

MEMORANDUM OF UNDERSTANDING
between the
ISSAQUAH EDUCATION ASSOCIATION
and the
ISSAQUAH SCHOOL DISTRICT
Regarding K-3 Extended Day Pilot In-Person Hybrid Learning Model
of the COVID-19 Pandemic
2020-2021 School Year

The Issaquah Education Association and the Issaquah School District recognize the challenges facing our community and schools during the Pandemic. Earlier this school year, the parties worked in collaboration to create the framework for providing Issaquah students an in-person hybrid instruction option, while creating the ability to pivot between models if needed and as directed by our Superintendent, Governor, and/or our Health Department(s). Since health and safety are critically important to our staff, students, and community, scientifically supported protocols and procedures will be in place and communicated in a clear and timely manner to staff.

The parties have successfully implemented K-3 hybrid learning during the pandemic. The parties further commit to continue to follow applicable health and safety guidelines per the ratified K-3 hybrid MOU. In preparation for school year 2021-22, the District and Issaquah Education Association are committed to an extended day in-person K-3 Pilot at two (2) elementary schools in order to implement and assess the safe and sustainable expansion of in-person learning offerings to our youngest students. This pilot will provide the parties an opportunity to implement Health and Safety protocols and to assess the implementation of a full day return of in-person in advance of a full day return to in-person for the 2021-2022 school year.

The parties agree that in order to maintain continuity of learning communities, major roster changes will not occur. This pilot program is intended to learn from the expansion of the school day for those students who are already in person.

The terms “cohort”, “classroom cohort”, and “classroom” are used synonymously unless clearly indicated otherwise.

The terms “employee”, “staff member” and “certificated staff member” are used synonymously herein unless clearly indicated otherwise.

- 1) **Safety Timelines:** The following four (4) criteria must be met prior to May 25th in order to begin the pilot of extended K-3 in-person instruction. If they are not met prior to May 25th, the pilot program will not occur in the 2020-2021 school year.
 - a) When cases are at or below 300 cases per 100k, as reported on the “Key Indicators for COVID-19” for King County using PHSKC-reported data.
 - b) When the test positivity rate for King County is 8% or less, as reported on the PHSKC COVID-19 Dashboard. The most recently reported test positivity rate, on April 20th, 2021 is 5.5%.
 - c) Staffing sufficient to provide, supervision for lunches, recesses, and dismissal.
 - d) Pilot schools will be given priority for certificated substitutes and the District will pursue assignment of a designated substitute for the two pilot schools.

2) Health & Safety System Protocol: In accordance with the Governor’s Proclamation 21-05 signed March 15, 2021, if a cohort reports two (2) or more positive COVID cases in a fourteen (14) day period the entire classroom will quarantine for a fourteen (14) day period. If 10% or more classrooms are dismissed in this manner or the school cannot function due to insufficient staff or advised by Seattle King County Public Health, the school will close and switch to remote learning for fourteen (14) days.

3) Extended Day Pilot Framework:

- a) Staff shall provide K-3 students who are currently in person at the two (2) pilot schools, Challenger Elementary & Cascade Ridge Elementary, a lengthened school day of two (2) hours in order to provide extended learning opportunities. See Appendix A for ISD Elementary Sample Pilot Student Day for In-Person Instruction K-3 and ISD Elementary Sample Pilot Staff Work Day for In-Person Instruction K-3)
- b) The District and Association share a mutual interest in gaining understandings from the pilot, to guide decision-making on which additional supports may be needed in the upcoming school year, specifically, as it relates to food service, health rooms or isolation rooms, attestation and screening process, lunch and recess supervision of students, and delivery of additional academic opportunities.
- c) The District commits to following all Health and Safety protocols outlined in the prior ratified K-3 MOU.
- d) Notice to Staff and the Community will take place five (5) workdays prior to the start of the pilot.
- e) Tentative Start Date: May 20th, 2021.
- f) The working conditions and terms in the parties’ K-3 MOU for Hybrid In-Person is hereby modified for the two (2) pilot schools as set forth herein. Any provision not addressed here is not revised, and terms of the parties’ K-3 MOU govern.

4) Special Groups of staff members: The workday during this extended day pilot for any staff members with students who transitioned previously to in-person is modified as follows:

- a) ELL, Title/LAP, and SAGE staff members who have students receiving in-person learning may continue to provide their instructional services remotely. These staff members may use their professional judgement to determine if in-person services are needed to meet their schedule in agreement with their supervisor. These staff members will be available to administer scheduled in-person assessments and mandated testing both to individuals and small groups. They may choose their worksite on Wednesdays.
- b) Counselors and PBSES Coaches will work in person while students are onsite during the extended pilot day, and then may choose their worksite in the afternoon with the expectation that any travel time is included in their planning. Mileage will not be paid.
- c) TOSAs and Instructional Coaches will perform duties in person while students are onsite, during the extended pilot day. They may choose their worksite on Wednesdays.
- d) Deans will work in-person Monday, Tuesday, Thursday, and Friday. Their worksite on Wednesdays may be remote upon approval of their supervisor.
- e) Certificated nurses will work in-person when students are onsite, based on their FTE. Certificated nurses may choose their worksite on Wednesday. Any travel time is included in their planning. Mileage will not be paid.

5) Health and Safety: Lunchroom procedures and the circumstances involving young children who typically need additional assistance from adults will put staff and students into a medium transmission rate. Lunch is an activity where masks are not worn, with increased exhalation, so additional PPE and safety protocols will need to be identified and followed. To address this, the District, working with the schools' COVID Supervisors, will put the following protective measures in place and monitor for consistent adherence:

- a) Limit gatherings and mixing of students in the cafeteria or other communal spaces.
- b) The lunchroom will not exceed the COVID capacity of the space including staff and students.
- c) Students will be required to wash their hands before leaving the classroom for recess and/or lunch, with any assistance that they may need. If students have recess first, they will be required to wash their hands with soap and water before entering the lunchroom.
- d) Sanitizing stations will be placed, and students and staff will be required to use them as they enter and exit the cafeteria.
- e) Students will move with their classroom cohort to the lunchroom. Students will be seated with their classroom cohorts.
- f) Students will have assigned seats within their cohorts and cohorts will have assigned locations in the lunchroom.
- g) Spacing between class cohorts will be at the maximum space possible.
- h) Classroom teachers and specialists will not be required or asked to enter the lunchroom unless emergent issues arise.
- i) Other certificated staff, who are not classroom teachers or specialists, who are asked to monitor students in the lunchroom will be informed before the first day of the pilot that they may request and be provided additional PPE (non-surgical KN95/N95 masks, face shield, gloves. These certificated staff members will include Deans, PBSES coaches, TOSAs Instructional Coaches, and Counselors.
- j) Staff will work with the COVID Supervisor to determine tools (for example, scissors) and process of sanitization that will be used when assisting students in opening snacks and food items.
- k) Gloves will be provided for a staff member who assists a student in opening an item that has already touched a student's mouth.
- l) Students will be expected to keep masks on when they are not eating.
- m) If practical, windows and doors will be open during lunch.
- n) Certificated staff members will not be responsible for cleaning and disinfecting when bodily fluids are involved.
- o) Certificated staff will not be required to sanitize or clean the tables or floors. Tables will be cleaned and sanitized before and after each cohort's lunch.

6) Classroom Preparation and schedules: In acknowledgement of the time necessary for setting up a classroom and the change in instructional day caused by the pilot the following will occur:

- a) LRC, ELL, Title/LAP, and SAGE teachers may provide asynchronous lessons during the first day of the pilot.
- b) The District will provide a suggested model schedule for teachers to use if they wish. However, teachers may create classroom schedules that work for their students and classes. Kindergarten teachers may include time for physically distanced purposeful play in their schedules.

7) Classroom setup:

- a) A classroom may use their classroom technology still in the building or a teacher may request 5 classroom laptops.

- b) If COVID capacity allows a kidney bean or rectangular table will be provided upon the teacher's request.

8) Expectations and Other Working Conditions

- a) Staff members will not be assigned student supervision beyond escorting them to the appropriate pick-up area once students are dismissed at 2:30.
- b) Teaching staff will not be expected nor required to assign asynchronous lessons to students who choose to leave earlier than 2:30.
- c) Staff members other than classroom teachers who meet with individual or small groups of students in person may request a larger space to conduct their in-person student meeting if physical distancing guidelines cannot be followed in their current workspace.

9) Elementary LRC I Teachers: All elementary LRC I teachers with K-3 students on their caseload who are attending school in the in-person hybrid learning model will work on site when students are present, and then may choose their worksite for the remainder of the afternoon. With the expectation that any travel time is included in their planning. Mileage will not be paid.

10) Therapeutic Specialists: OTs, PTs and SLPs will continue to deliver services remotely.

- a) Questions regarding remote services for a student will be addressed through the IEP process, as needed.

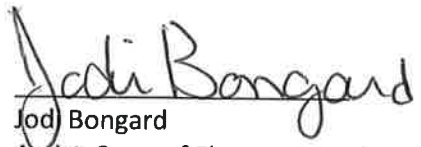
11) Provisions for Employees at the Pilot Schools: In acknowledgment that the staff at pilot schools are being asked to change their personal and professional schedules so close to the end of school year in a year of many changes to the instructional model required of them, and in acknowledgement that there is a significant substitute shortage, the following will apply:

- a) Certificated Staff in the pilot schools who work the extended day on site may cash out up to three (3) days of their personal leave, regardless of the amount of personal leave they have accrued, at its full value in lieu of taking those days in May or June of 2021, excluding leave that has already been approved as of the ratification of this MOU.
- b) Certificated staff who have children attending school whose school day ends at 12:30 will engage in a conversation with their building administration to determine a plan for childcare. This may include access to the BASC program.
- c) Certificated staff members may volunteer to provide supervision in the building to 4th and 5th grade children of Certificated Staff in the pilot schools who work the extended day on site. This supervision may take place if space is available in the school.

12) Pilot Review: IEA and ISD will work together to review the implementation of the pilot expansion of the elementary school day at K-3. The District and the Association are committed to bring back information that they have collected to debrief. The parties commit to scheduling a Pilot Debrief/Review meeting no later than June 30th, 2021. The IEA President will attend or select members to be a part of this meeting.

This MOU shall be in effect for the 2020-21 school year and shall sunset on the last instructional day of the school year. All other provisions of the collective bargaining agreement and K-3 MOU shall remain in full effect unless specifically modified by the terms of this MOU. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19.

Agreed to this 12 day of May, 2021.


 Jodi Bongard
 Assist. Supt. of Elementary Education


 Tori Sylvers
 Lead Bargainer

APPENDIX A

ISD Elementary Sample Pilot Student Day for In-Person Instruction K-3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-11:45 (K-1) 9:00-12:45 (2-3) Whole Group In-Person	In-Person Reading Writing Math Social Studies and Science Integrated Health	In-Person Reading Writing Math Social Studies and Science Integrated Health	Whole Group Remote 9:00-10:00 Class Meeting/SEL/ Community Building Mini Lesson: Amplify Science	In-Person Reading Writing Math Social Studies and Science Integrated Health	In-Person Reading Writing Math Social Studies and Science Integrated Health
15 Minute Snack Break/Recess (Based on building schedule)	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess
9:00-12:30 Whole Group In-Person Continues	In-Person Reading Writing Math Social Studies and Science Integrated, Art	In-Person Reading Writing Math Social Studies and Science Integrated, Art	Whole Group Remote 10:15-10:45 Mini Lesson Reading/ Writing/Math 10:45-12:30 Small group instruction with teacher, Ind. Wk. 12:00-12:30 Asynchronous Specialists	In-Person Reading Writing Math Social Studies and Science Integrated, Art	In-Person Reading Writing Math Social Studies and Science Integrated, Art
Lunch 11:45-12:25 (K-1) 12:45-1:25 (2-3)	Lunch	Lunch	Lunch At Home/Break	Lunch	Lunch
12:30-2:30 (K-1) 1:30-2:30 (2-3)	In-Person Math, Hand Writing, Haggerty, Science, Art Purposeful Play Math	In-Person Math, Hand Writing, Haggerty, Science, Art Purposeful Play Math		In-Person Math, Hand Writing, Haggerty, Science, Art Purposeful Play Math	In-Person Math, Hand Writing, Haggerty, Science, Art Purposeful Play Math
2:30-3:00 Transition	Transition Home Independent student work time	Transition Home Independent student work time	Independent student work time iReady, Lexia, Science, Journals, Ind. Reading	Transition Home Independent student work time	Transition Home Independent student work time
3:00-3:30 Specialists	Asynchronous Specialists	Asynchronous Specialists		Asynchronous Specialists	Asynchronous Specialists

5/12/21 *The above is a sample schedule; instructional choices will be made by the teacher to meet the needs of their individual classrooms and students.

ISD Elementary Sample Pilot Staff Work Day for In-Person Instruction K-3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
NIT 8:15-9:00	8:15-9:00	8:15-9:00	8:00-9:00	8:15-9:00	8:15-9:00
9:00-11:45 (K-1) 9:00-12:45 (2-3) Whole Group In-Person	In-Person Reading Writing Math Social Studies and Science Integrated Health	In-Person Reading Writing Math Social Studies and Science Integrated Health	Whole Group Remote 9:00-10:00 Class Meeting/SEL/ Community Building Mini Lesson: Amplify Science	In-Person Reading Writing Math Social Studies and Science Integrated Health	In-Person Reading Writing Math Social Studies and Science Integrated Health
15 Minute Snack Break/Recess (based on building schedule)	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess	15 Minute Snack Break/Recess
9:00-12:30 Whole Group In-Person Continues	In-Person Reading Writing Math Social Studies and Science Integrated, Art	In-Person Reading Writing Math Social Studies and Science Integrated, Art	Whole Group Remote 10:15-10:45 Mini Lesson Reading/ Writing/Math 10:45-12:30 Small group instruction with teacher, Ind. Wk. 12:00-12:30 Asynchronous Specialists	In-Person Reading Writing Math Social Studies and Science Integrated, Art	In-Person Reading Writing Math Social Studies and Science Integrated, Art
Lunch 11:45-12:25 (K-1) 12:45-1:25 (2-3)	Lunch and Planning	Lunch and Planning	12:30-1:30 Lunch and Planning	Lunch and Planning	Lunch and Planning
12:30-2:30 (K-1) 1:30-2:30 (2-3)	In-Person Reading Writing Math Social Studies and Science Integrated, Art Purposeful Play	In-Person Reading Writing Math Social Studies and Science Integrated, Art Purposeful Play	1:30-2:00 Prof. Meetings 2:00-4:00 Staff Directed Time or Professional Development Per CBA	In-Person Reading Writing Math Social Studies and Science Integrated, Art Purposeful Play	In-Person Reading Writing Math Social Studies and Science Integrated, Art Purposeful Play
2:30-3:30 Planning	Planning			Planning	
NIT 3:30-3:45	3:30-3:45			3:30-3:45	

05/12/21