

**Memorandum of Understanding Between  
The Bainbridge Island School District  
and  
Bainbridge Island Education Association for Certificated Employees**

The District and Association agree upon this Memorandum amidst the COVID-19 pandemic in order to resolve questions regarding employment and District services during this unprecedented time.

This Memorandum of Understanding shall remain in effect during the 2020-2021 school year. If material or substantial changes enacted by OSPI, the Governor, or the Department of Health, the parties will bargain those changes. Any portion of the collective bargaining agreement not expressly altered by this MOU shall remain in effect.

**Return to Position Agreement**

The District proposes that staff who take COVID-19 related leaves or who are moved to a different work assignment or location for the 2020-2021 school year are returned to the staffing assignment as identified in the originally completed and staffing plan for the 2020-2021 school year.

**Training/PD Additional Hours in Preparation for Continuous Learning 2.0**

The District and Association recognize the unique nature of the preparation involved in supporting a successful launch of the upcoming 2020-2021 school year and therefore the District has agreed to provide up to 24 optional hours of paid time at the Extra Duties Hourly Rate found in the 2020-2022 CBA Appendix D-2. This is a non-precedent setting agreement and these hours will not be available in successive years. This time will be used for professional development for teachers in order to deliver a robust CL2 teaching model starting September 2<sup>nd</sup>.

12 hours of District directed time (possible examples for the use of these hours)

- Standardization of and training with Google Classroom or Seesaw
- Best practices for CL2 instruction
- Expectations for daily schedule
- Zoom training: basic skills, scheduling, breakout rooms, recording, etc.
- Screencastify training (as needed)
- Training on some application/mode to do group-work/collaboration activities in CL2
- Training on creating assessments for CL2
- Other Team C PD trainings

6 hours of Collaborative time (possible examples for the use of these hours)

- Grade band/department standardization of standards and practices
- Identification of Power Standards/Develop Scope and Sequence for each course
- Develop assessments
- Lesson planning

6 hours of Individual time (possible examples for the use of these hours)

- Planning for and practice with any/all of the above
- Lesson development

- Additionally, the District and Association have agreed to the following shared understandings in regards to these optional training hours:
- All hours must be worked by the end of the day August 21<sup>st</sup>.
- The Collaborative hours would occur on Friday, August 21<sup>st</sup> to facilitate unpacking of grade level or course standards.
  - At least three hours of these six hours will be teacher directed collaborative hours spent developing common lessons, assessments, and unit planning.
- The “*BISD 24 Hour Additional COVID-19 PD*” payment for extra duties form will be used to account for all hours and will be submitted no later than the end of the day on Monday, August 24<sup>th</sup>.
- The Individual time can begin on August 4<sup>th</sup>, with the admin/district directed time starting the week of August 10<sup>th</sup>.
- The currently scheduled Technology Professional Development Day on Thursday, August 27<sup>th</sup> will be designed and delivered by district staff and will primarily include direct instruction with built in opportunities for collaboration. To receive pay for this day, staff must attend and participate on August 27<sup>th</sup>.
- The August 28<sup>th</sup> Curriculum PD day will be used in the same manner as August 21<sup>st</sup>: Teacher directed collaborative hours spent developing common lessons, assessments, and unit planning.

### **August 20<sup>th</sup> and 24<sup>th</sup> Professional Development Days**

- We will have an all-day professional development day on August 20<sup>th</sup>. Half of the day will focus on COVID-19 safety and training, and the other half of the day will be for district policies and procedures (this portion had been originally scheduled for half of the day on August 24<sup>th</sup>).
- Monday, August 24<sup>th</sup> (Building/District Day) will be an all-day professional development day and will focus on topics related to social-emotional learning (state-funded). We will count this as a state funded professional development day during the 2020-2021 school year and will not count the District/Curriculum day this year.
- We will continue to count the Wednesday, August 26<sup>th</sup> Building/District Equity professional development day as one of the state funded days.

### **Staff Access to Buildings During Continuous Learning 2.0**

- Staff will have access to district facilities during Continuous Learning 2.0 to support instructional planning and delivery. Access to facilities will continue in this manner unless a directive from the state would necessitate limitation, and if this was the case we would work collaboratively to determine how to best support individual staff with their access needs.
- Staff will be able to access district facilities during set hours and will need to go through the screening process each day.

### **Structure School Day**

- Set start times by level that are the same regardless of Continuous Learning 2.0 or Hybrid
- Clearly communicated schedule to families that aligns with the instruction hour requirements
- Specific school schedule developed at the building level

### **Monday PD**

The 90 minutes of professional development will occur during the last 90 minutes of the contract day on Fridays.

### **WAC**

WAC time will be built into the schedules at each building either before, after, or during the work day in order to create the most consistent schedules for students and staff between the in-person and Continuous Learning phases of the Hybrid model.

### **Zoom**

All instructional staff will be expected to set up at least the same number of synchronous Zoom opportunities for their students (classes) each week that would equate to the number of times that they would meet in person during the Hybrid model.

*Instructional Zoom sessions may be recorded - if this is the case students and parents should be made aware of this prior to recording session. If instructional Zoom sessions are not recorded, a plan for how to assist students not present in the Zoom session will be developed by the teacher (i.e. Screencastify, lesson summary, discussion between student/staff during office hours, etc.).*

### **Secondary Class Assignments and Class Section Limitations**

The development of secondary master schedules can allow for the assignment of staff to fewer class sections (a compression of offerings) that comprise higher numbers of students as long as the number of students assigned is equal or less than the number of students the staff member would have seen in a traditional master schedule.

### **Cleaning**

Certificated instructional staff who are assigned to instructional blocks with students will be asked to use district provided sanitation and disinfection supplies and necessary PPE to clean desks and high touch point surfaces in their classrooms between groups of students. Any cleaning expectations should fit within a 5-20 minute window.

### **Technology Expectations**

Certificated staff will be expected to work to implement the best practices for the use of instructional technology as identified and outlined by Team C in collaboration with the building leadership teams.

### **COVID-19 Leave**

The district will provide leave as outlined in the Emergency Paid Sick Leave Act and Families First Coronavirus Response Act through December 31<sup>st</sup>, 2020 unless extended by the federal government.

BIEA members will be able to access Shared Leave prior to exhausting their own accrued sick leave (as long as this is allowable by state law).

If after accessing all other leaves a member has no other option other than an unpaid leave, the BISD and BIEA leadership shall meet to discuss other paid leave options.

### **Office Hours**

Hybrid Model

- In-person – certificated staff will identify a time frame on Fridays when they are available to be accessed by students and families to address questions.
- Continuous Learning 2.0 – certificated staff will identify a time frame when they are available to be accessed by students and families to address questions.

100% Online Remote Learning

- Certificated staff working within this system will provide office hours for students/families.

Office hour parameters will be determined in collaboration with the building leadership teams.

**Screening**

All certificated staff members who enter district facilities will:

- Engage in daily health screening
- Wear appropriate face coverings and/or PPE

**Common Communication Expectations**

Certificated staff will engage in regular communication with students and families in alignment with district grade band parameters and building specific practices to be determined in collaboration with building leadership teams.

**Common Learning Management Expectations**

Certificated staff will be expected to implement the universal learning management system formatting and parameter guidelines as identified and outlined by Team C to be determined in collaboration with building leadership teams.

**Attendance**

Staff will be expected to take attendance daily as specified by the district attendance policy, with the specific mechanisms for how attendance is taken being determined at the building level. Attendance will continue to need to be entered daily into Skyward.

Points of Clarification or Expectations

- The development of a multiage teaming partnership will not fall under the class size limitation threshold created in the CBA in reference to split classrooms.
- While the district will continue to work to identify substitutes or class coverage options to cover classes due to absence, each certificated staff member is asked to have at least one emergency lesson plan for their class(es) prepared to launch remotely.

Ben de Guzman \_\_\_\_\_ 8/2/20\_\_\_\_\_  
 BIEA DATE  
*Ben de Guzman 8/5/2020*  
*BIEA*

Erin Murphy 8/2/2020  
 BISD DATE  
*Erin Murphy 8/5/2020*  
*BISD*