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

Concerning 2011-12 Elementary Preparation Time.

The Vacaville Teachers Association and the Vacaville Unified School District hereby do mutually agree to the following language which describes the temporary practices and procedures for the duration and application of elementary preparation time (Article 4.1.5) and Article 9.5 Elementary Prep Teachers..

This Memorandum of Understanding goes into effect July 1, 2011 and sunsets June 30, 2012. Previous contract language will be in effect beginning July 1, 2012.

Prep time is unencumbered and duty free with the exception of, but not limited to, IEPs, SSTs, Action Team, or any other meeting relating to an individual student's progress. Reasonable effort will be made not to schedule these meetings during a teacher's prep time.

Before and After the* Instructional *Day Prep Time

At each site, Kindergarten through 6th grade teachers can choose between two (2) options for their M,T,TH,F (flex days) duty day prep time:

Teachers will receive forty (40) minutes before student day and fifteen (15) minutes after student day

or

Teacher will receive fifteen (15) minutes before student day and forty (40) minutes after student day.

Teachers shall commit to one option prior to the start of the year and adhere to it.

At each site, Wednesday duty days, minimum day duty days and staff meeting days will be the same for all teachers.

On Wednesdays, there shall be thirty (30) minutes of prep time prior to the instructional day and within the duty day. In addition, there shall be a minimum of one hundred thirty (130) minutes, after the instructional day and within the duty day, of prep time every two (2) Wednesdays.

The Wednesday collaboration meeting shall begin after the prep time and shall conclude within the time remaining in the duty day. Meeting time shall not exceed one (1) hour on any Wednesday and not exceed ninety (90) minutes every two (2) Wednesdays.

Prep Time During the* Instructional *Day

The District will utilize Physical Education teachers to provide prep. The PE prep teachers will provide sections of prep consisting of two classes (teachers) at a time with the additional inclusion of one SDC class (not to exceed 80 students unless additional support staff is provided). The sections shall consist of 40 minute or 60 minute blocks. Every effort shall be made to provide time to the prep teachers in between teaching periods. Physical education prep teachers will be released from Wednesday collaboration meetings and from the required once a week 15 minute lunch/Prep supervision. The PE prep teachers will not be responsible for the grading of their students, conferences, Back to School night and adjunct duties

Within the instructional day, teachers in grades 1st-3rd will receive forty (40) minutes once a week. Teachers in grades 4th-6th will receive sixty (60) minutes once a week with the exception of the following weeks:

August 18th-19th	(no prep will be provided)
November 7th-11th	(a minimum of 30 minutes will be provided this week)
November 14th-18th	(a minimum of 30 minutes will be provided this week)
December 19th-22nd	(a minimum of 30 minutes will be provided this week)
March 5th-9th	(a minimum of 30 minutes will be provided this week)
June 4th-7th	(no prep will be provided)

Inclement Weather:

The District will provide the appropriate grade level prep time for one of the two combined classes of a section to minimize the loss of prep due to inclement weather. Any potential loss of prep due to inclement weather will be alternated between the classes.

(During rainy or inclement weather the Prep teacher may cover only one of the two classes for the designated section of prep. This will be done on an alternating basis.)

Lunch/Prep Time *(In addition 1st-6th grade teachers will receive 15 minutes of prep attached to lunch with the exception of the language below)*

Each unit member will be required to supervise an average of one 15 minute lunch prep period a week, or a total of 37 times a year (or the number corresponding to the percentage of their job assignment). One unit member from each site will be assigned to work in collaboration with the site administrator to establish the schedule and ensure equal division of this duty amongst staff. The unit member will be compensated by either an adjunct duty and/or extra duty pay position determined by site administrator. The activities during this period will focus on PE/Wellness/Character development and may vary from week to week. Unit members in collaboration with their teams will be responsible to plan, deliver, but not grade the activities. In the event of an absence, unit members will be responsible for directing their substitute, within their sub plans, to the 15 minute supervision requirement. If no alternative site plan can be developed for inclement weather, unit members will be responsible for the supervision of the students.

In exchange, teachers will not be required to cover the mid-morning recess duty supervision.

Kindergarten:

Kindergarten teachers shall be accommodated by article 4.1.5.1.

Other:

A schedule of all prep will be provided in advance, in order to ensure predictable prep time for teachers.

Grades 4th-6th mid-morning recess will increase to fifteen (15) minutes. Teachers of grades 4th-6th will increase their duty day (6 hours and 35 minutes) and student instructional day by five (5) minutes (except Wednesdays).

Wednesday's recesses for all grades will remain at 10 minutes for the 2011 - 2012 school year.

November 9th and March 7th collaboration Wednesday meeting will not be held.

Moira McSweeney	7/22/11	
Moira McSweeney Vacaville Teachers Association President	Date	Randy Henry Chief Human Resources Officer