

Memorandum of Understanding:  
School Reopening

Union of Berkeley Administrators  
Berkeley Unified School District

Phase 1 School Reopening, Planning for Phase 2, and Phase 2

Both parties desire to provide students with five days of in-person learning per week, consistent with the recommended School Reopening Guidelines created by the state of California and the required guidelines of the local public health officer.

BUSD's School Reopening Plan, to be approved by the City of Berkeley Public Health Officer, describes the broad range of layered health and safety strategies that must be practiced in all BUSD schools and departments. BUSD administrative staff play an essential role in the consistent implementation of these practices.

In the interest of a safe school reopening, the Union of Berkeley Administrators and BUSD agree to the following:

1. Stipends for Initial Phase 1 Reopening Duties

1.a. Stipend for "Learning Hub" Site Administrators: Principals and Vice Principals at the three elementary schools that hosted "Learning Hub" programs (Ruth Acty, Rosa Parks, and Malcolm X) will receive a stipend of \$500 per month for each month between November 6, 2020 (when the programs opened) and March 29 (when the programs are scheduled to close).

1.b. Stipend for BHS Athletic Conditioning Program: The BHS administrators responsible for the coordination of the BHS Athletic Conditioning program, testing and weekly supplies distribution will receive a stipend of \$200 per month for each month between November 6, 2020 (when the programs opened) and April 19 (when BHS is scheduled to reopen into a hybrid model).

2. Stipends for Site Administrators for Expanded Phase 1 and Phase 2 Reopening Duties, K-8

In recognition of the multiple in-person and online administrative duties associated with the expansion of Phase 1 in-person small groups, and Phase 2 school reopening, site administrators will be eligible for a one-time stipend, described below.

- For Pre-K -12 Site Administrators and other UBA members who directly supervise teachers volunteering for Phase 1, \$1000.00 for work during Phase 1
- For any UBA members who support PK-12 programs who participate in Phase 2 planning work, \$1000.00
- For Pre-K -12 Site Administrators, \$1000.00 for the following required health and safety duties during Phase 2:

Manage symptom positive protocols for students and staff, oversight of isolation room safety.

Case Investigation: Manage staff and family communication; provide communication and reports to BUSD nurses, Superintendent, and COB Health Dept.

Create and manage the enforcement of new mealtime, hallway and yard protocols to ensure safe traffic flow. Coordinate entry and exit plans and oversee daily health screening procedures.

Student Screening and Testing: Serve as the point person and manage parent and staff communication.

Distance Learning Students: Develop and implement ways to support DL students and their families to feel connected to the home school communities

### 3. Child Care for Site-Based Administrators

UBA members who are site administrators and whose school-age children (Kindergarten through Grade 8) do not attend BUSD schools and who do not have other child care options may bring their children to work with them.

### 4. Administrative Coverage During Phase 2 School Reopening

BUSD and UBA will work collaboratively to develop a system to assign District Office credentialed administrators to serve as additional support for school administrators, and as substitute administrators when a site principal must be absent, during Phase 2 of the district's opening plan. Administrators who sub for a principal will be compensated according to the difference in daily rate.

5. Due to safety concerns site administrators must be available for student needs and will not be expected to substitute when no substitute is available.

This is a one-time, non-precedent setting agreement to expire on June 30, 2021.

Both parties may request to re-engage on the items described in this agreement, or on other items not included herein.

For UBA:

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Janet Levenson

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Date

For BUSD:

*Samantha Tobias-Espinosa*  
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Samantha Tobias-Espinosa, Assistant  
Superintendent

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March 22, 2021

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Date