

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CHIMACUM SCHOOL DISTRICT
AND THE
CHIMACUM INDEPENDENT ASSOCIATION**

The Chimacum School District ("District") and the Chimacum Independent Association (CIA) hereby confirm the following agreements, related to changes in working conditions and school operations due to the unprecedented COVID-19 virus outbreak and state-mandated closure of schools:

District Responsibilities

1. Leave – The following leave taken as a result of the COVID-19 closures shall be treated as a separate leave allowance that is specific and unique to the current public health crisis. No personal, sick or unpaid leave will be deducted from employee leave banks under the following conditions. If you are already on a leave you will use that leave until you are able to return. — protected class restrict some people from working
 - a. If an employee is directed by a health professional or agency to be quarantined for 14 days, either because of close contact with a person who has had a lab-confirmed case of COVID-19 or because they have tested positive for COVID-19.
 - b. If an employee falls into one of the high-risk categories (adults aged 60 and older, pregnancy, people with weakened immune systems from medical conditions or treatments). These situations will be addressed on a case-by-case basis and with physician verification.
 - c. If an employee follows documented guidance issued by a medical or public health official to isolate or quarantine themselves as a result of exposure to COVID-19.
 - d. Employees on such leave may be assigned home-based work to the same extent as other staff assigned to their homes during school closure, as outlined in Section 2 below, unless they are experiencing incapacity to work due to illness.
2. Work during district closure – Contingent on continuation of funding, classified staff shall not lose any compensation during the school closure.
3. If staff need modifications or accommodations and aren't allowed to perform certain duties based on medically documented illness or disability, the employee will be required to work with Human Resources to address needs and create a plan for reasonable accommodations.

4. The District shall utilize school email, the District website, to communication directly to all CIA employees to announce COVID-19 health related information.
5. Employees should not purchase personal cleaning supplies and should contact the Operations Supervisor for cleaning needs.
6. If staff are unable to work due to illness or are compromised, the District may reassign CIA employees to ensure that required state and federal protocols are met and District operations can continue at a safe and complaint level.
7. Safety Parameters- The District will make every effort to ensure each employee has adequate safety gear to complete assigned duties, cleaning supplies, including disinfecting wipes and hand sanitizer.
8. Chimacum employees will be able to use buildings to meet OSPI guidance concerning, student enrichment, daycare for the community and first responders and food programs. To maintain the safety of employees, the district will:
 - Close buildings to public use
 - Will require certificated, administrative and other classified staff to log in, state purpose and identify areas of use
 - Will limit building use to eight (8) hours a day
9. Assigned supervisors will create a weekly schedule of work and tasks.
10. If CIA employees will be required by administration to do work that is outside of normal job duties, the supervisor will require employees to fill out timecards to note classification change. Prior approval is necessary.

GENERAL CIA Duties during the Closure

11. Classified Staff will adhere to the following work expectations. They will
 - a. Maintain social distancing during the closure
 - b. Check emails, and respond to correspondence
 - c. Follow safety protocols as directed by the district
 - d. Stay home if sick
12. This agreement will be reviewed as necessary if requested by the District or the Association throughout its use.

CIA KITCHEN STAFF RESPONSIBILITIES

- OSPI has required school districts to provide meals during the school closure for Students 0-18 and special ed to age 21.

- Chimacum schools will feed students stated above through spring break and will work with staff to flex schedules.
- Will work with outreach from the community (i.e. backpack for kids/foodbanks)
- Participate in training;
 - conversions from heat and serve to cooking
 - new equipment and cooking knives and more for
 - develop breakfast options for the 2020/21 school year
 - reorganize kitchens to ensure cleanliness

CIA ADMIN ASSISTANTS RESPONSIBILITIES

- District may require other classified employees to fill unstaffed positions
- Remote work is available to employees who choose to work from home
- Employees who choose to work in building offices, office space will be closed to all other staff but administration
- District will make every attempt to all school phones to transfer to home phone
- Mail Delivery drop boxes will be placed outside the office area
- Admin Assistants will coordinate with supervisors daily to plan and complete required work

CIA PARAS/INSTRUCTIONAL ASSISTANTS

- The District and association agree that in an emergency, other duties may be assigned. In collaboration, duties were identified as needs of the District and may be assigned.
- Supervisors will work with Special Education, Title/Lap Programs, transportation and CCMG to ensure that employees maintain pay. Below are opportunities (not limited to) that may be assigned:
 - Provide childcare for first responders
 - One assigned to each grade level to assist in copying/ preparing paper packets
 - Bus drivers will be driving, and paras will ride the bus and deliver food and enrichment to families without technology
 - Paras are assigned to call families regularly and help direct them to resources or inquire what they may need from the district
 - Paras are creating at home learning boxes that include grade level library resources
 - Title and Lap paras are assessing students and providing previously used materials for review, video assistance
 - Child-care rooms are being made available for first responders, employees who are needing to work, and for some parents in emergency situations
 - One para is assigned to every office to help with filing/ organizing health rooms
 - Paras are assigned to help with food production, packaging and distribution

- Paras that can interpret to reach out to parents
- Building/Site Inventory library inventory
- Use of personal technology/District technology/check out student

Professional development opportunities will be made available. All PD must meet District initiatives and have building approval. Options available but not limited to:

- WEA special education
- District adopted curriculum PD
- Safe Schools
- Tech training (ZOOM etc.)

School Calendar

The District will follow OSPI guidelines for waivers related to COVID-19. The school year will be extended to June 19th. Any change to the calendar and/or workday will be negotiated with CIA. The School year will be extended to June 19 and includes any snow make up days (May 22). Thus the school year was required to extend for six days.

Calendar Snow days 5/22, 6/15, 6/16 & 6/17

Thus following actions have been taken per bargained calendar

March 17th 2020 - Snow day. Make up May 22, 2020

March 18th 2020 - Snow day. Make up day - June 15, 2020

District is will write a proposal around the school calendar for school board approval that would include above for 3/17 and 3/18, plus;

March 19, 2020 Non Student day

March 20, 2020 Non Student day

April 3, 2020, Non Student day

April 24, 2020 Non Student day

Then the following days are school days on the calendar

May 22

June 15

June 16

June 17

June 18

June 19

This MOU shall be in effect for the remainder of the 2019-20 school year and shall sunset June 19th, 2020 unless OSPI or the legislature changes guidance. All other provisions of the collective bargaining agreement remain in full effect.

Dated this 20th day of March, 2020.

For the District:

R Stampler

For the Association:

Lee Stampler