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Memorandum of Understanding  
Between the  
Vacaville Teachers Association  
And the  
Vacaville Unified School District

Elementary Prep 2025-2026

This MOU shall take effect as of July 1, 2025 and expire June 30, 2026.

Completely substitute all of Article 4.1.5 (and its sub articles) in the collective bargaining agreement with the following provisions for 2025-2026:

4.1.5 Elementary Preparation/Planning: Preparation time is unencumbered and duty free with the exception of, but not limited to, IEPs, SSTs, or any other meeting related to an individual student's progress. Reasonable effort shall be made not to schedule these meetings during a teacher's prep time. Every effort shall be made to provide a space for teachers whose classrooms are being used during their prep time; teachers shall have access to a phone to make confidential calls, a computer and a quiet atmosphere to prep.

4.1.5.1 At each site, TK-6th grade teachers shall choose between two (2) options for their Monday-Thursday (flex days) duty day prep time. Teachers shall commit to one option prior to the start of the year and adhere to it. The choices are as follows:

4.1.5.1.1 For TK-3rd grade teachers: forty-five (45) minutes before the student day OR forty-five (45) minutes after the student day

4.1.5.1.2 For 4th-6th grade teachers: forty (40) minutes before the student day OR forty (40) minutes after the student day; this is less than TK-3rd to maintain a fifteen (15) minute mid-morning recess.

4.1.5.1.3 For 1st-6th grade teachers, there shall be a ten (10) minute prep attached to the thirty (30) minute lunch on Mondays-Thursdays.

4.1.5.1.4 For staff meeting days, TK-6 teachers shall have the same schedule (before school prep or after school prep), based on a secret ballot vote of the teachers of the site at the start of the school year. The Site Principal and a VTA Site Representative shall oversee the balloting and which option (before school prep or after school prep) receive fifty-percent plus one (50% + 1) of the ballots cast shall dictate when the duty day ends and the staff meeting may begin.

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4.1.5.2 Each full-time unit member assigned to a non-combination TK and/or Kindergarten class shall have forty-five (45) consecutive minutes of preparation per day and shall support and assist in other (primary grade – Education Code 46118) classrooms with small groups of students for the remainder of the instructional day. The site administrator and the involved Kindergarten unit member(s) shall meet and confer to determine said unit member's placement based upon school and students' needs and the unit member's expertise.

4.1.5.3 On Fridays, for TK-6th grade teachers, there shall be thirty (30) minutes of prep time prior to the instructional day (within the duty day). Additionally, on Fridays:

4.1.5.3.1 For TK/K: teachers shall assist in other primary classrooms for forty-five (45) minutes Collaborative Planning time shall begin immediately after the duty-free lunch and shall be no more than seventy (70) minutes. The daily forty-five (45) minutes of prep time shall be after Collaborative Planning Time (within the duty day).

4.1.5.3.2: For 1st-6th grades: Collaborative Planning Time shall begin immediately after the duty-free lunch and shall be no more than seventy (70) minutes. For 1st-6th grade teachers, there shall be thirty-five (35) minutes of prep time after Collaborative Planning Time (within the duty day).

4.1.5.3.3: For 1st-3rd grades: If students have a lunch period within the instructional day, teachers of those classes may supervise students, upon site administration request, during this period, or, if the teachers are owed make-up prep time, the teachers may use this time for prep.

4.1.5.4 At each site, for 1st-6th grade teachers, Friday duty days and minimum day duty days shall be the same for all teachers.

4.1.5.4.1 During the fall conference week, the prep schedule shall be modified so that every 1st-3rd grade teacher gets a minimum of one (1) forty (40) minute prep and one (1) fifty (50) minute prep that week.

4.1.5.4.2 During the fall conference week, the prep schedule shall be modified so that every 4th -6th grade teacher gets a minimum of two (2) fifty (50) minute preps that week.



4.1.5.5 Inside the Instructional Day Preparation Time:

4.1.5.5.1 With the exception of the first week of school, fall conference week and the last week of school, teachers of grades 1st-3rd shall receive two (2) prep periods of fifty (50) minutes each and one (1) prep period of forty (40) minutes each.

4.1.5.5.2 With the exception of the first week of school, fall conference week and the last week of school, teachers of grades 4th-6th shall receive three (3) prep periods of fifty (50) minutes each.

4.1.5.5.3 Teachers of grades 1st-6th who teach combination or multi-age classes shall receive the higher prep allocation for the grades they teach.

4.1.5.5.4 Elementary PE, Art and Music teachers shall provide prep consisting of one (1) class at a time, with the additional inclusion of one (1) SDC class (for PE: not to exceed fifty (50) students unless additional support staff is provided; For Art/Music: not to exceed forty (40) students unless additional support staff is provided). There shall be no more than two (2) classes per day scheduled with less than five (5) minutes in between per Elementary PE, Art and Music Teachers.

4.1.5.5.4.1 In unusual circumstances, and with unit member consent, Elementary PE, Art and Music Teachers may provide sections of prep consisting of two (2) classes (non-SDC) at a time.

4.1.5.5.4.2 Elementary PE, Art and Music teachers, who have been absent with no substitute provided, shall not be responsible for making up prep time due to that absence, unless make up time periods are available in their schedule. Teachers who missed prep during this time shall be compensated with extra duty pay as delineated on Appendix A, Section K if the prep time is not made up within twenty (20) instructional days.

4.1.5.5.4.3 Elementary PE, Art and Music teachers shall have a minimum of eight hundred (800) minutes of prep time per ten (10) instructional days. As part of the eight hundred minutes, these teachers shall have either forty-five (45) prep minutes before the student day OR forty-five (45) prep minutes after the student day. These teachers shall commit to one option prior to the start of the year and adhere to it.

4.1.5.5.4.3.1 Except for ten (10) minutes of prep time attached to the duty-free lunch, unencumbered time less than fifteen (15) minutes shall not be counted as part of the eight hundred (800) minutes of prep time. Elementary PE

teachers shall choose one of the following options for their prep within the instructional day:

4.1.5.5.4.3.1.1 a minimum of five (5) minutes in between PE classes on all instructional days, with at least one (1) twenty (20) minute prep period within the instructional day on Mondays, Tuesdays, Wednesdays and Thursdays.

4.1.5.5.4.3.1.2 a minimum of ten (10) minutes in between PE classes on all instructional days.

4.1.5.5.4.3.2 Elementary PE, Art and Music teachers shall not have classes on the first two (2) days of school and the last four (4) days of school. Site administrators may choose to assign up to thirteen (13) total hours of content-relevant assigned duty during these six (6) days. All other duty day hours on these six (6) days are unencumbered prep for these teachers.

4.1.5.6 State Preschool Permit Teachers shall have one (1) hour of preparation time per instructional day.

4.1.5.7 The District shall make reasonable effort to avoid the use of multi-age/combination classes. Grades 1st-6th teachers that teach multi-age/combination classes or Spanish Immersion classes shall receive a \$684 yearly stipend instead of receiving additional prep time. This stipend shall be prorated for part-time teachers and/or teachers that do not work an entire school year. This provision does not apply to SDC and ACE teachers.

4.1.5.8 The District shall make reasonable effort to avoid the use of K-1 combination classes. K-1 Combo teachers shall receive a \$1369 yearly stipend instead of receiving additional prep time. This stipend shall be prorated for part-time teachers and/or teachers that do not work an entire school year. This provision does not apply to SDC and ACE teachers.

4.1.5.9 SDC teachers that teach multi-age/combination classes that include Kindergarten shall receive a \$684 yearly stipend instead of receiving this additional prep time. This stipend shall be prorated for part-time teachers and/or teachers that do not work an entire school year.

4.1.5.10 Every effort shall be made to make up preparation time lost due to inclement weather, a school holiday or other administrator scheduled event. Reasonable effort shall be made to provide other facilities for students during prep times besides classrooms during inclement weather.

4.1.5.10.1 Make up prep time shall be scheduled, prioritizing the teachers with the most amount of remaining missed prep at a site.



4.1.5.10.2 By the start of the 4th quarter, if a teacher is still missing more than two hundred (200) minutes of prep, Collaborative Planning Time shall be utilized as make up prep time. This time should be scheduled in collaboration with their site administrator. If a teacher is missing two hundred (200) minutes or less of prep, the District shall make reasonable effort to make up the prep time by the end of the school year.

4.1.5.10.3 Reasonable effort shall be made to not assign Elementary Art teachers to make up prep for grades 5 and 6.

4.1.5.11 The schedule of all prep time shall be provided in advance in order to ensure predictable prep time for teachers.

4.1.5.12 Unit members shall not be required to cover mid-morning recess duty supervision. Grades 1-6 receive at least fifteen (15) minutes of daily mid-morning recess. For grades 1-3, there shall be at least fifteen (15) minutes of afternoon recess. Unit members may be assigned to supervise this afternoon recess; that supervision shall consist of all of a unit member's adjunct duty time for the year.

This article shall replace Article 9.5 in the collective bargaining agreement with the following for 2025-2026:

#### 9.5 Elementary Preparation Release Teachers

9.5.1 Elementary preparation release teachers are defined as physical education, general music, instrumental music, choral music, fine arts, and computer lab specialists providing preparation time for regular classroom elementary teachers.

9.5.2 Elementary preparation release teachers shall be assigned no more than twenty-eight (28) sections per week.

9.5.2.1 A section is a single 1st through 6th grade class. The number of students per section shall not exceed the number of students registered in the class for which they are providing preparation time. (Any Special Day student who regularly attends that class is excluded from the limit.)

9.5.2.1.1 Preparation sections involving the performing arts and general music may be blended during the same preparation section time period. With the music/performing arts teacher permission, the section class size limit may be increased, but not exceed forty (40) students.

9.5.2.2 If a member is required to travel to different sites in a day, the member shall have their number of sections per week reduced by one (1) section for each additional site to which the member travels or at least thirty (30) minutes of travel time (not counted as part of their unencumbered prep time).

9.5.2.2.1 Every effort shall be made to limit the number of unit members required to travel to other sites within a year.

9.5.2.2.2 If itinerant unit members must travel between sites, members at the affected site shall be asked to volunteer. If there are no volunteers, the least senior member shall be selected to travel.

9.5.2.3 The District shall convene report card committees for Elementary Music, Art and PE. The purpose of this committee shall be to explore standards to be included on progress reports and/or report cards starting with the first semester of the 2026-2027 school year.

9.5.2.4 The Elementary PE, Music and Art teachers shall collaborate within their respective groups at least two (2) Fridays per month. The duty day on the other Fridays of the month shall be used to ensure eight hundred (800) minutes of prep time (see Article 4.1.5.5.4.3), collaborating with site grade levels, or collaborating with their respective groups.

9.5.2.5 For elementary PE and Art teachers that work at more than one (1) site, they shall choose one (1) school to attend staff meetings for the year. Elementary Music teachers may meet monthly with District Educational Services.

9.5.2.6 Each elementary prep release teacher shall be given a schedule for the location of their classes on the Thursday before the next work week. Prep release teachers shall work with the site administrator to resolve location issues related to their classes.

9.5.2.7 All elementary prep release teachers shall be given IEP and 504 accommodations, and medical and behavior plans for each student they teach by the seventh (7th) day of school.

9.5.2.8 Elementary prep release teachers shall be given secure locations to lock up equipment and other materials for their classes when not in use.

9.5.2.9 Elementary music teachers shall have help with set up for their classes, upon request to the site administrator.

9.5.2.10 Elementary prep release teachers may be included in Short-Term Independent Study requests.



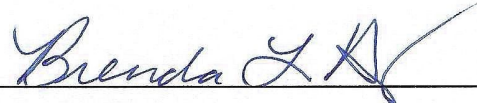
9.5.2.11 The District shall adhere to all Cal OSHA rules regarding outside heat and cold conditions. Elementary PE teachers shall have adequate shade, a place to sit, and potable water easily accessible to them between classes.

9.5.2.12 Elementary Prep release teachers shall participate in parent conferences for students and their families on parent-teacher conference days. Options to participate may include, but are not limited to, scheduling conferences for families, providing drop in conference times for families and/or participating in conferences with classroom teachers.



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Brenda Hensley  
VTA President



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