

MOTION CARRIED

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey informed the Board of his receipt of a letter of Intent to Retire from Joseph Vitulli. In his letter, Mr. Vitulli stated he will retire at the end of the 2021 school year, and will fulfill his obligations for the 2021 school year as a 5th grade remote teacher.

Superintendent Corey expressed his gratitude to Mr. Vitulli for his many years of service to the students and community of Brookline.

MOTION BY MEMBER SARRIS TO ACCEPT THE LETTER OF INTENT TO RETIRE RECEIVED FROM JOSEPH VITULLI WITH AN EFFECTIVE DATE OF JUNE 30, 2021 MOTION SECONDED BY MEMBER HOWIE

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Alison Marsano, Karen Jew, Rebecca Howie, Erin Sarris, Kenneth Haag

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Nay:

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MOTION CARRIED

PUBLIC INPUT - None

DISCUSSION

- Memorandum of Understanding (MOU) with the Union

For the past 2[±] months, efforts have been underway with union membership to arrive at a Memorandum of Agreement regarding impact bargaining, resulting from the COVID-19 pandemic. The document outlines expectations for health and safety around teachers. It addresses 6' spacing between student desks, mask policy, how the District will address students and/or teachers who may be quarantined, etc. The document was shared with the Board during a non-meeting. It is the belief of the Leadership Team that the document is appropriate and touches upon many of the items teachers have expressed concerns with. This is a process that is going on across the State.

Superintendent Corey spoke of one of the aspects he wished to highlight as it has been an issue families have questioned; if a student who is physically present in school were to need to be quarantined, that student would join one of the remote teacher lessons (would become part of that class), but their classroom teacher from the physical school environment would provide 3 remote sessions during the week providing the student is in good health. If a student is home sick, the District would revert back to its prior practice of the student remaining home to recover and would be caught up when they return.

The MOU also allowed the Administration to determine a criteria for who would become remote teachers. That criteria focused first and foremost on whether a staff member potentially has an underlying condition that would require them to be remote. The second part of the COVID-19 Federal law speaks to family daycare. Those items were reviewed. There was a sequential process that worked out very well. He thanked Assistant Superintendents Bergskaug and Thompson for all of their work with regard to scheduling.

Member Jew requested additional clarification regarding the Daily Symptom Monitoring (DSM), e.g., if a child has a headache and the parents keep the child home, is a COVID test required before the child can return to in-person instruction. Assistant Superintendent Bergskaug stated instructions would be sent out, inclusive of visuals, to assist families in identifying where to find the DSM form and how to complete it. However, once school begins, the expectation is that families will answer the questions for each of their children on a daily basis. From that form, lists are generated; one identifies those families who did not complete the form and the other identifies those who responded yes. The Administration will reach out to each of the families who have not completed the form to gather additional information and receive some kind of attestation of health. If the child is healthy and the parent simply forgot to fill out the form, the child can come to school. If the answer is different, those children will be requested to stay home for the day, and they would be added to the other list.

The list of those answering yes to the DSM will be provided to the nurse who will reach out to each of those families, not necessarily before the start of school. The expectation is that those students remain home. The medical professional communicates with the family to gather additional information regarding the responses. It is not an automatic two-week quarantine. There might be a known medical history with that child or additional information such as whether the child will see their family doctor. The District cannot require a COVID test. The DHHS also identifies a negative test as not being sufficient for return to school because there are so many false negatives. For those answering yes, there is no one black or white answer as it is based on the symptoms, the child, and medical provider recommendations.

Vice Chairman Sarris questioned, if having a child with seasonal allergies, and the child is not known to the nurse, can the family preemptively send a letter from their doctor in with their child.

Assistant Superintendent Bergskaug responded the more information the nurse has the better. The school nurses have a lot of that type of information already. They may not have communicated directly with the medical provider, but the nurse is aware that every October that child comes in for a cough drop or whatever the case might be. The more information a family can provide to the school nurse the better it is for all involved.

Assistant Superintendent Thompson spoke of a communication sent out by the nurses earlier in the day in regard to student health. He commented on the tremendous amount of trust placed in the school nurses. They know the students that have allergies, those who have migraines, etc. Parents reached out during the day today many of whom have been referred to their pediatrician to gather documentation.

Chairman Haag noted the opportunity to upload all of that information as part of the registration process. Assistant Superintendent Bergskaug spoke of the ability, at any time, to go into the registration portal to upload information, e.g. letter from doctor. The program would alert office staff that there is a new document pending.

Superintendent Corey commented on information coming out of the CDC on different items. In the Administration's process, the CDC and the NH DHHS work in conjunction. We take our information primarily from the State. We may seem to be playing catch-up, but the nurses have a regular conference call every Friday with the State. Rather than just put something out because we see an article from the CDC, etc. that identifies changes, we are looking for it to be vetted through the process. The Administration meets as a team, and the plan will be to utilize either school building or SAU-wide Alert Now to inform if something is changing in the re-opening plan based on new guidance received. The information is monitored every day, but the District will make a change after it has gone through the chain of command adopted by the District.

Once approved by the Board, the MOU will be posted to the website.

Vice Chairman Haag noted this was a negotiation at the SAU level; this is going to be applicable in each of the school districts within SAU41. This is a one-year agreement.

- Registration Data Update

At the August 20, 2020 meeting, the Administration requested, and the Board approved, the hiring of an unbudgeted position for a classroom teacher based on existing registration data, e.g., the number of students selecting in-person learning and those selecting remote learning as well as what classroom sizes can accommodate. In addition, a science position was converted to a classroom position resulting in an increase of 2 classroom teachers. The very next morning a number of families new to the community registered, all with kindergarten and 4th grade students. We now have far more kindergarten students than the existing policy allows for (not just the physical space of the classroom). In a typical year, the Administration would come to the Board, for the kindergarten specifically, requesting an additional teacher as it is not appropriate for 22 kindergarten students to be in the same learning environment. For 4th grade, what is looked at is numbers that exceed what the classroom space allows for; 21-22.

Across the entire SAU there are approximately 70 families who have not yet registered. Phone calls will be made to identify the intent of those families.

The request was made for 2 additional teaching positions; kindergarten and 4th grade. Assistant Superintendent Bergskaug noted each year the Brookline School District has been eligible for the Rural Education Achievement Program (REAP) grant, which is typically utilized for technology needs. The REAP grant also allowed for the hiring of a ½ time kindergarten teacher prior to when kindergarten was approved as a full-day program. The balance in REAP funds is over \$82,000. Those grant funds can be utilized to reduce class size.

The proposal was to utilize REAP funds to support the cost of the two additional teacher positions and the operating budget to cover costs that exceed the available funds. If hiring two new teachers with little experience, the \$82,000 would more than cover the cost. If they opted for benefits, it would push the cost over that amount. The cost could also exceed the amount available through REAP funds depending on the amount of experience of the individuals hired.

Chairman Haag asked for clarification, and was informed the request is essentially for a total of 3 unbudgeted positions. The first was approved at the last meeting (6th grade teacher and 3rd grade teacher; the cost of the 6th grade teacher was addressed through savings associated with the prior science position going unfilled), and the request is for an additional 2.

Chairman Haag questioned the number of students in the Brookline School District that have yet to register, and was informed the number is in the teens; however, the bigger question is the number of families that have moved to Town and have yet to register. The communities of both Brookline and Hollis have experienced homes selling before even being listed.

Vice Chairman Sarris questioned if the requested new positions would be permanent based on enrollment. Assistant Superintendent Bergskaug stated her belief there will be some leeway. The work on the budget creation for the next school year has started. The number of total students will be tracked and reviewed against the specifications for classroom size identified in policy, and the budget will be prepared based on the best estimate of what the population will be for next year. There are a number of families who have opted for home school, who may return to in-person learning in the future.

The positions will be hired as one-year positions; however, based on information known regarding retirements, it is understood there will be openings. That information is shared with the individuals hired.

Superintendent Corey commented the Governor has indicated the State has \$300 million from the Federal Government for COVID related expenses. That money needs to be spent by December 30, 2020. At its next meeting, the Board may want to consider an action such as a written communication to the State Delegation. What is happening around the State is in trying to lower classroom numbers to keep it safe for students, you need to increase staffing. Based on the Title I formula that had to be applied to COVID funding, the SAU, as a whole, received approximately \$35,000. That did not come close to covering costs. The organization of Superintendents has brought information forward, by district, to make people aware of the costs incurred. Our State Delegation needs to be made aware of what has had to be done to ensure the ability to educate our children.

Vice Chairman Sarris suggested extending an invitation to State Representatives to attend the next meeting to participate in that discussion. Superintendent Corey stated he could reach out to the Representatives to determine availability. Legal counsel could be asked to draft a letter that could be sent by the Board. He will ask the same of the Hollis and COOP School Districts.

Member Marsano questioned whether there is sufficient space to accommodate the number of classes needed. Assistant Superintendent Bergskaug spoke of classroom space that is currently vacant as a result of remote classes, and stated there to be sufficient space.

Asked what the class sizes will be for in-person, Assistant Superintendent Bergskaug responded, with the additional teaching positions, in the 4th grade, class sizes would be 16 and 17 and in kindergarten 15 in each class. Third grade will be 17 and 6th grade 17 and 18. Assistant Superintendent Bergskaug remarked there is room for additional move-ins. First grade class size is at 18 and 2nd is at 16 and 17.

Principal Molinari commented on the number of times some families have changed their position with regard to in-person or remote. Asked, Assistant Superintendent Bergskaug stated teacher placement will be shared with families on Wednesday. Students will remain where they are at this point in time. There will be natural check points, the first natural break being October 9th.

Member Marsano stated concern with hitting capacity for remote classes. Assistant Superintendent Bergskaug stated there to be some flexibility with the remote teachers based on some language in the Memorandum of Agreement regarding the potential addition of an instructional assistant rather than another teacher. That would be to help manage small group instruction on Zoom or individual student questions. She stated her belief that comes into play once hitting 25 students in remote, and maxes out at 30. We're not at 30, but are maxed out in terms of what the Board policy directs the Administration to maintain in terms of class sizes. Fifth grade has 17 and 18 for in-person. That is the only area of concern at the moment in regard to remote class size; currently at 26.

DELIBERATIONS

- To see what action the Board will take regarding the Memorandum of Understanding with the Union

MOTION BY MEMBER SARRIS TO APPROVE THE MEMORANDUM OF UNDERSTANDING, AS PRESENTED

**MOTION SECONDED BY MEMBER HOWIE
ON THE QUESTION**

Vice Chairman Sarris thanked all involved for the hard work that has gone into this enormous effort.

Chairman Haag questioned what would occur should the Memorandum of Understanding not be passed by all three districts. Superintendent Corey responded Brookline would move forward. They are individual agreements. He spoke of the non-meetings that have occurred on this topic with each of the boards.

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Alison Marsano, Karen Jew, Rebecca Howie, Erin Sarris, Kenneth Haag

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Nay:

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MOTION CARRIED

- To see what action the Board will take regarding the Superintendent's recommendation for staffing needs

**MOTION BY MEMBER MARSANO TO APPROVE THE SUPERINTENDENT'S
RECOMMENDATION TO HIRE TWO ADDITIONAL ONE-YEAR CONTRACT TEACHERS
MOTION SECONDED BY MEMBER SARRIS**

ON THE QUESTION

Superintendent Corey stated he would request updated enrollment information be provided that includes identification of the number of remote sections at each grade level and who is teaching those sections.

Member Jew remarked it is important to get back to in-person. We have to do it safely, and this is one of the consequences of doing that.

Member Marsano requested the Board be kept apprised of additional registrations. Superintendent Corey spoke of the nature of home sales and the inability to predict whether a home that was occupied by a retired couple would be sold to a family having school-aged children. The schools have always attracted people, and the fact that school will be in-person will attract people. The Administration will do all it can to continue to update the Board.

Noted was the thorough process that is in place for those registering. New families are required to provide proof of ownership and residency. Addresses are cross-checked as a new registration leads you to believe another family has moved out of the district. If there are situations where a family is living with another family there is a process that involves signing a document stating the family does in fact reside there. There are some properties that, based on the Deed of the structure, you are unable to register your children for school. It is a very robust process. It is the law, and there is the need to ensure we are not fraudulently registering children.

Principal Molinari stated the total numbers for the District are 326 at RMMS and 252 at CSDA with the possibility of an additional student the next day.

Vice Chairman Sarris commented the last thing she would want to do is micro-manage the work of the Administration or cause a delay. She would expect the Administration to take necessary action to ensure the successful opening of the schools.

Chairman Haag echoed the remarks regarding confidence in the Administration to address the needs of the District.

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Alison Marsano, Karen Jew, Rebecca Howie, Erin Sarris, Kenneth Haag

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Nay:

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MOTION CARRIED

Pete D'Agostino, 9 Louis Drive

Thanked the Administration for all of the effort put forth and the Board for its transparency and continued discussion with the public.

He spoke of the discussion at the last meeting regarding the DSM, and how some situations will result in a discussion with the school nurse as opposed to simply a go/no go approach. He is concerned with the “any” symptoms commenting when drawing these super hard lines, it makes it really difficult for parents, administrators, and nurses. He is hopeful the District will lean towards providing the nurses with the flexibility. The only way we successfully get back to in-person is if all community members follow the guidance.

He spoke of having read all of the available documents and tried to line them all up. He spoke of there being some confusion and provided the example of if answering yes to the DSM that his child has a runny nose, which results in keeping them home, but he does not get the child tested being aware it is related to seasonal allergy, he believes that indicates the child will be out of school for 10 days. He questioned a way to get information out to parents on the more common situations that will likely come about.

Chairman Haag stated the SAU is deferring to the school nurses. The DSM is fairly rigid, but the nurse will be able to make that call. For seasonal allergies and issues such as that, the hope is that parents will document that in registration. Superintendent Corey stated agreement the nurse will make that decision in consultation with parents.

ADJOURNMENT

**MOTION BY MEMBER HOWIE TO ADJOURN
SECONDED BY MEMBER SARRIS**

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Alison Marsano, Karen Jew, Rebecca Howie, Erin Sarris, Kenneth Haag

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Nay:

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MOTION CARRIED

The August 31, 2020 meeting of the Brookline School Board was adjourned at 7:19 p.m.

Date _____ Signed _____

MEMORANDUM OF AGREEMENT

BETWEEN

**THE SCHOOL BOARDS OF NEW HAMPSHIRE SCHOOL
ADMINISTRATIVE UNIT #41**

AND

**ALL TEACHER ASSOCIATIONS WITHIN NEW HAMPSHIRE SCHOOL
ADMINISTRATIVE UNIT #41**

This **Memorandum of Agreement** ("the MOA") is entered into by and among the School Boards of New Hampshire School Administrative Unit #41 ("the Boards") and all Teacher Associations within School Administrative Unit #41 ("the Associations").

WHEREAS the Boards and the Associations share the common goal of preserving the health and safety of all students, faculty, staff, administration and community members; and

WHEREAS the COVID-19 shutdown period has been an unprecedented emergency during which the Boards and the Associations have had to work collaboratively to meet this common goal.

NOW, THEREFORE, the parties agree that any plans to re-enter school during the 2020-2021 school year, while COVID-19 concerns still exist, shall comply with the following:

1. For purposes of this MOA, the term "Employee" will refer to all persons covered by the existing collective bargaining agreements between the Boards and the Associations.
2. All current collective bargaining agreement provisions will remain in full force and effect unless specifically addressed below.
3. This MOA will be updated as needed based on changing guidelines and protocols from the CDC, the State of New Hampshire and the parties' collective bargaining agreements.

4. The SAU will develop cleaning protocols that will be made available to all Employees. These protocols will clearly communicate what is being cleaned, by whom, how often, what products are being used, and what steps should be taken if the protocols are not being followed. Cleaning protocols will not add additional duties to Employees. Employees will not clean classrooms, bathrooms or other common spaces. If students eat in their classrooms rather than in the cafeteria, Employees will not be expected to clean classrooms after students eat.
5. The SAU will provide hand sanitizer with at least 60% alcohol, EPA-registered disinfectant wipes or solutions, and tissues for each classroom. These items will be checked daily and replenished as needed.
6. All bathrooms will be stocked with adequate hand soap, paper towels, hand sanitizer, hot water and toilet lids. To the extent possible, bathrooms will be retrofitted to make them autonomous.
7. All bathrooms will be cleaned and disinfected with EPA-registered products at least twice daily.
8. The SAU will provide EPA-registered disinfectant wipes or cleaning solutions to Employees so that commonly used surfaces can be wiped down before and after use.
9. The SAU will provide masks to all Employees and face shields if requested.
10. The SAU will provide masks to students if necessary.
11. Masks and shields will comply with the current dress codes and code of conduct.
12. Employees will wear a face covering at all times when in the presence of students or other staff unless the Employee is unable to do so because of documented medical reasons. Brief mask breaks may be taken when social distancing requirements permit.
13. All students will wear a face covering at all times when in the presence of other students or staff unless the student is unable to do so because of documented medical reasons. Employees may permit

students to take brief mask breaks when social distancing requirements permit.

14. If it involves strenuous physical activity, Physical Education instruction may be conducted without masks, provided it is conducted outside.
15. Nurses and other Employees whose roles require close proximity with small groups of students will be provided surgical grade masks, face shields, gloves, CDC approved disinfectant wipes or solution and tissues at each station for daily use. Nurses and other Employees whose roles require close proximity with small groups of students may also request surgical gowns, which will be provided if and as available.
16. Each Employee will have an individual desk, and desks will not be shared among Employees. Employees may also request desk shields, which will be provided if and as available.
17. There will be no less than 3 feet, with a goal of at least 6 feet, between Employees' desks and any student desk. If a classroom cannot accommodate the number of students with the requisite physical distancing, the SAU will implement physical distancing plans as appropriate to the situation (i.e. move classroom to a new space, reduce class size, etc.)
18. The SAU will implement multiple physical distancing strategies. The number of students and Employees in one location will be limited. There should be at least 6 feet between each Employee and any student or other Employee to the extent feasible. The protocol of physical distancing will be presented to Employees, students, and parents.
19. The SAU has retained a third-party consultant who has tested the air quality in all SAU 41 buildings. While the consultant has indicated that the SAU 41 buildings are currently all safe for reentry, he has made some recommendations for improvement. The SAU intends to implement these recommendations. The SAU intends to repeat this testing no later than November 25, 2020. The SAU will also continue to monitor air quality during the school year and will conduct additional testing as needed. All testing results will be shared with all Employees by the SAU.

20. If a person infected with COVID-19 has been in a school building, the nurse or his/her designee will communicate with New Hampshire DHHS, the relevant building administrator and the SAU. New Hampshire DHHS recommendations for cleaning, closure and notification will be followed by the Superintendent.
21. If an Employee who is working in-person is required by the SAU to quarantine as a result of possible exposure to COVID-19 while at school, the SAU will provide a remote assignment to that Employee during the period of required quarantine.
22. Quarantine resulting from circumstances other than exposure at work will be considered and dealt with according to the applicable provisions of the FFCRA, and, if necessary, the employee's contractual sick leave and/or available sick bank entitlement.
23. The custodial staff will clean and disinfect surfaces and objects that are frequently touched with EPA-registered products (e.g., bottle filling stations, doorknobs, light switches, classroom sink handles, countertops, and classroom desks and chairs).
24. Guidelines on teacher prep time will be established at the building level so that teachers have access to safe areas during their preparation time, as well as access to their classrooms without the responsibility of monitoring student behavior.
25. Employees are discouraged from using personal equipment for school business. Employees will use the computer provided to them by the SAU and the building phone.
26. Open House will be conducted in a remote manner.
27. Parent/Teacher Conferences will be conducted remotely. Employees will be provided safe working spaces in order to conduct virtual or phone meetings requested during the school day.
28. The Professional Growth Model Committee will meet to develop evaluation procedures for both remote and hybrid instruction. No evaluations will be completed in these models until these procedures are developed. Employees who participate on this committee will be paid a stipend that is consistent with other stipends paid by the SAU for similar work.

29. Professional development regarding the possibility of a pivot to remote learning will be provided as part of a continuity of operations.
30. Employees who are assigned to work remotely will be allowed to checkout approved materials from school to use in the home environment (i.e. teacher chairs, document cameras, whiteboards).
31. Employees who are assigned to work remotely will be able to request up to \$50 per trimester or \$75 per semester of staff development funds to purchase black ink only for personal printers, and/or extra *wifi* needed to educate students in a remote teaching situation. Each request will be made through the MLP system and be subject to review and approval by administration. If a request is denied by administration, the Employee will be able to request an appeal as per the Professional Growth Model.
32. Specialists will not be used as substitutes or additional classroom teachers. Permanent substitutes will be hired to provide additional instructional coverage, including special education. This will not contradict the COOP collective bargaining agreement.
33. In-person class sizes will continue to be set in accordance with Brookline School Board Policy IIB, Hollis School Board Policy IIB and Hollis Brookline Cooperative School Board Policy IIB as applicable.
34. Small group instruction will be allowed to take place in alternate rooms as needed.
35. Once the SAU determines how many remote teaching assignments are necessary, these available remote teaching assignments will be filled according to the following criteria, applied in the following order:
 - A. First, qualified Employees with approved 504/ADA health accommodation requests limiting the Employee to remote teaching only;
 - B. Second, qualified Employees with approved requests for leave under the FFCRA (these employees will be permitted to work from home – however, if FFCRA leave is based on child care needs, the ability to work from home may be limited to intermittent leave necessary to accommodate the Employee's specific child care needs);

- C. Third, qualified Employees who volunteer for a remote teaching assignment, provided that if the number of qualified volunteers exceeds the remaining number of available remote teaching assignments, the SAU will have discretion to choose among the qualified volunteers; and
 - D. Fourth, if there are not enough volunteers, the SAU may assign Employees to remote teaching assignments.
- 36. Synchronous instruction at the middle school and high school levels will be in accordance with the attached agreement.
- 37. Grade level teachers will be assigned to in-person instruction OR remote instruction and will not be required to provide synchronous instruction at any time.
- 38. The following additional provisions will apply to grade level teachers only.
 - A. Remote classrooms will not exceed 30 students. If a remote classroom has 25-30 assigned students:
 - i. An instructional assistant will be assigned to the classroom for their contracted work-day;
 - ii. Time on the early release Fridays will be provided for the instructional assistant and the remote classroom teacher to collaborate;
 - iii. The remote teacher will not be assigned additional onsite duties; and
 - iv. A school related half day will be granted the week prior to each report card deadline.
 - B. Specialists and SPED professional staff may be assigned asynchronous remote and in-person responsibilities that will take place during their contracted day, but not during their lunch or prep periods. When assigned asynchronous duties, the teacher will be provided with a 10 minute planning time prior to any remote lesson

in order to organize materials and set up necessary technology.

- C. When an in-person or remote student becomes ill, due to Covid or non-Covid related illness, students will have access to their classroom activities via Google Classroom and will make up work that could not be done while ill upon return to the in-person or remote classroom.
- D. Any request for remote instruction for a child who has been exposed to Covid-19, has to quarantine for 14 days, and is still able to participate in instruction will go through the building administrator. If the request is approved, the building administrator will communicate the following plan of remote instruction to the parents, and notify the appropriate staff;
 - i. The student will have access to classroom learning activities through their Google classroom, and will be provided hard copies of work other students receive in their classroom. Parents can arrange to pick up materials by contacting the SAU.
 - ii. During the 14 days, the quarantined student will be offered access to the appropriate grade level remote class for all instructional lessons. All assignments, questions, and general communication will continue to be submitted to their assigned classroom teacher.
 - iii. The classroom teacher can be assigned to provide Zoom instruction to the quarantined student three (3) times a week for up to twenty (20) minutes each session by building administration. One of these sessions will take place during the Friday early release time. It is understood that there will be twenty (20) minutes, with no other meetings or work sessions scheduled, in the Friday schedule to allow for this instructional time. Administration, working with the classroom teacher, will arrange coverage to fully monitor

the onsite students for the remaining two (2) Zoom sessions during the contractual day, but not during the teacher's lunch or prep periods.

- iv. At no time will staff be asked to Zoom with quarantined students outside their contracted day.

E. If a student is required to quarantine for more than 14 days, the classroom teacher and administration will work together collaboratively to determine the best classroom assignment for the student.

F. Employees may submit requests to the Building Administrator and/or to the Assistant Superintendent for additional technology necessary to provide remote instruction.

Dated:_____

Brookline School Board

Dated:_____

Hollis School Board

Dated:_____

Hollis Brookline Cooperative School Board

Dated:_____

Brookline Education Association

Dated:_____

Hollis Education Association

Dated:_____

Hollis-Brookline Cooperative Education Association

COOP Instruction for the 2020-2021 School Year

- Instruction is designed for remote delivery but can be delivered in person OR remotely.
- Teaching assignments determined in the spring will be maintained.
- Direct instruction can be done live or via recorded video or both.
- Teachers will take attendance for both in person and remote students. Students will be coded in separate tracks as remote or in person to help track
- Teachers may dismiss remote students once the direct instruction portion of lessons is completed.
- Teachers can choose to turn off the chat feature on Zoom sessions. Remote students with questions can email questions, post them to Google Classroom or make appointments for support during CAVBlocks.
- Teachers are encouraged to check in with both remote and in person students periodically to gauge understanding.
- Teachers will login to Zoom during CAVBlock to assist remote students. Appointments need to be made through Adaptive Scheduler.
- Teachers may teach remotely (while following the bell schedule and offering live instruction or live facilitation of activities) if they are home sick, home with sick children or needing to remain out of the building due to a child's school closure if the staff member has obtained an approved remote assignment via ADA or FFCRA, or are at home due to a mandatory quarantine.
- Teachers may still use sick or personal time (and not teach remotely) if they need to be out. All Zoom meeting links will be posted in Google Classroom.
- All assignments will be posted in Google Classroom.
- Past grading practices (A-F) will be maintained.
- Late work/Zeros: Revert to past practice.
- Additional professional development time will be provided each Friday for curriculum development and alignment via early release. PLC will occur after school on Friday with collaboration time immediately following. The staff day will not exceed their contracted hours.
- Additional professional development days will be provided for curriculum development and alignment (September 3rd, September 4th, October 9th, November 3rd, November 24th, December 23rd.)
- Open House and Parent Teacher Conferences will be held via Zoom.
- Staff will not be expected to facilitate an advisory this year. Volunteers may develop an advisory model/curriculum and share it with staff for consideration during negotiations.

Guidance and Special Education

- Staff may meet with students in alternate locations (i.e. outside, conference rooms, larger offices). College planning and other school counseling meetings may be held remotely. School counselors at HBHS will have plexiglass in their office. School counselors may also choose to have plexiglass installed.
- Many services may be delivered remotely.
- Harbor Homes may continue to perform safety evaluations. Predetermined points of entry and a set meeting space will be used for evaluations. That space will be cleaned after use.
- IEP and 504 parent meetings will be handled via Zoom.