

Vacaville Unified School District
Educational Services Center
401 Nut Tree Road, Vacaville, California 95687-3508



Board of Education

Whit Whitman, President • Shelley Dally, Vice President
Nolan Sullivan, Clerk • Jeremy Jeffreys
Michael Kitzes • Sherie Mahlberg • Shawn Windham
Jane Shamieh, Board Secretary & Interim Superintendent

Memorandum of Understanding

between the

Vacaville Teachers Association

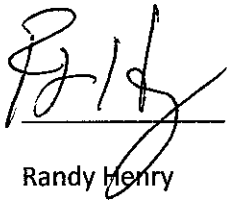
and the

Vacaville Unified School District

IEP Attendance MOU

1. General Education teachers shall be provided an information sheet regarding the IEP process to include the following:
 - a. -what to expect at an IEP
 - b. -what, if any, materials/preparation needs to be done prior to the IEP
 - c. -what questions and topics you may be expected to address
 - d. -protocols and procedures
2. Reasonable effort shall be made avoid scheduling IEP meetings during a General Education teacher's preparation time. When a General Education teacher misses their once a week prep (50/60 minute prep) due to an IEP meeting which does not involve one of their students, the missed prep will be made up within the next ten (10) school days.
3. When IEP meetings are scheduled during a General Education teacher's class time, and a substitute is needed, the substitute shall arrive fifteen (15) minutes earlier than the meeting to allow for consultation time with the General Education teacher to review lesson plans.
4. For students with multiple General Education teachers, or when the General Education teacher is attending as a grade level representative, the responsibility for attending the IEP as the General Education teacher shall be rotated, unless a specific subject area teacher is requested/needed as relevant for that student's IEP.

5. If a unit member is required to attend an IEP meeting at a different worksite, the unit member shall be paid mileage for attending the meeting. Round trip mileage will be paid provided the unit member returns to the original worksite.
6. For IEP meetings transitioning preschoolers to Transitional Kindergarten or Kindergarten, the General Education Teacher designee shall be invited from the student's home area school site.
7. Training will be done with administration and case managers to appropriately plan and schedule IEPs to reduce the impact of IEPs at the end of the year and during teacher prep time.
8. General Education teachers may utilize the General Education Teacher Input form and the IEP team Member Excusal forms as legally appropriate.



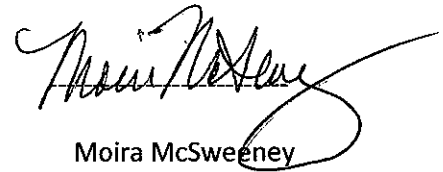
Randy Henry

Chief Human

Resource Officer

September 1, 2015

Date

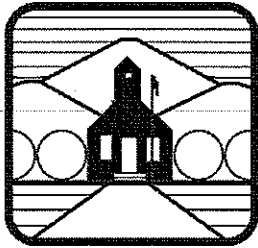


Moira McSweeney

President

Vacaville Teachers

Association



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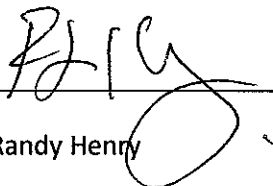
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Between the
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The Vacaville Teachers Association and the Vacaville Unified School District mutually agree to the following addition of Article 10.4.1:

Add the attached Nurse and Psychologist evaluation forms to Appendix D of the VTA/VUSD contract. These new evaluation forms will go into effect on September 1, 2015 and will be incorporated into the next (2016-2017) collective bargaining agreement upon ratification.

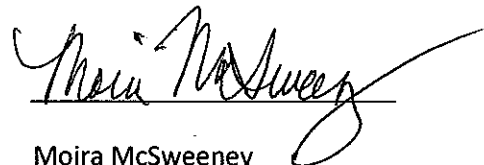


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