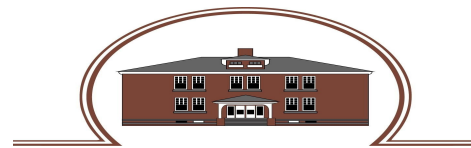


Barre Unified Union School District

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Rebecca Webb, M.Ed. – Act 166 Regional Coordinator

To: BUUSD Teachers, Paraprofessionals and Administrators
From: David Wells, Superintendent
Re: Distance Learning and Flexibility Around the School Day
Date: August 14, 2020

The administration appreciates the professional time and effort that teachers and paraprofessionals have put toward educating students while dealing with the restrictions that COVID-19 has put upon our district. This memo provides guidance on the structure of the workday within the definition outlined in the Master Agreement.

Article 10.1 of the Teacher's Master Agreement

Teachers are professional employees. Teachers will meet their professional obligations and structured their workday to achieve this end. The length of the assigned teacher workday within each school will be substantially equivalent for all full-time teachers, and will be 7 hours and 30 minutes.

Full-time teachers working under the Hybrid Model or Virtual Learning Model must plan on spending 7 hours and 30 minutes engaged in class preparation, teaching, and providing feedback to students. Teachers working on campus under the Hybrid Model must plan on arriving at least fifteen minutes before their first scheduled class to prepare for the day (Unless a teacher and his or her administrator have mutually defined a different daily schedule). Teachers working on campus may choose to leave school fifteen minutes after their last class or after any instructional or professional obligations assigned by building administration. Teachers whose duties include supporting students with intensive needs may have a schedule that differs from the Hybrid or Virtual Learning models. Teachers working on campus will not be required to be physically present in their buildings on Wednesdays but will be required to work 7.5 hours and be available during normal school hours for professional work (e.g. staff or student-focused meetings) and student instruction.

The intent of the district is for paraprofessionals to work their full contracted hours during the school day. Paraprofessionals must follow the schedule outlined by their direct supervisor. Paraprofessionals may be engaged in other meaningful work assigned by the district which may include follow-up with students, professional development, lesson preparation, etc. This work may be done remotely on days when teachers are teaching remotely and must be recorded on weekly timesheets. Paraprofessionals must be available for meetings when requested during the regular school day. The district is only able to pay employees for time they were engaged in professional duties as outlined above.

Teachers and paraprofessionals who need to take sick, personal, or other leave as defined under the Master Agreement will use the AESOP system.

Working from home presents its own challenges with confidentiality. Teachers and paraprofessionals must continue to maintain confidentiality while they work remotely. In particular, teachers and paraprofessionals must find a private

place to conduct IEP, EST, 504, and other similar meetings. Teachers and paraprofessionals may choose to work in their classroom or office during times when students are learning remotely as long as they follow COVID-19 procedures and limit their travel around the school.

As stated above, the administration appreciates the professional nature of teaching. While it is understood that teachers and paraprofessionals need the flexibility to structure their on-campus and off-campus work, we must consider the expectations of our colleagues and the greater school community. With this in mind, teachers and paraprofessionals must make themselves available for professional duties during the regular school day. Other than short errands that might normally be conducted during traditional lunch breaks, etc., we all must be mindful not to conduct other personal business (e.g. grocery shopping, extended recreational activities, etc.) during the school day. It goes without saying that teachers and paraprofessionals may not take on outside work during remote school hours.

Thank you all for your commitment to Barre students during this unprecedented time. Please do not hesitate to ask your building administrator or your direct supervisor if you have any questions about the information in this memo.