

**Memorandum of Understanding
Between Edmonds School District
and the
Edmonds Education Association**

Agreements Related to Governor Jay Inslee’s Emergency Proclamation 20-5

WHEREAS, the local, regional, national, and global effects of the COVID-19 pandemic continue to evolve and government mandates and expectations continue to change as a result; and

WHEREAS, the Edmonds School District (District) and Edmonds Education Association (Association) believe the health and safety of school district employees and our community at large remains our top priority; and

WHEREAS, in October the Parties agreed to a limited return to in-person learning (Stage 1 Agreement attached) for certain special education programs; and

WHEREAS, in February the Parties agreed to an expansion of in-person learning to include additional special education programs, Pre-K through 2nd grade, and some third-grade students, as well as Hub Models for grades 3-12 (Stage 2 Agreement attached);

Now THEREFORE, the parties agree to the following:

Stage Three (grades 7-12) Agreements

Phase Order

Grades 7 – 12 will return on April 19, 2021

Model

Students will be divided into 3 cohorts, A, B, & C.

- Cohort A attends in person on M & Th and accesses instruction remotely on T & F
- Cohort B attends in person on T & F and accesses instruction remotely on M & Th
- Cohort C remains fully remote and accesses instruction remotely on M, T, Th, & F
- All cohorts will be given asynchronous learning activities on Wednesdays

Teachers will utilize Zoom and their instructional laptops and/or document cameras to teach Groups A, B, and C concurrently each period.

Teachers who request a remote assignment due to being at “increased risk” or “might be at increased risk”, with a note from a medical provider, will continue to work remotely. Their in-person students will be supervised by certificated substitute(s) or non-EEA district staff on the students’ in-building days.

Due to the extraordinary circumstances and challenges inherent in teaching remote and hybrid students concurrently, teachers will have academic freedom and professional discretion to determine the most effective and efficient method to deliver curriculum, understanding that said methods might be different for remote and in-person students. This professional discretion extends to utilizing the time on Zoom and technology in a way that makes the most sense for student learning in different content areas (PE, CTE courses, lab courses, etc.). Every effort will be made to ensure balanced access and interactions with the teacher for both in-person students and remote students.

Technology for Learning

Canvas will remain the Learning Management Systems, and the expectations detailed in the September 9, 2020 MOU continue.

In-person, classroom secondary teachers will return all district technology that was checked out to take home by April 2, 2021. All in-person, secondary classroom teachers will be sent a Google form from the technology department and can request one monitor in addition to the laptop, if not previously provided.

All teaching stations will include a document camera, either a projector or LFD, and a Chromebox. In addition, the technology department will provide a USB boundary microphone for tech stations that do not have the newest document cameras with the enhanced microphones.

Transition to Hybrid

The District will have classroom desks/furniture set up according to social distancing guidelines established in the October 29, 2020 MOU by the beginning of the workday of April 14, 2021. April 15 and 16 will be asynchronous learning days for students, so staff can set up their classrooms/workspaces and prepare for the Hybrid model. The Hybrid model will begin on April 19, 2021.

Attestations

Prior to entering any school facility, students or parents will complete a health attestation form. If a student arrives at school and has not completed an attestation form, the District will follow its process for obtaining required attestation information. Any student with or without an attestation form who presents with symptoms of COVID-19, and those symptoms cannot be traced to a known underlying cause, will not be admitted to class.

The student arrival process will not include COVID-19 screening by certificated staff, except for nurses.

Employees assisting with health screenings shall be provided all appropriate medical grade PPE and proper training by the District, as described by the DOH, CDC, and L&I.

Due to the expectation that employees will not report to work with COVID-19 symptoms that cannot be traced to an underlying cause, certificated staff providing in-person instruction or services will have access to up to 3 days of special COVID leave per event if it is as a result of unexplained symptoms with regard to the COVID attestation.

Schedules

The **4 large comprehensive high schools** will choose between either the following 6-period schedule or the 3-period block schedule.

High School 6-period day

Contract Day is 7:00 – 2:50

	Monday	Tuesday	Thursday	Friday
7:00 – 7:20	Planning time	Planning time	Planning time	Planning time
7:20 – 8:05	Period 1A	Period 1B	Period 1A	Period 1B
8:12 – 9:15	Period 2A w/ Advisory & Announcements	Period 2B w/ Advisory & Announcements	Period 2A w/ Advisory & Announcements	Period 2B w/ Advisory & Announcements
9:22 – 10:07	Period 3A	Period 3B	Period 3A	Period 3B
10:14 – 10:44	1 st Lunch	1 st Lunch	1 st Lunch	1 st Lunch
10:14 – 10:59	Period 4A	Period 4B	Period 4A	Period 4B
10:51 – 11:36	Period 4A	Period 4B	Period 4A	Period 4B
11:06 – 11:36	2 nd Lunch	2 nd Lunch	2 nd Lunch	2 nd Lunch
11:43 – 12:28	Period 5A	Period 5B	Period 5A	Period 5B
12:35 – 1:20	Period 6A	Period 6B	Period 6A	Period 6B
1:25 – 1:50	Office hours for remote students	Office hours for remote students	Office hours for remote students	Office hours for remote students
1:50 – 2:50	Planning time	Planning time	Planning time	Planning time

	Wednesday
7:00 – 1:00	Educators: Planning time and lunch Student: Async learning experiences, independent work time on projects or papers, small group work time, intervention services
1:00 – 1:40	Office hours/small group work/intervention work
1:50 – 2:30	Office hours/small group work/intervention work
2:30 – 2:50	Planning time

High School 3-period Block Schedule

Contract day is 7:00 – 2:50

	Monday	Tuesday	Thursday	Friday
7:00 – 7:20	Planning time	Planning time	Planning time	Planning time
7:20 – 9:20	Period 1A w/ Advisory & Announcements	Period 1B w/ Advisory & Announcements	Period 2A w/ Advisory & Announcements	Period 2B w/ Advisory & Announcements
9:30 – 10:15	Period 3A	Period 3B	Period 4A	Period 4B
10:15 – 10:45	1 st Lunch	1 st Lunch	1 st Lunch	1 st Lunch
10:50 – 11:40	Period 3A	Period 3B	Period 4A	Period 4B
9:30 – 11:10	Period 3A	Period 3B	Period 4A	Period 4B
11:10 – 11:40	2 nd Lunch	2 nd Lunch	2 nd Lunch	2 nd Lunch
11:50 – 1:20	Period 5A	Period 5B	Period 6A	Period 6B
1:25 – 1:50	Office hours for remote students	Office hours for remote students	Office hours for remote students	Office hours for remote students
1:50 – 2:50	Planning time	Planning time	Planning time	Planning time

	Wednesday
7:00 – 1:00	Educators: Planning time and lunch Student: Async learning experiences, independent work time on projects or papers, small group work time, intervention services
1:00 – 1:40	Office hours/small group work/intervention work
1:50 – 2:30	Office hours/small group work/intervention work
2:30 – 2:50	Planning time

***Above schedules may need to be adjusted if a school requires more than 2 lunch periods.**

eLearning Academy teachers will continue to offer online Zoom sessions that will be open to all students. In addition, the eLearning Academy will re-open the Student Learning Center (SLC) on the below schedule. Students who choose to access the SLC will commit to a specific day and time prior to returning to campus, creating their cohort for the remainder of the school year. All in-person support and activities will respect the principles of cohorting, as well as all other health and safety guidelines.

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00-10:30	SLC AM	SLC AM		SLC AM	SLC AM
10:30-11:00					
11:00-11:30					
11:30-12:00	Lunch/Transition	Lunch/Transition		Lunch/Transition	Lunch/Transition

12:00-12:30					
12:30-1:00					
1:00-1:30	SLC PM	SLC PM		SLC PM	SLC PM
1:30-2:00					

Edmonds Heights K-12 will develop a schedule that meets the needs of their students and families.

Scriber Lake High School will choose to follow one of the secondary time models and adjust it according to their start time.

The **4 middle schools** will choose between either the following 6-period schedule or the 3-period block schedule.

Middle School 6-period day

Contract Day is 7:40 – 3:30

	Monday	Tuesday	Thursday	Friday
7:40 – 8:10	Planning time	Planning time	Planning time	Planning time
8:10 – 8:55	Period 1A	Period 1B	Period 1A	Period 1B
9:02 – 10:05	Period 2A w/ Advisory & Announcements	Period 2B w/ Advisory & Announcements	Period 2A w/ Advisory & Announcements	Period 2B w/ Advisory & Announcements
10:12 – 10:57	Period 3A	Period 3B	Period 3A	Period 3B
11:04 – 11:34	1 st Lunch	1 st Lunch	1 st Lunch	1 st Lunch
11:04 – 11:49	Period 4A	Period 4B	Period 4A	Period 4B
11:41 – 12:26	Period 4A	Period 4B	Period 4A	Period 4B
11:56 – 12:26	2 nd Lunch	2 nd Lunch	2 nd Lunch	2 nd Lunch
12:33 – 1:18	Period 5A	Period 5B	Period 5A	Period 5B
1:25 – 2:10	Period 6A	Period 6B	Period 6A	Period 6B
2:15 – 2:40	Office hours for remote students	Office hours for remote students	Office hours for remote students	Office hours for remote students
2:40 – 3:30	Planning time	Planning time	Planning time	Planning time

	Wednesday
7:40 – 1:00	Educators: Planning time and lunch Student: Async learning experiences, independent work time on projects or papers, small group work time, intervention services
1:00 – 1:40	Office hours/small group work/intervention work
1:50 – 2:30	Office hours/small group work/intervention work
2:30 – 3:30	Planning time

Middle School 3-period Block Schedule

Contract day is 7:40 – 3:30

	Monday	Tuesday	Thursday	Friday
7:40 – 8:10	Planning time	Planning time	Planning time	Planning time
8:10 – 10:10	Period 1A w/ Announcements	Period 1B w/ Announcements	Period 2A w/ Advisory & Announcements	Period 2B w/ Advisory & Announcements
10:20 – 11:05	Period 3A	Period 3B	Period 4A	Period 4B
11:05 – 11:35	1 st Lunch	1 st Lunch	1 st Lunch	1 st Lunch
11:40 – 12:30	Period 3A	Period 3B	Period 4A	Period 4B
10:20 – 12:00	Period 3A	Period 3B	Period 4A	Period 4B
12:00 – 12:30	2 nd Lunch	2 nd Lunch	2 nd Lunch	2 nd Lunch
12:40 – 2:10	Period 5A	Period 5B	Period 6A	Period 6B
2:15 – 2:40	Office hours for remote students	Office hours for remote students	Office hours for remote students	Office hours for remote students
2:40 – 3:30	Planning time	Planning time	Planning time	Planning time

	Wednesday
7:40 – 1:00	Educators: Planning time and lunch Student: Async learning experiences, independent work time on projects or papers, small group work time, intervention services
1:00 – 1:40	Office hours/small group work/intervention work
1:50 – 2:30	Office hours/small group work/intervention work
2:30 – 3:30	Planning time

Teachers can be asked to provide up to 100 minutes of supervisory duties per week. Supervision could include monitoring halls and/or breezeways and student check-in/attestation areas.

Students will disinfect their workspaces before the start of each class.

Breakfast and Lunch

The building administrator will identify areas where student lunches and breakfasts can be served. Determination will include adhering to distancing and cohorting measures, the number of students on site, scheduling/supervision considerations, and facility space. Meals will be eaten outside to the greatest extent possible. Breakfast and lunch will be supervised by classified staff and administrators.

ESAs

Counselors and psychologists who do not request a remote assignment due to increased risk or being at increased risk will work in person. Counselors and psychologists who request a remote assignment due to increased risk or being at increased risk will continue to work remotely. If a counselor or psychologist working remotely has a student on their caseload who requires in-person attention, they will work with

their administrator and/or colleagues to arrange for that student to receive in-person attention. If said arrangement results in a workload imbalance, parties will work together to adjust workloads to create balance.

Other ESAs (SLPs, OTs, PT, Behavior Specialists, Audiologists, BCBAs, etc.) and the Orientation and Mobility Specialist(s) will provide services remotely, to the extent possible. Students who need in-person services will receive services from ESAs who do not need to work remotely due to increased risk or being at increased risk. ESAs will work with their administrators to develop their schedules for serving students.

If ESAs are working with students in person, they will serve only one student at a time (no group services).

Stage Three (grades 3-6) Agreements

Phase Order

- Grades K, 1, and Madrona Primary will return on March 29, 2021
- Grades 3-6, ECEAP, and 2 classrooms of developmental preschool at AECC return on April 12.

Model

- Grades 3-6 will follow the AB/AB hybrid (like K-2) based on student intent data.
- Staff will receive their class lists by noon on March 29.
- To allow for staff to set up their classrooms and prepare for students to return on April 12, Thursday, April 1 and Friday, April 2 will become asynchronous learning days for students.
- The District will have the furniture set up following social distancing guidelines before Wednesday, March 31st.
- Staff who are assigned a new grade level will choose between two (2) days of sub release time or 14.66 hours at their per diem rate during the notification period.
- District instructional and technology coordinators will provide support for staff using new curriculum. District instructional coordinators, technology coaches and the IT department will be available the entire workday, excepting 60 minute of planning time, 30-minute duty-free lunch, and office hours to provide support for classroom teachers.
- If certificated staff members have new students in their classes who receive special education services, the special education case manager will provide "IEP at a Glance" documents.
- Resource/Learning Support Programs—Special Education teachers who do not require a remote assignment due to being at increased risk or might be at increased risk will work in person to serve in-person K-6 students. If a student on a remote Special Education teacher's caseload needs in person services, as determined by the student's needs, the Special Education teacher will work in collaboration with a paraeducator to deliver the SDI. The principal and teacher will identify an appropriate instructional space to deliver services.
- Specialists' classes will be delivered remotely on the students' asynchronous days.
- Title, LAP, and EL groups will continue via Zoom, on asynchronous learning days.

Evaluations (TPEP)

- Student Growth Goals were set in October based on particular groups of students and timelines. Given the disruption of education due to the pandemic and the reassignment of staff and students in grades 3-6 and other Stage 3 programs, all applicable staff will receive a score of average on their Student Growth i.e., 3.2, 6.2, or 8.1 except for those staff members who have met their student growth goals prior to reassignment; in those cases, the appropriate TPEP score would be provided.
- Administrators will not conduct comprehensive observations for two (2) weeks after students and staff start in their new environments to allow time to establish routines and form relationships. No focused observations will be conducted for three (3) weeks after students and staff start in their new environments.

Attestations

- Prior to entering any school facility, students or parents will complete a health attestation form. If a student arrives at school and has not completed an attestation form, the District will follow its process for obtaining required attestation information. Any student with or without an attestation form who presents with symptoms of COVID-19, and those symptoms cannot be traced to a known underlying cause, will not be admitted to class.
- Weekly supervisory minutes for elementary certificated staff are as follows:
 - classrooms open for student supervision 15 minutes before the instructional days begins
 - monitoring halls and/or breezeways, or student check-in/attestation areas during the 15 minutes before the instructional day begins, if not assigned to a classroom at the beginning of the day,
 - 10 minutes at the end of the instructional day for dismissal supervision.
- The student arrival process will not include COVID-19 screening by certificated staff, except for nurses.
- Employees assisting with health screenings shall be provided all appropriate medical grade PPE and proper training by the District, as described by the DOH, CDC, and L&I.

Schedules

- Remote teachers will prepare materials for their students and deliver those materials to their assigned school's main office, according to the timelines/schedules established by the building, for delivery to students. Each building administrator will develop a schedule and sign-up process for remote teachers, who are at "increased risk" or "might be at increased risk" as defined by the CDC or the governor's proclamation, to come on-site on Wednesdays for the purpose of accessing office equipment and supplies, preparing materials, etc. The schedule will ensure that social distancing, safety measures, and occupancy limits are adhered to. The building will not be available to other certificated staff during the time designated for remote teachers, who are at "increased risk" or "might be at increased risk."
- All students, whether attending hybrid classes in buildings or receiving instruction remotely, will follow the school schedule (early, mid, or late start times). On the May 19 non-student day, staff will follow the current CBA common start time.
- Provided that social distancing can be adhered to, split classrooms will have one grade assigned to the A days and the other grade assigned to the B days. In the event the balance of the class does not allow for doing this and maintaining social distancing, the teacher and administrator

will work together to determine the make-up of each cohort based upon the learning needs of the students.

Lunches and Snacks

- The building administrator will identify areas where student lunches and breakfasts can be served. Determination will include adhering to distancing and cohorting measures, the number of students on site, scheduling/supervision considerations, and facility space.
- Administrators will prioritize non in-person classrooms first. When other options are exhausted, classrooms will be utilized. Teacher planning and duty free lunch will not be impacted by classrooms being used for student meals.
- Certificated staff will not be assigned lunch supervision in the classroom as part of their weekly supervisory or instructional minutes.
- Certificated staff may choose to allow students a brief snack as part of community building or SEL activities.

Stage Three (grades K-2) Agreements

If students are added to a hybrid teacher's roster because their family has decided to switch from remote to hybrid learning, then those students will remain in their remote classes until April 12 and will return with grades 3 through 6.

Staff who are assigned a new grade level, due to the K-2 reconfiguration, not requiring a different LMS will choose between two (2) days of sub release time or 14.66 hours at their per diem rate during the minimum two-week notification period, or earlier if assignment is known.

Staff who are assigned a new grade level, due to the K-2 reconfiguration, requiring a different LMS will choose between 3 days of sub release time or 22 hours at their per diem rate, or combination thereof.

The District may schedule a common time for groups of impacted teachers to receive optional training on the curriculum and/or LMS system. District instructional and technology coordinators will provide support for staff using new curriculum and LMS. District instructional coordinators, technology coaches, and the IT department will be available the entire workday, excepting 60 minutes of planning time, 30-minute duty-free lunch, and office hours, during the transition period to provide support for classroom teachers.

If the certificated staff member who is assigned a new class or grade level believes there are circumstances requiring more time to prepare for their new assignment, they may appeal to their current building administrator. The principal will work with the HR Director for Certificated Staff to determine what additional support may be warranted.

General Provisions

- The Hub Models previously bargained and scheduled to begin in Stage 2 are discontinued.
- Current trigger language from the Procedural Agreement applies.

- All trainings and meetings will be held remotely.
- Due to the expectation that employees will not report to work with COVID-19 symptoms that cannot be traced to an underlying cause, certificated staff providing in-person instruction or services, including Stage 1 employees, will have access to up to 3 days of special COVID leave per event if it is as a result of unexplained symptoms with regard to the COVID attestation.

Both Parties recognize that the current situation is fluid and agree to ongoing negotiations as circumstances change and/or state and/or federal expectations are updated accordingly.

This MOU, as well as the documents attached, shall be in effect through August 31, 2021, or when Proclamation 20-46.2 or any replacement Proclamation expires, whichever is earlier, unless expressly modified by provisions herein or extended by mutual agreement. All other provisions of the collective bargaining agreement shall remain in full effect.

Agreed to on this 22st day of March, 2021.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

Andi Nofziger-Meadows, EEA President

Debby Carter, Executive Director HR

Attachments:

- Reopening MOU (September 2020)
- Stage 1 MOU with Schedule (October 2020)
- Stage 2 MOU (February 22, 2021)
- Advanced Carpentry & Construction MOU