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

2026-2027 Home Hospital Liaisons and Teachers of Record

This MOU is agreed upon by VUSD and VTA to clarify expectations related to the changes to the Home and Hospital Instruction Program. These provisions shall go into effect on July 1, 2026 and shall expire on June 30, 2027. Both parties agree to meet by November 1, 2026 to check in on the implementation of this MOU. Both parties agree to meet by May 1, 2027 to develop an extension to this MOU.

Changes to Appendix A, Section K (Page 2)

Deletions struck through, additions in bold.

~~Home Hospital Hourly Rate: \$38.00~~ **\$60.00**

Home and Hospital Liaison (HHL) Hourly Rate: \$60.00

Home and Hospital Teacher of Record (HHTOR) Hourly Rate: \$60.00

Special Education Case Manager of student in Home/Hospital Program (SECMHH): \$60.00

Program Changes:

When a student is approved for the Home and Hospital Instruction Program, the District shall assign a Home and Hospital Liaison.

Home and Hospital Liaisons shall have the following duties:

- obtain instructional materials from HHTOR
- collects completed work from student and delivers it to the HHTOR on a regular basis
- maintains ongoing communication with the HHTOR
- responds to parent/guardian questions
- develops and coordinates each student's instruction that includes five full hours of instruction per week
- consults with the student's special education case manager (if applicable) to accurately follow the IEP

Home and Hospital Teachers of Record shall have the following duties:

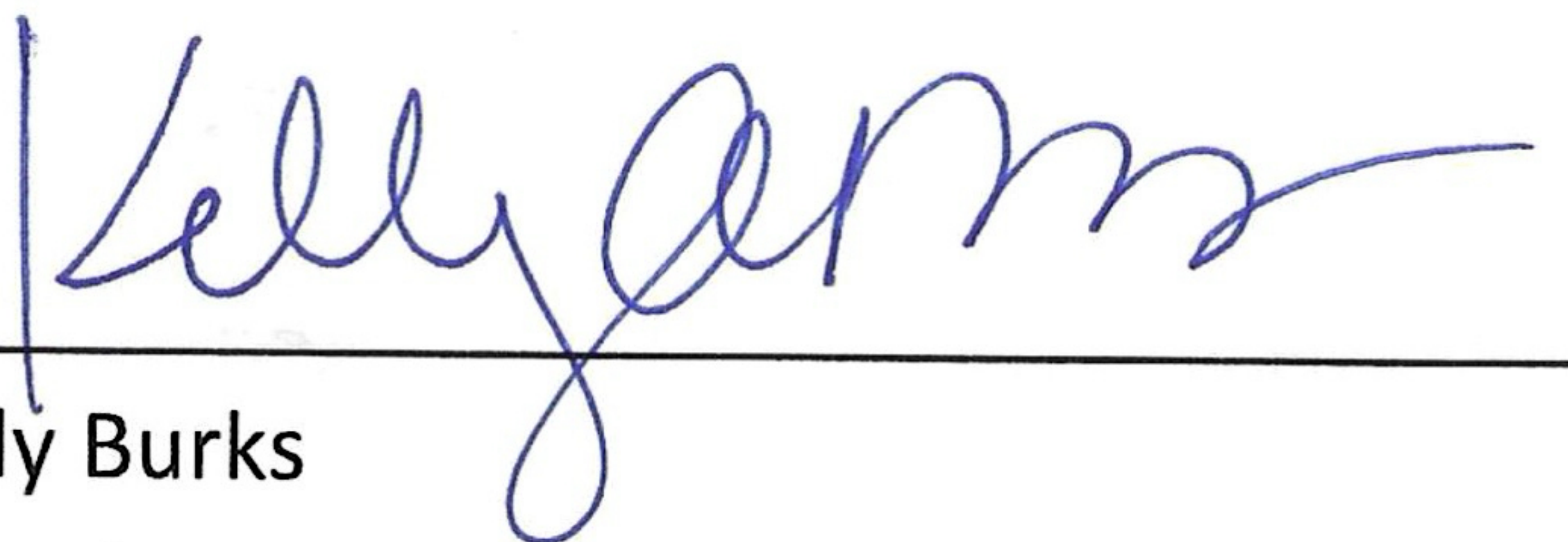
- Provides instructional materials to the HHL; these do not have to be exactly what is given during in-person class time, but should provide content on the essential standards needed by the student for the course(s) they are enrolled in
- Grades student work and records grades
- Maintains ongoing communication with the HHL

Special Education Case Managers of student in Home/Hospital Program shall have the following duties:

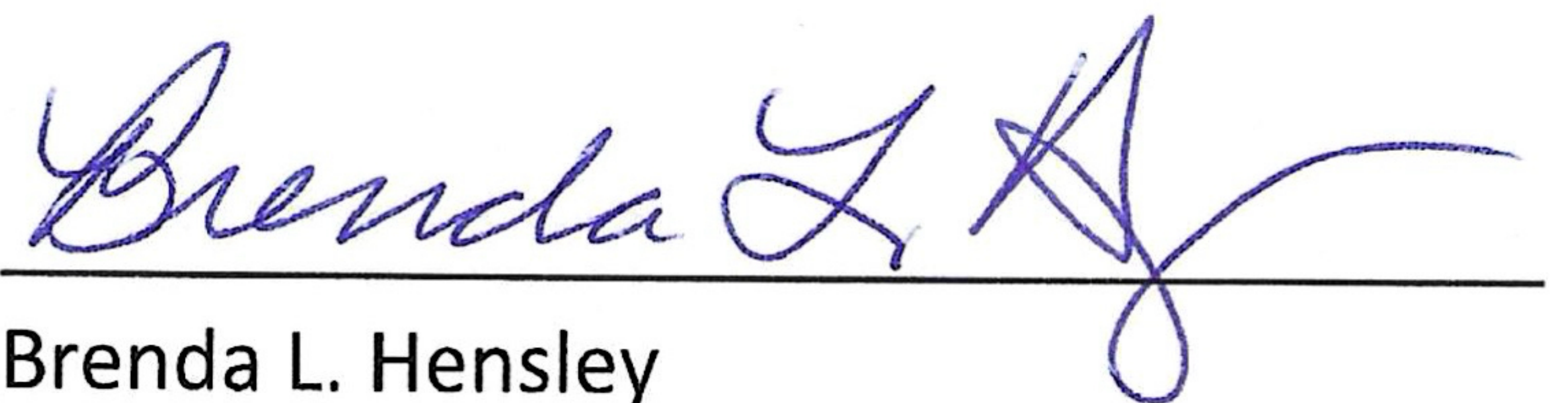
- consults with the HHL and HHTOR to accurately follow relevant components of the IEP

For each new student placement and assignment to a Home Hospital Liaison, the HHL and HHTOR (and the SECMHH if applicable) shall be allotted one (1) hour of paid duty (see rate above) to meet and collaborate. If additional time is needed by either the HHL and/or the HHTOR and/or the SECMHH (if applicable) , any one of them may seek approval of the Home Hospital program administrator for more paid time to meet and collaborate.

If an HHTOR and/or SECMHH experiences a major increase in workload due to the roles and responsibilities of being the HHTOR and/or SECMHH to student(s), then the HHTOR and/or SECMHH may collaborate with their site administrator and the Home Hospital program administrator to find ways to mitigate that workload increase, including but not limited to, timesheeting additional hours of work, providing release time for additional work, changing a student's schedule to balance the workload across grade levels and/or departments, etc.



Kelly Burks
Associate Supt. of Business



Brenda L. Hensley
VTA President

9/17/2026

date