

**Addendum to the  
Memorandum of Agreement  
Between Maynard Public Schools  
And the  
Maynard Education Association**

**The memorandum of agreement executed on October 5, 2020, between the Maynard Public Schools and the Maynard Education Association remains in full force and effect except as modified below. In the event of a conflict between the two agreements, this amendment shall rule.**

**Expectations Between Maynard Education Association and the Maynard Public Schools**

In an effort to continue providing high quality learning experiences for Maynard Public School students during the COVID-19 pandemic, our goal is to provide a robust and appropriate academic engagement opportunity for students through a shared collaborative process between educators and parents/guardians. The Maynard Public School Remote and Hybrid Learning Plan are designed to provide students the ability to work towards proficiency on critical concepts or skills.

In order to provide a high quality learning experience, the following are expectations for faculty and staff to be held within the normal business hours of the school day:

- Faculty are expected to use Google Classroom as the base platform for all learning activities for the 2020-2021 school year. In addition, Teachers at Green Meadow will use See Saw as a Learning Management System.
- Teachers will use a combination of synchronous and asynchronous activities in their instruction.
- During live synchronous learning, when break out rooms are used they will be supervised by an employee of MPS, unless given prior permission from Curriculum, Instruction and Assessment Principal. A staff member must be present during a Google meet or other live virtual meeting involving multiple students unless given prior permission from Curriculum, Instruction and Assessment Principal.
- Faculty are expected to respond promptly to student or parent/guardian emails, generally within 1 business day.

- Faculty and staff are expected to participate in a grade-level team or department meetings, if scheduled, during the weekly professional development day.
  - The day may include the following as needed:
    - Grade level or Department meetings, to include
      - Data analysis of instructional and other data that will be used to impact instruction.
      - Collaborative planning
    - Personal or team Professional learning on remote strategies, including Simple K-12 as determined by the educator and administration.
    - Personal or team Professional learning on Trauma informed practices related to COVID-19 as determined by the educator and administration.
    - COVID-19 safety related trainings
  
- Faculty and Staff are expected to attend virtual meetings about students as required by the IEP and 504 processes with no less than four (4) work days notice when possible barring exceptional circumstances. Special Education Team Chairs will make every effort to schedule meetings collaboratively during the school day and avoid scheduling meetings during synchronous teaching times when possible. Every effort will be made to schedule meetings during the school day, but the educator and administration agree that there are occasions when this is not possible. In these exceptional cases, the educator will attend unless he/she also has a scheduling conflict.
  
- To support continuity of learning in the event of a faculty member's illness or absence, all staff will have 4 days of planned emergency activities/assignments with instructions to ensure that a student or parent can complete the lesson/activity independently. These activities/assignments shall be loaded into their Google Classroom and submitted to the main office.
  
- Employees must both log sick time in Ivisions as well as notify their Principal of Curriculum, Instruction & Assessment.
  
- If an Educator feels that there is a student in distress, the Educator should contact their Principal of Leadership & Operations and follow mandated reporting laws and guidelines.
  
- The district shall provide at least 8 calendar days advance notice prior to progressing between hybrid, full in person, or remote education models, including at least one Wednesday Professional day(which shall be exclusively used for teacher preparation for in person learning) and a weekend, unless

directed by the board of health or an emergency situation. Staff shall be prepared to provide classroom instruction upon return to school buildings.

### **Stipends**

- The following clubs and activities have been pre-authorized to run remotely: High School Yearbook, Fowler School Yearbook, Grade 9-12 Class Advisors, High School Student Government, Fowler School Student Government, National Honor Society, National Junior Honor Society, International Club, Green Committee, SAGA, High School Math League, Fowler Math Club.
- Should an advisor wish to appeal the decision, they will submit a modified plan to administration for review. No clubs or activities may meet in person without prior approval from the Principal of Leadership & Operations, Building Nurse, Team Chair, and Assistant Superintendent.
- Sport stipends will be provided for teams that are authorized to play via MIAA regulations. List of these sports that will be able to play will be evaluated by season. For the Fall I Season the following coaching positions are authorized. Boys and Girls Soccer Head Coach and Assistant, Field Hockey Head Coach and Assistant Coach, Cross Country Head Coach, Golf Head Coach.
- Stipends will be provided to staff members when that staff member receives a signed contract from the Maynard Public School Business Office prior to the start of the club or activity.

### **Health and Safety**

- District will provide all needed PPE for teachers according to state and CDC guidance:
  - Masks will be provided to educators (including see-through masks to service providers as needed for specific services)
  - Gloves, gowns, and face shields will be provided to specific educators as needed for specific services
- Teachers may choose to use their own masks as long as they meet the approved state guidelines (no gaiters, bandannas or valve masks - must be at least 2 ply).
- A protocol for accessing PPE and cleaning supplies will be provided to all staff. This protocol will include a process for staff to request specific PPE.

- Masks are mandatory for all students and staff prek-12 throughout the district, except for qualified exemptions.
- The district will provide all needed cleaning and disinfecting cleaners for classrooms such as, hand sanitizer and disinfecting wipes for use at teacher discretion.
- High touch surfaces in hallways and common areas will be wiped down with sanitizing spray four times per day by the custodial staff when the building is occupied. Maps of occupied spaces will be provided to custodial staff to ensure occupied spaces will be cleaned.
- The district will provide staff with cleaning spray and wipes in order to clean high touch areas within the classroom spaces as instruction dictates. Staff will receive training on how and when to use the cleaning spray and wipes and provide Safety Disclosure Sheet for any chemicals used.
- The buildings will be sanitized between cohorts, at least twice per week.

### Teaching Assignments

- Staff members that provide medical documentation of a health condition or disability that places them at increased risk for illness related to complications from COVID-19 may request to be one of the remote only FTEs required to run the district educational program as a reasonable accommodation. The district will work with educators requesting such accommodation to assign them to a position within their certification that can be done remotely. Should a position not be available, the district will work to identify a position outside of their certification area that can be done remotely. Should no positions be available the staff member will be provided with the various leave options, including those under the the Families First Coronavirus Response Act (FFCRA) and the collective bargaining agreement.
- Members of staff that do not have medical documentation of a health condition or disability will be considered for any of the remaining unfilled remote positions necessary to run the district's education program. The district will prioritize requests in the following order:
  - Staff members over the age of 65
  - Staff members with medically compromised family members living in their home, as referenced in the Employee COVID 19 Leave options letter sent on August 6, 2020
  - Staff members with Childcare concerns
  - Staff members who are fearful of returning to work
- The district will work with educators requesting such accommodation to assign

them to a position within their certification that can be done remotely. Should a position not be available, the district will work to identify a position outside of their certification area that can be done remotely.

- Should an individual's health status change during the 2020-2021 school year requiring the individual to work remotely, the district will work with educators requesting such accommodation to assign them to a position within their certification that can be done remotely. Should a position not be available, the district will work to identify a position outside of their certification area that can be done remotely. Should no positions be available, the staff member will be provided with the various leave options, including those under the Families First Coronavirus Response Act (FFCRA) and the collective bargaining agreement.
- If a staff member is assigned a remote position outside of their certification area during the pandemic period, staff will be returned to their prior position after the pandemic period.

### **Evaluations**

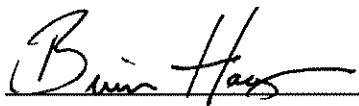
- It is recognized by administration and faculty that conditions under which faculty are evaluated for the 2020-2021 school year will be different than any previous year.
- Educators will be evaluated according to the existing MEA contract dated 2018-2021.

### **Class Size**

- The District recognizes that teaching more than 28 students at a time online synchronously is challenging and it will make good faith efforts to limit groups to no more than 28 students for synchronous learning in the Remote Learning Pathway. Recognizing that small group instruction allows for greater interaction between students and teachers, teachers should work with their remote class in small groups when possible.
- Hybrid cohort classes: When we return to the hybrid model, number of students per class and distances between students will be evaluated by the Association and Administration using the conservative safety metrics and recommendations that exist at that time to agree on appropriate distance protocols for each classroom.

Unless specifically augmented herein, all previous guidance issued by the District will continue to be in effect and all terms and conditions in the collective bargaining agreement continue to be in full force and effect. Please note that these Agreements were reached in good faith and in full anticipation that they will not need to be disturbed during the 2020-2021 School year. However, be aware that should Federal or State authorities issue directives that conflict with specific items in Agreement, such directive will supersede the specific conflicting provision of this Agreement while the remainder will continue in full force. Additionally, the parties recognize that not all issues could be foreseen in this agreement, terms of this agreement may be modified only by mutual agreement and shall be reduced to writing and executed by the parties. This Agreement will expire on June 30, 2021 or at such time as the Covid-19 restrictions are removed from the district.

The parties recognize that these are unusual circumstances and an evolving situation. Therefore, this agreement shall not be used as evidence of precedent or past practice.

  
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Brian Haas, Superintendent of Schools

10/6/2020

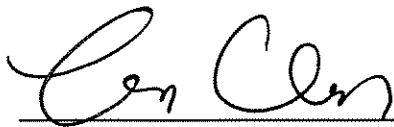
Date

  
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Michael Waldron, President, Maynard Education Association

10/8/2020

Date

  
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Lydia Clancy, School Committee Chair

10/6/20

Date