

**Memorandum of Understanding  
Between the  
Vacaville Teachers Association  
And the  
Vacaville Unified School District**

**Concerning 2010-11 Elementary Preparation Time.**

The Vacaville Teachers Association and the Vacaville Unified School District hereby do mutually agree to the following language which describes the temporary practices and procedures for the duration and application of elementary preparation time (Article 4.1.5).

**This Memorandum of Understanding goes into effect July 1, 2010 and sunsets June 30, 2011. Previous contract language will be in effect beginning July 1, 2011.**

Prep time is unencumbered and duty free with the exception of IEPs, CSTs, Action Team, etc. Reasonable effort will be made not to schedule these meetings during a teacher's prep time.

**Before and after instruction prep time**

At each site, K-6 teachers can choose between two options for their M, T, Th, F (flex days) duty day prep times:

Forty (40) minutes within the duty day and before student day/Fifteen (15) minutes after student day within the duty day, or

Fifteen (15) minutes within the duty day and before student day/Forty (40) minutes after student day within the duty day.

Teachers shall commit to one option prior to the start of the year and adhere to it.

At each site, Wednesday duty days and minimum day duty days will be the same for all teachers. On Wednesdays, there shall be thirty (30) minutes of prep time prior to the student day and within the duty day. In addition, there shall be a minimum of one hundred thirty (130) minutes, after the student day and within the duty day, of prep time every two (2) Wednesdays. The Wednesday collaboration meeting shall begin after the prep time and shall conclude within the time remaining in the duty day. Meeting time shall not exceed one (1) hour on any Wednesday and not exceed ninety (90) minutes every two (2) Wednesdays.

Collaborative Wednesday meetings may be scheduled from August 25<sup>th</sup> to May 25<sup>th</sup>. There will be no collaborative meeting on November 10<sup>th</sup> due to parent conferences. Work for collaborative meeting time shall be adjusted so it can easily be accomplished during the time period.

**Lunch/prep time**

During the lunch prep period, teachers may be offered to supervise fifteen (15) minutes of the lunch prep time as their adjunct duty (total of 32 times/8 hours). Teachers will not be responsible for planning, coordinating, or grading the activities they supervise. Administrators, substitutes, and noon supervisors will also provide supervision.

Teachers will have the students complete an accounting of activities done by students during the 15 minute lunch prep. It will be done by individual students or whole classes after the lunch time period is over. Administration will provide the necessary forms for individual students or whole classes to complete. Forms will be submitted to administration as required for accounting purposes.

## **Kindergarten**

Kindergarten teachers shall also be accommodated by article 4.1.5.1.

Each full time unit member assigned to a non-combination Kindergarten class shall have forty-five (45) consecutive minutes of preparation per day and shall support and assist in other (primary grade – Education Code 46118) classrooms with small groups of students for the remainder of the instructional day. The site administrator and the involved Kindergarten unit member(s) shall meet and confer to determine said unit member's placement based upon school and students' needs and the unit member's expertise.

## **Grades 1-6 Prep assemblies**

There shall be one (1), forty (40) minute assembly per week for grades 1-3.

There shall be one (1), sixty (60) minute assembly per week for grades 4-6.

There shall be no assemblies during the first or last week of school, or during the two (2) full parent conference weeks.

A schedule of assemblies will be provided in advance, in order to ensure predictable assembly prep time for teachers.

Prep time assemblies will be planned and supervised by the administration.

Prior to the 40/60 minute assembly, teachers will be responsible to escort and seat their students at the assembly. Following the 40/60 minute assembly teachers shall return and escort their students back to the classroom, if necessary. Teachers shall not be responsible for planning, presenting, or grading assembly curriculum.

The 40/60 minute prep assembly shall be unencumbered prep time.

## **Other**

If the additional hour of monthly meeting time (2010-11 Contract Article 4.2.1) is to be assigned on a flex day, one week's advance notification shall be given so all teachers can be on a Wednesday duty day schedule on the day of the meeting.

Attachments (two pages) concerning a schedule template and language beginning July 1, 2011.

**FOR THE DISTRICT:**

**FOR THE ASSOCIATION:**

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**Randy Henry**  
**Chief Human Resources Officer**

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**Kent Puddy**  
**VTA Bargaining Chair**

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**Date**

**Sample Illustration Schedule for Elementary Prep (2010-11)**

Teacher Work Day: M,T,Th,F 7:45-2:45 or 8:15-3:15  
 W 8:00 -3:00

Student Day: 8:30 am - 2:35 pm

Student Day Wednesdays: 8:30 am - 1:10 pm

Student Day (Minimum Days): 8:30 am – 12:40 pm (Fall & Spring Parent Conferences, Open House, Back to School, Dec. 17<sup>th</sup>, and June 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>)

**Schedule (may be shifted to allow for different start times at each site)**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Duty Day</b> *7:45-2:45 *8:15-3:15	*7:45-2:45 *8:15-3:15	8:00-3:00	*7:45-2:45 *8:15-3:15	*7:45-2:45 *8:15-3:15
<b>Student Day</b> 8:30-2:35	8:30-2:35	8:30-1:10	8:30-2:35	8:30-2:35
<b>4<sup>th</sup>- 6<sup>th</sup> Recess</b> 1x10 min.  <b>1<sup>st</sup>- 3<sup>rd</sup></b> 2x15 min.	<b>4<sup>th</sup>- 6<sup>th</sup> Recess</b> 1x 10 min.  <b>1<sup>st</sup>- 3<sup>rd</sup></b> 2x15 min.	<b>4<sup>th</sup>- 6<sup>th</sup> Recess</b> 1x 10 min.  <b>1<sup>st</sup>- 3<sup>rd</sup></b> 1x10 min.	<b>4<sup>th</sup>- 6<sup>th</sup> Recess</b> 1x 10 min.  <b>1<sup>st</sup>- 3<sup>rd</sup></b> 2x15 min.	<b>4<sup>th</sup>- 6<sup>th</sup> Recess</b> 1x 10 min.  <b>1<sup>st</sup>- 3<sup>rd</sup></b> 2x15 min.
<b>Lunch</b> 30 min. 15 min. (Prep)	30 min. 15 min. (Prep)	30 min. 15 min. (Prep)	30 min. 15 min. (Prep)	30 min. 15 min. (Prep)
<b>Prep</b> *40/15 or 15/40 before/after flex  15 min. lunch	*40/15 or 15/40 before/after flex  15 min. lunch	30 min. before  minimum 130 min. each 2 Wed. after  15 min. lunch  Collaborative meeting	*40/15 or 15/40 before/after flex  15 min. lunch	*40/15 or 15/40 before/after flex  15 min. lunch

\* M,T,Th,F Teachers can sign up for one of the flex options for before/ after school prep.

**Effective July 1, 2011**

- 4.1.5 Elementary Preparation/Planning: Each unit member shall have thirty (30) consecutive minutes daily for preparation and planning plus an additional thirty (30) consecutive minutes per day for each of one hundred forty (140) duty days. The schedule assigning preparation and planning time shall be prepared in writing and a copy presented to the unit member and/or posted. Elementary schools adopting a schedule calling for one shortened day per week may satisfy the requirements for the daily thirty (30) minute preparation and planning period by accumulating one-hundred fifty (150) minutes per week (an average of thirty minutes per day). Reasonable effort shall be made to insure that the time scheduled on a given day will be not less than fifteen (15) minutes.
- 4.1.5.1 Each full time unit member assigned to a non-combination Kindergarten class shall have forty-five (45) consecutive minutes of preparation per day and shall support and assist in other (primary grade – Education Code 46118) classrooms with small groups of students for the remainder of the instructional day. The site administrator and the involved Kindergarten unit member(s) shall meet and confer to determine said unit member’s placement based upon school and students’ needs and the unit member’s expertise.
- 4.1.5.2 Each full time unit member assigned to grades 1, 2, or 3 shall be provided forty-five (45) consecutive minutes every week of preparation time during the instructional day; and an additional forty-five (45) consecutive minutes of preparation time every other week during the instructional day. Reasonable effort will be made to ensure that unit members in grades 1, 2, or 3 do not have Monday prep in consecutive years.
- 4.1.5.2.1 If class size reduction is eliminated in grades 1, 2, or 3, then that (eliminated) grade level shall be provided two forty-five (45) minute preparation periods per week and an additional forty-five (45) minutes of preparation time every other week, during the instructional day. If CSR were to be restored in the grade eliminated, then that grade level unit members’ preps shall revert to the same configuration of prep time as stated in 4.1.5.2.
- 4.1.5.3 Each full time unit member assigned to grades 4-6 shall be provided one hundred thirty-five (135) minutes per week of preparation time during the student day. Reasonable effort will be made to ensure that unit members assigned grades 4-6 do not have Monday prep in consecutive years.
- 4.1.5.4 In addition to the above, each full time unit member in grades K-6 assigned to teach a combination class will receive thirty (30) minutes of additional preparation time per week during the student day.
- 4.1.5.5 Unit members assigned to Sheltered English Immersion, Spanish Immersion, and designated Bilingual classes, grades 1-6 shall receive thirty (30) minutes additional preparation time per week.