setting agreement.

FOR THE ASSOCIATION:

Signed by:
Lisa Bauman 6/6/2025
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Signature Date

FOR THE DISTRICT:

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JENNIFER HANSEN 6/6/2025
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Signature Date