



## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN**

**COTATI - ROHNERT PARK UNIFIED SCHOOL DISTRICT**

### **AND**

**ROHNERT PARK COTATI EDUCATORS ASSOCIATION**

### **REGARDING**

**2025-2026 SCHEDULE AT ELEMENTARY SCHOOL**

**May 15, 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 Schedule at Elementary School.

#### **New Article 4.7.2.7**

The intention of the following language is to ensure flexibility to meet the needs of each site.

#### **Definitions**

**Leadership Team:** The Leadership Team is an application-based, stipended position for unit members serving in a leadership role at the school, which meets outside of contractual hours. They are responsible for meeting with the Site Administrator(s) to:

- Establish the Wednesday meeting calendar for the year with unit member input.
- Establish professional development topics and develop a professional development plan tied to a district-wide, site-specific focus driven by the LCAP and Site Plan for Student Achievement (SPSA).
- Establish committees with unit member input.
- Serve on committees (e.g. COST, PBIS, CAPS, etc.) to help lead and be a liaison between the leadership team and committees.
- Guide and support faculty and staff in ensuring all students learn at high levels through PLTs;
  - Share research-based best practices to enhance learning.
  - Foster a data-driven school culture that prioritizes continuous academic and social-emotional growth for all students.

Each site will be allocated up to five Leadership Team members (up to six for a TK-8 campus). The leadership team must reflect the overall composition of the school. The Principal will determine the number of representatives needed from each grade level/band and/or specific site population (SPED, ELs, etc.). Interested individuals must submit their intent to serve on the leadership team. All unit members at the site will vote to select the leadership team.

The annual stipend for each Leadership Team member is \$1000/year.

**Professional Learning Team (PLT):** The Professional Learning Team (PLT) will be initiated and facilitated by unit

members based on student data, focusing on at least one of the four PLT questions. *The duration of PLT is 30 minutes weekly.*

**Staff Meeting:** A staff meeting is a scheduled gathering of unit members to discuss work-related topics. Staff meetings can help unit members stay informed, collaborate, and address site needs, as directed by the Principal, with unit member input. *The duration of a Staff Meeting is 50 minutes monthly.*

**Professional Development/Curriculum:** Professional Development/Curriculum refers to the continuous process of improving educators' skills, knowledge, and effectiveness through training, workshops, and collaboration. It aims to enhance teaching practices, student learning outcomes, and self-reflection. It is tied to a district-wide, site-specific focus driven by the LCAP and Site Plan for Student Achievement (SPSA), with input from the Leadership Team. *The duration of Professional Development/Curriculum is 50 minutes monthly.*

**Committees:** This is time for school and district-wide committees to meet or complete committee work independently. All unit members will participate in at least one committee. Committees will be determined by the leadership team and may be unique to each site. Committees may include, but are not limited to, PBIS, COST, SPED Site Department Meeting, etc. Committees may need to meet outside the contractual day if all committee work cannot be accomplished during committee time, as determined by the site's leadership team. *The duration of committee time is 50 minutes.*

**Prep/Unit Member Initiated Collaboration:** 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 meetings called by the Principal. In addition to the 1.5 hours weekly prep in 4.7.2, prep/unit-initiated collaboration is 65 minutes weekly. One Wednesday per month will include an additional prep of 50 minutes unless otherwise determined by the site's leadership team.

**Wednesday Afternoon Schedule**

**12:35-12:45** TK-5 Dismissal

**12:45-3:10** Schedule as Determined by the Leadership Team

- Weekly Prep/Unit Member Initiated Collaboration – 65 minutes
- Staff Meeting, Additional Prep/Unit Member Initiated Collaboration, Professional Development/Curriculum, or Committee – 50 minutes
- PLTs – 30 minutes

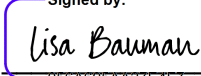
A Two-Hour District Wide Professional Development/Collaboration will occur on October 15, 2025 and April 29, 2026. The district will make every effort to provide the agenda two weeks in advance for union input and feedback. Unit members will receive make-up preparation time within the same month.

A site may elect to combine two meeting times into one professional development meeting not to exceed 1 hour and 50 minutes. The missed 65 minute Prep/Unit Member Initiated Collaboration Time will be made up within that month (not on months with 5 Wednesdays).

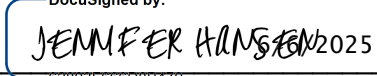
**Article 21.2** Waivers must be approved by a vote of unit members affected by the MOU.

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

FOR THE ASSOCIATION:

Signed by:  
  
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Signature \_\_\_\_\_ Date 6/6/2025

FOR THE DISTRICT:

Docusigned by:  
  
62803F666D8B479...  
Signature \_\_\_\_\_ Date 6/6/2025