

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

1. Special Education teachers shall participate in virtual training related to the provision of services to students with IEPs.
2. The parties agree to meet at the request of either party to address implementing guidance from the CDE and/or Federal Department of Education to address implementing guidance and/or directives for students with special needs.
3. All services provided shall be recorded in the Special Education Information System (SEIS) Service Tracker.
4. Special Day Class teachers will provide continuity of learning for students through the use of District provided curriculum as the primary resource and other supplementary distance learning resources, as appropriate and using parameter agreed upon in the VEA/VCUSD Distance Learning MOU.
5. Special Education teachers will work collaboratively with core content teachers, as appropriate and as applicable, using a virtual platform to adapt lessons to meet the needs of mainstreamed students in a digital learning environment and ensure that lessons and activities are appropriate, as documented in the student's IEP.
6. Resource specialists providing instruction to students using a pull-out structure will utilize curriculum that is specifically targeted towards students' IEP goals.
7. Related Service Providers (Speech, Adapted Physical Education, etc.) will provide services via a virtual platform and/or prepare appropriate distance learning activities that can be performed at home. All services shall be recorded in Paradigm Medical billing system, to ensure reimbursement funds, as well as the SEIS Service Tracker.*
8. Virtual tools shall be used to hold any necessary IEP meetings and to meet to collaborate on a student's IEP. Virtual IEP meetings shall attempt to follow the same IEP protocols as in person meetings. Due to the nature of a virtual meeting, the following shall be put in place:
 - a. The parent/guardian and the IEP team members shall receive a PDF copy with DRAFT watermark 24 hours before the IEP team meeting. The IEP draft shall be completed without predetermination with the exception of the services page.

- b. There shall be a meeting notice signed via DocuSign or other District-provided electronic signature platform by the parent prior to the meeting.
 - c. When necessary, meeting excusals via DocuSign or other District-provided electronic signature platform.
 - d. Digital signatures shall be obtained by the case manager via DocuSign or other District-provided electronic signature platform. If the case manager is unable to obtain an electronic signature, the District shall mail a hard copy of the IEP to the parent.
9. Case managers shall continue to be responsible for the students on their caseload.
10. Case managers will be the main contact for parents for questions regarding services and instruction.
11. Case managers shall continue to be responsible for their IEP paperwork.
12. The final progress report will be submitted by May 21.
13. The District shall provide Prior Written Notice to parents regarding changes in service minutes and shall not require case managers to complete an addendum to the IEP, unless requested by the parent.
14. The District shall provide notice to parents regarding any other changes in student services during distance learning.
15. IEP minutes will be adjusted to be proportional to the general education distance learning timelines. All special education service minutes shall be counted toward the student maximum time limits.
16. All provisions in the VEA/VCUSD Distance Learning MOU are applicable.



For VEA



For the District