



**COTATI-ROHNERT PARK**  
**UNIFIED SCHOOL DISTRICT**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**COTATI - ROHNERT PARK UNIFIED SCHOOL DISTRICT**

**AND**

**ROHNERT PARK COTATI EDUCATORS ASSOCIATION**

**REGARDING**

**2026-2027 ELEMENTARY CONFERENCE SCHEDULE**

**January 27, 2026**

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 2nd-6th, 2026) will be early release days in order for TK-5th-grade classroom teachers 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 Wednesday prep time can be scheduled at their discretion during that week. Teachers in grades 1-5 may block out any missed afternoon prep time in their conference schedule. 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. (September 14-18, 2026)

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. TK/ K teachers may block out their usual four hours of weekly prep time after school within their conference schedule.



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4.1.3.1.3 At Thomas Page Academy in grades 6-8, teachers will reach out to families with whom a conference is necessary and provide an avenue for families to be offered the opportunity to ask teachers for a conference.

4.1.3.1.4 RPCEA members who are not required to hold conferences will be given other duties during conference time, such as attendance recovery instruction, site projects, or other responsibilities as assigned by the site administrator within the scope of their credential.

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.

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 (e.g., class size above 30 or flexed time due to loss prep) additional paid conference time may be arranged with the site administrator's prior approval, which shall not be unreasonably denied.

4.1.3.4 Site administrators will provide a whole school spreadsheet for unit members to keep track of their time. Unit members will provide the administrator their conference schedule at least two weeks before the week of minimum days so the administrator can prepare for translators' and approval for additional time. Any flex time will be noted on the unit member's conference schedule; unit members will not be required to be on site for flex 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, 2027, and is a non-precedent-setting agreement.

FOR THE ASSOCIATION:

Signed by: Lisa Bauman 3/12/2026  
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Signature Date

FOR THE DISTRICT:

Signed by: Rachel Allen 3/11/2026  
A1B6A79B97404EF...  
Signature Date