

**PAEA counter MOU to District - 5/20/20**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
PALO ALTO UNIFIED SCHOOL DISTRICT AND  
PALO ALTO EDUCATION ASSOCIATION**

**2020-2021 SECONDARY SCHOOLS INSTRUCTIONAL SCHEDULES  
IN A COVID-19 ENVIRONMENT**

This Memorandum of Understanding (MOU) between the Palo Alto unified School District and the Palo Alto Education Association sets forth the parties' agreed upon negotiated effects of District decisions regarding the establishment of 2020-2021 secondary schools instructional schedules in a COVID-19 environment.

- I. Shared Interests:** This MOU is based on the following shared interests of the parties:
- A. Meet the diverse educational, social emotional needs of all students.
  - B. Protect the safety of all students and staff.
  - C. Acknowledge the professional expertise of educators on how to innovate to meet student needs through individual and collaborative creativity and ingenuity.
  - D.** Provide as much flexibility as possible to allow for adjustments in the delivery of education to students based on mandates or recommendations from governmental entities.
  - E.** Provide as much consistency as possible in the instructional schedules regardless of the degree to which education and learning occur remotely or in person.
  - F.** Allow for candid and constructive conversations among all educators so that "course corrections" can occur quickly and with the least amount of disruption to teaching and learning.

**II. 2020-2021 Secondary Schools Instructional Schedule ("Bell Schedule"):** The Bell Schedule is attached to and incorporated into this MOU. This schedule shall apply if schools reopen for or during the 2020-2021 school year under a so-called "blended learning model" which includes direct (physically present) and remote instruction, and includes the following major elements and characteristics:

- A. Students at each school shall be divided into two groups of roughly equivalent numbers ("Group A" and "Group B") according to a method to be established by the District.
- B. Each student group will physically attend school on alternating days (one group on Monday and Thursday and the other on Tuesday and Friday). On days of non-attendance, students will engage in distance learning, including on Blended Teacher Wednesdays when most students will not attend school.
- C. Teachers are expected to deliver content to students through a variety of methods during distance learning days to extend learning beyond face-to-face interactions. Recognizing the range of students in grades 6-12 and the diversity of content areas, teachers will make a reasonable effort to replicate the amount of time allocated to lessons in a way that covers essential content during non-traditional bell schedules.
- D. In order to meet the special and different needs of all student populations, some students may physically attend school and receive direct instruction five days per week. **Special Education and Futures class teachers will receive their full prep time. If those teachers have their students and classes five days a week they will not be responsible for distance learning.**

**III. Calendar - calendar committee to reconvene**

- A. The 3 Staff Development days in the calendar will be moved to August before school starts and the students will start 3 days later than the scheduled start date.
  - a. If the Governor allows for less than 180 student days, more Staff Development days can be provided before the students start.
- B. Professional Development will be provided
  - a. Blended Learning, Flipped Classrooms, Schoology, Google Classrooms, or other PD that the teachers might find helpful and the district is able to provide will be provided during the Staff Development days.
- C. Back to School Nights will be canceled for the 2020-21 due to restriction on large group gatherings.
- D. Parent teacher conferences in K-6th grades will not be mandatory unless compensated at the daily rate in Appendix H.

**IIIIV. Blended Teacher Day:** Each Wednesday shall be a Blended Teacher Day ("Day") subject to the following terms and conditions:

- A. The primary purpose of the Day is to afford educators time needed to prepare for and successfully implement the blended learning model in furtherance of the Shared Interests first stated above.
- B. Accordingly, the Day will be used for educators to continue to engage in the following activities:
  - i. Collaboration with course-alike colleagues and teams
  - ii. Connection and communication with students and parents
  - iii. Updating the learning management system
  - iv. Providing online tutorials, including in real time
  - v. Office hours
  - vi. Attending IEPs/504s
  - vii. Professional development
  - viii. Lesson planning
  - ix. Examining student data
  - x. Preparation time
- C. In order to preserve sufficient time for educators to engage in the foregoing, ~~activities directed by the principal or site administration shall not exceed 2 hours on the Day or 8 hours over a one-month period.~~ **teachers will have discretion to use the time for the purposes above in B. For deep cleaning and childcare purposes educators can work from home on the Day.**
- ~~D. In any four-day week in which there is not a student attendance day on Monday or Friday (due to e.g., holidays, District-wide professional development days), Wednesday of that week shall not be a blended teacher day. By way of example, if Monday is a non-student attendance day, Group A will attend class on Tuesday and Thursday and Group B will attend class on Wednesday and Friday. To further clarify, in any four-day school week, there will not be a blended teacher day.~~
- E. D. Site and District meetings will be held during the designated meeting blocks on Thursday and Friday in the Secondary Bell Schedule.**

#### **IV. Miscellaneous Provisions**

- A.** The parties intend that this Bell Schedule should remain in effect as much as possible if the exclusive method for delivery of education remains or returns to distance learning for the 2020-2021 school year.
- B.** If student attendance is allowed to return to pre-COVID-19 conditions in the 2020-2021 school year (i.e., all students physically attend school five days per

week), the bell schedules for secondary schools shall automatically revert to the schedules that were in effect at the commencement of the 2019-2020 school year. In addition, the parties agree to meet and confer in sufficient time to develop and implement (if permitted by law/regulations) a common secondary bell schedule for the 2021-2022 school year.

- C. The parties acknowledge the need to undertake the same efforts leading to this MOU for the elementary schools of the District.
- D. Childcare will be provided to staff who need it
- E. Unit members who have been exposed to the coronavirus and are required to be quarantined, "sheltered in place," or who self-quarantine based on medical advice or governmental recommendations/directives shall remain in paid status and not have days deducted from the member's sick, personal, or extended illness leave. This provision shall take effect for the 2020-21 school year.
- F. Teachers with high risks or family members with high risks and have a doctor's note will be given work from home assignments (such being in charge of distance learning for students who do not return to school physically).
- G. Square footage of classrooms will be considered when assigning students to teachers so that students and teachers can social distance at 6 feet apart.
- H. If single desks are needed and not already available they will assess the need and order before school starts.
- I. The district will provide the following PPE, Safety Measures and Training in accordance with the CDC
  - i. Masks for staff and students - daily if disposable and 5 for staff if washable.
  - ii. Face Shields for educators and paraprofessionals
  - iii. Disposable gloves
  - iv. Smocks to wear over clothes for staff - daily if disposable or 5 if washable (ordered in multiple sizes - one size does not fit all)
  - v. Plexi-glass shields or three sided cubbies for work that require a closer district
  - vi. Hand sanitizer - preferably automatic hand sanitizer dispensers inside doorways
  - vii. Hand washing stations
  - viii. Testing for virus or antibodies
- J. Safety Protocols and Procedures will be developed
  - i. How students line up, enter and exit the classrooms
  - ii. Lining up for lunch
  - iii. Bathrooms will be monitored and air dryers disabled and paper towels provided.
  - iv. Administrator protocols for if students do not follow the safety protocols and/or procedures
  - v. Administrators frequent risk assessments to make sure all safety measures are being followed and supplies in stock.
- K. Risk Assessment on the ventilation system in each room.
- L. Cleaning:
  - i. Before teachers return to school all classrooms will be deep cleaned before school starts and on the Blended Teacher Days and disinfected each evening for student and staff safety.
  - ii. Disinfectant spray bottles and/or wipes will be provided to each classroom.
  - iii. Increased custodial staff to help clean throughout the day.
- M. Nurses
  - Increased nursing staff. One nurse for every two schools or 1 nurse for every 4 schools with nurses aides for each site.

## VI Class Size

- A. Student groupings of classes of 12 or less will be implemented to abide by appropriate social distancing per state guidelines

- B. Elementary remediation for total class size above the contracted numbers will still be in place.
- N. The parties acknowledge that more issues, known and unknown at this time, remain to be addressed regarding the safety of students and staff as schools reopen. Some of these include:
- i. ~~Class size and configuration with social distancing in effect.~~
  - ii. Which students do/do not attend school every day?
  - iii. Enhanced Health and Hygiene: Taking employee and student temperatures (and any other "clearance" measures before returning to school). Cleaning and sanitizing of facilities and equipment.
  - iv. Enhanced protection materials, e.g., smocks, face shields, masks, space dividers.
  - v. Protocols for safe interaction outside of the classroom, e.g. restrooms, lunch rooms, play grounds, employee break areas,
  - vi. Attendance/Communications: Actions that may be needed for students who do not return. Communication with parents (e.g., conferences).
  - vii. Leaves of Absence: Coordination of state and new federal laws (including available support for childcare) as well as existing sick leave banks.
  - viii. Personnel Who are Ill with COVID-19 or are in High Risk Groups: Clarify leave policies for those actually ill and address possible arrangements (e.g. remote work) for those in high risk groups who have requisite verification that they should not to return to work sites.
- O. The foregoing list of potential areas/issues is not intended to be exhaustive; additional subjects may arise as events unfold and governmental entities issue more guidance.
- P. The District and the Association are jointly committed to maintaining open lines of communication to facilitate prompt discussion and resolution of issues (including during days of school recess as necessary) that may arise as schools reopen for the 2020-2021 school year to best serve their Shared Interests first stated above.

[End]