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Ventura Unified School District

Memorandum of Understanding

Co-Teaching

Ventura Unified School District (VUSD) and Ventura Unified Education Association (VUEA)

(Month, Day, 2025)

For the 2025-2026 school year, the parties agree to the following:

1. Each member of the partnered teaching pair is considered an equal co-teacher. All reasonable efforts will be made to minimize the number of co-teaching partners. ~~Teachers shall not have more than one co-teaching partner.~~
2. The duties and responsibilities (attendance taking, planning, grading, parent contact, etc.) in a co-teaching classroom will be shared by both members of the co-teaching team.
3. Every effort will be made for co-teaching teams to have a common preparation period.
4. Each teaching pair will collaborate on co-teaching for not less than 30 minutes per week. This time can occur during a common preparation period, banking time, or at another common, non-instructional time.
5. In recognition of the value of each teacher in a co-teaching environment, when either of the co-teachers in a pair is absent, a substitute will be provided for that teacher whenever possible. In the event that both teachers are absent only one substitute needs to be provided for the co-teaching section. Co-teachers may not be pulled from their co-teaching section to cover a vacancy elsewhere.
6. For the 2025-2026 school year, the co-teaching period will not be used for the formal evaluation of either teacher. Informal observations may occur but will not be tied to the formal evaluation.
7. The district will provide up to 3 release days for each teacher of the co-teaching pair for 2025-2026 school year. One of the 3 release days may be taken as an additional pre-service day ~~at the agreement of both teaching partners~~ and must be worked on-site. Release days must be worked with the partner teacher. ~~At least 2 of the 3 release days must be worked with the partner teacher.~~ A TOSA will be available to provide additional support as needed/requested. Co-teacher pairs must communicate the day(s) they will use and their planning goals for that time to their site administrator prior to using a release day.

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8. Each co-teacher will be provided up to ~~30~~ 25 hours per year, paid at the district hourly rate, of paid planning time outside of their contractual workday as indicated on an hourly certificated timesheet (green). Additional hours may be provided upon request. Requests for additional hours must be made through the site administrator. This work must be done on-site.
9. Every effort will be made for Education Specialists to be provided opportunities to attend general education content professional development.
10. Every effort will be made for General Education Teachers to be provided opportunities to attend special education content professional development.
11. Every effort will be made to ensure that no more than 33% of students in a co-taught class will have an IEP. ~~Only those students receiving direct services during those co-taught classes shall count towards the 33%. In the event that the percentage of students with an IEP exceeds 33%, both teachers will receive a monthly stipend of $30 per student per month.~~ Only those students receiving IEP-required SAI minutes during those co-taught classes shall count towards the 33%.
12. ~~The paraeducator assigned to the Education Specialist's classroom will be directed by the Education Specialist during the co-teaching period(s). This may include their presence in the co-taught environment.~~

This MOU is in place 2025-2026 school year and shall sunset at the conclusion of the school year 2025-2026. This MOU may be modified or extended by the mutual consent of VUEA and VUSD.
Agreed to this XXth day of (Month), 2025.