

WESTSIDE UNION SCHOOL DISTRICT

July 21, 2020

MEMORANDUM OF UNDERSTANDING

Between the WESTSIDE UNION SCHOOL DISTRICT and
WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association (“WUTA”) and Westside Union School District regarding Teacher Expectations for Distance Learning as an alternative instructional model during the COVID-19 pandemic.

Instructional Delivery

Instruction shall be conducted by certificated staff as scheduled during the scheduled hours of the school day. Instruction of lessons shall be interactive, provide feedback to students and provide opportunities for students to request assistance during instructional time. Instructional delivery shall be provided through the use of technology that best meets the delivery requirements for students to receive the instruction.

Curriculum shall be aligned to grade level standards and equivalent to in person instruction addressing the needs of all learners. Instruction shall include skill based interventions and supports, data collection and progress monitoring. Special education, related services and accommodations required by an individualized educational program will be provided.

Every effort will be made to use district provided digital tools (examples may include-communication, curriculum, collaborative work, interventions...) for instruction that is consistent with other teachers of the grade level at school site.

Student Attendance

Students are considered in attendance when/if they are engaged in virtual learning. Attendance will be recorded daily in Powerschool.

Protocols for absent students:

- Ensure daily contact with parents of students that do not show up for virtual class
- If unable to contact parents after three attempts, notify administration
- Document absence in Powerschool

Employee Absences

Absences for teachers shall be reported through Frontline. Sub plans/link to session will be required to allow the substitute teacher to continue the scheduled lesson delivery.

Published Teacher Schedules for Instruction

Teachers shall submit a schedule for instruction to site administration and publish for parents and students. It shall include the following:

Elementary/self-contained-

- Start time-consistent with regular school start time
- Scheduled times for lessons by subject
- End of instructional day-consistent with end time of regular day schedule
- Elementary students will have access to PE as scheduled by school site to provide prep period
- Provide access, hyperlink, for administration to check in on class

Middle School-

- Follow regular day class schedule
- Prep time will be included as scheduled
- Provide access, hyperlink, for administration to check in on class

Grading

- Student work shall be evaluated with grades regularly input into PowerSchool consistent with in person learning

Teacher Evaluations-

- All probationary teachers shall follow the established evaluation schedule
- Permanent teachers with less than 10 years within the school district will follow the established evaluation schedule

If we remain in the Distance Learning Model for the entire year

- Permanent teachers with at least 10 years within the school district and prior evaluation of meeting standards in all areas will not be evaluated during the 2020-21 school year and scheduled for evaluation during the 2021-22 school year, otherwise will follow the established schedule

Staff Meetings/Trainings-Follow Contract Language

- Regular staff meetings will be done virtually
- 90 Minute meetings will be done virtually as scheduled on calendar
- In person trainings/meetings must comply with all COVID-19 safety protocols which include social distancing and PPE requirements

Work Location for Teachers

Teachers may choose to work from their classroom or other agreed upon location.

On site teaching requirements:

- Only employees are allowed on the school site (no kids, pets...)
- Must follow established hours of business set by administration
- Must check in through front office to allow district to coordinate end of day cleaning
- Must follow all safety protocols established to prevent the spread of COVID -19

Unless the parties agree to an extension, this Memorandum of Understanding will end on June 30, 2021.

Drew Warden

Date

WUTA Chief Negotiator

Robert Hughes

Date

Deputy Superintendent