



MEMORANDUM OF UNDERSTANDING

BETWEEN

COTATI - ROHNERT PARK UNIFIED SCHOOL DISTRICT

AND

ROHNERT PARK COTATI EDUCATORS ASSOCIATION

REGARDING

2026-2027 Article 18- SPECIAL EDUCATION and Article 4- HOURS

The intent of this MOU is to recognize the workload of our Education Specialists and Speech and Language Pathologists, The District hopes to attract and retain Special Education staff and acknowledges the significant workload requirements of their unique positions within special education.

4.1.1.4 The work year for speech and language pathologists shall consist of 190 days: 180 student instruction, 7 non-instructional workdays, and 3 non-instructional professional development days.

4.1.1.4.1 Three of the non-instructional workdays will be spread out across the year, as hours per month, rather than required time on site. These 21 hours acknowledge case management responsibilities unique to speech and language pathologists throughout the year. These hours include time for service tracking and documentation of progress on goals, assessments, and IEP development.

4.1.1.5 The work year for education specialists shall consist of 188 days: 180 student instruction, 5 non-instructional workdays, and 3 non-instructional professional development days.

4.1.1.5.1 One of the non-instructional workdays will be before the start of the instructional calendar.

4.1.1.5.2 Two of the non-instructional workdays will be spread out across the year, as hours per month, rather than required time on site. These 14 hours per year acknowledge the hours spent on case management responsibilities unique to Education Specialists throughout the year. These hours include time for service tracking and documentation of progress on goals, assessments, and IEP development.

18.7. Speech and Language Therapist Services



18.7.1 The site administrator may release the SLP from site-based Professional Development and Staff meetings if the site administrator determines that the content is not pertinent to the SLP.

18.8. Education Specialists Preparation and Release Time

18.8.1. Education Specialists shall have the same amount of preparation time as General Education teachers at their site.

18.8.2. Education Specialists may request release time from their site administrator in order to conduct assessments, write reports, and prepare for IEP meetings. Such release time shall not exceed a total of three (3) workdays for SDC and (4) workdays for-RSP per school year, and may only be taken when the administrator can provide adequate coverage for the teacher's regular assignment.

18.8.3 Education Specialists working in RSP programs will be-provided protected time on a weekly basis to conduct case management responsibilities of 45 minutes per week. This time will be scheduled in coordination with the site principal to avoid disrupting students' direct instruction time and /or class offerings.

18.10 Non-Special Day Education Specialists (RSP Teachers) Caseload

18.10.1 A caseload is defined as the number of student IEPs the teacher is responsible for managing.

18.10.2 A workload site needs analysis will be considered by the District for overall site allocation, including consideration that additional students may be added to a caseload or service needs shift throughout the year.

18.10.3 The District will make every attempt to allocate staff below the maximum caseload to start the year of 26 or fewer.

18.10.4 If a site has more than 1 RSP teacher, only one service provider can count a student on their caseload, even if they share service delivery.

18.11 Speech and Language Therapist Services

18.11.1 A workload site needs analysis will be considered by the District for overall site allocation, including consideration that additional students may be added to a caseload or service need shift throughout the year.

18.11.2 The district will make every attempt to allocate staff below the maximum caseload to start the year or provide alternatives to workload reduction.



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18.11.3 If a site has more than 1 SLP, only one service provider can count a student on their caseload, even if they share service delivery.

18.12 Class Size

18.12.1 A class size is defined as the number of students enrolled on a class roster. A caseload is equal to a class size for an SDC teacher.

18.12.2 The District will make every attempt to allocate staff below the maximum caseload to start the year or provide alternatives to workload reduction.

18.12.3 Class Size Table for Maximum Number of Students on a Class Roster

Class Size Table	Maximum on a Class Roster
Preschool SDC (combined am/pm cohorts)	16
TK-12 Extensive Needs SDC	10
TK and/or K SDC	10
TK-5 Counseling Enriched SDC	10
1-5 Mild/Moderate Social Support SDC	12
6-12 Mild/Moderate Social Support SDC	14
6-12 RSP Replacement/Directed Studies	16
6-12 Moderate SDC	12
6-12 Counseling Enriched SDC	12
Age 18-22 Transition SDC	12

Secondary SDC Caseloads:

* Elementary SDC caseloads are equated to class-size caps listed above.

Special Day Class Ed Specialist Assignment	Caseload
6-12 Mild/Moderate Social Support SDC*	16
6-12 Moderate SDC	14
6-12 Counseling Enriched SDC	12



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Age 18-22 Transition SDC

12

18.15 Special Education Specialist & Speech and Language Pathologist Overages:

18.15.1 The District will, beginning on the eleventh (11th) class day of the school year upon written request from the Education Specialist or Speech and Language Pathologist, ~~shall~~ pay to the affected member four dollars (\$4.00) per student for each day that the maximum caseload is exceeded. (as referenced in 18.10.4 of Final CBA 24-27 RPCEA contract year 2)

18.15.2 The District will, beginning on the eleventh (11th) class day of the school year and any/all subsequent class day(s), pay the following overages: The District, upon written request from the Education Specialist, shall pay to the affected member four dollars (\$4.00) per student for each day that the maximum class size is exceeded.(as referenced in 18.10.4 of Final CBA 24-27 RPCEA contract year 2)

This MOU sunsets without precedent at the end of the 2026-2027 school year.

Signed by:

Lisa Bauman

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For RPCEA

7/2/2026

Date

Signed by:

Rachel Allen

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For CRPUSD

6/29/2026

Date