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

Regarding Flex-Time Program at Will C. Wood High School

During the 2019-20 school year, Will C. Wood High School shall implement a change to the Tier I Academic Intervention program to a "Flex Time" program. VTA and VUSD (the Parties) agree to bargain the impact of this program on the working conditions of unit members at Will C Wood High School.

- 1.) Based upon need, the Parties agree to meet on an ongoing basis to evaluate the impact on unit members' working conditions.
- 2.) Teachers who work eighty percent (80%) or more FTE at Will C. Wood shall be assigned a thirty (30) minute Advisory period on Mondays. Teachers shall not be required to prep for Advisory.
- 3.) On Tuesdays, Thursdays, and Fridays, teachers who teach eighty percent (80%) or more FTE at Will C. Wood will be assigned a thirty (30) minute "Flex-Time" Period for student intervention, enrichment or study hall. (See Attached Bell Schedule). Teachers may work together during collaborative time to determine intervention schedules for their departments. Enrichment and/or Intervention during Flex-Time is voluntary for each teacher. A teacher who does not volunteer to facilitate intervention or enrichment shall supervise a study hall in their room during Flex-Time for a minimum of thirty-five (35) students or for the amount of student desks in their classroom (whichever is smaller). Those teachers holding Flex-Time in non-classroom settings shall meet with administration to determine the appropriate maximum number of students for a study hall. Teachers shall not be required to prep for Flex-Time.
- 4.) For a teacher who teaches 80% or more FTE at Will C. Wood and travels to other sites during their work day, Administration from all work sites affected, a VTA representative and the teacher shall collaborate to determine a schedule that works for all sites and the teacher.
- 5.) Unit Members shall use the "Flexi-Sched" or comparable software program to display their intervention and enrichment offerings, and to track student attendance (similar to AERIES). Unit Members shall receive initial and ongoing training and support to implement "Flexi-Sched" or comparable software.

Chris

- 6.) Nothing in this MOU shall eliminate or replace provisions in the VTAVUSD Collective Bargaining Agreement unless otherwise stated.
- 7.) This MOU shall sunset on June 30th, 2020 unless extended in writing by mutual agreement of both Parties.

Chris Hulett

Chris Hulett
Asst. Supt. of Human Resources

Tracy Begley

Tracy Begley
VTA President

Date: 5/2/19

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CWS

2019-2020 Bell Schedule

Mon, Tue, Thu, Fri		
Period	Clock	Minutes
A	7:35-8:35	60
Passing	8:35-8:40	5
1	8:40-9:34	54
Passing	9:34-9:39	5
2	9:39-10:34	55
Passing	10:34-10:39	5
Advisory/Flex	10:39-11:09	30
Passing	11:09-11:14	5
3	11:14-12:08	54
Lunch	12:08-12:48	40
4	12:48-1:42	54
Passing	1:42-1:47	5
5	1:47-2:41	54
Passing	2:41-2:46	5
6	2:46-3:40	54

2019-2020 Bell Schedule

Wednesday		
Period	Clock	Minutes
A	7:40-8:35	55
Passing	8:35-8:40	5
1	8:40-9:30	50
Passing	9:30-9:35	5
2	9:35-10:25	50
Passing	10:25-10:30	5
3	10:30-11:20	50
Lunch	11:20-11:55	35
4	11:55-12:45	50
Passing	12:45-12:50	5
5	12:50-1:40	50
Passing	1:40-1:45	5
6	1:45-2:35	50
Teacher Collab.	2:40-3:40	60