MEMORANDUM OF UNDERSTANDING

BETWEEN WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

AND

UNITED TEACHERS OF RICHMOND (CTA/NEA)

Distance Online Learning for the Fall of the 2020-2021 School Year

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 teach the foundation of necessary flexibility for our cl

The West Contra Costa Unified School Dist Richmond ("Association", "UTR") enter this M 2020-2021 School Year and transition to Distanc

The Parties recognize there is a need to close sch distance learning program to allow for social dist to prevent the spread of illness arising from the recognize that they'll have to have a second MO when it's safe and that will detail how staff and s

1. Unit members will be working from hon year in an online distance learning frame our online distance learning implementa

2. Unit members may have the option to wo distance learning to students. The ba (including email) to their site/departme

(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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2021 school year the 12-

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

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

FINAL –

39. Alternative education structure and schedule will be developed in collaboration between WCCUSD and UTR and agreed upon in a separate site MOU with consultation of students and administrators.

40. Teachers will be required to administer student assessments for math, reading, and writing as defined by the Teaching and Learning Department. The site ILT will coordinate with district staff the types of assessments that are appropriate for these content areas. The assessment policy will be developed in conjunction with the grading policy.

41. The Furlough Day on August 12 shall be restored for site-driven activities under the direction of site administration in collaboration with the site ILT until 1 p.m. The rest of the workday is given for unit members to initiate an introductory phone call to the parents and students in their home room or caseload. These calls may be made at a different time before the first day of school. Specialists will work to prepare for the provisions and services necessary for distance learning based upon their job classification.

42. A second Back to School Night shall be added to the calendar on January 19th (Elementary), 20th

Appendix A - Site Sample Schedules

TEACHER - ELEMENTARY SCHEDULES

TEACHER - ELEMENTARY SCHEDULE - Sample Option A					
TIME	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
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				

TEACHER - ELEMENTARY SCHEDULE - Sample Option C

TEACHER SECONDARY SCHOOL SCHEDULE 3x3[1]

Proposed Schedule 3x3 - Sample Option A					
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)

Proposed Schedule 3x3 - Sample Option C			
TIME	**MONDAY**	**TUESDAY**	

SCHEDULE 4X4 - Sample Option B					
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
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)	**Prep/Grading**

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

25 Min	Homeroom/Advisory/Class Meeting
Block 1	**Reading, Writing,& Phonics Workshop**

SECONDARY EXAMPLE:

25 Min	**Homeroom/Advisory**

SAMPLE K-

CAMERON SPEECH-LANGUAGE PATHOLOGIST
SAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-10:00	PREP				