

Memorandum of Understanding
By and Between The Marysville School District and
The Marysville Education Association for Certificated Employees

Agreement Regarding Terms of Employment
and Delivery of District Services Impacted by the COVID-19 Crisis

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

For the 2020-21 school year, the Marysville School District is planning a sustainable and flexible online/remote-only instructional model. There are also potential stages for in- person/online hybrid models that would allow education to pivot at any time between remote, hybrid and in-person learning. These stages will be determined by the impacts of a changing health situation, available resources, and direction from OSPI, our Governor and our local health department(s). As the public health situation continues to evolve, the District and the Marysville Education Association will continue to work together to renegotiate these models. Our model of reopening schools, including all potential hybrid learning models, will prioritize the health and safety of our students, staff and entire district-community, positive and justice-driven educational outcomes, the social-emotional needs of students and staff, and thoughtful financial stewardship.

1. **Health and Safety:** District wide health and safety protocols will be designed to comply with guidance of all applicable public health agencies. Strict compliance with all relevant District safety and health rules will be an essential function of each employee's job. Effective on the date of this MOU, the Marysville School District Health and Safety Protocols are described in Appendix D.
2. **Compensation:** Employees on continuing and leave replacement contracts will continue to be compensated under the terms of the Collective Bargaining Agreement, as a result of the school closure(s) related to Coronavirus/COVID-19.
3. **Leaves:** See Appendix A
4. **Evaluation:** The District shall engage in certificated educator evaluations for the 2020-21 school year as described in Appendix C.
5. **Instructional and Service Delivery Model:** Effective on the date of this MOU, the instructional and service delivery model is described in Appendix B. Timelines of transitions to models with more in-person instruction will be mutually agreed upon by the District and the Association. The district will reassess the model of instruction (Continuous Learning 2.0, Hybrid AA/BB, Full face-to-face instruction and Edgenuity)

quarterly and will make a determination of the model based on the health and safety of students, staff, and families.

6. **Specialist/ Substitutes:** The Marysville School District and the Marysville Education Association acknowledge the unusual circumstances for the 2020-21 school year. Student enrollment and lack of substitute pool may necessitate changes in staff assignment(s) in order to provide for student services. In order to maximize options for meeting the educational, social and emotional needs of students and to maximize substitute coverage, the Association and District agree to the following limited opportunities for temporary reassignment of employees.

An employee may be temporarily and involuntarily transferred to provide services outside the employee's normal job description if work within the employee's job description is unavailable due to the temporary closure of school facilities. The District will make every effort to return staff members to their previously assigned building.

- Such employee may only be assigned to perform work for which the employee is appropriately certificated, licensed and prepared to perform.
- Such assignment will not exceed the hours normally assigned to such employees.
- Such employees will be paid the regular salary, wages, and benefits the employee would receive under the CBA.
- Such employee's temporary assignment may not result in displacing any other employee performing services within his or her regular job description.
- The temporarily reassigned employee retains a right to return to the employee's original assignment upon resumption of regular school operations, subject to existing contract rights of the District to reduce the workforce and/or reassign employees within the same bargaining unit.
- For staff that are reassigned after September 15, 2020, the District and the Association will reconvene once enrollment counts are finalized to address reassignment preparation time necessary.

7. **Communication:** The District will continue to provide updates regarding recommendations and requirements from appropriate public health authorities at the state and county level and the Office of the Superintendent of Public Instruction related to school operations and appropriate measures under way to minimize the spread of the virus. The parties shall meet to discuss working conditions.
8. **Co-Curricular and Program Support Stipends:** During the 2020-21 work year all stipends shall be reviewed. The assumption is that these opportunities will be maintained, modified as appropriate, and eliminated only as a last step.

The Labor Management Team shall determine:

- If the work duties are reasonably commensurate with the existing job descriptions, then pay shall be maintained; this shall be assumed unless specifically addressed.

- If the work duties or responsibilities must be modified, then pay shall be modified.
- If there is no way in which the work duties may be modified to provide an opportunity during the pandemic, then the position shall be suspended during the closure.
- In order to avoid overpayment, compensation for stipends shall not be paid until there is agreement that the opportunity and associated work will continue for the year. Either party shall bring forward stipends that need to be reviewed for modification or suspension.

The District and the Association agree to communicate with all employees receiving stipends about the disposition of their work and compensation.

9. **Worksite Details:** Teachers will have access to buildings as long as safety guidelines are followed in Appendix D and the building is not closed to all for any reason. Staff will be notified in advance if their classroom or office space is scheduled to be used in their absence. Distance learning teachers may be required to come into buildings on rare occasions. Such instances will be discussed with MEA leadership in advance.

10. **Certificated Work Site During Closure of General Services:** Schools are closed to general services for all students because of the on-going impact of the COVID-19 pandemic. As a result, the district is opening the 2020-21 school year with remote learning. The District and the Association are committed to providing high quality instructional opportunities for students.

During remote learning and unless otherwise agreed to below, certificated employees may choose to work either on- or off-site. In making this decision staff should consider such factors as safety, access to materials, internet availability, childcare, and health. Regardless of chosen work location certificated employees are expected to maintain an effective level of instruction, communicate with supervisors, colleagues, and families, and meet their contractual duties.

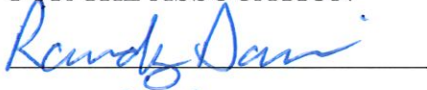
11. **On-site Work Providing Services During General Closure:** As the current guidance on health and safety allow, the district will provide onsite services to a limited number of students at the start of the student year.

Certificated employees providing these services will be provided with a schedule, caseloads or class sizes, overview of health and safety protocols and on-going assurance that those protocols are being followed.

For position starting the 2020-2021 school year onsite, jobs shall first be filled by certificated employees in current job assignment willing to work on-site. In the event there are unfilled positions then the District may direct employees who typically provide those services to work on-site. Employees unable or unwilling to work on-site shall have access to provided leave opportunities found in Appendix A, paragraph 10.

12. **Purpose Specific and Episodic On-Site Work:** In order to serve students, there may be episodic onsite events. Certificated employees may be offered the opportunity, but will not be required, to participate in onsite events. Such events will be identified with the time and date, and appropriate safety and health protocols. These opportunities will be communicated to employees prior to communicating with families.
13. **Effective Dates:** This MOU shall be in effect for the 2020-21 school year and shall sunset on the last instructional day of the school year, or earlier if it is determined to be safe to bring all students and staff back for in-person instruction. All other provisions of the collective bargaining agreement shall remain in full effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19.

FOR THE ASSOCIATION



Date 9-4-2020

Randy Davis, President

FOR THE DISTRICT



Date 9-4-2020

Jason Thompson, Superintendent

Appendix A: Leaves

1. Employees with COVID-19/Suspected COVID-19: Employees who have been diagnosed with COVID-19, or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, and may access any of the following benefits for which they are eligible based on the law, District policy, and/or the terms of the applicable collective bargaining agreement (CBA):

- a. Emergency Paid Sick Leave (EPSL) under the federal Families First Coronavirus Response Act (FFCRA). The statutory cap on EPSL is \$511 per day. However, the employee with a salary that exceeds this cap may be able to supplement benefits received through EPSL up to the employee's regular daily salary by other paid leaves or benefits for which the employee is eligible;
- b. Accrued or donated leave for illness, injury, or emergency;
- c. Personal leave and/or vacation leave (as available under the CBA and District policies);
- d. Washington Paid Family Medical Leave (PFML) (eligibility determined by the state);
- e. Worker's compensation (*Claims that meet certain criteria for exposure will be considered on a case-by-case basis and eligibility will be determined by the state.*)
- f. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- g. Unpaid leave of absence for the period of the temporary disabling condition;
- h. Long-term disability benefits (eligibility under SEBB to be determined by the state); and
- i. Unemployment benefits (eligibility determined by the state).

2. Employees Quarantined Due to Possible Exposure to COVID-19: Employees who have been advised by a public health agency to quarantine at home due to possible exposure to COVID-19 **may not come to work at a District work site** and may access any or all of the following benefits under the terms of the applicable law, District policy, or collective bargaining agreement (CBA):

- a. Alternative assignment for work/services which may be provided from home, if determined feasible the District will communicate with MEA regarding any requested alternative work assignments.
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day)—supplementation may be provided by (i) paid administrative leave if the quarantine was due to a verified exposure at a District work site; or (ii) other paid leaves if the quarantine was due to reported exposure elsewhere;
- c. Paid administrative leave if (i) the employee has exhausted EPSL, (ii) an alternative work assignment for work/services provided at home is unavailable, and (iii) the quarantine was due to confirmed exposure at a District work site;
- d. Accrued or donated leave for illness, injury, or emergency;
- e. Personal leave and/or vacation leave (as available under the CBA and District policy);
- f. Unpaid leave of absence for the period of the quarantine; and
- g. Unemployment benefits.

3. Employees Caring for Someone with COVID-19/Suspected COVID-19: Employees who have a bona fide need to care for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, may not come to work at a District work site and may access any or all of the

following benefits under the terms of the applicable law, District policy, or collective bargaining agreement (CBA):

- a. Alternative assignment for work/services which may be provided from home, if determined feasible the District will communicate with MEA regarding any requested alternative work assignments. (see paragraph 10 below);
- b. EPSL with possible supplementation by other paid leaves up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day);
- c. Accrued or donated leave for illness, injury, or emergency;
- d. Personal leave and/or vacation leave (as available under the CBA and District policy);
- e. Washington Paid Family Medical Leave (PFML);
- f. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- g. Unpaid leave of absence; and
- h. Unemployment benefits.

4. High-Risk Employees (i.e., Employees at an Increased Risk of Severe Illness): Employees who are at increased risk of severe illness or death from COVID-19 [as that term is defined by the CDC and the Governor's Proclamation 20-46, as amended] may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable law, District policy, or collective bargaining agreement (CBA):

- a. Alternative assignment for work/services which may be provided from home, if determined feasible the District will communicate with MEA regarding any requested alternative work assignments. (see paragraph 10 below);
- b. EPSL with possible supplementation by other paid leaves up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) *if* a medical provider has advised the employee to self-quarantine because of the employee's high-risk status
- c. Accrued or donated leave for illness, injury, or emergency;
- d. Personal leave and/or vacation leave (as available under the CBA and District policy);
- e. Unpaid leave of absence; and
- f. Unemployment benefits.

5. Increased Risk Individual in the Employee's Household: Employees who themselves are not at higher risk but have someone in the household who is at increased risk of severe illness or death from COVID-19 [as that term is defined by the CDC [add link](#) and the Governor's Proclamation 20-46 [add link](#), as amended] may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the law, District policy, or applicable collective bargaining agreement:

- a. Alternative assignment for work/services which may be provided from home, if determined feasible the District will communicate with MEA regarding any requested alternative work assignments. (see paragraph 10 below);
- b. Accrued or donated leave for illness, injury, or emergency;
- c. Personal leave and/or vacation leave (as available under the CBA or District policy); and
- d. Unpaid leave of absence.

6. Employees with Children Impacted by School Closure: An employee who must care for the employee's child because of a school closure or unavailability of the care provider due to COVID-19 precautions may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if determined feasible the District will communicate with PSE regarding any requested alternative work assignments. (see paragraphs 10);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves (see above);
- c. Expanded Family and Medical Leave (EFML) under the Families First COVID Response Act (FFCRA);
- d. Accrued or donated leave for illness, injury or emergency;
- e. Personal leave and/or vacation leave (as available under the CBA or District policy); and
- f. Unpaid leave of absence.

7. SEBB: Employees who qualified for SEBB on February 29, 2020 and maintain employment and who are in paid status will maintain their SEBB benefits through the District until the Governor declares the pandemic over.

8. Employees Who Cannot Wear Required PPE: An employee whose assignment requires work at a District work site and who provides medical certification that the employee cannot wear any personal protective equipment (PPE) required for the employee's assignment may choose to access any or all of the following benefits upon presentation of appropriate documentation from the employee's health care provider and under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if determined feasible the District will communicate with MEA regarding any requested alternative work assignments. (see paragraph 10 below);
- b. Accrued or donated leave for illness, injury or emergency;
- c. Personal leave and/or vacation leave (as available under the CBA or District policy);
- d. Unpaid leave of absence; and
- e. Other accommodations identified through an interactive process consistent with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD), chapter 49.60 RCW.

9. Employees Who Refuse to Wear Required PPE: An employee whose assignment requires work at a District work site and who does not have a documented inability to wear PPE required for the employee's assignment, including but not limited to a face mask, but nevertheless refuses to do so may request an unpaid leave of absence for up to one (1) school year.

10. Employees Who Otherwise Choose to Not Work at a District Work Site Due to Concern for Safety: An employee whose assignment requires work at a District work site and who does not fit within the conditions of paragraphs 1-8 above, may request an unpaid leave of absence for up to one (1) one school year.

11. Alternative Work Assignments Provision: When an employee's regular 2020-21 assignment requires work/services at a District work site and the employee cannot work at a District work site on a temporary basis due to conditions under paragraphs 1, 2 or 3 above, the District will consider assigning the employee to available work that can be provided remotely from home or at an alternative worksite in the district on the condition that the employee is qualified, prepared and willing to provide such services. This decision is premised on the District determining that an alternative work assignment is feasible for the position held by the employee. If multiple employees holding the same job classification request alternative work assignments and such assignments are limited, the District will prioritize employees in the following order:

1. Employees who hold the appropriate qualifications for the position;
2. Employees with COVID-19/suspected COVID-19;
3. Employees quarantined due to possible exposure to COVID-19; and
4. Employees caring for someone with COVID-19/suspected COVID-19.
5. Employees who are at increased risk for serious illness based on a health condition
6. Employees who may be at increased risk for serious illness based on a health condition.
7. Employees who, due to a condition, cannot wear personal protective equipment (PPE).

If two or more employees qualify for a temporary assignment under the priorities above, the District will award the assignment on the basis of seniority.

Appendix B: Instructional Models

CONTINUOUS LEARNING 2.0

1. Staff Recording of Live Instruction to Posted on Google Classroom

- a. Teachers will record the direct instruction and modeling to students during the live synchronous instructional block. Teachers will not record class discussions, small group, or individual portions of live instruction.
- b. Teachers will upload the recorded instruction into their Google Classroom page on a timely and regular basis.
- c. Professional Development will be available to Certificated Employees on the following topics:
 - what should be recorded on a timely and regular basis;
 - how to save and upload recorded files to Google Classroom;
 - how to edit recorded video clips.
- d. There is an understanding that on occasion a teacher may not post a recorded video for a single lesson. This would be rare and could happen for a variety of reasons including software issues, lesson structure did not provide direct instruction or modeling, or simple oversight to post.

2. 1:1 Zooming with Students: To ensure a safe environment in a distance learning model, employees shall not have one-to-one zoom/video meetings with the student unless a parent/guardian or other employee and/or administrator has been invited to the meeting. Administrator/parent/other employee is not required to attend but must have the opportunity to join. In the event another employee or administrator is not available, the teacher shall record the 1:1 meeting.

3. Determinations for In-Person Special Education Services. IEP Teams will continue to guide implementation of the Individualized Education Program (IEP), to meet the needs of individual students with special needs. IEP team decisions include which services can be offered remotely and those supports that can only be delivered in person.

- a. The determination for in person supports will take place September 9 - September 30. IEP teams will meet remotely to decide when and if any in-person services are needed for Free Appropriate Public Education (FAPE). Teams will review data to determine if the student requires in person services to make meaningful progress on their IEP goals and determine how in-person services can be provided safely and in compliance with health guidelines. Consideration of further data collection may be necessary. If additional data collection is needed, staff will continue progress monitoring and will provide increased opportunities to build-in remote supports (small groups, accommodations, modifications).
- b. All health and safety guidelines will be followed when a student is being assessed for in-person services. Any instances where the health and safety guidelines are not followed will be reported to the building designated COVID staff member.

4. Instructional Expectations Continuous Learning 2.0 (Distance Learning)

- a. Certificated staff will work during their contracted hours for Continuous Learning 2.0 models. Exceptions to this should be agreed to by the principal.
- b. Certificated employees will use Google Classroom as their primary learning management system and will be able to use their choice of supplemental learning management systems.
- c. Teaching staff will provide students and family with an overall schedule for the week, along with how to contact the teacher if there are questions. Secondary teachers will do this for each course taught.
- d. During asynchronous learning time, all certificated teaching staff will be available for drop-ins and or conference time with students and parents. Teachers are to notify supervisors if this is canceled due to absence.
- e. Times of the Zoom Meetings will be published on the weekly schedule and will be consistent from week to week. Times for secondary meets will be organized by content.
- f. All teachers will post Zoom meets in Google Classroom in a consistent way. Professional development will be provided. The method provided will make Zoom more secure.
- g. Teachers will produce recorded videos for instruction or use live Zoom meetings which will be recorded and published for students to view later. These videos/Zoom meetings will accompany the weekly plan for instruction.
- h. For both Elementary and Secondary instruction, the uploading and submission dates for assignments will be Monday mornings at 8:00 a.m. and the deadline for submission will be 11:59 p.m. on Sundays.
- i. During Continuous Learning 2.0, elementary teachers will connect with students through Zoom meetings. This will provide an opportunity for teachers to play pre-recorded instructional videos or live instruction and have follow-up discussions with students. This will also provide an opportunity for a check in and taking attendance.
- j. The district will have Edgenuity available as an option for students and families that choose a fully on-line learning platform. This program will be facilitated by Marysville School District certificated staff.

5. Grading

- a. Secondary Grading Guidelines:
 - i. We will use the traditional A, B, C, D or F grading scale with plus and/or minus option, Pass/Fail, No Credit (NC), Incomplete (INC).
 - ii. Student behavior will not play a part in a student's academic grade. (for example: attendance, classroom behavior)
 - iii. With specific qualifiers designed by teachers, students will be allowed to retake exams, revise assignments, and submit late work.
 - iv. IEP & 504's will be honored and may need to be revisited to include accommodations for online learning.

- v. If extra credit is offered, then it will be based on identified essential/industry standards.
- vi. Students will receive regular and timely feedback.
- vii. Grades will be updated a minimum of every two weeks in Skyward.
- b. Elementary Grading Guidelines
 - i. Academic Measures:
 - 1. Evidence of learning progress towards Essential Standards based on assessment. Specialists grading will reflect learning progress towards content-based standards in their respective subject areas.
 - ii. Engagement Measures
 - 1. Evidence of Engagement Behaviors, including:
 - Completion of Assignments
 - Accuracy of Assignments
 - Classroom Observations
 - iii. Reporting
 - 1. Progress towards standards in Essential Standards
 - 2. Evidence-based assessment of Engagement
 - 3. Progress towards content-standards in Specialist classes

The District and the Association agree to meet and mitigate any changes that may come out about grading from OSPI.

- 6. Attendance:** The Office of Superintendent of Public Instruction (OSPI) filed an emergency rule updating the definition of absence for the 2020-21 school year. The rule, WAC 392-401A, is effective beginning August 13, 2020. Soon OSPI will initiate a formal rulemaking to adopt a permanent rule.

The rule provides examples of what student participation could look like in order to be counted as present, including, but not limited to:

- a. Daily logins to learning management systems:
 - i. Teacher to post and students to complete Google form/exit slip at the end of lesson each day to see who watched Zoom lesson content; or
 - ii. Meeting with individual teacher(s) in small group and complete exit slip (could do together with teacher); or
 - iii. Log attendance in Skyward the next day for previous day's attendance.
- b. Daily interactions with teacher(s) to acknowledge attendance (including messages, emails, phone calls, or video chats); or
 - i. Interaction with staff on Zoom and/or evidence of interacting with learning tasks.
- c. Evidence of participation in a task or assignment.

7. Monday - Friday Teacher and Student Schedules for Continuous Learning 2.0

3 rd – 5 th Student Schedule						
Time		Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Live Instruction	Principal Message and Morning Meeting				
9:00-11:30		Reading/Writing/Math Transitions and breaks when needed				
11:30-12:00		Social Emotional Learning Closing <i>11:00-12:00 Special Services</i>				
12:00-1:30		Lunch (30 minutes) / Independent Work (60 minutes)				
1:30-2:10		Guided Reading, Small Group, Intervention				1:30-2:00 Music / Library/ CODE/ P.E.
2:15-2:55		Music / Library/ CODE/ P.E.				2:00 Early Release
3:00-3:30		Independent Work Time				

3 rd – 5 th Teacher Schedule					
Time		Monday	Tuesday	Wednesday	Thursday
8:00-8:30	Live Instruction	Teacher Planning			
8:30-9:00		Principal Message and Morning Meeting			
9:00-11:30		Reading/Writing/Math Transitions and breaks when needed			
11:30-12:00		Social Emotional Learning Closing			
		<i>11:00-12:00 Special Services</i>			
12:00-1:30		Lunch (30 minutes) / Teacher Planning (60 minutes)			
1:30-2:10		Live Instruction Guided Reading, Small Group, Intervention			
2:15-2:55		Music / Library/ CODE/ P.E.			
3:00-3:30		Office Hours/Family Connections			

Kindergarten – 2 nd Student Schedule						
Time		Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:50	Live Instruction	Principal Message and Morning Meeting				
8:50-10:30		Reading/Writing/Math Transitions and breaks when needed				
10:30 11:00		Social Emotional Learning Closing				
11:00-12:00		Family Connections Special Services				
12:00-1:30		Lunch (30 minutes) / Independent Work (60 minutes)				
1:30-2:10	L.I.	Live Instruction Music / Library/ CODE/ P.E.				1:30-2:00 Music / Library/ CODE/ P.E.
2:15-2:55		Guided Reading, Small Group, Intervention				2:00 Early Release

Kindergarten – 2 nd Teacher Schedule						
Time		Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30		Teacher Planning				
8:30-8:50	Live Instruction	Principal Message and Morning Meeting				
8:50-10:30		Reading/Writing/Math Transitions and breaks when needed				
10:30 11:00		Social Emotional Learning Closing				
11:00- 12:00		Family Connections Special Services				
12:00-1:30		Lunch (30 minutes) / Teacher Planning (60 minutes)				
1:30-2:10		Music / Library/ CODE/ P.E.				1:30-2:00 Music / Library/ CODE/ P.E.
2:15-2:55	L.I	Guided Reading, Small Group, Intervention				2:00 PGF
3:00-3:30		Office Hours				

Middle & High School Student Schedule

Time	Monday	Tuesday	Wednesday	Thursday
8:00-8:55	4 th Period Asynchronous	1 st Period Asynchronous	4 th Period Asynchronous	1 st Period Asynchronous
9:00-9:55	5 th Period Asynchronous	2 nd Period Asynchronous	5 th Period Asynchronous	2 nd Period Asynchronous
10:00-10:55	6 th Period Asynchronous	3 rd Period Asynchronous	6 th Period Asynchronous	3 rd Period Asynchronous
10:55-11:35	Lunch			
11:35-12:30	1 st Period Live Instruction	4 th Period Live Instruction	1 st Period Live Instruction	4 th Period Live Instruction
12:30-12:35	Movement Break			
12:35-1:30	2 nd Period Live Instruction	5 th Period Live Instruction	2 nd Period Live Instruction	5 th Period Live Instruction
1:30-1:35	Movement Break			
1:35-2:30	3 rd Period Live Instruction	6 th Period Live Instruction	3 rd Period Live Instruction	3 rd Period Live Instruction
2:30-3:30	Independent Work			

Middle & High School Teacher Schedule

Time	Monday	Tuesday	Wednesday	Thursday
8:00-9:30	Office Hours Specialist Services			
9:30-11:05	Small Groups			
11:05-11:35	Lunch			
11:35-12:30	1 st Period Live Instruction	4 th Period Live Instruction	1 st Period Live Instruction	4 th Period Live Instruction
12:30-12:35	Movement Break			
12:35-1:30	2 nd Period Live Instruction	5 th Period Live Instruction	2 nd Period Live Instruction	5 th Period Live Instruction
1:30-1:35	Movement Break			
1:35-2:30	3 rd Period Live Instruction	6 th Period Live Instruction	3 rd Period Live Instruction	6 th Period Live Instruction
2:30-3:30	Planning			

Time	Friday #1
8:00-8:35	Small Groups
8:35-9:35	Prep
9:35-10:10	1 st Period
10:10-10:15	Passing Period
10:15-10:50	2 nd Period
10:50-10:55	Passing Period
10:55-11:30	3 rd Period
11:30-12:00	Lunch
12:00-12:35	4 th Period
12:35-12:40	Passing Period
12:40-1:15	5 th Period
1:15-1:20	Passing Period
1:20-1:55	6 th Period
2:00-3:30	PGF

APPENDIX C: EVALUATION OF CERTIFICATED EDUCATORS

TPEP Guiding Principles developed by OSPI

We urge district, school, and association leaders to use common sense regarding evaluation. This includes:

- Understanding that during a year when the mode of teaching and leading may change quickly and multiple times, a formative stance will be most useful.
- Recognizing that the opportunities for providing/substantiating evidence in the usual ways may be restricted, and that with this, the absence of evidence for an indicator or component should not be cause for lowering a score.
- Acknowledging teachers' and school leaders' specific contexts (issues with internet access, health concerns, children at home) when working remotely, and the impacts these contexts have on their work.
- Honoring the importance of setting up (reasonable) expectations for teachers and school leaders at the outset, and then ensuring robust supports are provided for them to meet these expectations.

OSPI has recently released guidance regarding TPEP (August 7, 2020). Due to the extenuating circumstances regarding the current instructional model, all staff (certificated non-supervisory and supervisory) shall be treated with grace. OSPI guidelines shall be followed with the intent that all observations and evaluations shall be used in the 'growth mindset'.

Teacher Evaluation

1. Focused Evaluation: All teachers that are eligible for the Focused evaluation will be placed on Focused evaluation. For 2020-21 informal and consistent communication between evaluator and evaluatee shall be a part of the evaluation process.
2. Comprehensive Evaluation:
 - a. All teachers who are required by law to be on the Comprehensive evaluation shall have the option to complete the full Comprehensive evaluation or select two (2) criterion to focus on, as described in the OSPI memo dated August 7, 2020.
 - b. With consideration to the current situation, the District and the Association recommend that Criterion 7 and 8 be selected as the focus for the Comprehensive evaluation.

Criterion 7: Communicating and collaborating with families and school community.
Descriptor: Families and community; the teacher communicates and collaborates with students, families and all educational stakeholders in an ethical and professional manner to promote student learning.

Criterion 8: Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning. Descriptor: Professional practice; the teacher

participates collaboratively in the educational community to improve instruction, advance the knowledge and practice of teaching as a profession, and ultimately impact student learning. Student growth data must be a substantial factor utilizing the OSPI approved student growth rubrics.

3. Student Growth: No student growth goals, or data will be collected as part of the evaluation process for the 2020-21 school year.
4. Certificated employees not eligible for the TPEP evaluation, will be given a summative evaluation rating the same as their last completed evaluation. For 2020-21 informal and consistent communication between evaluator and evaluatee shall be a part of the evaluation.
5. If a certificated instructor is at risk of being scored less than Proficient, the Association shall be notified as soon as possible and no later than January 15th. Otherwise, it is assumed that all staff shall be evaluated with a Proficient or higher this school year. We highly encourage principals to work with their staff to ensure a positive educational outcome for all.

Should any guidance from OSPI regarding the impacts of school closures on evaluations conflict with the agreements above, the parties will reconvene to reconcile the conflicts.

Appendix D: Health and Safety Protocols

1. The District will implement District-wide health and safety protocols that we designed to comply with applicable guidance from all relevant state and county health agencies. Health and safety protocols will be consistent with the District's Continuous Learning Plan. Strict compliance with all relevant District safety and health rules will be an essential function of each Association employee's position. The District's health and safety protocols as they exist as of the effective date are outlined in the "Continuous Learning Plan," although the parties recognize that the District may revise such rules as guidance from federal, state, and local authorities changes.
2. Prior to the start of the 2020-21 school year, the District will make reasonable efforts to provide notice to all employees, parents/guardians, and students of relevant health and safety protocols as they exist at that time. Should health and safety protocols change during the school year, the District will provide reasonable notice to the Association leadership and affected employees.
3. The District will provide training opportunities for all Association employees on health and safety protocols through safe school training prior to the start of the 2020-21 school year.
4. The District will provide the appropriate Personal Protective Equipment ("PPE") to Association employees when required to meet state health and safety standards. Employee requests for additional PPE will be made to employees' supervisors. The District will respond to PPE requests in a timely manner.
5. Meetings of employees, including professional development, may be held in person during remote or hybrid instruction, provided that the number of employees present, and physical setup of the meeting is consistent with then-existing state requirements. Any employee may work with supervisors to allow remote options as appropriate.
6. All areas in district buildings, including high touch areas will be sanitized daily by custodial staff.
7. A site specific COVID-19 staff member shall be designated by the district at each school and other work site to monitor the health of employees and enforce the COVID-19 district/schools safety plan.
8. To ensure the health and safety of all staff, students, and community all employees are required to follow these health and safety protocols:
 - Complete the health screening process before arriving at work (stay home if you are feeling sick);
 - District will provide instructions on how and where to complete health screenings prior to arrivals on district properties;
 - Enter through the main front doors;
 - Employees, students and any other individuals who will be at the school for more than 15 minutes will be screened by COVID-19 staff at the start of every shift (immediately go

home if they feel or appear sick);

- Sign in at front office;
- Masks are required (will be available at the front entrance);
- Use hand sanitizer;
- Wash hands frequently;
- Groups no larger than five (5);
- Sanitize spaces/shared items in between meetings;
- Practice Social Distancing of at least six (6) feet.