

MEMORANDUM OF UNDERSTANDING  
BETWEEN WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
AND  
UNITED TEACHERS OF RICHMOND (CTA/NEA)

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July 31st, 2020

This MOU is framed with a focused vision. Areas that were important to maintain within the components of this document include: Equity; Consistency of schedule; Collaboration; Prof synchronous and asynchronous teaching; and the foundation of necessary flexibility for our classrooms.

The West Contra Costa Unified School District and the United Teachers of Richmond ("Association", "UTR") enter this Memorandum of Understanding for the 2020-2021 School Year and transition to Distance Learning.

The Parties recognize there is a need to close schools and implement a distance learning program to allow for social distancing and to prevent the spread of illness arising from the current COVID-19 pandemic. The Parties recognize that they'll have to have a second Memorandum of Understanding when it's safe and that will detail how staff and students will be supported.

1. Unit members will be working from home for the remainder of the school year in an online distance learning framework. The District will support our online distance learning implementation.
2. Unit members may have the option to work from home and provide distance learning to students. The District will support this (including email) to their site/department.

- b. Only the unit member shall be allowed into the classroom/office where the member is working unless express prior approval of the unit member has been granted. No non-district employees shall be allowed in the classroom/office.
- c. The conditions of the employee working on the campus have been approved by any other bargaining units that may have working conditions impacted by the decision to work on campus.
- d.



- (a) Students will take 6 classes per year. During distance learning, these classes will be taught as 55-minute blocks, three blocks per day.
  - (b) Teachers will teach 5 classes per year, with one block of preparation.
  - (c) The standard schedule will be an alternating block, where students take three classes one day and three different classes the next day. All classes continue over the course of the year.
- iv. Secondary teachers on an alternate schedule (as established by a site MOU) where students may take more than 6 classes and teachers teach 5 or 6 classes per year, depending on the MOU, will provide 145 or 200 165 minutes of instruction daily.
  - (a) Classes will be taught in four (4) 55-minute blocks.
  - (b) The standard schedule will be an alternating block, where students take three or four classes one day and three or four different classes the next day. All classes continue over the course of the year.
  - (c) Sites may elect to adopt a standard 4x4 block schedule if they can meet

- iii. A forty-five (45) minute ILT meeting monthly (ILT members only)
  - iv. Forty-five (45) minutes of site-based collaboration twice a month.
  - v. Three (3) hours of professional development, three (3) weeks per month.
  - g. Each day, teachers will post a daily agenda in their classroom management platform by 10:00 am with daily learning objectives and tasks for the day.
  - h. Every Monday, educators shall post the schedule of instruction for the week to students and families by 10:00 am (e.g., what subject, when and whether it is synchronous or asynchronous). Educators may update the schedule during the week as required.
8. A grading policy for the 2020-2021 School year will be developed in collaboration between WCCUSD and UTR and agreed upon in a separate MOU in consultation with students and administrators. The standard grading policy shall be in place until such time as a proposal has been collaboratively developed and adopted by the WCCUSD school board.
9. If a bargaining unit member chooses to provide printed materials, manipulatives, and supplies to students, the Unit Member will work collaboratively with the site administrator to develop a plan to print and distribute such materials to students. Teachers will not be required to physically distribute or collect non-electronic materials.
10. Distance learning shall include video and/or audio instruction in which the primary modes of communication between the student and instructor are on-line interaction, instructional television,

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- b. Provide alternate instructional content curated from other sources (such as a video or presentation) to provide the instruction equivalent to that which was missed by the student.
  - c. Schedule the student to come to office hours to receive the instruction missed.
13. As is standard practice during the regular school year site administration may “join” a virtual class. Administrators shall join classes for the purpose of supporting educators and better understanding student and class needs.
14. Classroom teachers will be required to turn in a (e )-10.9 (a)11.2 (l)-.7 (qu be)9.2 ( r)6.9a6 ( -4.6 (nh8.5 ( )le)-1( t)-1.7 (q, w)ic.2 (r)8h tsos(t)-4.6 ( . )TJ, (f)-4 (i q2.6 (n4.64)-k7 (q.6 (s)-2.3 (s)6-1u)12.97 (a

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- a. The district will work with local county schools and the health department to determine when and how in-person assessment may be conducted in a manner that is safe and yields valid results, and will work with membership and district leadership to create the conditions under which in-person assessment can resume.
- b. Separate guidance will be provided, updated, and regularly communicated to unit members within the special education department regarding procedures for addressing initial and triennial timelines. In the interim, case managers will adhere to annual, transition, 30 Day Review of Placement, and parent requested IEP

See C:\Users\jw\OneDrive\Documents\IEP (w/aw) - 30 Day (end) 8.2 (1) 10.24 (ad) 2-3 (a) 18 (1) - (4) 62 8.2 (d) 2 (h)

- b. provide a \$1000 stipend to every teacher who is assigned a combination clas

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Appendix A - Site Sample Schedules

A - 1					
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A	A	B	A	B	B
8:20-10:00	PREP	PREP	PREP	PREP	Prep (8:20 - 9:00)
					Family Outreach (9:00 - 10:00)
10:00 -10:25	Homeroom /advisory	Homeroom /advisory	Homeroom /advisory	Homeroom /advisory	Homeroom /advisory
Block 1 10:30-11:15	Teaching/Learning				



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B D					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-10:00	PREP	PREP	PREP	PREP	PREP (8:15 - 9:00) Family Outreach (9:00 - 10:00)
10:00 - 10:55	Block 1	Block 4	Block 1	Block 4	Homeroom / Advisory (10:00-10:25)

E/	E/	B	



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8:15-9:05	PREP	PREP	PREP	PREP	PREP(8:15 - 9:00)
9:05-10:00	Office Hours	Office Hours	Office Hours	Office Hours	Family Outreach (9:00 - 10:00)
10:00 -10:25	Homeroom / Advisory	Homeroom / Advisory	Homeroom / Advisory	Homeroom / Advisory	Homeroom / Advisory (10:00-10:25)

**Appendix B - Friday PD schedule**

	Week 1	Week 2	Week 3	Week 4	Week 5
11-12:30	Race/Equity (central)	Race/Equity (site)	Race/Equity (central/site)	Site Time (Adjunct Duties, Staff Meeting, Collaboration, etc)	 _____

Examples of how the Teaching Blocks might look both daily and weekly: Example A--Elementary

A	Homeroom/Advisory/Class Meeting
B	C





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8:30-10:00

PREP