

**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, 2020 to June 30, 2021.

The District and the Association shall meet by June 1, 2021 to develop an extension to this MOU.

Kimme College Readiness Academy (KCRA) only:

Unit members working at KCRA 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 KCRA 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 KCRA 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 KCRA 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 KCRA 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 KCRA 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 KCRA 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 KCRA 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. Any additional students above thirty (30) shall be only with unit member consent and VTA approval.

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

One (1) to two (2) non-PE PLP classes: Thirty (30) 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.

Cooperative PLP sessions that consist of two (2) PLP students. For those sessions, the following shall be implemented for each student:

Grades 7-9: sixty (60) minutes weekly student contact time.
Grades 10-12: one hundred twenty (120) 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 working at KCRA 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 KISP.

Collaboration Coordinator shall be added to the list of available adjunct duties.

Kimme Work Readiness and Alternative Pathway (KWRAP) (formerly known as County High School):

Each 100% FTE classroom teacher shall have seven (7) periods of instruction and one (1) advisory period. The advisory period shall be used for career readiness, work readiness, some study hall time, and community building. The advisory period is another period of instruction and students enrolled in an advisory period shall count toward each teacher's total contact limit of no more than one hundred seventy-five (175) students.

Each class period and advisory period may have not more than twenty-five (25) students enrolled at a time.

All KWRAP unit members shall have fifty-five (55) minutes of unencumbered preparation time daily, before the instructional day.

On Mondays, Wednesdays and Fridays, there shall be thirty (30) minutes of unencumbered preparation time provided to each unit member after the instructional day. The exception to this would be if a night activity was held during the week (like Back-to-School night, or similar), then Friday would be a minimum day and all unit members' duty day would end at the end of the instructional day.

On Tuesdays and Thursdays, there shall be one hundred five (105) minutes of unencumbered preparation time provided to each unit member after the instructional day.

All collaboration time is decided by unit members as needed and communicated to the program principal.

Any Special Education classroom teacher assigned to KWRAP shall have one (1) assigned class period of additional preparation time for case management duties.

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

Chris Hulett
Asst. Supt. Of Human Resources

date

Todd Blanset
VTA President