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

Elementary Prep 2024-2025

This MOU shall take effect as of July 1, 2024 and expire June 30, 2025.

Completely substitute all of Article 4.1.5 (and its sub articles) in the collective bargaining agreement with the following provisions for 2024-2025:

4.1.5 Elementary Preparation/Planning: Preparation time is unencumbered and duty free with the exception of, but not limited to, IEPs, SSTs, or any other meeting related to an individual student's progress. Reasonable effort shall be made not to schedule these meetings during a teacher's prep time. Every effort shall be made to provide a space for teachers whose classrooms are being used during their prep time; teachers shall have access to a phone to make confidential calls, a computer and a quiet atmosphere to prep.

4.1.5.1 At each site, TK-6th grade teachers shall choose between two (2) options for their Monday-Thursday (flex days) duty day prep time. Teachers shall commit to one option prior to the start of the year and adhere to it. The choices are as follows:

4.1.5.1.1 For TK-3rd grade teachers: forty-five (45) minutes before the student day OR forty-five (45) minutes after the student day

4.1.5.1.2 For 4th-6th grade teachers: forty (40) minutes before the student day OR forty (40) minutes after the student day; this is less than TK-3rd to maintain a fifteen (15) minute mid-morning recess.

4.1.5.1.3 For 1st-6th grade teachers, there shall be a ten (10) minute prep attached to the thirty (30) minute lunch on Mondays-Thursdays.

4.1.5.1.4 For staff meeting days, TK-6 teachers shall have the same schedule (before school prep or after school prep), based on a secret ballot vote of the teachers of the site at the start of the school year. The Site Principal and a VTA Site Representative shall oversee the balloting and which option (before school prep or after school prep) receive fifty-percent plus one (50% + 1) of the ballots cast shall dictate when the duty day ends and the staff meeting may begin.

4.1.5.2 Each full-time unit member assigned to a non-combination TK and/or Kindergarten class shall have forty-five (45) consecutive minutes of preparation per day and shall support and assist in other (primary grade – Education Code 46118) classrooms with small groups of students for the remainder of the instructional day. The site administrator and the involved Kindergarten unit member(s) shall meet and confer to determine said unit member's placement based upon school and students' needs and the unit member's expertise.

4.1.5.3 On Fridays, for TK-6th grade teachers, there shall be thirty (30) minutes of prep time prior to the instructional day (within the duty day). Additionally, on Fridays:

4.1.5.3.1 For TK/K: teachers shall assist in other primary classrooms for forty-five (45) minutes Collaborative Planning time shall begin immediately after the duty-free lunch and shall be no more than seventy (70) minutes. The daily forty-five (45) minutes of prep time shall be after Collaborative Planning Time (within the duty day).

4.1.5.3.2: For 1st-6th grades: Collaborative Planning Time shall begin immediately after the duty-free lunch and shall be no more than seventy (70) minutes. For 1st-6th grade teachers, there shall be thirty-five (35) minutes of prep time after Collaborative Planning Time (within the duty day).

4.1.5.4 At each site, for 1st-6th grade teachers, Friday duty days and minimum day duty days shall be the same for all teachers.

4.1.5.5 Inside the Instructional Day Preparation Time:

4.1.5.5.1 With the exception of the first and last weeks of school, teachers of grades 1st-3rd shall receive two (2) Prep Periods of fifty (50) minutes each and one (1) Prep Period of forty (40) minutes each

4.1.5.5.2 With the exception of the first and last weeks of school, teachers of grades 4th-6th shall receive three (3) Prep Periods of fifty (50) minutes each

4.1.5.5.3 Teachers of grades 1st-6th who teach combination or multi-age classes shall receive the higher prep allocation for the grades they teach.

4.1.5.5.4 Elementary PE, Art and Music Teachers shall provide prep consisting of one (1) class at a time, with the additional inclusion of one (1) SDC class (for PE: not to exceed fifty (50) students unless additional support staff is provided; For Art/Music: not to exceed forty (40) students unless additional support staff is provided). There shall be no more than two (2) classes per day scheduled with less than five (5) minutes in between per Elementary PE, Art and Music Teachers.

4.1.5.5.4.1 In unusual circumstances, and with unit member consent, Elementary PE, Art and Music Teachers may provide sections of prep consisting of two (2) classes (non-SDC) at a time.

4.1.5.5.4.2 Elementary PE, Art and Music Teachers, who have been absent with no substitute provided, shall not be responsible for making up prep time due to that absence, unless make up time periods are available in their schedule. Teachers who missed prep during this time shall be compensated with extra duty pay as delineated on Appendix A, Section K if the prep time was not made up.

4.1.5.5.4.3 Elementary PE, Art and Music Teachers shall have a minimum of seven hundred (700) minutes of prep time per ten (10) instructional days. Except for ten (10) minutes of prep time attached to the duty-free lunch, unencumbered time less than fifteen (15) minutes shall not be counted as part of the seven hundred (700) minutes of prep time.

4.1.5.6 State Preschool Permit Teachers shall have one (1) hour of preparation time per instructional day.

4.1.5.7 The District shall make reasonable effort to avoid the use of multi-age/combination classes. Grades 1st-6th teachers that teach multi-age/combination classes or Spanish Immersion classes shall receive a \$665 yearly stipend instead of receiving additional prep time. This stipend shall be prorated for part-time teachers and/or teachers that do not work an entire school year. This provision does not apply to SDC and ACE teachers.

4.1.5.8 The District shall make reasonable effort to avoid the use of K-1 combination classes. K-1 Combo teachers shall receive a \$1330 yearly stipend instead of receiving additional prep time. This stipend shall be prorated for part-time teachers and/or teachers that do not work an entire school year. This provision does not apply to SDC and ACE teachers.

4.1.5.9 SDC teachers that teach multi-age/combination classes that include Kindergarten shall receive a \$665 yearly stipend instead of receiving this additional prep time. This stipend shall be prorated for part-time teachers and/or teachers that do not work an entire school year.

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4.1.5.10 Every effort shall be made to make up preparation time lost due to inclement weather, a school holiday or other administrator scheduled event. Reasonable effort shall be made to provide other facilities for students during prep times besides classrooms during inclement weather.

4.1.5.10.1 If a teacher misses more than three hundred fifty (350) minutes of prep in the school year, Collaborative Planning Time may be utilized as prep time. This time should be scheduled in collaboration with their site administrator.

4.1.5.11 The schedule of all prep time shall be provided in advance in order to ensure predictable prep time for teachers.

4.1.5.12 Unit members shall not be required to cover mid-morning recess duty supervision. Grades 1-6 receive at least fifteen (15) minutes of daily mid-morning recess. For grades 1-3, there shall be at least fifteen (15) minutes of afternoon recess. Unit members may be assigned to supervise this afternoon recess; that supervision shall consist of all of a unit member's adjunct duty time for the year.

This article shall replace Article 9.5 in the collective bargaining agreement with the following for 2024-25:

9.5 Elementary Preparation Release Teachers

9.5.1 Elementary preparation release teachers are defined as physical education, general music, instrumental music, choral music, fine arts, and computer lab specialists providing preparation time for regular classroom elementary teachers.

9.5.2 Elementary preparation release teachers shall be assigned up to twenty-eight (28) sections per week.

9.5.2.1 A section is a single 1st through 6th grade class. The number of students per section shall not exceed the number of students registered in the class for which they are providing preparation time. (Any Special Day student who regularly attends that class is excluded from the limit.)

9.5.2.1.1 Preparation sections involving the performing arts and general music may be blended during the same preparation section time period. With the music/performing arts teacher permission, the section class size limit may be increased, but not exceed forty (40) students.

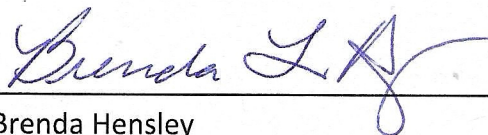
9.5.2.2 If a member is required to travel to different sites in a day, the member shall have their number of sections per week reduced by one (1) section for each additional site to which the member travels or at least thirty (30) minutes of travel time (not counted as part of their unencumbered prep time).

9.5.2.2.1 Every effort shall be made to limit the number of unit members required to travel to other sites within a year.

9.5.2.2.2 If itinerant unit members must travel between sites, members at the affected site shall be asked to volunteer. If there are no volunteers, the least senior member shall be selected to travel.



David Robertson
VUSD Assistant Supt. Human Resources



Brenda Hensley
VTA President

5/29/2024

date