ACALANES UNION HIGH SCHOOL DISTRICT

Memorandum of Understanding

Between

The Acalanes Union High School District

And

Acalanes Education Association

Re: Independent Study Teachers

Effective: 8/4/2021
2021-2022 Memorandum of Understanding
(Should the MOU become part of the contract, would become Article 18)

THE INDEPENDENT STUDY TEACHERS

The following terms and conditions for employment apply to unit members assigned to Acalanes Center for Independent Study.

Independent study teachers included in the bargaining unit shall only be entitled to those rights under the collective bargaining agreement specified below:

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SALARY AND BENEFITS

Independent study teachers shall be paid at the salary schedule as set forth in Appendix A (Salary Schedules). Permanent part-time teachers are entitled to the number of hours of employment that were specified in the employment offer.

Non permanent part-time, partial year, and retired independent study teachers are employed on an hourly basis as temporary employees. A temporary employment offer letter shall specify a minimum number of hours of employment per week.

The hourly rate shall be the hourly rate of pay given to all AEA members.
TEACHING HOURS

It is recognized that the independent study teacher job description is different than that of the comprehensive teacher. To determine the appropriate teaching hours, supervising teacher case load, instructional hours and preparation time, the District and AEA will gather information throughout the 2021-2022 school year. Information will be gathered through surveys, meetings with staff and audits (teacher, counselor and administration).

During the 2021-22, the District will monitor ACIS staff to ensure comparable work conditions with teachers at the comprehensive schools sites.

Responsibilities of ACIS teachers included but are not limited to:

1. Preparing and delivering AUHSD approved course of study if teaching classroom based courses.
2. Distributing and assessing Fuel Education curriculum for online Fuel Ed courses.
3. Completing designated portions of the written independent study agreement and signing the agreement
4. Supervising and approving coursework and assignments
5. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
6. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
7. Providing direct instruction and counsel as necessary for individual student success
8. Regularly meeting with the student to discuss the student's progress
9. Determining the time value of assigned work or work products completed and submitted by the student
10. Assessing student work and assigning grades or other approved measures of achievement
11. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided
TRANSFERS

Teachers from the comprehensive sites may apply for transfers to ACIS. For the 2021-2022 year, transfer applications will be made available as positions are posted; thereafter members may apply for a transfer to ACIS by March 1.

Unlike a transfer between comprehensive sites, transfers are not automatically granted if positions are available. An interview process will be set up and current AUHSD comprehensive teachers who have satisfactory evaluations in Standards I-VI in their previous two evaluation cycles may apply to transfer. Candidates for transfer will be given an interview with the Coordinator of Independent Study. Members will be notified if selected and have the option to decline or accept the offer.

A teacher who began their employment at ACIS who has satisfactory evaluations in Standards I-VI in his/her previous two evaluation cycles may also apply for a transfer to the comprehensive site by completing a transfer application by March 1. An interview process will be set up for the ACIS teacher to interview for the position at the school site. Members will be notified if selected and have the option to decline or accept the offer.

This agreement will be in effect until June 30, 2022.

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Acalanes Education Association  

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District Representative