

Memorandum of Understanding  
between  
the Vacaville Teachers Association (VTA)  
and the  
Vacaville Unified School District (VUSD)

The following language goes into effect July 1, 2019 and sunsets June 30, 2020.

VTA and VUSD 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 PE teachers (Article 9.5).

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

Before and After the Instructional Day Prep Time (within the duty day):

At each site, TK-6 grade teachers shall choose between two (2) options for their Monday, Tuesday, Thursday and Friday (flex days) duty day prep time:

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

For 4-6 grade teachers: thirty-five (35) minutes before the student day and fifteen (15) minutes after the student day OR fifteen (15) minutes before the student day and thirty-five (35) minutes after the student day (in order to main a fifteen (15) minutes 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 shall 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) minutes 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 all report card due dates and first/second trimester progress report due dates. Every effort shall be made not to schedule staff meetings on no collaboration Wednesdays and the Wednesday before the third trimester progress report due date.

Prep Time During the Instructional Day:

TK and K teachers shall be accommodated by article 4.1.5.1.

The District will utilize Physical Education to provide prep for 1-6 grade teachers during the instructional day. The Elementary PE teachers will provide sections of prep consisting of one (1) class at a time with the additional inclusion of one (1) SDC class (not to exceed fifty (50) students unless additional support staff is provided). In unusual circumstances and/or by unit member consent, Elementary PE teachers may provide sections of prep consisting of two (2) classes (non-SDC) at a time. The sections shall consist of fifty (50) minutes or sixty (60) minute blocks. Every effort shall be made to provide time to Elementary PE teachers in between teaching sections. Elementary PE teachers shall be released from the required fifteen (15) minute lunch/prep supervision. During parent-teacher conferences, Elementary PE teachers shall be available for conferences on a prearranged basis as needed.

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

The District shall make reasonable effort to avoid the use of multi-age/combo classes. Grades 1-6 teachers that teach multi-age/combo or Spanish Immersion classes shall receive a \$575 yearly stipend. For those teaching in a part-time position, the stipend shall be prorated. For example, a 20% teacher position would entitle the teacher to a  $\$575 \times .20 = \$115$  stipend for the year. For those teachers employed less than a year, the stipend shall be prorated for the percentage of the year employed. This stipend shall be paid on a monthly basis. This provision does not apply to SDC and ACE teachers.

The District shall make reasonable effort to avoid the use of K-1 combination classes. K-1 Combo teachers shall receive a \$1150 yearly stipend. For those teaching in a part-time position, the stipend shall be prorated. For example, a 20% teacher position would entitle the teacher to a  $\$1150 \times .20 = \$230$  stipend for the year. For those teachers employed less than a year, the stipend shall be prorated for the percentage of the year employed. This stipend shall

be paid on a monthly basis. K-1 combo teachers shall not have Independent PE duty. This provision does not apply to SDC and ACE teachers.

SDC teachers that teach multi-age/combination that includes Kindergarten shall receive a \$575 yearly stipend. For those teaching in a part-time position, the stipend shall be prorated. For example, a 20% teacher position would entitle the teacher to a  $\$575 \times .20 = \$115$  stipend for the year. For those teachers employed less than a year, the stipend shall be prorated for the percentage of the year employed. This stipend shall be paid on a monthly basis.

Loss of Prep Time/Facilities:

Preps lost due to inclement weather, a holiday or other administrative scheduled event shall be made up at a later date. Reasonable effort shall be made to provide the make-up prep time within one week. Reasonable effort shall be made to provide multi-purpose room facilities during inclement weather.

Lunch/Prep Time:

In addition, 1-6 grade teachers, with the exception of teachers of multi-age/combination classes that include Kindergarten, shall receive fifteen (15) minutes of prep attached to the thirty (30) minutes 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, these teachers will be required to supervise an average of one fifteen (15) minute lunch prep period a week, or a total of thirty-five (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 duty schedule and ensure equal division of this duty amongst staff. The teacher shall be compensated by either an adjunct duty and/or extra duty pay position determined by the site administrator. The activities during this period will focus on Physical Education, physical activity, wellness and/or 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 fifteen (15) minute supervision requirement.

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

Other:

The schedule of all prep shall 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 Monday, Tuesday, Thursday and Friday. 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 shall be fifteen (15) minutes and the instructional day will be increase by five (5) minutes to maintain a two hundred forty (240) minute instructional day.

Teachers shall 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 shall 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) minimum days, for the purpose of conducting conferences.

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Chris Hulett  
Asst. Supt. of Human Resources

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Brenda Hensley  
VTA Bargaining Chairperson