

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

Concerning 2012-13 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 elementary P.E. prep teachers (Article 9.5).

This Memorandum of Understanding goes into effect July 1, 2012 and sunsets June 30, 2013. Previous contract language will be in effect beginning July 1, 2013.

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.

There will be no Wednesday collaboration scheduled the weeks of:

Nov. 5-9
Nov. 12-16
Mar. 4-8
June 3-7

Prep Time During the Instructional Day:

The District will utilize Physical Education teachers to provide prep. The P.E. 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 will be made to provide time to P.E. prep teachers in between teaching sections. P.E. prep teachers will be released from Wednesday collaboration meetings and from the required 15 minute lunch/prep supervision. The P.E. 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 of grades 1-3 will receive forty (40) minutes once a week. Teachers of grades 4-6 will receive sixty (60) minutes once a week. Teachers of grades 1-6 who teach combo or multi-age classes will receive the higher prep allocated for the grades they teach.

The following exceptions will apply:

August 16-17	(no prep will be provided)
November 5-9	(a minimum of 30 minutes will be provided)
November 12-16	(a minimum of 30 minutes will be provided)
December 17-21	(a minimum of 30 minutes will be provided)
March 4-8	(a minimum of 30 minutes will be provided)
June 3-7	(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 loss of prep due to inclement weather will be alternated between the classes. Lost prep will be made up at a later date. Every effort will be made to provide the make- up prep time within one week.

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

From Aug. 20-May 31, each teacher will be required to supervise an average of one 15 minute lunch prep period a week, or a total of 35 times a year (or the number corresponding to the percentage of their job assignment). One teacher 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 teacher 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 P.E./Wellness/Character development and may vary from week to week. Teachers, in collaboration with their grade level teams, will be responsible to plan, supervise, but not grade the activities. In the event of an absence, teachers 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, teachers will be responsible for the supervision of the students.

In exchange, teachers will not be required to cover the mid-morning recess duty supervision. In addition, there will be no increase in the assignment of afternoon yard duty for 1-3 grade teachers from what was required under the 2011-2012 afternoon yard supervision schedule, with the maximum assignment being one (1) duty per week.

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 4-6 mid-morning recess will increase to fifteen (15) minutes on M,T,Th,F. Teachers of grades 4-6 will increase their duty day (6 hours and 35 minutes) and student instructional day by five (5) minutes on those days.

Wednesday's recesses for all grades will remain at 10 minutes for the 2012 - 2013 school year.

Moira McSweeney
Vacaville Teachers Association
President

Date

Randy Henry
Chief Human Resources Officer