



**MEMORANDUM OF UNDERSTANDING BETWEEN ROCKLIN
TEACHERS PROFESSIONAL ASSOCIATION AND THE ROCKLIN
UNIFIED SCHOOL DISTRICT - MAY 31, 2022**

Updated 5/18/23

Transitional Kindergarten and Full Day Kindergarten

1. All Transitional Kindergarten teachers, hereinafter referred to as TK, shall be provided preparation time equal to that of teachers in Grades 1-6. The preparation time shall be held after the release of students as long as the TK program is an extended day, in lieu of kindergarten prep time in Article VIII.1(c). If TK moves to full day, the TK teacher shall have prep time equal to that of teachers in Grades 1-6 and shall be in the same format provided for in Article VII.1.1. Every effort shall be made to allow the TK teacher to have their room during their preparation time.
2. All Full Day Kindergarten teachers shall have prep time equal to that of teachers in Grades 1-6 and will be in the same format provided for in Article VII.1.1, in lieu of kindergarten prep time in Article VIII.1(c). Every effort shall be made to allow the kindergarten teacher to have their room during their preparation time.
3. TK and K teachers, hereinafter referred to as Full Day K, shall be assigned equitable duty schedule(s) and/or assignment(s), equivalent to that of teachers in Grades 1-3 at the site. TK and K teachers shall meet annually with the site administration to determine supervision duties for the following year. Any TK and K teachers who are assigned before school duty in individual classrooms shall have such time count toward student supervision duty. If this duty exceeds the assignment of other teachers in Grades 1-3, the extra minutes shall count toward fulfilling the 10 (ten) hour adjunct duty requirement shall be adjusted at the beginning of the school year.
4. TK teachers will be provided 2 hours and 20 minutes of preparation time a week, consistent with K-6 teachers.
5. TK teachers will be required to provide intervention to kindergarten students for 30-60 minutes a week to be scheduled at the site. It is the intent to provide the TK teacher and TK aide with sufficient time to collaborate. TK aides may be required to provide intervention to kindergarten students not to exceed 30-90 minutes a week. TK teachers shall not be required to prepare intervention lessons/materials. Intervention lessons /materials will be planned and provided to TK teachers by the classroom teacher(s) of the students in the intervention. Furthermore, the intervention should align with the whole school intervention which will allow additional time for TK teachers to collaborate, reflect and plan with their aides. TK teachers will receive 40 minutes of instructional aide time on Mondays to collaborate, reflect and plan and/or meet with PLCs. The allocation of time is flexible and utilized based upon the needs of the site and upon mutual agreement of the RTPA member and site administration.
6. TK and K teachers, hereinafter referred to as Full Day K, shall be assigned equitable duty schedule(s) and/or assignment(s), equivalent to that of teachers in Grades 1-3 at the site. TK and K teachers shall meet annually with the site administration to determine supervision

duties for the following year. Any TK and K teachers who are assigned before school duty in individual classrooms shall have such time count toward student supervision duty. If this duty exceeds the assignment of other teachers in Grades 1-3, the extra minutes shall count toward fulfilling the 10 (ten) hour adjunct duty requirement and shall be adjusted at the beginning of the school year.

7. Full Day K teachers shall be provided 65 minutes of Instructional Aide time, by doing one of the following, or any other appropriate configuration that is mutually agreed upon by the principal and affected staff:

- a) Provide at least 65 minutes of support time per day.
- b) Provide as much Instructional Aide time per day as possible, with the remainder provided in an additional block one day each week (for example, if 60 minutes is provided daily, an additional 25 minutes of support time will be provided one day per week to make the weekly total equal to at least the required 325 minutes).
- c) This arrangement for flexibility with the 65 minutes of Instructional Aide time per day will remain in effect unless otherwise mutually agreed to by the parties.
- d) During the first two and a half (2 1/2) weeks of the school year, site administration shall make a priority of providing additional Instructional Aide support to assist TK and K teachers with classroom acclimation.
- e) In the event that an aide is not present, site administration will make best efforts to reallocate an aide from another assignment and/or add time to an existing aide's schedule when applicable.

8. The District will honor all requirements stated in California Education Code as it relates to TK and/or K staffing.

9. All TK classes shall maintain a 1/12 adult to student ratio in ~~2023/2024~~ ~~except for Title I schools which are 1/10. In 2023-2024 the rate will decrease to a 1/10 adult to student ratio for all classrooms (pending state budget funding).~~ This ratio will be maintained by having one credentialed teacher and one 6-hour instructional aide per TK class. Should, at any time, the state of California fund TK class size reduction at a ratio of 1/10 adults to students, Rocklin will also reduce the ratio in TK classrooms to 1/10, adults to students.

a) Every effort will be made to arrange/overlap the break and lunch times of the TK Teacher and Instructional Aide so as to maximize Instructional Aide time in the classroom with the TK Teacher throughout the school day.

b) In the event of an absence of an TK Instructional Aide, every effort shall be made, per California Education Code, to fill the vacancy so as to maintain the 12:1 adult ratio for students. These efforts may include locating a substitute Instructional Aide, reassigning a site based Instructional Aide, utilizing a Learning Recovery Aide, or using a Teacher substitute.

10. All TK students will have a modified day for the first ~~4 weeks~~ twenty-two (22) days of school, eliminating TK student lunch time on campus (if desired).

- a) All TK teachers will be provided 10 minutes to dismiss their students from their classroom followed by an uninterrupted lunch.
- b) Recovery of any lost prep time within the first 4 weeks of school due to PD, IEPs, etc. shall be coordinated, if applicable, by meeting with the site Administration.
- c) The initial modified days at the beginning of the school year will be revisited annually until the TK expansion is complete in the 2025/2026 school year.

11. TK/K teachers shall not be required or asked to change diapers, pull-ups, or a child's dirty clothing/underwear that the child cannot change themselves.

12. If sites by mutual agreement between administration and K teachers choose to screen

incoming K students for the following school year, teachers shall be provided sufficient release time for the purpose of screening and preparing class lists. In the event teachers opt to participate in screening during the summer, release time incurred shall be reserved for the teacher to use at their discretion during the ensuing school year. Site administration and K teachers shall collaborate on the assessments to be utilized. This screening is for K placement only and does not apply to TK or decisions to move K eligible students to the TK classroom.

~~13. The District will be spending \$180,000 to retrofit classrooms and replace classroom items (furniture and supplies) in preparation for the TK expansion. The district will continue to outfit all new TK classrooms to the district TK Classroom standard in terms of furniture, curriculum/instructional materials, student materials, and supplies.~~

14. In TK/K Classrooms, additional equipment required and/or needing replacement, will be replaced utilizing site budgets and collaboration between teachers and site administration.

15. By the beginning of the 2025-26 school year, all TK classrooms will be located in a classroom with a bathroom inside or available in an adjoining classroom.

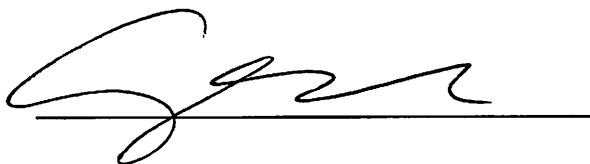
16. TK/K combination classrooms will be avoided to the greatest extent possible. If a TK/K combination class is necessary, the District will provide justification to RTPA (site representative) upon request, and details regarding PE/VAPA will be discussed between the site administrator, the teacher, and the RTPA site representative. However, if a combination class is necessary, the TK students in this classroom will attend PE/VAPA with the Kindergarten students.

17. This MOU is in effect for the 2022-2023 school years unless the parties mutually agree to extend. This MOU does modify Article VIII. 1(c) for the duration of the MOU. This MOU does not otherwise modify, replace, or eliminate Article VIII.

18. This Agreement is entered into on May 10, 2022, for the 2022-2023 school year unless the parties mutually agree to extend.

19. Violations of this MOU shall be subject to the grievance Article VI of the Collective Bargaining Agreement between the parties.

20. This agreement shall not establish binding past practice or precedent.



For the District



For the Association

5/15/23
Date

5/18/2023
Date