

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE RAVENSWOOD CITY SCHOOL DISTRICT  
AND RAVENSWOOD TEACHERS ASSOCIATION  
REGARDING COMPENSATION FOR SUMMER PROFESSIONAL DEVELOPMENT,  
EXTENDED DAY FOR ELEMENTARY SCHOOL SITES, AND ADDITIONAL  
STIPENDS FOR THE 2021-2022 SCHOOL YEAR**

The Ravenswood City School District (“District”) and Ravenswood Teachers Association (“RTA”) agree to the terms of this “MOU” regarding compensation for summer professional development, extended day for elementary school sites, and additional stipends for the 2021-2022 school year.

The parties recognize the need to:

1. Incentivize unit members’ participation in summer professional development;
2. Offer an extended day option to students during the 2021-2022 school year; and
3. Provide additional stipends as compensation for extra duties performed by unit members.

The District and RTA agree as follows:

I. **Compensation for Summer Professional Development**

- A. **Hourly Rate for Summer Professional Development.** Unit members returning in 2021-2022 shall be compensated for voluntary participation in summer professional development at an hourly rate of \$100. Eligible unit members will receive payment on the supplemental payroll issuing October 8, 2021. This compensation is provided in recognition of the need to incentivize unit members’ voluntary participation.
  
- B. **Stipend for Site Retreat and Book Study.** Unit members shall be compensated for voluntary participation in summer professional development with a daily stipend of \$1,000, up to \$3,000, for participation in their school site retreat and site book study. Eligible unit members will receive payment on the supplemental payroll issuing October 8, 2021. This compensation is provided in recognition of the need to incentivize unit members’ voluntary participation.

II. **Extended Day for Elementary School Site**

A. **Elementary School Work Hours**

1. **Regular Classroom Teachers and Intervention Teachers.** Based on District needs, regular classroom teachers and intervention

teachers may volunteer for an extended day assignment on Mondays, Tuesdays, Thursdays, and Fridays. Extended day assignments shall not exceed the contracted seven and one-half (7 1/2) hour work day by more than thirty (30) minutes. The work hours for regular classroom teachers serving an extended day assignment shall be 8:00 a.m. to 4:00 p.m.

2. **Special Education Teachers and Instructional Coaches.** Based on District needs, special education teachers and instructional coaches may volunteer for an extended day assignment on Mondays, Tuesdays, Thursdays, and Fridays. Extended day assignments shall not exceed the contracted eight (8) hour work day by more than thirty (30) minutes. The work hours for special education teachers and instructional coaches serving an extended day assignment shall be 8:00 a.m. to 4:30 p.m. The work hours for special education teachers and instructional coaches not serving an extended day assignment shall continue to be 8:00 a.m. to 4:00 p.m. and the time from 3:10 p.m. - 4:00 p.m. shall continue to be used for regular duties.
3. **Waiver of Article 7.1.1 On-Site Work Hours.** Unit members voluntarily participating in an extended day shall waive their right to on site responsibilities beginning thirty (30) minutes before the start of school and their first assigned period and ending twenty (20) minutes after the last assigned period (including preparation assignments).

**B. Compensation and Duties**

1. **Monthly Stipend for Extended Duty.** Unit members shall be compensated for extended day assignments with a monthly stipend of \$500. This compensation is provided in recognition of the additional time and additional duties and shall apply to elementary school and middle school sites.
2. **Extended Day Duties.** The duties required to be performed shall include the following:
  - a) Providing intervention to students every Monday, Tuesday, Thursday, and Friday the District is in session in accordance with the adopted 2021-2022 Academic Calendar;
  - b) Maintaining student attendance records; and

- c) Maintaining student intervention records, including progress and growth.

### III. Additional Stipends

#### A. **Elementary Stipends**

1. **Instructional Leadership Team Stipend.** Unit members shall be compensated for their voluntary participation on their school site Instructional Leadership Team with an annual stipend of \$3,000. Eligible unit members will receive \$1,500 in December and the remainder of the stipend, \$1,500 in June. This compensation is provided in recognition of the additional time and additional duties.

a) **Instructional Leadership Team Duties.** The duties required to be performed shall include the following:

- (1) Meet weekly with Instructional Leadership Team;
- (2) Participate regularly in one-on-one coaching;
- (3) Model CCSS/NGSS-aligned, student-centered instruction for others/welcome others into your classroom;
- (4) Collaborate with SPED/ELD staff around lesson delivery and lesson development;
- (5) Attend at least two supplemental professional development opportunities, one of which must be facilitator training unless Site Administrator gives unit member permission to replace with a different opportunity; and
- (6) Help facilitate professional development and grade level collaboration.

2. **Grade Level Facilitator Stipend.** Unit members shall be compensated for their voluntary participation as a Grade Level Facilitator for their school site with an annual stipend of \$3,000. Eligible unit members will receive \$1,500 in December and the remainder of the stipend, \$1,500 in June. This compensation is provided in recognition of the additional time and additional duties.

a) **Grade Level Facilitator Duties.** The duties required to be performed shall include the following:

- (1) Facilitate grade level team collaboration each week (4 meetings) to support grade level teams to:

- (a) Build team culture, relationships, trust, and norms;
  - (b) Collaboratively plan lessons;
  - (c) Determine common formative assessment; and
  - (d) Analyze assessment data and student work.
- (2) Participate regularly in one-on-one coaching;
  - (3) Share information and gather input from your grade level team;
  - (4) Meet monthly with other Grade Level Lead Teachers (or as needed); and
  - (5) Attend at least two supplemental professional development opportunities, one of which must be facilitator training.

## **B. Middle School Stipends**

- 1. **Department Lead (Instructional Leadership Team) Stipend.** Unit members shall be compensated for their voluntary participation as a Department Lead for Cesar Chavez Ravenswood Middle School with an annual stipend of \$3,000. Eligible unit members will receive \$1,500 in December and the remainder of the stipend, \$1,500 in June. This compensation is provided in recognition of the additional time and additional duties.

- a) **Department Lead Duties.** The duties required to be performed shall include the following:
  - (1) Meet weekly with Instructional Leadership Team;
  - (2) Participate regularly in one-on-one coaching;
  - (3) Model CCSS/NGSS-aligned, student-centered instruction for others and welcome others into your classroom;
  - (4) Understand that your room will be used as a Learning Lab for you to model instruction and for others to practice in your room;
  - (5) Engage in ongoing professional growth and attend supplemental professional development (registration paid by district), one of which must be facilitator training;
  - (6) Attend Facilitator Training (once a month);
  - (7) Help plan and facilitate professional development and grade level collaboration;

- (8) Serve as a communication conduit between teachers in your assigned department and Instructional Leadership Team; and
- (9) Model leadership and positive relationships with students, staff, and families.

2. **Grade Level Department Stipend.** Unit members shall be compensated for their voluntary participation as a Grade Level Department Lead for Cesar Chavez Ravenswood Middle School with an annual stipend of \$1,500 per department (i.e. A unit member designated as 6th Grade ELA Department Lead and 6th Grade SS Department Lead shall receive \$3,000 annually). Eligible unit members will receive half of the eligible stipend in December and the remainder of the stipend in June. This compensation is provided in recognition of the additional time and additional duties.

a) **Grade Level Department Lead Duties.** The duties required to be performed shall include the following:

- (1) Facilitate four grade level team collaboration meetings each week to support grade level teams to build:
  - (a) Team culture;
  - (b) Relationships;
  - (c) Trust; and
  - (d) Norms.
- (2) Implement Instructional Leadership Team created inquiry cycle agendas;
- (3) Collaboratively plan lessons;
- (4) Determine common formative assessment;
- (5) Analyze assessment data and student work;
- (6) Participate regularly in one-on-one coaching;
- (7) Share information and get input from your grade level team;
- (8) Meet monthly with department lead for vertical alignment;
- (9) Model instruction for others and welcome others into your classroom once per trimester;
- (10) Help facilitate professional development small groups;

- (11) Attend supplemental professional development and ongoing professional growth, one of which must be facilitator training; and
- (12) Work closely with instructional coaches.

IV. **Term of Agreement**

- A. **Effective Dates.** This non-precedent setting Memorandum of Understanding shall be effective upon signing and shall be implemented according to the terms above. This MOU shall expire on June 15, 2022, but may be extended by mutual agreement of the parties.
  
- B. **Full Force and Effect.** All components of the current RCSD/RTA Collective Bargaining Agreement shall remain in full effect except for those provisions modified by the terms of this Agreement and other bargaining agreements in effect during this time.