

MEMORANDUM OF UNDERSTANDING DURING COVID-19 PANDEMIC - DRAFT

This Memorandum of Understanding is specific to the 2020-21 Academic School Year during the COVID-19 Pandemic and subject to the ratification of the Whitman-Hanson Regional School Committee (The District) and the Whitman-Hanson Education Association (The Association), further subject to the ratification of this Agreement by the membership of the Association. This document is to provide clarifications for all units. The current contract remains in effect and this document is in addition to the current contract and is meant to and will address specific concerns due to this pandemic.

ALL WHEA BARGAINING UNITS A-D

P.P.E./SAFETY/AIR QUALITY

- Personal Protective Equipment (PPE) provided as necessary; staff is encouraged to supply their own masks.
- The District, in consultation with local Boards of Health (BOH), Department of Public Health (DPH), Metrics to determine school open/close or full remote decisions.
- Cleaning and disinfecting will be performed daily.
- Air quality to be monitored periodically. iWave air purifiers will be installed in all univents, roof-top units and window air conditioners to assist in cleaning the air flow in classrooms and buildings.
- Social distancing of 6ft apart will be observed and maintained in classrooms with student desks whenever possible.

The District shall establish contact tracing protocols and any students or staff who have been in close contact with anyone who tests positive for COVID-19 will be quarantined per the latest and/or most recent DESE guidelines in conjunction with the Mass Collaborative. The lead nurse will be included in this process. Classroom seating charts will be provided by all teachers to support contact tracing. All students who engage in collaborative work at less than 6 feet but no less than 3 feet under the direction and supervision of their teacher will log their collaborative partners to support contact tracing. This log will be kept with the seating chart. Employees placed in this status by the district will receive full pay and benefits without being required to use sick or other leave for the first ten (10) days.

MASKS/FACE COVERINGS:

In accordance with MDPH and the WHRSD Covid guidelines face masks will be worn at all times within school buildings and outside when social distancing of 6ft is not possible. Masks are for the protection of all members of the WHRSD community. Masks with openings, holes from extensive wear, or gaps in the design material; and masks that are wet, damaged, ripped, or torn are not acceptable. This includes bandanas.

Face coverings should:

- cover the nose and mouth
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops

- may include multiple layers of fabric
 - allow for breathing without restriction
 - may be able to be laundered and machine dried without damage or change to shape
- Employees and or students who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene, and replace the mask when they are done.

TRAINING P.P.E. AND PROFESSIONAL DEVELOPMENT

- Training Personal Protection Equipment (P.P.E.) – Self-paced online instruction and in person.
- Professional Development – Self-paced online instruction
- The District will establish a mask policy for grades PreK through 12 that may exceed local state and federal guidelines.

BREAKS/LUNCH

- The District will provide adequate space for staff for duty-free breaks and lunch.

FULL REMOTE DUE TO CLOSURE (Absent a mandated quarantine)

- Staff is expected to report to school buildings and teach from the classroom.
- Teachers may bring in their own children to the building classrooms; however, simultaneously, must perform all of the duties of the position.

ACCOMMODATIONS FOR STAFF UNABLE TO REPORT

- The District, to the best of its ability, will work with staff who are unable to physically report to work, or who have requested to work remotely due to a medical compromise, to find employable work or other assignments.
- Staff that have chosen or been assigned to remote work will be placed back to their original position for the following school year.

The procedure for determining which teachers will be teaching remotely shall be as follows: After the needs of the students are determined (which grades/subjects require a “remote teacher”), the following criteria will be utilized, in this order:

- Teacher DESE Certification
- Seniority shall be the determining factor.
- Educators requesting remote instruction will be prioritized as follows:
- those with a disabling condition;

- those who have household members in at-risk categories or with serious medical conditions,

- those with pressing childcare responsibilities.

SICK TIME

If the district quarantines a staff member the staff member will not be charged or made to use their sick time. The district will compensate the staff members and benefits will remain intact.

Individual situations will be discussed with WHEA and WHRSD in regards to the continuation of the regular teaching assignment.

The lead nurse will consult with WHEA and WHRSD in determining when the staff member can return to work safely in person.

PERFECT ATTENDANCE

- Contractual perfect attendance remains status quo.

DISCIPLINE

- Student issues during remote/virtual instruction will be reported to the school where the student is enrolled.

WORK DAY

There will be no change to an employee's schedule without discussion and agreement with WHEA. Work days will not exceed the typical work day in the current contract.

ADVISOR CLUBS/EXTRA-CURRICULAR STUDENT ACTIVITIES

- Advisor Clubs and Student Extra-curricular will run either remote or in-person, adhering to social distancing mandates and hygiene protocols.

STUDENT ATHLETICS

- For the 2020/2021 school year, Whitman Hanson will not follow the WHEA agreement. Instead we will compensate according the following chart:

- Varsity coaches

Step 1 \$450 week

Step 2 \$475 week

Step 3 \$500 week

Step 4 \$550 week

Step 5 \$600 week

- **JV/Assistant coaches**

Step 1 \$350 week

Step 2 \$375 week

Step 3 \$400 week

Step 4 \$450 week

Step 5 \$475 week

- **Freshmen coaches**

Step 1 \$275 week

Step 2 \$300 week

Step 3 \$325 week

Step 4 \$350 week

Step 5 \$400 week

If a season is cancelled in its entirety the varsity coach will receive a \$1,000 stipend provided the Athletic Director determines the coach was continuing to provide leadership for the program. For partial weeks, the above weekly pay will be divided by 7 to establish a daily rate. At no time can the stipend exceed the amount the coach would have received under the teacher contract.

BY BARGAINING UNIT

UNIT A

TEACHING HOURS/WORKLOAD

- As outlined in the WHRSD Reopening plans submitted to the Department of Elementary and Secondary Education (DESE) dated August 14, 2020 pages 9-13 includes one hour prep (subject to change.)

- District is adopting G Suite. The district will provide training and support throughout the school year to all staff to assist them in successfully implementing this during the pandemic.

AFTERSCHOOL WORK HOURS EXPECTATIONS

- Teachers maintain contractual teaching times per Contract for after school hours.
- Adjustments may be made upon notification and approval of the building principal to perform after school work remotely.

CLEANING AND DISINFECTING

- District-wide, high touch areas and classrooms will be sanitized daily. When students move between classes, desks will be cleaned by staff/students. Teachers will lead students in wiping down their desk. Students will leave Chromebooks open for sanitization.

LIVE STREAMING

- Live streaming will be at the high school level only and the district will support staff while this is being implemented. In an effort to provide continuous content coverage and instruction to students in the most efficient manner possible for teachers in both in hybrid and remote formats, the WHRHS will implement a “live streaming” program for the 2020/2021 school year. This will be subject to the district providing ongoing professional development/training, appropriate technology and technological support along with appropriate safeguards/student restrictions that allow for seamless, secure delivery. It is understood that teachers will exercise their professional judgment in maximizing face to face time with all students when livestreaming.

ACCOUNTABILITY/EVALUATIONS

- See Student Handbook per grade level.
- The Code of Excellence will apply to Hybrid/Remote/In Person instruction and dealing with staff and students of WHRSD.
- All units will be evaluated per contract. Current evaluation models for all units will remain in effect with the following specifics:
 - Goals and evidence may be adjusted as needed as well as timelines and due dates keeping flexibility in mind.
 - Streaming and G Suite proficiencies will not be used as part of the evaluation process.
 - In person evaluations will be preferred and prioritized unless staff is full remote.
 - If the district goes to a full remote model further clarification and discussions would need to be had about what the evaluation process will look like.

GRADING EXPECTATIONS

- Grading expectations for all learning platforms, hybrid and remote, will be consistent with previously established WHRSD reporting structures.

DISTRICT CALENDAR 2020-21 SCHOOL YEAR

- All remote Wednesdays will be half day calendar days.
- In the event of a holiday, cohorts will follow the holiday schedule.
- Inclement weather days will be treated as half day remote days, upon approval of DESE.

RELATED SPECIALISTS

- Discuss with WHEA/Expectations may differ school building to school building; all contractual obligations will be met.

UNIT B

ROLES EXPECTATION

- Curriculum Chairs oversight will extend to various learning platforms, both hybrid and remote, according to level of supervision.

DISCIPLINE ISSUES

- Disciplines will be handled in the school where the student is enrolled. If there is a student issue with hybrid or remote instruction it will be reported to the administration where the child is enrolled for follow up. All students including remote/hybrid students will comply with student handbook rules and will involve due process and progressive discipline, as needed.

UNIT D

CONTRACTUAL OBLIGATIONS

- Duties / Assignments may change due to amended school schedules under COVID-19 Pandemic with discussion and collaboration with WHEA.
- When Classroom coverage is not needed or required, consistency in assignments will be attempted; however, student safety is paramount.
- The district recognizes that paraprofessionals play an important role in the education of our students. It is understood that para duties and assignments may change as a result of this pandemic. The district and building administration to the best of their ability will minimize the use of paraprofessional staff across multiple grade levels.
- Paraprofessional hours may be adjusted at each building as long as the hours do not exceed a typical work week. There will be no change in pay or benefits.
- Elementary paraprofessional hours will coincide with teacher hours with the exception of Wednesdays. Hours will not exceed a typical work week.
- Middle School and High School paraprofessional hours may vary slightly based on the arrival and dismissal times of students. Hours will not exceed a typical work week.
- Paraprofessionals that are assigned to a specific program or group of students that are in school on Wednesdays will report for those programs.

Kevin A. Kunk

Whitman Hanson Education Association

9/11/20

Date

Robert W. Kline

Whitman-Hanson Regional School Committee

9/11/2020

Date

[Signature]

Superintendent of Schools

9/11/2020

Date