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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
For the VUSD 7-12 Independent Study Program (VUSD ISP)**

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

The District and the Association shall meet by December 1, 2024 to discuss this MOU's implementation.

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

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

Unit members shall have one (1) hour of collaboration time per every five (5) days of instruction for Professional Learning Communities' focus on student achievement. Agendas and times for the PLC meetings shall be developed collaboratively between unit members. All collaboration time is decided by unit members as needed and communicated to the site administration. Collaboration time shall take place on Wednesdays.

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

Group Classes shall be offered for Mathematics and Intervention Support, which are not subjects that are part of PLP time. Group Classes may be offered for English and Science. When a teacher is holding an In-Person Group Class, they shall not be holding a Virtual Group Class simultaneously.

When Group English Class is not a viable option for students (due to scheduling conflicts, credit deficiencies, class caps, and/or acceleration), PLP teachers may have PLP students taking PLP English. Each student that is taking PLP English shall have no less than a sixty (60) minute PLP meeting. This may result in a decrease of the number of students on a PLP teacher's caseload.

Unit members who teach Group Classes, with the exception of Lab Classrooms, shall have no more than thirty (30) students scheduled in each Group Class time period. Lab Classrooms, for safety purposes, shall have not more than twenty-eight (28) students scheduled in each Group Class time period. If this limit is exceeded, with teacher consent, the teacher shall be compensated ten dollars (\$10) per Group Class per student over the cap. The Group Class student limit shall not be exceeded by more than two (2) students.

The total number of students assigned to a full-time teacher for Group Classes shall be no more than one-hundred seventy five (175) students. Part-time teachers (including full time teachers that have some Group Classes and some PLPs) shall be responsible for no more than the proportional number of students (for example: an 80% teacher shall have no more than $.80 \times 175 = 140$ students).

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

Full-time teachers shall have no more than thirty-six (36) students on a Personal Learning Plan (PLP) at a time. Part-time 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 unit consent. The unit member shall be compensated the amount of thirteen dollars (\$13) per student per week for each PLP student over the limit. Any additional students above thirty-eight (38) shall be only with unit member consent and VTA approval.

For the purposes of PLP student contact time, the following shall be implemented for each student:

Zero (0) to five (5): Thirty (30) minutes weekly student contact time
Six (6) or more: Sixty (60) minutes weekly student contact time

Any variation from these time allotments shall be made by mutual consent of the unit member 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.

Cooperative PLP sessions consist of two (2) or more PLP students. Teachers may choose to do cooperative PLP sessions based on student need.

Unit members shall not participate in fall or spring conferences and the minimum days associated with those dates. VUSD ISP shall not observe the minimum day on the first day of second semester. Unit members working 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 unit member in consultation with the site administration

Every effort shall be made to balance the workload of 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.

PLP teachers may be required to supervise in-person students during study hall time. If supervision becomes unmanageable and/or disruptive, the teacher(s) shall meet with the site administrator to collaborate on options.

On days where they are not meeting with students in person, unit members may work from home up to six-and-a-half (6.5) hours per week (prorated per 1.0 FTE). The member must communicate with site administration and receive prior approval. While working from home, members 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.

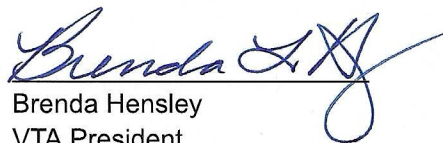
Tentative probable schedules for unit members shall be shared by June 21, 2024.



David Robertson
Asst. Supt. Of Human Resources



date



Brenda Hensley
VTA President