

MEMORANDUM OF UNDERSTANDING BETWEEN SANTA ROSA CITY SCHOOLS  
AND  
THE SANTA ROSA TEACHERS ASSOCIATION

**COVID-19 PANDEMIC AND RETURN TO SCHOOL 2020-2021**

This Agreement was made and entered into this day **July 10, 2020**, by and between Santa Rosa City Schools ("District") and Santa Rosa Teachers Association ("Association").

1. Santa Rosa City School and Santa Rosa Teachers Association enter this Memorandum of Understanding regarding issues related to the COVID-19 Pandemic and the changes needed to reopen school safely for our students and staff. In preparation for the 2020-21 school year, the parties recognize the need to address the district's teaching and learning environment and instructional model given the continuing pandemic, the **Santa Rosa City Schools** ("District") and **Santa Rosa Teachers Association** ("Association") collectively referred to as the "Parties" enter this Memorandum of Understanding ("MOU") regarding issues related to ("COVID -19 RETURN TO SCHOOL 2020-2021").
2. The parties recognize that we are in a time of unprecedented change for our educational system. It is in the mutual interest of the parties to abide by the recommendations of public health officials to prevent illness and further spread of the virus based on the best available public health data at this time, national and international best practices, and the practical realities of managing school operations.
3. The parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions.
4. The Return to School Plan, dated July 8, 2020 and attached is the articulation of a vision, not a binding document. It shall not be used as a directive to unit members to work beyond the scope defined within the Santa Rosa City Schools-Santa Rosa Teachers Association Collective Bargaining Agreement. The Santa Rosa City Schools-Santa Rosa Teachers Association Collective Bargaining Agreement shall be used as the basis of any unit member discipline, and as a standard for evaluations. The Return to School Plan shall not be used as a precedent beyond the 2020-2021 school year.
5. As a minimum standard, the District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), and the California Department of Education ("CDE"), and the Sonoma County Public Health department issued as of July 1, 2020. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.
6. The SRCS Illness and Injury Prevention Program (IIPP) will be updated by SRCS, as required by law, to include all aspects of health and safety parameters and protocols in this MOU. SRCS will provide a draft updated IIPP for review by SRTA by August 3, 2020.
7. Unit members who have a pre-existing medical condition as identified by the CDC, the California Department of Health or the Sonoma County Public Health Officer which makes them particularly vulnerable to life-threatening symptoms related to COVID-19 may request an accommodation through the interactive process. Each unit member who is able and available to work shall be granted an assignment as an accommodation as identified by District need. Accommodations may include, but are not limited to, the provision of personal protective equipment (PPE), heightened social distancing protocols, remote working,

alternative work assignments (modified duty), alternative remote assignment, temporary reassignments (e.g., transfer to Learning House, distance learning, Independent Study, Home and Hospitals) and/or the possible use of accrued sick leave in addition to that provided through FFCRA. If the unit member is unable to accept all offered alternative assignments, the interactive process and Article 11: Leave of Absence Provisions of the CBA will be used to ensure all unit members will be granted any and all available leaves (permissive, FFCRA, FMLA), waiving the April 15 deadline of (11.10: Other Types of Leave) 11.10.3, thus giving an opportunity other than resignation. Requests for such accommodations will be considered on a case-by-case basis and only with supporting medical documentation from a medical provider.

- a. Temporary Transfer to a Learning House, Independent Study, Home and Hospital, and Distance Learning. The District will adhere to the current contract language per Article 13 to post and notify all bargaining unit members of Learning House, Independent Study, Home and Hospital, and Distance Learning vacancies. The unit member's request for a transfer must be submitted to Human Resources via email per Article 13.2.2.
  - i. Priority for Learning House, Independent Study, Home and Hospital, Distance Learning assignments shall be given to those individuals who, through the interactive process, are granted such an accommodation due to an underlying medical condition pursuant to Section 7 of this MOU. Any remaining available vacancies in these assignments shall be determined pursuant to Article 13. All transfer requests, be they as accommodations or otherwise, shall be conditioned on the unit member having the necessary credential/qualifications.
  - ii. Unit members will apply on Ed Join using a modified application (e.g. name, and current work location) to apply for a Transfer Pool or specific site or program posting.
  - iii. For the 2020-2021 school year only, all transfers to the Learning House, Home and Hospital, Independent Study Program, and Distance Learning will be considered temporary, and unit members will be returned to their current school of record when, in the case of accommodations, the individual no longer requires said accommodation, and in the case of all other unit members, schools are fully reopened or staff receive a COVID-19 vaccination.
8. The HR 6201/Family First Coronavirus Response Act (FFCRA) provides for qualifying leaves in addition to those leaves already provided pursuant to Federal and State statutes and the SRCS-SRTA Collective Bargaining Agreement. These leaves can be used in addition to an employee's regular leave options, or in lieu of, depending on whether certain criteria are met as described in the Families First Coronavirus Response Act (HR 6201/FFCRA) Employee Rights document regarding paid sick leave and expanded Family and Medical Leave under (HR 6201/FFCRA).
9. Staff members who are absent for more than three (3) days due to COVID-19 exposure or have been diagnosed with COVID-19 will contact their Human Resources Technician by email. SRCS will work with employees when they are absent from work due to any of the "qualifying reasons for leave related to COVID-19" HR 6201/ [FCCRA Criteria for Leaves](#).
  - a. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19.

- b. Staff members will enter their absence in the Frontline Employee Management System and contact their Human Resources Technician for the next steps in documenting leave specifically related to COVID-19.
10. Bargaining unit members who were in leave status (e.g. FMLA) prior to the COVID-19 school closure may remain in leave status for the duration of their leave.
  11. The District may, at its discretion, permit leave provided for under HR 6201/FFCRA intermittently as permitted by the law (e.g. utilize in 8 hour block(s) to cover time absent on the day(s) the employee cannot report to their worksite due to COVID-19 when necessary or required but, can still continue working remotely. Unit members shall be permitted to utilize the leave set forth in HR 6201/FFCRA, Emergency Paid Sick Leave before relying upon any applicable leaves set forth in the Collective Bargaining Agreement.
  12. Classroom space – The District shall ensure minimum physical distancing of six (6) feet between students between educator and student workspaces, and between employee workspaces.
    - a. A maximum capacity for each room will be established and posted, including both students and adults. Cohorts will be a maximum of 16 students for grades 4-12 and 12 students for grades K-3. Six (6) feet physical distancing must be maintained. Cohorts may need to be smaller to accommodate room size and additional adults (student teachers, instructional aides, co-teachers, etc).
    - b. Prior to the first week of school, unit members shall have the opportunity to inspect classrooms, work areas, and other spaces and verify all physical distancing and cleaning safety protocols have been met, and cohort size will be adjusted if needed to meet safety protocols.
  13. Student break/snack/recess/lunch- SRCS will follow the contract Article 6.1 with regard to a duty-free lunch and a relief period. Elementary students will remain in their cohorts and eat in their classroom or outside, where six (6) feet physical distancing must be maintained. Secondary students will eat in designated areas inside and outside where six (6) feet physical distancing must be maintained.
  14. Staff meetings/Professional Development/Collaboration – The District shall not require in-person staff meetings, department meetings, professional development, or other gatherings/meetings if the District cannot ensure a minimum of six (6) feet of physical distance between all employees for the duration of the meeting and for entering/leaving the meeting. In-person meetings shall be held outdoors, if possible. Unit members assigned to the Learning House, Home and Hospital, Independent Study, or other remote assignments shall not be required to attend any in-person meetings,
  15. Common Spaces - Physical distancing shall be maintained in common or shared spaces such as cafeterias, libraries, hallways, and playgrounds.
  16. The District shall require the use of facial coverings (e.g., cloth, surgical style, scarf) for all students, staff, parents and community members at any school site or district building. All face coverings must follow site dress codes on a site.
    - a. Individuals who refuse to wear a facial covering or do not follow the site's dress code will be offered a face mask, and if refused, access to all district buildings and rooms will be denied. Individuals who cannot wear a mask because of a documented health issue or special education qualification based on an IEP or doctor's order shall instead be required to wear an appropriate or prescribed face covering.

- b. Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus. Three-ply masks and face shields will be provided to all unit members on an as needed basis.
17. CDC approved KN-95 are readily available and will be provided to district nurses, certificated staff caring closely for individuals with COVID-19 like symptoms and will also be provided for those unit members with high numbers of daily workplace contacts. N95 masks will be ordered and provided to nurses and other certificated staff caring closely for individuals with COVID-19 like symptoms immediately upon order fulfillment.
18. The District shall comply with the following hand washing logistical requirements:
- a. Every room with a sink shall be stocked with soap, hand sanitizer, and a paper towel dispenser
  - b. Every classroom shall be provided hand sanitizer
  - c. Non-classroom work-areas and office areas shall be provided hand sanitizer
  - d. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked / refilled as soon as possible based on a teacher's notification to the front office that supply is running low. All sanitizers will be checked and refilled as needed nightly.
19. The District will provide SRTA with a plan and procedure for maintaining stock of PPE, distribution of supplies to unit members, the safe storage of disinfecting agents at each school site, and descriptions of enhanced cleaning processes. This plan shall be provided before the first week of school.
20. Daily cleaning and disinfecting – The District shall ensure that all classrooms, common spaces, restrooms, hallways, and workspaces are cleaned and disinfected at least according to the District COVID-enhanced cleaning schedule ([Cleaning Schedule](#)) daily, between class sessions, and between cohorts including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- a. Within each cohort where students move to another class and teacher, a passing period will be allocated with enough time for high touch (e.g. student desk, faucet) surfaces to be cleaned. These high touch surfaces may be cleaned by staff and/or students as a part of their [Routine Hygiene Practice](#) each day, but these routines shall not replace daily cleaning and disinfecting.
  - b. Sufficient cleaning supplies for the routine hygiene practice shall be provided to each classroom.
21. For each non-classroom work area, common space, and classroom, a cleaning form will be posted for sign-off at the completion of a cleaning. Unit members will notify the principal if the checklist is not available or incomplete. Upon notification, a site administrator will take appropriate steps to have the area in question cleaned to minimize interruption to schedules. If a classroom is the area in question, the teacher and students will wait outside, observing social distancing protocols, until appropriate measures are taken.
22. HVAC – The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to the maximum capacity that an individual HVAC unit can handle without damage.
- a. An outside assessment with recommendations by HVAC unit for the percentage an air damper can

reasonably be opened without harming the unit will be performed and shared with SRTA on or before August 10, 2020. Air filters shall be MERV-13 at locations where HVAC units can accommodate this filter and changed at the recommended intervals by an outside contractor.

- b. A log of each site's completed HVAC filter change will be maintained and available to each site's SRTA site representative.
  - c. Portables and/or other rooms without adequate central HVAC and windows or doors that open directly to the outside, shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.
23. The District shall ensure all students, employees, and visitors are checked for symptoms daily prior to entering school, including temperature checks via no touch thermometers and/or other no touch temperature taking technology.
- a. All employees, students and visitors shall be assigned and display a visual indicator of health status, unique each week day. Students, employees and visitors without a visual indicator will be sent to the office for a symptom check, verification, and a visual indicator.
  - b. Staff and students with any symptom consistent with COVID-19 shall be sent home or sent to an isolation room on site pending travel home.
  - c. Staff or students who have had documented contact with a person with COVID-19 will not come to work or to class until cleared by health officials and the COVID-19 Coordinator. Staff shall also reach out to their Human Resources Technician to determine accommodations during this quarantine period.
24. Santa Rosa City Schools, through the COVID-19 Coordinator, will provide any information necessary to the County Public Health Department for them to conduct testing and contact tracing per their protocols ([CDC guidelines](#))
25. Handwashing –Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon arrival to their classroom, office, or common area, and every time a classroom is entered.
26. In the interest of all unit members getting consistent messaging districtwide, all communications, notifications, processes, procedures, and guidelines originating with the COVID-19 Coordinator pertaining to the safety of the unit members will be disseminated directly to the unit members via email, memo or other direct means of communication while adhering to all applicable confidentiality requirements.
27. Unit members shall be notified as soon as possible of confirmed COVID-19 cases to the extent legally permitted as well as any school or building closures due to infection.
28. Pay/Benefits – Unit members shall continue to receive their contractual compensation and benefits. If extracurricular duties can still occur remotely, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement. Nothing in this MOU shall preclude the District from releasing a unit member to the extent permitted by law and the District and Association Collective Bargaining Agreement (CBA).
29. Access to Worksite -- To comply with guidelines from health officials to stay home as much as possible to promote the lowest risk of infection for students and staff, unit members in the hybrid model will work on

campus four (4) days per week, and may choose to work remotely each non-student day.

- a. Bargaining unit members in the Learning House and Distance Learning, and other remote assignments, may access their classrooms as needed after school hours, and work from their classroom/office or assigned safe workspace, if possible, as long as it does not interfere with regular classroom cleaning. The room cannot be used if it has already been cleaned and sanitized for the following day. Unit members will make their best effort to provide reasonable advance notice to promote effective social distancing on site.
  - b. Home and Hospital and Independent Study Program (ISP) program unit members shall have access to school sites as needed as long as it does not interfere with classroom cleaning.
30. Bargaining unit members shall not be directed or required to report to the district in person while working under the Learning House model. All unit members will participate in optional district and site based Professional Development virtually. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following state, county, and local public health recommendations. Except when working independently in their classroom/office, while on district premises, bargaining unit members shall maintain six feet physical distance between themselves and other individuals and be required to wear a face mask. Unit members who cannot wear a mask because of a documented health issue shall be required to wear an appropriate or prescribed face covering.
- a. Requests for supplies and equipment for staff to work remotely must be approved by the site principal, the Director of Purchasing, and the COVID-19 Coordinator.
  - b. After approval, requests for reimbursement for the supplies and equipment must be submitted with an itemized receipt to your school site administrator for final approval to be reimbursed.
  - c. Any item purchased without pre-approval will not be reimbursed.
  - d. The ability to work remotely on Wednesdays does not preclude any part of Item 36 from this MOU that requires in-person meetings, and IEPs at the request of the parent/guardian.
  - e. The District will provide a clear process and procedure for purchasing supplies and equipment.
31. Expectations of Bargaining Unit Member - Bargaining unit members shall be responsible for planning appropriate essential standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow up.
- a. Bargaining unit members shall develop and post a syllabus (secondary) or class expectations and information sheet (elementary) with information on accessing the teacher's Distance Learning platform (e.g. Google Classroom), contact information, grading policy/standard-based grading guidelines, assignments, and daily live interaction.
  - b. Due to reduced instructional minutes, the District and the Association acknowledge and agree that unit members will focus on the District established essential standards in each subject area and grade level. If a department/grade level team/etc. has identified essential standards, then those should continue to be used, as long as they are aligned to the CCSS. Department leaders/grade level team leaders should

bring that information to elementary and secondary leadership team meetings to inform instructional decisions.

32. Evaluation -- The evaluation process for the 2020-2021 school year shall contain an asterisk as the teaching and working conditions, and circumstances have changed greatly. These circumstances shall be considered and documented in the final evaluation document. Regular evaluations as described in Article 9 will occur for all staff scheduled to be evaluated for the 2020-2021 school year.
  - a. All unit members will have the option to be evaluated using Option 2, as described in Article 9.3 of the District -Association CBA.
  - b. Administrators retain the right to visit in-person classes, and will be provided access to virtual classes only when delivering live instruction, upon notification, in order to support teachers with growth in instructional practices.
33. Hybrid Model – During the 2020-21 school year and to address safety and health concerns arising out of the current COVID-19 pandemic, bargaining unit members in the hybrid model are expected to work and be available during their normal contractual work hours and five-day work weeks. The five-day work week (Monday through Friday) for all bargaining unit members in the hybrid model shall include four (4) days in-person instruction and one (1) day per week with student instruction provided only through distance learning.
  - a. When students are not present on campus, they shall be assigned asynchronous distance learning activities. In order to provide students and parents with consistency and to avoid conflicts, live daily interaction shall be scheduled during the same times each day. As described in SB 98 ([SB 98 Summary](#)), live daily interaction shall be used to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms (Google and Seesaw).
  - b. Live daily interaction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and/or content that provides the bargaining unit member opportunities to provide the student encouragement and feedback.
34. To minimize a loss of in-person instruction, the Instructional calendar will be adjusted in such a way that Cohort A and Cohort B are not negatively impacted by weeks with local, state or federal holidays. Professional development, collaboration, staff, department, and other meetings will not be scheduled in weeks with fewer than five school days.
  - a. These activities will be moved to other weeks. The school day [Instructional Schedules](#) in this MOU shall be utilized by all schools (with the exception of Lawrence Cook Middle School, to accommodate a 7 period day), and the contract work day for all unit members in the hybrid, Learning House and Intermittent Distance Learning model [attached] will adhere to the current contract language of Article 6.1, 6.2.1 and 6.6.1.
  - b. Zero periods will continue to allow for as much opportunity as possible for students to participate in the classes offered during zero period (ie: music, choir, physical education, leadership).

- c. For the period covered by this MOU only, the portion of Article 6.2 limiting classroom teaching to 305 minutes per day shall be waived at all secondary sites, to accommodate block schedules.
35. Distance Learning and the Learning House Model -- During the 2020-21 school year and to address safety and health concerns arising out of the current COVID pandemic, families may choose distance learning only for their students. The five- day work week (Monday through Friday) for all bargaining unit members in this model shall include both synchronous and asynchronous teaching and will follow the schedules in this MOU ([Instructional Schedules](#)). Home and Hospital unit members shall not be required to visit students in their homes. The contract work day for all unit members in the Distance Learning/ Learning House model will adhere to the current contract language of Article 6.1, 6.2.1 and 6.6.1.
36. Student information System (SIS) -- the use of the SIS for recording and posting of grades shall be encouraged but not be required beyond the current expectation of quarter, semester, trimester and IPR grade. Unit members will establish, communicate out and maintain a regular platform for communicating student progress and will include a communication process in their class Information Sheet/Syllabus to be co-created with representatives from the Association based on requirements from 2020 CA Senate Bill 98 [SB 98 Summary](#) and the skills identified in the essential standards.
37. Attendance -- the unit member will endeavor to record attendance in the SIS within the first 20 minutes of each day/period for in-person students. Unit members will record attendance by the end of each in-person work day, and by the end of the following work day for online learning students.
38. Utilizing the Professional Development Days in August, each school's MTSS and/or Coordinated Service Team ( COST) will collaborate with the Counselor on Special Assignment, and MTSS Counselors, to develop a "universal screener" for implementation and distribution. The MTSS Counselor and/or COST will coordinate the implementation of the Universal Screener. Within the first five instructional weeks of the 2020-2021 school year, students will take the Universal Screener survey, and results will be compiled by the MTSS and/or COST team and shared with the entire counseling support team. Upon completion of these compilations, the School Counselors will review the students on their caseloads that have been identified and work with the MTSS Team and/or COST to provide "check-ins" for these students to be completed by the end of the first quarter and documented in our SIS system by the Counselor, MTSS Counselor and/or COST.
- a. High School Counselors shall accommodate the processing of credit checks, and senior letters, by the end of the first quarter, October 9, 2020 (nine weeks).
  - b. In the scope of their professional duties, Counselors will schedule regular and on-going check-ins for students needing additional support regarding access to social-emotional learning offerings, supporting their access to distance learning opportunities, and monitor the graduation status of the students on their caseload.
  - c. SOLL counselors will assist school counselors while distance learning is in place.
  - d. For all positions that perform one-on-one student interaction, a room or office will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure physical distancing can be maintained when meeting with



students.

39. Special Education Case Managers shall follow all IDEA timelines and regulations. If required by a change in the IEP Minutes or services, the Case Manager will hold and write amendment IEPs within the first 30 days of school to adjust SAI minutes during the agreed upon Distance Learning or Hybrid modified schedules to meet the legal regulations outlined in IDEA.
  - a. The District shall hold all IEPs, 504s, SSTs, remotely unless an in- person meeting is requested by the parent. Case managers, assigned to a remote teaching position, have the option to attend IEP meetings remotely.
  - b. The District shall follow all physical distancing and safety protocols previously described in this MOU for all in-person gatherings/meetings.
40. Specialized academic instruction will be determined based on the offer of FAPE for when students are in traditional school settings. During extended periods of Distance Learning or Hybrid modified school schedules, the offer of SAI may need to be more clearly outlined in the IEP. SAI services may be offered in group, individual, or a combination of the two based on individual student needs.
41. Special Educators shall be subject to the same expectations as General Educators as noted in this MOU above.
42. Related service providers include Speech-Language Pathologists, School Psychologists, Nurses, Adaptive Physical Educators. Services shall be provided to the students based on their offer of FAPE when students are in a traditional school setting.
  - a. During extended periods of Distance Learning, Learning House, Independent Study, Home and Hospital, and Intermittent Distance Learning modified school schedules, the offer of service minutes may need to be more clearly outlined in the student's IEP.
  - b. These services may be offered in group, individual, or a combination of the two based on individual student needs.
43. In person assessments shall be completed in order to gather the appropriate data to write a legally defensible assessment report, to determine the appropriate area of eligibility, and to make an appropriate offer of FAPE.
  - a. Personal Protective Equipment will be provided due to close proximity between assessor and student. District shall provide a safe space for SPED student assessment which will include six feet of distance between the proctor and the student, a plexiglass divider between the proctor and the student, and sanitized assessment tools and protocols for both the proctor and the student.
  - b. For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other SRCS staff), at least one safe space per site will be set up for testing.
  - c. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure physical distancing can be maintained when testing.
  - d. In addition, the assessment room will be sanitized after each use, whether that be daily or hourly, depending on assessment use needed at each site.

44. Unit members shall make every effort to use the online learning platforms Seesaw or (KA-3) or Google Classroom (4-12) districtwide.
  - a. Classrooms will be provided backup student devices and charging capabilities (power strips) in their classrooms for in-person class days. Used backup devices will be disinfected after each use throughout the day. After use, the student should use a District provided alcohol-based wipe to sanitize the borrowed device.
  - b. The district will make every effort to have student email accounts operational on the first student day.
45. Calendar --The Parties agree to meet to review and revise the current 2020-2021 school year calendar to review and determine any modifications needed in the current instructional calendar to schedule all necessary days based on the academic instructional models used including all student free days, classroom preparation days, and professional development days.
46. Preparation for Distance/Hybrid Learning – The first 5-days of the work year will be scheduled as non-instructional days. These five days will be based on calendar negotiations: Three required PD days (Monday, (paid at the per diem rate), Tuesday and Wednesday), one site-directed day (Thursday), one teacher-directed day (Friday).
  - a. These PD days are training for the preparation of hybrid and distance teaching, learning, and planning, student and staff wellness, cleaning and hygiene protocols training will also take place. One hour from each of the first three days noted in number 47 above shall be used for remote collaboration, implementation and lesson development with grade levels and subject area colleagues. The last hour of the day will be for collaboration, implementation and lesson development with grade levels and subject area colleagues. The schedule of the days will be from 8-3 with a one hour break for lunch for all SRTA members. Training shall be offered on district approved software and learning platforms.
  - b. The District shall not require in-person staff meetings, department meetings, professional development, or other gatherings/meetings if the District cannot ensure a minimum of six (6) feet of physical distance between all employees for the duration of the meeting and for entering/leaving the meeting.
47. Ongoing PD on non-pupil days - Wednesday professional development times are to be utilized by unit members for completing their educational activities and trainings within the four categories of student instruction (in person or virtual), district-directed professional development, teacher prep time, and common planning time to meet student outcomes as determined by district essential standards, MVP, LCAP, SPSA, and WASC goals.
  - a. Optional training on specific topics shall be offered on a variety of levels, shall be part of a menu of options, and will be self selected by the member, on an as needed basis.
  - b. Unit members who teach professional development sessions will be compensated at the extended day rate, and compensation of three (3) hours of paid prep time for each hour of training.
48. During the current COVID-19 pandemic, the COVID 19 related intermittent distance learning schedule ([Intermittent Distance Learning](#)) will be used. Due to the variety of reasons for intermittent school closures, SRTA reserves the right to meet, and confer on each event that may lead to the closure of one or more schools, utilizing the closure guidelines of the RTS Plan.

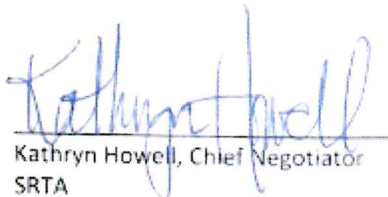
49. Specialists/Electives/Physical Education - Physical Education cohorts will be a maximum of 18 students for grades 7-12. If classes are moved indoors due to inclement weather, indoor spaces must be large enough to allow a cohort of 18 with 6 feet of separation or cohorts will be reduced in size to match the space.
- a. Teachers will be provided with spray bottles of disinfectant to clean supplies and equipment.
  - b. Students are expected to participate in activities without changing into PE clothes to minimize risk of spread. Masks are to be worn at all times and 6 feet of distancing will be required. Additional disposable masks will be provided by the district to replace soiled disposable masks from sweat.
  - c. The use of shared equipment will be determined by local health guidelines and CIF. Shared equipment can be used by smaller cohorts of less than 12 if the equipment is easily sanitized (non porous) at the discretion of the unit member.
  - d. Unit members that provide instruction to multiple stable student cohorts in one school day shall be provided KN95 respirators daily due their increased interactions with students.
50. Elementary Specialists (aka “prep teachers”) will provide their students Distance Learning as their primary means of instruction regardless of which model is being utilized.
- a. Class sizes are not applicable to a distance learning model for Elementary Specialists.
  - b. Assignments that typically have large performance-based classes (band, music, drama, PE) shall only be assigned stable student cohort groups based on the in-person cohort limits in the health and safety section of this MOU.
51. Substitute Coverage - A cohort of substitutes will be hired to support school sites. Substitutes will be provided training in the instructional models represented in the RTS plan. They will also be trained in the use of SIS, and distance learning and communication platforms (e.g. Google Classroom, Seesaw, etc.)
- a. Substitutes will be held to the same screening measures and health protocols as all regular employees.
  - b. In the event that there are no qualified certificated personnel to monitor the student cohort during instructional time, other certificated staff ( e.g. TOSA, reading specialists, administrator, etc.) will be used to provide supervision of a teacher created lesson plan should a teacher and/or sub be absent, in the event a classroom is not covered, a district-office certificated staff will cover the class.
  - c. In the event a substitute is not available, two (2) or more stable student cohorts will not be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.
  - d. At the elementary level, cohorts are the students on an individual teacher’s class list/roster on campus on the assigned A or B day.
52. Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to environmental changes that might affect the health and safety issues set forth in this MOU for the COVID-19 pandemic as needed.

53. The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

This MOU is subject to Article 4, Grievance Procedure of the District and Association Collective Bargaining Agreement, and shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties.

Dated: July 10, 2020


**For the Association:**

  
Kathryn Howell, Chief Negotiator  
SRTA

  
William Lyon, President  
SRTA

Dated: July 10, 2020

**For the District:**

  
Stacy Spector, Assistant Superintendent  
Human Resources, SRCS

  
Rick Edson, Deputy Superintendent  
Business Services, SRCS

  
Dr. Diann Kitamura  
Superintendent, SRCS

**Supporting members of the SRTA Association and SRCS District negotiating teams:**

SRTA Negotiating Team

Alma Conde  
Kristine Erken  
Florentino Garcia  
Danita Haynes  
Ian Myers  
Dorisanne Regan  
Dan Swedenborg

SRCS Negotiating Team

Dr. Anna Guzman  
Steve Mizera  
Gabe Albavera  
Katie Barr  
Rani Goyal  
Alisa Haley  
Vicki Zands

Approved by the Board: \_\_\_\_\_

Ratified by SRTA: \_\_\_\_\_