

**Memorandum of Understanding
between the Vacaville Teachers Association
and the Vacaville Unified School District**

Concerning 2015-2017 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) and elementary P.E. prep teachers (Article 9.5).

This Memorandum of Understanding goes into effect July 1, 2015 and sunsets June 30, 2017.

Prep time is unencumbered and duty free with the exception of, but not limited to, IEPs, SSTs, Action Team, or any other meeting relating to an individual student's progress. Reasonable effort will be made not to schedule these meetings during a teacher's prep time.

Before and After the Instructional Day Prep Time:

At each site, TK -6 grade teachers can choose between two (2) options for their M,T,TH,F (flex days) duty day prep time:

For TK-3 grade teachers: forty (40) minutes before student day and fifteen (15) minutes after student day or fifteen (15) minutes before student day and forty (40) minutes after student day

For 4-6 grade teachers: thirty-five (35) minutes before student day and fifteen (15) minutes after student day or fifteen (15) minutes before student day and thirty-five (35) minutes after student day (in order to maintain a fifteen (15) minute mid- morning recess).

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

At each site, for 1-6 grade teachers, Wednesday duty days, minimum day duty days, and staff meeting days will be the same for all teachers.

On Wednesdays, for teachers of grades 1-6, there shall be thirty (30) minutes of prep time prior to the instructional day and within the duty day. In addition, there shall be sixty (60) minutes of prep time after the instructional day and within the duty day. The forty -five (45) minute Wednesday collaboration meeting shall begin immediately after the prep time and shall conclude within the time remaining in the duty day.

There will be no Wednesday collaboration scheduled the week of Back to School Night, the last week of school, and on Wednesdays prior to report card or progress report due dates. Every effort shall be made not to schedule staff meetings on no collaboration Wednesdays.

Prep Time During the Instructional Day:

TK and Kindergarten teachers shall be accommodated by article 4.1.5.1.

The District will utilize Physical Education teachers to provide prep for 1-6 grade teachers during the instructional day. The P.E. prep teachers will provide sections of prep consisting of two classes (teachers) at a time with the additional inclusion of one SDC class (not to exceed 80 students unless additional support staff is provided). The sections shall consist of 50 minute or 60 minute blocks. Every effort will be made to provide time to P.E. prep teachers in between teaching sections. P.E. prep teachers will be released from Wednesday collaboration meetings and from the required 15 minute lunch/prep supervision. The P.E. prep teachers will not be responsible for the grading of their students, conferences, Back to School night, and adjunct duties.

With the exception of the first and last week of school, teachers of grades 1-3 will receive fifty (50) minutes once a week and teachers of grades 4-6 will receive sixty (60) minutes once a week. Teachers of grades 1-6 who teach combo or multi-age classes will receive the higher prep allocated for the grades they teach.

The District will provide the appropriate grade level prep time for one of the two combined classes of a section to minimize the loss of prep due to inclement weather. Any loss of prep due to inclement weather will be alternated between the classes. Lost prep will be made up at a later date. Prep lost due to a holiday or other administrative scheduled event will also be made up at a later date. Every effort will be made to provide the make-up prep time within one week.

Lunch/Prep Time:

In addition, 1-6 grade teachers will receive 15 minutes of prep attached to the 30 minute duty free lunch, with the exception of the language below

From the beginning of the first full week of instruction to the end of the last full week of instruction, each teacher will be required to supervise an average of one 15 minute lunch prep period a week, or a total of 35 times a year (or the number corresponding to the percentage of their job assignment). One teacher from each site will be assigned to work in collaboration with the site administrator to establish the schedule and ensure equal division of this duty amongst staff. The teacher will be compensated by either an adjunct

duty and/or extra duty pay position determined by site administrator. The activities during this period will focus on P.E./Wellness/Character development and may vary from week to week. Teachers will be responsible to supervise, but not grade the activities. In the event of an absence, teachers will be responsible for directing their substitute, within their sub plans, to the 15 minute supervision requirement.

If no alternative site plan can be developed for inclement weather, teachers will be responsible for the supervision of their students for the 15 minute period.

Other:

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

The mid- morning recess for grades 1-3 will remain fifteen (15) minutes. The mid- morning recess for grades 4-6 will be fifteen (15) minutes on M,T,Th,F. The instructional day for grades 4-6 shall be increased by five (5) minutes on those days to maintain a three hundred twenty-five (325) minute instructional day.

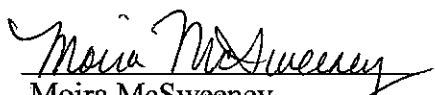
Wednesday mid-morning recesses for grades 1-6 will be fifteen (15) minutes and the instructional day will be increased by five (5) minutes to maintain a two hundred forty (240) minute instructional day.

Teachers will not be required to cover the mid-morning recess duty supervision.

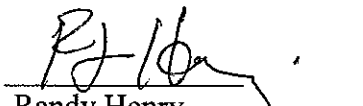
The fifteen (15) minute afternoon recess for grades 1-3 shall be considered an adjunct duty if assigned to teachers.

Additional Minimum Days for Report Card Prep and 2nd Trimester Conferences:

There will be a minimum day on the last day of the first and second trimester for the purpose of preparing report cards. There will also be a minimum day added to the beginning of the 2nd trimester parent/ teacher conference window, for a total of four (4), for the purpose of conducting conferences.


Moira McSweeney
Vacaville Teachers Association
President

4/15/15
Date


Randy Henry
Chief Human Resource
Officer