

Memorandum of Understanding
Vallejo City Unified School District
And
Vallejo Education Association

Distance Learning non-classroom unit members

All provisions of the VEA/VCUSD Distance Learning MOU shall apply except provisions regarding student instruction which shall be replaced with the following for non-classroom unit members:

Counselors

- 1) Per the VEA/VCUSD Distance Learning MOU, the daily flexible schedule for counselors shall not exceed 240 minutes.
 - a) Counselors shall provide virtual or telephone appointments to students for academic counseling, monitoring, and guidance. These appointments or conversations may be conducted via email, telephone, or other virtual tools, as appropriate.
 - b) Counselors will provide regular outreach to students and families in coordination with other staff at the high schools (teachers, academic support providers, vice principals, etc.) to ensure that students are making academic progress, especially students that are currently failing classes or struggling socially/emotionally.
 - c) On a weekly basis, counselors will inform students and families of their availability to provide counseling services via district email and other virtual platforms. Unit members will make every effort to keep their availability consistent each week.

Nurses

- 2) Per the VEA/VCUSD Distance Learning MOU, the daily flexible schedule for nurses shall not exceed 240 minutes.
 - a) Nurses shall contact families to follow up on the status of all students who were provided with medical care. They shall, as much as possible, provide services virtually to students with IEPs and update students' IEP goals related to nursing and self-care. Nurses will contact parents and, if necessary, coordinate with parents and site administrator to distribute medication that was left at the school site. Nurses will continue to review and update medical plans, assist with obtaining updated HIPPA's for the upcoming school year, input services and logs into Paradigm and SEIS service tracker.

Teacher Leaders

- 3) Per the VEA/VCUSD Distance Learning MOU, the daily flexible schedule for teacher leaders shall not exceed 240 minutes. Daily flexible schedule time may include, but is not limited to, the following activities:
 - i) Provide instructional planning support to teachers.
 - ii) Plan PD in collaboration with the site administrator for weekly PD
 - iii) In collaboration with site administrator, develop support plans for teachers
 - iv) Coach and support teachers as needed.

- v) Identify and share instructional resources or strategies with teachers.
- vi) Identify instructional supports and differentiation strategies in district curriculum for implementation by teachers.
- vii) Support classroom teachers in providing English Language Development.
- viii) Identify needs and troubleshoot student access to district curriculum.
- ix) Serve as a resource for student and family connectivity issues before escalating support tickets to technology support if needed.
- vii) Assist with parent outreach as needed.
- viii) Participate in scheduled SST and IEP meetings as needed.
- ix) Participate in ongoing professional development.
- x) Participate in Teacher Leader meetings for a maximum of 90 minutes per month.
- xi) Participate and/or lead site based professional development for a maximum of 90 minutes each Wednesday.
- xii) Daily office hours to provide ongoing support to teachers.
- xiii) Communicate through email as necessary.


For VEA


For the District