

**Memorandum of Understanding (MOU) between
the Vacaville Teachers Association (VTA) and the
Vacaville Unified School District (VUSD)
Working Conditions and Hours for Bargaining Unit Members
For the VUSD 7-12 Independent Study Program (VUSD ISP)
Program Housed at Vacaville High School, Vaca Pena Middle School and Will C. Wood High School**

This MOU shall be in effect from July 1, 2026 to June 30, 2027.

The VUSD and the VTA agree to meet by October 31, 2026 to discuss implementation of this MOU and bargain any needed changes to this MOU.

The VUSD and the VTA shall meet by June 1, 2027 to develop an extension to this MOU.

Counselor Responsibilities:

Counselors shall be responsible for scheduling students into classes, creating student login accounts into the curricula program used by VUSD ISP. Counselors shall also be responsible for implementing reengagement protocols at Level 2 (see below).

Initial and ongoing training for curricula programs and alternative education scheduling in Aeries shall be provided by the District.

If unforeseen workload issues become apparent to a counselor related to ISP students, they shall immediately notify their site principal and collaborate to mitigate the workload issues in a timely manner. Issues shall be communicated to the VTA President by the counselor(s).

PLP Teachers:

PLP Teachers shall have ten (10) hours of unencumbered preparation time per every ten (10) days of instruction. These hours are to be scheduled by each teacher in consultation with the site administration.

PLP Teachers shall have one (1) hour of collaboration time per every ten (10) days of instruction for Professional Learning Communities' focus on student achievement. Agendas and times for the PLC meetings shall be developed collaboratively between PLP Teachers. All collaboration time is decided by PLP Teachers as needed and communicated to the site administration. Collaboration time shall take place on Fridays.

PLP teachers shall not be required to attend staff meetings at the site where ISP is located, unless the site administrator requests it because there is a topic on the staff meeting agenda that pertains to the PLP teachers. PLP teachers shall not attend more than three (3) hours of staff meeting time in one (1) month and no more than one (1) staff meeting per day. If a PLP teacher needs to travel between sites to attend a staff meeting, then they may submit a mileage reimbursement request.

PLP teachers shall be included in staff meeting time that is used for district-wide professional development.

Each full-time PLP (Personal Learning Plan) teacher shall have two and a half (2.5) hours of flexible Transition Time per every five (5) days of instruction. Part-time PLP teachers (including full time teachers that have some Classes and some PLPs) shall have a proportional amount of Transition Time (for example: an 80% unit member shall have $.80 \times 2.5 = 2$ hours). Each PLP teacher shall schedule their own Transition Time.

Each full-time PLP teacher shall teach no more than five (5) grade levels at a time, unless by mutual consent of the PLP Teacher and site administrator. Reasonable effort shall be made to not assign more than four (4) grade levels at a time to each full-time PLP teacher. Part-time PLP teachers shall be responsible for no more than the proportional amount of grade levels (for example: an 80% teacher shall have $.80 \times 5 = 4$ grade levels).

Full-time PLP teachers shall have a maximum of twenty-four (24) hours of student contact time (i.e. PLP, classes, Intervention, etc.). Part-time PLP teachers shall have no more than the proportional amount of student contact time (for example: an 80% PLP Teacher shall have no more than $.80 \times 24 = 19$ hours).

Full-time PLP teachers shall have no more than thirty-six (36) students on a Personal Learning Plan (PLP) at a time. Part-time PLP teachers shall have no more than the proportional amount of PLP students (for example: an 80% teacher shall be no more than $.80 \times 36 = 29$ students). This PLP limit may be increased by up to two (2) students, with PLP Teacher consent. The PLP Teacher shall be compensated the amount of nineteen dollars (\$19) per student per week for each PLP student over the limit. Any additional students over thirty-eight (38) shall be only with PLP Teacher consent and VTA approval.

For the purposes of PLP student contact time, the following shall be implemented for each student: A range from thirty (30) minutes to forty-five (45) minutes weekly student contact time, determined by the PLP teacher, based on student need. If any changes to the determined time for student contact are made within the first two (2) weeks of contact, the PLP teacher shall notify the site administrator of the change. Any variation from these time allotments and/or the initial determined time needed for a student (after two (2) weeks of contact) shall be made by mutual consent of the PLP Teacher and the site administrator, and shall be based on student need. For a student who is accelerating through credits and/or deficient in credits, a planning meeting shall be held with the PLP teacher and a site administrator to collaborate and agree on the appropriate PLP meeting length.

PLP Teachers shall not participate in fall conferences and the minimum days associated with those dates. PLP Teachers shall not observe the minimum day on the first day of second semester. PLP Teachers shall receive equivalent preparation time during the last week of the first semester in place of that time or within the first week of the second semester. These hours are to be scheduled by each PLP Teacher in consultation with the site administration.

Every effort shall be made to balance the workload of PLP Teachers. For PLP teachers this shall include the number of students on their caseload, hours of student contact time, and the number of meetings required per week.

On days where they are not meeting with students in person, PLP Teachers may work from home up to six-and-a-half (6.5) hours per week (prorated per 1.0 FTE). The PLP Teacher must communicate with site administration and receive prior approval. While working from home, PLP Teachers must work their duty day hours, attend all virtual meetings/appointments, and be responsive via digital platforms. Additional work from home time may be requested through Human Resources.

PLP teachers shall submit attendance for the previous week on Mondays (or the next workday after if Monday is a school holiday) by the end of the duty day.

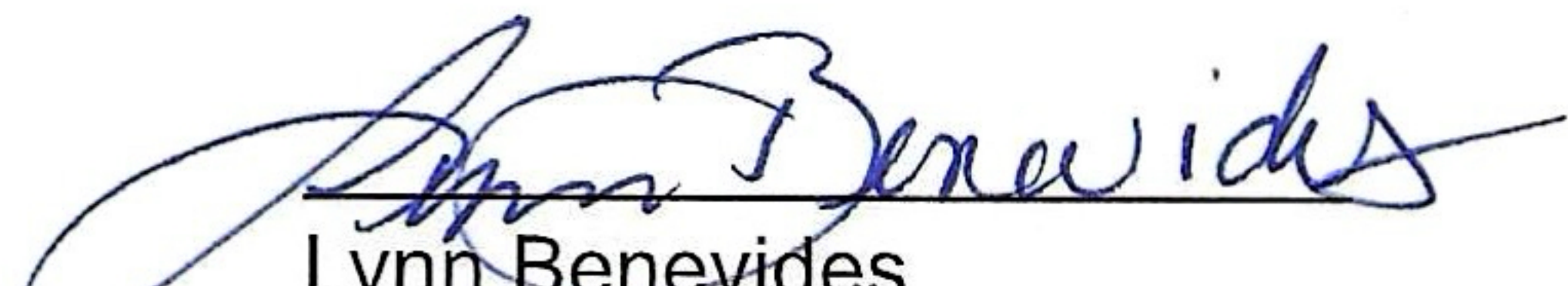
PLP teachers shall have a duty of 8am to 3pm each workday, including a thirty (30) minute duty-free lunch. If a staff meeting (that the PLP teacher is required to attend) occurs during the PLP teacher's workday, then the PLP teacher shall be responsible for shifting their duty day for the amount of time taken up by the staff meeting after 8am.

PLP Teachers shall also be responsible for implementing reengagement protocols at Level 1 (see below).


Student Reengagement Responsibilities (Unit members and Administration):

Tiered Reengagement Protocols and Timelines:

- Non-Compliance = 3 or more missing assignments over 1-2 weeks. Time window depends on number of missing assignments
- Level 1: parent notification / start interventions (1-2 weeks)
- Level 2: Action Plan meeting / increase interventions (1-2 weeks)
- Level 3: Master agreement review meeting & increase interventions (1-2 weeks) (Site Administrator)
- Level 4: Dismissal (Site Administrator)


Lynn Benevides
Asst. Supt. Of Human Resources

5/29/26
date


Brenda L. Hensley
VTA President