

Memorandum of Understanding  
between  
San Rafael City School District ("District")  
and  
San Rafael Federation of Teachers ("SRFT")

Date: April 4, 2016

The parties worked collaboratively through the IBB process to address the following problem statement:

*How we can improve staffing language in the contract (to provide the ability) to ensure greater equity and consistency for students and teachers in the master schedule? What considerations should be made in building the master schedule?*

The intent of this MOU is to create a "pilot" process for 2016-17 and 2017-18 that will temporarily modify existing contract language in Article X STAFFING. Therefore the parties agree to the following:

1. School administration has final responsibility for the master schedule and teacher assignments.
2. In addition to the process described in SRFT CBA Section 10.4 (Master Schedule Development Assignment of Class Sections) there will be a Joint Union/District "STAFFING TEAM" who will review master schedules and make joint recommendations.
3. The intent of this MOU is to create greater transparency of process.
4. The parties agree that they will review the process in October 2016 in order to assess the effectiveness and agree on modifications based on outcomes and best practice. The parties also agree to further review as necessary.

10.1.1 Our agreed upon targets for this MOU: 1) a maximum teaching load of 152 students; 2) a maximum total number of three "preps". These targets apply to teachers in the following core academic subjects at the comprehensive high schools: English, Math, Social Studies, and Science. The group agrees to consider additional subject areas during the review of the process.

10.4.1.1 a) Upon tabulating the data from student sign-ups for courses, the School Administration will meet with the department chairpersons. At that time, the school administration will also inform each department chairperson of the proposed number of department sections to be allocated to each department and to each of the schools.

10.4.1.1 b) In addition, school administration shall meet with each department to review targets and number of sections available.

10.4.1.2 Each department chairperson will then meet with department members to develop a proposed allocation of class sections within his/her department and propose assignments of his/her department staff to these sections according to the targets.

10.4.1.3 Before exceeding a target, the principal or designee will meet with the department chairperson and affected teacher to discuss mutual agreement and/or explore alternatives.

10.4.1.4 Every effort will be made to balance numbers of students within similar class offerings. School administration will meet with department chairperson and affected teacher to troubleshoot alternative solutions.


10.4.1.5 (Existing 10.4.1.3): Department chairpersons, together with the school administration at each school site, will meet to develop the Master Schedule. They will also develop a priority list of sections to be offered in the event that additional sections become available to the school. Qualifications of the additional staff made available shall have a bearing on the assignment of additional sections to be offered.

10.4.1.6 The Joint Staffing team will review this process and the outcomes for staff in the master schedules. The staffing team will look at the data for individual teachers based on total number of student contacts, total number of "preps," and class size balance within course offerings. They will recommend modifications as necessary based on the data for the 2<sup>nd</sup> year of the pilot.

This agreement is a one-time agreement and shall not establish precedent.

FOR THE DISTRICT

FOR SRFT

 5/4/16

Name: Chris Thomas  
Title: CEO



Name: Chris Simenstad  
Title: President

 5.4.16

Name: Robert Pasley  
Title: CHRO



Name: Steven M. Coleman  
Title: Negotiator