

West Washington School Corporation

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June 2, 2021

West Washington School Corporation (8220)

To: IEER Ratification

Re: MOU Outside of Formal Bargaining

The addition of the Memorandum of Understanding to the 2019-2021 Master Contract is in response to the additional duties and responsibilities assumed by members of the bargaining unit.

The Covid-19 Pandemic and challenges it presented to the 2020-2021 school year were very much an unanticipated event at the time of our bargaining in October 2019.

The protocols placed upon our school to open and remain open were a tremendous burden on all staff. The dedication demonstrated by our staff to complete the additional duties required of them outside of the scope of their normal duties warrants the addition of this MOU.



Keith A. Nance
Superintendent, West Washington School Corporation

MEMORANDUM OF UNDERSTANDING

The West Washington School Corporation (the "School Corporation") and the West Washington Education Association (hereinafter collectively referred to as the "Parties") are entering into this Memorandum of Understanding as part of the 2019-2021 Master Teachers Contract.

REASON FOR THE MEMORANDUM OF UNDERSTANDING

A. The COVID-19 pandemic during the 2020-2021 school year resulted in teachers having increased workloads and responsibilities based upon the constant changing circumstances presented by the pandemic.

B. The parties were unaware during the time of formal bargaining in the Fall of 2020 that additional ESSER II funds were going to become available to local public schools for COVID related purposes during the Spring semester in 2021.

C. The parties would like to compensate all teachers for the extra work performed and dedication exhibited to their students during the 2020-2021 school year throughout the pandemic.


D. Accordingly, the Parties desire to provide a teacher stipend to all members of the bargaining unit using the ESSER II funds in accordance with the terms of this Memorandum of Understanding.

Therefore, the Parties agree as follows:

1. For the 2020-2021 school year, the parties desire for each member of the bargaining unit to receive a one-time stipend in the sum of \$2,000 for their extra work and dedication to the students of the School Corporation during the COVID-19 pandemic. The one-time stipend contemplated herein will be paid to each bargaining unit member by no later than June 30, 2021.

2. This Memorandum of Understanding will be part of the 2019-2021 master teacher contract and will expire on June 30, 2021.

WEST WASHINGTON
SCHOOL CORPORATION

By: 
Board President

ATTEST:

By: 
Board Secretary

Ratification Date: 5/25/21

WEST WASHINGTON EDUCATION
ASSOCIATION

By: 
Association President

By: N/A
Association Secretary

Ratification Date: 5/25/21



Summation of Duties Above and Beyond Normal Duties

Teaching Staff and Support Staff Additional Classroom Duties

The current CDC guidelines recommend that employees with COVID-19 related symptoms stay home. Additionally, employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Teachers will be the front line decision makers for themselves and their classroom. Nurses will provide the directions for close contact tracing.

All employees are required to self-screen before coming to school. Employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

Before reporting to work or school each morning, all staff are required to conduct self-screening which includes the following:

1. Staff will look for the following symptoms :
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain and fatigue
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
2. Teachers also monitor students. If a student appears sick the teacher will confirm that the individual has not been in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks (14 days).
3. Teachers provided additional virtual instruction to students unable to attend school due to illness or quarantine (on-line learning).

4. Teachers provided virtual instruction to students whose families elected they receive virtual instruction rather than in person attendance during the pandemic.

Recess

- Recess times are staggered to limit large congregations of students (more supervision)
- Hand washing or sanitizing prior to and after recess (more supervision)
- Equipment is cleaned daily by the staff (additional labor)

Classrooms

- Desks will be spread apart in the classroom by the teacher
- Assigned seating is required and maintained in the classroom for tracing
- Seating charts are maintained
- All desks face the same direction
- Teachers minimize the use of shared supplies and materials.
- Water fountains are closed. Students can use water filling stations. Supervision required.
- Hand sanitizer or soap and water will be made available throughout the buildings. Supervision is required.
- Desks are cleaned between each period in grades 7-12 and periodically in grades K-6

School Transportation Additional Duties

The school bus is often the student's first contact with the school in the morning and the last point of contact in the afternoon. We are paying particular attention to protocols used in student transportation to minimize the spread of COVID-19 and protect both students and employees.

Cleaning and Inspection of all buses and transport vehicles takes place daily. The following are additional considerations:

- Parents may transport children to and from school. Riders continually change.
- Drivers maintain assigned seats on buses, siblings sit together
- Drivers self-screen each day before starting routes
- All bus seats and student areas will be sprayed using a CDC and local health agency approved cleaning solution before each route, both morning and afternoon.

- Bus drivers and students must wear masks - Bus drivers need to pay attention to the road while driving. Students need to be responsible with their masks during the route.
- Bus is cleaned and disinfected between each route. Done by driver of the bus.
- Field trips are cancelled for the remainder of the pandemic
- Student drop off and pickup should avoid the gathering of large groups
- Drivers, students, and staff must wear masks or face shields during the route and while cleaning the bus.
- Students must wear school appropriate masks during all bus rides.
- Affected buses can be used immediately after cleaning and disinfection.
- Custodial-arranged, reimbursable transportation for McKinney-Vento, foster, and medically fragile students is possible for those able to transport McKinney-Vento out of district homeless, foster, or medically placed students.
- Students displaying symptoms of COVID-19 must be picked up from school. They will not be allowed to ride the bus home.

Food Service Additional Duties

- The cafeteria will be the primary space used for food service delivery. Meals may be served in classrooms or in alternative areas in an effort to reduce cafeteria capacity, if necessary. This is additional work on the cafeteria staff.
- All students wash hands prior to breakfast and lunch. Supervised by staff.
- Hand sanitizer is provided for students and staff. Staff keep it in supply.
- Food service staff wear masks as they prepare and serve food.
- No self-serve service available. All food and utensils are distributed by the cafeteria staff.
- Assigned seating in the lunchroom or students assigned as groups to tables to support cohorting and tracing when possible. Must be supervised by staff.
- Disposable plates and utensils are utilized where possible
- Cafeteria is cleaned between each meal service by cafeteria staff
- Food should not be shared and monitoring is necessary
- Students go in small groups to dispose of trash in cans spread throughout the cafeteria
- Sneeze guards/plastic shield will be installed in cafeteria serving lines to reduce contamination. These need to be cleaned by the staff daily
- Masks will be required for all cafeteria workers
- Social distancing will be observed while students wait in line. Must be supervised.
- Staff must prepare grab and go bags for breakfast and lunch when necessary

Custodial and Maintenance Extra Duties

WWSC employed enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces. Custodial staff frequently performed enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. An approved cleaning agent will be used. Custodial staff will take proactive measures to ensure compliance with the social distancing and sanitation requirements, including, where possible, the following:

- a. Designate Six-Foot Distances: Designating with signage, tape or by other means, six feet of spacing for employees, students, or school visitors to maintain appropriate distance.
- b. Hand Sanitizer and Sanitizing Products: Having hand sanitizer, and sanitizing products, readily available for employees, students, and visitors.

Maintenance staff did extensive work on adding air purification to the existing HVAC system. In addition to that work they had to change filters and clean coils more frequently. Additional cleaning equipment was purchased to help fight the spread of COVID 19, that equipment generated extra care and maintenance of the additional equipment.

These extra duties have been the responsibility of the custodial and maintenance staffs in each building.

Nursing Staff Additional Duties

The corporation's registered nurse and the nurse's assistant had a tremendous increase in their work load as a result of COVID 19.

- Increased number of students and staff visiting the nurse's station
- The addition of a second nurse's station for ill students and staff
- Monitoring symptoms of illness
- Communicating with the health department
- Staying up to date with the constantly changing COVID 19 protocols and procedures distributed by the health department
- Additional sanitizing
- Maintaining additional equipment and PPE
- Administering rapid tests provided by the state

Central Office Staff Additional Duties

The Central Office staff has seen a tremendous increase in daily work due to COVID 19.

- Continual updating of required IDOE information
- Close Contact Tracing

- Collaboration with local Health Department
- Updating of Federal Grants and budgets due to changes brought about by COVID 19
- Development of an On-line eLearning option for COVID 19 students
- Submission of new grants (i.e. ESSER I and ESSER II)
- Maintaining staffing – teachers, cafeteria, bus drivers, and custodial
- Human Resources have been stretched to the max especially in the area of paid time off
- Multiple zoom meetings to update the crisis

The completion of the above listed duties will be evaluated and marked as completed by the immediate supervisor of the department for each individual staff member.

Covid: Additional Duties Above and Beyond Job Duties

Certified Staff	Supervisor Sign-Off	Classified Staff	Supervisor Sign-Off
Keith Nance	<i>Joe Cribben</i>	Mark Farmer	<i>Z. Nance</i>
MaryAnne Knapp	<i>Z. Nance</i>	Rob Batchelor	<i>Z. Nance</i>
Tom Rosenbaum	<i>Z. Nance</i>	Ruth Gilbert	<i>Z. Nance</i>
Bradly Mills	<i>Z. Nance</i>	Joni Muchler	<i>Z. Nance</i>
Kelly Williams	<i>Z. Nance</i>	Dawn Woods	<i>Z. Nance</i>
Craig Akers	<i>Tom P</i>	Jana Agan	<i>Joni & Muchler</i>
Savannah Atwood	<i>Tom P</i>	Linda Alexander	<i>Z. Nance</i>
Kacie Bass	<i>Tom P</i>	Kayla Ambers	<i>MaryAnne Knapp</i>
Veronica Bays	<i>Tom P</i>	KA bus monitor	<i>Z. Nance</i>
Patricia Boggs	<i>Tom P</i>	Tia Batchelor	<i>MaryAnne Knapp</i>
Brenda Boling	<i>Tom P</i>	Debbie Batt	<i>Joni & Muchler</i>
Adrienne Combs	<i>Tom P</i>	Laura Batt	<i>Z. Nance</i>
Liz Combs	<i>Tom P</i>	LB bus driver	<i>Z. Nance</i>
Deanna Elgin	<i>Tom P</i>	Sue Bledsoe	<i>Joni & Muchler</i>
Sarah Fisher	<i>Tom P</i>	LeeAnn Brewer	<i>Z. Nance</i>
Sara Gilmore	<i>Tom P</i>	Linda Chastain	<i>Z. Nance</i>
Meredith Hadley	<i>Tom P</i>	Kara Claywell	<i>Joni & Muchler</i>
Sherri Hoar	<i>Tom P</i>	Anita Collins	<i>Z. Nance</i>
Misty Jones	<i>Tom P</i>	Jeremy Cox	<i>Chris Jones</i>
Hannah Ledgerwood	<i>Tom P</i>	JC bus driver	<i>Z. Nance</i>
Lydia Manship	<i>Tom P</i>	Heather Cummins	<i>Joni & Muchler</i>
Amber Morrow	<i>Tom P</i>	HC bus driver	<i>Z. Nance</i>
Matt Myers	<i>Tom P</i>	Barb Davis	<i>Z. Nance</i>
Melissa Nicholson	<i>Tom P</i>	Connie Emery	<i>Z. Nance</i>
Kay Owsley	<i>Tom P</i>	Diana Ewen	<i>Z. Nance</i>
Brittney Powers	<i>Tom P</i>	Tricia Guthrie	<i>MaryAnne Knapp</i>
Cindy Rutherford	<i>Tom P</i>	Ellesha Haley	<i>Z. Nance</i>
Leah Stewart	<i>Tom P</i>	EH bus driver	<i>Z. Nance</i>
Kirsten Strange	<i>Tom P</i>	Sharon Hammond	<i>Z. Nance</i>
Lexie Striegel	<i>Tom P</i>	Sarah Hart	<i>Z. Nance</i>
Ashley Sullivan	<i>Tom P</i>	Jessie Hayre	<i>Z. Nance</i>
Clayton Sullivan	<i>Tom P</i>	Carol Hoar	<i>Z. Nance</i>
Heidi Tankersley	<i>Tom P</i>	Jesse Hoar	<i>Z. Nance</i>

Sarah Temple	<i>For Pa</i>	Bob Hoar	<i>Z. Name</i>
Beth Voyles	<i>For Pa</i>	Dustin Howard	<i>C. Jewett</i>
Logan Walker	<i>For Pa</i>	Rosemary Huff	<i>Doni & Muchler</i>
Regina Walker	<i>For Pa</i>	Sarah Huff	<i>Doni & Muchler</i>
Kortnee Wingler	<i>For Pa</i>	Chris Jerrell	<i>Z. Name</i>
Gail Wisecarver	<i>For Pa</i>	Mark Johnson	<i>Z. Name</i>
Jadeena Young	<i>For Pa</i>	Tammy Jones	<i>For Pa</i>
Sherri Beasley	<i>Maryanne Krapp</i>	Heather Knapp	<i>For Pa</i>
Brandan Bergdall	<i>Maryanne Krapp</i>	Tom Kruer	<i>Z. Name</i>
Danielle Bowling	<i>Maryanne Krapp</i>	Debbie Maranto	<i>Z. Name</i>
Patrick Burks	<i>Maryanne Krapp</i>	Tammy Maudlin	<i>C. Jewett</i>
Evan Chastain	<i>Maryanne Krapp</i>	Kaysi McKillip	<i>Maryanne Krapp</i>
Michelle Chastain	<i>Maryanne Krapp</i>	KM bus monitor	<i>Z. Name</i>
Dawn Dooley	<i>Maryanne Krapp</i>	Astin Mahan	<i>For Pa</i>
Andria Greer	<i>Maryanne Krapp</i>	Kelly Mollet	<i>Z. Name</i>
Whitney Hall	<i>Maryanne Krapp</i>	Jennifer Pavey	<i>For Pa</i>
John Harkness	<i>Maryanne Krapp</i>	Melinda Perkins	<i>For Pa</i>
Penny Harkness	<i>Maryanne Krapp</i>	Rita Poe	<i>Z. Name</i>
Vicki Hart	<i>Maryanne Krapp</i>	Bob Potter	<i>Z. Name</i>
Brent Ingram	<i>Maryanne Krapp</i>	Jayne Powers	<i>For Pa</i>
Chandler Jenkins	<i>Maryanne Krapp</i>	JP bus driver	<i>Z. Name</i>
Chad Johnson	<i>Maryanne Krapp</i>	Karen Ragains	<i>For Pa</i>
Paula Keltner	<i>Maryanne Krapp</i>	StevieJo Ragains	<i>For Pa</i>
Sarah Leach	<i>Maryanne Krapp</i>	Lynn Ramage	<i>C. Jewett</i>
Justin Lee	<i>Maryanne Krapp</i>	Tabitha Reed	<i>Maryanne Krapp</i>
Nathan Lewis	<i>Maryanne Krapp</i>	Val Richardson	<i>Z. Name</i>
Rosie Morehous	<i>Maryanne Krapp</i>	Angela Ridge	<i>Maryanne Krapp</i>
Duane Nance	<i>Maryanne Krapp</i>	Alisa Rosenbaum	<i>Z. Name</i>
Jessica Nance	<i>Maryanne Krapp</i>	MaryBeth Rosenbaum	<i>Z. Name</i>
Stacey Nance	<i>Maryanne Krapp</i>	Billie Russell	<i>Doni & Muchler</i>
Tiffanie Richardson	<i>Maryanne Krapp</i>	Jana Russell	<i>Maryanne Krapp</i>
Kayla Seybold	<i>Maryanne Krapp</i>	Chandra Snelling	<i>Maryanne Krapp</i>
Jennifer Stahl	<i>Maryanne Krapp</i>	Katrina Soliday	<i>C. Jewett</i>
Gina Tragresser	<i>Maryanne Krapp</i>	Vickey Spurgeon	<i>C. Jewett</i>
Ethan Trueblood	<i>Maryanne Krapp</i>	Beverly Stout	<i>Z. Name</i>
		BS bus driver	<i>Z. Name</i>
		Deana Trueblood	<i>Doni & Muchler</i>

		Jackie Trueblood	MaryHase Knapp
		Pam Waldrige	MaryHase Knapp
		Cindy Walker	MaryHase Knapp
		Leeann Williams	C. Jennell
		Tristen Williams	K. Hamer
		Charity Winger	MaryHase Knapp
		CW bus driver	K. Hamer
		Karen Chapman	C. Jennell
		Shelly Cooley	K. Hamer
		Aaron Davis	C. Jennell
		Faye Maudlin	C. Jennell
		Steve Alexander	K. Hamer
		Karen Brickey	K. Hamer
		Marilyn Hanover	K. Hamer
		Robert Hein	K. Hamer

Supervisors- By signing off on this document, I confirm that the employee completed the additional duties as described in the Additional Duties Above and Beyond Normal Duties Document.