

**Memorandum of Understanding (MOU) between
the Vacaville Teachers Association (VTA) and the
Vacaville Unified School District (VUSD)
Working Conditions and Hours for Bargaining Unit Members
at Ernest Kimme Academy of Independent Learning Charter School (KCAIL)**

This MOU shall be in effect from July 1, 2019 to June 30, 2020.

Unit members working at KCAIL shall have ten (10) hours of unencumbered preparation time per every ten (10) days of instruction. These hours are to be scheduled by each unit member in consultation with the site principal.

Unit members working at KCAIL shall have one (1) hour of collaboration time per every five (5) days of instruction for Professional Learning Communities' focus on student achievement. Agendas and times for the PLC meetings shall be developed collaboratively between unit members.

Each full-time teacher at KCAIL shall have two and a half (2.5) hours of flexible Transition Time per every five (5) days of instruction. Part-time teachers shall have a proportional amount of Transition Time (for example: an 80% unit member shall have $.80 \times 2.5 = 2$ hours). Each teacher shall schedule their own Transition Time.

Each full-time teacher at KCAIL shall teach no more than six (6) grade/subject levels at a time, unless by mutual consent of the unit member and site administrator. Part-time teachers shall be responsible for no more than the proportional amount of grade/subject levels (for example: an 80% teacher shall have $.80 \times 6 = 5$ grade/subject levels).

Unit members who teach KCAIL Lab Classes shall have no more than twenty (20) students scheduled in each Lab Class time period. If this limit is exceeded, with teacher consent, the teacher shall be compensated ten dollars (\$10) per Lab Class per student over the cap. The Lab Class student limit shall not be exceeded by more than two (2) students. Lab classes shall be held in facilities that can reasonably accommodate the number of students.

Unit members who teach KCAIL Lecture Classes shall have no more than twenty-five (25) students scheduled in each Lecture Class time period. If this limit is exceeded, with teacher consent, the teacher shall be compensated ten dollars (\$10) per Lecture Class per student over the cap. The Lecture Class student limit shall not be exceeded by more than two (2) students. Lecture classes shall be held in facilities that can reasonably accommodate the number of students.

Full-time teachers at KCAIL shall have a maximum of twenty-four (24) hours of student contact time (i.e. PLP, workshops, etc.). Part-time teachers shall have no more than the proportional amount of student contact time (for example: an 80% unit member shall have no more than $.80 \times 24 = 19$ hours).

Full-time teachers at KCAIL shall have no more than twenty-eight (28) students on a Personal Learning Plan (PLP) at a time. Part-time teachers shall have no more than the proportional amount of PLP students (for example: an 80% teacher shall no more than $.80 \times 28 = 22$ students). This PLP limit may be increased by up to two (2) students. The unit member shall be compensated the amount of thirteen dollars (\$13) per student per week for each PLP student over the limit.

For the purposes of PLP student contact time, the following shall be followed for each student:

One (1) to two (2) non-PE PLP classes: Twenty (20) minutes weekly student contact time
Three (3) to Six (6) non-PE PLP classes: Sixty (60) minutes weekly student contact time
Seven (7) or more non-PE PLP classes: Ninety (90) minutes weekly student contact time

Any variation from these time allotments shall be made by mutual consent of the unit member and the site administrator and shall be based on student need.

Unit members at KCAIL may voluntarily pilot Cooperative PLP sessions that consist of two (2) PLP students. For those unit members that choose to implement Cooperative PLP sessions, the following shall be maintained:

1. Unit members may opt out of Cooperative PLP time at the end of a trimester or semester. In an unusual circumstance, the unit member may request from the site administrator that a Cooperative PLP be dissolved. If the site administrator denies the request, then the unit member may appeal to VTA and District Administration, who will determine whether or not the request is honored.
2. Unit members piloting Cooperative PLPs shall have no adjunct duties.
3. Cooperative PLP sessions for grades 10-12 are to be ninety (90) minutes weekly student contact time.
4. Cooperative PLP sessions for grades 7-9 are to be sixty (60) minutes weekly student contact time.
5. After December 1, 2019, unit members piloting Cooperative PLPs shall have no Wednesday Collaboration time once per month.

6. Full-time teachers at KCAIL shall have no more than thirty (30) students on a PLP at a time, including those in Cooperative PLP sessions. Part-time teachers shall have no more than the proportional amount of PLP students (for example: an 80% teacher shall no more than $.80 \times 30 = 24$ students). This PLP limit may be increased by up to two (2) students with unit member consent. The unit member shall be compensated the amount of thirteen dollars (\$13) per student per week for each PLP student over the limit.

Unit members working at KCAIL shall not participate in fall or spring conferences and the minimum days associated with those dates.

Every effort shall be made to balance the workload of teachers at KCAIL.

The District and the Association shall meet by April 1, 2020 to develop an extension to this MOU.

Chris Hulett
Asst. Supt. Of Human Resources

date

Todd Blanset
VTA President