


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

**Regarding Flex-Time Program at District Middle and High Schools**

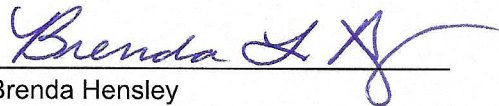
The following provisions shall go into effect on July 1, 2024 and shall be incorporated into the next collective bargaining agreement upon ratification.

Middle Schools and High Schools may choose to implement a change to the Tier 2 Academic Intervention program to include a "Flex Time" program. VTA and VUSD (the Parties) agree to bargain the impact of this program on the working conditions of unit members at schools who choose to implement the program.

1. Teachers who teach eighty percent (80%) or more FTE will be assigned at most four (4) thirty (30) minute "Flex-Time" Periods during one (1) instructional week for student intervention, enrichment or study hall. Teachers may work together during collaborative time to determine intervention lessons and schedules for their departments. Enrichment and/or Intervention during Flex-Time is voluntary for each teacher. A teacher who does not volunteer to facilitate intervention or enrichment shall supervise a study hall in their room during Flex-Time for thirty-five (35) students or for the amount of student desks in their classroom, whichever is smaller. Those teachers holding Flex-Time in non-classroom settings shall meet with administration to determine the appropriate maximum number of students for a study hall. Teachers shall not be required to prep for Flex-Time.
2. Teachers who work eighty percent (80%) or more may be assigned no more than thirty (30) minutes of any extra period to allow for students to sign up for their upcoming Flex-Time periods. This may be attached to a class period or be a separate period in the bell schedule. Teachers shall not be required to prep for this period.
3. For a teacher who teaches 80% or more FTE and travels to other sites during their work day, Administration from all work sites affected, a VTA representative and the teacher shall collaborate to determine a schedule that works for all sites and the teacher.
4. Unit Members shall use the "Flexi-Sched" or comparable software program to display their intervention and enrichment offerings, and to track student attendance (similar to AERIES). Unit Members shall receive initial and ongoing training and support to implement "Flexi-Sched" or comparable software.



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David Robertson  
Asst. Supt. of Human Resources



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Brenda Hensley  
VTA President

Date: 4/19/24