

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

Phase 1 Provisions for 2020-2021

This MOU shall go into effect immediately and shall sunset on June 30, 2021, with both parties agreeing that as conditions change and/or the COVID19 pandemic continues beyond June 30, 2021, the parties agree to meet to extend and/or modify this MOU at any time.

Nothing in this MOU shall supersede the collective bargaining agreement, unless otherwise stated.

The duty day for all full-time teachers in Phase 1 shall be 8:30 am to 3:30 pm, including a thirty-minute duty free lunch. Any deviation from this time frame shall be only with the mutual consent of the teacher and their supervisor. Other unit members' duty times shall be coordinated with their supervisor. Part Time unit members shall collaborate with their supervisor on a duty day that works for all parties.

Besides providing instructional minutes to students (see chart below), unit members shall have no less than ninety (90) minutes daily for preparation and planning, including: creating and revamping lessons for synchronous and asynchronous learning, updating online assignments and resources using the District Learning Management System (LMS) platform(s), grading student work, communicating with students and families, and tracking attendance/participation of students.

Full-time 7-12 classroom teachers shall teach five (5) class periods each semester. In one (1) of the quarters in each semester (quasimester), each teacher shall have at least one (1) ninety (90) minute period of preparation time, that counts towards the daily preparation time required above.

After the instructional day on Monday, Tuesday, Thursday and Friday, teachers, who have had the daily ninety (90) minute preparation time fulfilled by a class period, shall hold virtual office hours, drop in help, enrichment and/or study hall time.

For grades 7-12, RSP teachers shall have at least one (1) preparation period or one (1) caseload management unassigned period per quarter (quasimester). RSP teachers shall be allowed to flex their use of those periods (prep and case management) in each quasimester to meet their needs.

Except in extraordinary circumstances, unit members shall not be required to physically report to a district worksite but shall be available by phone and/or video conferencing during their regular duty day. For those unit members who want to physically report (and are allowed to do so by government

shelter-in-place orders), their worksite(s) shall be available to them and safety protocols developed (with VTA), communicated and implemented to promote the safety of those unit members. Site administration shall have access to unit members' LMS platform(s), including the ability to observe Synchronous Learning and Targeted Learning Support.

Special education teachers and service providers may elect to conduct individual student assessments and student check-ins in person during Phase 1. If unit members elect to meet with students in person for purposes of assessment and/or case management, the District shall provide personal protective equipment and establish safety measures, including but not limited to plexiglass barriers, face coverings, hand sanitizer/hand washing supplies and disinfectant.

The District shall provide all necessary hardware and software to deliver instruction. The District will troubleshoot internet connectivity issues with unit members on an as-needed basis. Unit members shall not be liable for damage to District equipment, unless such damage was due to negligence by the unit member. The District shall be responsible for distributing district-adopted curriculum materials related to distance learning to students. The District shall be responsible for distributing printed materials related to Phase 1 distance learning for students who request them.

Unit members shall inform parents/guardians and students of their availability to provide support and clarification via email, phone, and/or District LMS platform(s). Unit members shall not be required to provide personal cell phone numbers and personal email addresses in communications with parents/guardians or students.

Teachers shall use the District LMS platform(s):

Grades TK-12: Google Classroom

Grades 7-12: SchoolLoop for online grade reporting

Teachers for grades TK-3 may use Seesaw instead of Google Classroom as long as all the teachers at one site at a particular grade level agree to use the same platform.

Distance Learning Components are as follows:

Synchronous Learning is defined as live video and/or telephonic large group core instruction, engagement and/or peer-to-peer learning. Large group core instruction may be recorded for students and families to access instruction based on family and student need.

Targeted Learning Support is defined as live video and/or telephonic small group instruction, individual student check-ins, drop-in help time and/or individual/small group intervention.

Asynchronous Learning is defined as any instruction that is not live, including regular assignments, but not including recorded group instruction. Unit members are highly encouraged to collaborate and share resources for Asynchronous Learning. Elementary Music Teachers and Elementary Physical Education

Teachers shall provide asynchronous learning resources and lessons for TK-6. The District shall provide asynchronous learning resources and lessons for Science, Art and Social Studies for TK-6. Classroom teachers shall be responsible for delivery and assessment of these lessons.

Student Daily Minimum Instructional Minutes:

Grade Level	Synchronous Learning A	Targeted Learning Support B	Asynchronous Learning C	Total A+B+C
TK-K	45-60	Up to 60	135-120 less B	180
1-2	80	Up to 60	150 less B	230
3-4	100	Up to 40	140 less B	240
5-6	120	Up to 40	120 less B	240
7-12 (except KCAIL) Mon/Tues/Thurs/ Fri	135 (45 per class period)	Up to 45 (up to 15 per class period)	105 less B (divide by 3 for per class period)	240
7-12 (except KCAIL) Wednesday	135 (45 per class period)	0 (0 per class period)	105 (35 per class period)	240

Distance Learning may be in the form of homework, asynchronous learning, synchronous learning, and targeted learning support, as determined by the teacher within site specific guidelines, while meeting the minimums in the chart above. Synchronous and Targeted Learning Support minutes do not need to be consecutive.

Grade 7-12 students shall be on the same instructional grouping and bell schedule as in Phases 2, 3 and Transition to 4.

From 2:00pm to 3:30pm on Wednesdays, site administration may schedule collaboration time. All unit members shall have the option of attending collaboration virtually.

Before movement from Phase 1 to any in-person learning for any students, VUSD and VTA shall meet and confer on a transition plan and bargain any effects on working conditions of unit members.

Chris Hulett
VUSD Assistant Supt. Human Resources

Todd Blanset
VTA President

date