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**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
at Ernest Kimme Charter Work Readiness and Alternate Pathway (KWRAP)**

This MOU shall be in effect from July 1, 2024 to June 30, 2025.

The District and the Association shall meet by June 1, 2025 to develop an extension to this MOU.

Class Size and Number of Teaching Preps

Each 100% FTE classroom teacher shall have seven (7) periods of instruction and one (1) advisory period. The advisory period shall be a study hall. No instruction, planning, grading, or outside of class time contact shall be expected of the advisory teacher for this period. The advisory period is not a period of instruction, shall not be counted in the number of preparations assigned to each teacher, and students enrolled in an advisory period shall not count toward each teacher's total contact limit of no more than one hundred seventy-five (175) students.

Each class period (including advisory) shall have no more than twenty-five (25) students enrolled at a time. This cap may be increased by up to three (3) students, with unit member consent. The unit member shall be compensated the amount of ten dollars (\$10) per student per week for each student over the limit for each class period (including advisory).

Prep Time:

All KWRAP teachers shall have twenty-five (25) minutes of unencumbered preparation time daily, before the instructional day.

All KWRAP teachers shall have five hundred ten (510) minutes of unencumbered preparation time weekly, after the instructional day.

The exception to this shall be if a night activity was held during the week (like Back-to-School night, or similar), then Friday shall be a minimum day and all unit members' duty day shall end at the end of the instructional day.

Any Special Education classroom teacher assigned to KWRAP shall have one (1) assigned class period of additional preparation time for case management duties.

Additional Responsibilities and Miscellaneous:

Each 100% FTE classroom teacher shall be responsible for grading Odysseyware for no more than twenty (20) students enrolled in one course at a time; these students don't count as part of the total contact limit per teacher. Reasonable effort shall be made to balance the grading load between teachers.

All collaboration time is decided by unit members as needed and communicated to the site principal.

Based on facilities, any class period (including advisory) assigned to Room 4 shall have a class size cap of eighteen (18) students.

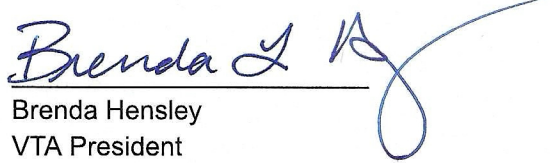
Every effort shall be made to balance the workload of teachers at KWRAP.



David Robertson
Asst. Supt. Of Human Resources

6/11/24

date



Brenda Hensley
VTA President