

1 **Memorandum of Understanding**

2 **2020-2021**

3 **Elementary March through June 2021**

4  
5 **Between the Auburn School District and the Auburn Education Association**

6 The Auburn School District (“District”) and Auburn Education Association (“AEA”) agree to the terms of this Memorandum of Understanding “MOU” regarding Hybrid model school during the 2020-2021 school year in response to the COVID-19 pandemic.

10 This MOU will serve as the entirety of the agreement reached between the Auburn School District and the Auburn Education Association. All other provisions of the collective bargaining agreement not expressly modified by this agreement remain in full effect. Nothing in this MOU will be determined as precedent setting by either the District or AEA and is intended to address the specific and unprecedented health emergency presented by COVID-19.

16 This MOU shall be in effect for the 2020-21 school year during the hybrid model.

17 **Definitions:**

18 Synchronous Instruction shall be defined as a student or a group of students engaged in learning at the same time using technology that allows the teacher and student to connect in real-time to deliver any of the following:

- 21 a. Timely actionable feedback to students.
- 22 b. Direct instruction to students through video conferencing (Google Meets).
- 23 c. Teacher guided peer-to-peer learning, 1:1 instructional support, goal setting, conferencing
- 24
- 25 d. Whole or small-group instruction.

26 Asynchronous Instruction shall be defined as any of the following:

- 27 a. Learning assigned by the teacher but done outside of class time (ie. iReady assigned lessons, Apex, homework).
- 28
- 29 b. Students work independently.
- 30 c. Self-guided instructional modules.
- 31 d. Pre-recorded lessons.
- 32 e. Opportunities for interaction not within the scheduled school day (example: discussion board).
- 33
- 34

1     **Section 1. General Certificated Staff Duties During Hybrid Model**

2     Certificated Staff will adhere to the following work expectations, in addition to the duties  
3     outlined in the job description:

4     **A. All Certificated Staff**

- 5         i. Certificated staff know their students, families, and school communities best.  
6             They will plan and deliver content with equity, so students have the greatest  
7             potential to thrive in the Hybrid model while maintaining sensitivity to student  
8             and family well-being.
- 9         ii. Certificated staff will use best practices including state learning standards,  
10            culturally responsive teaching methods and a standardized learning management  
11            platform (SeeSaw K-2 option or Google Classroom K-12 option) to develop  
12            Hybrid model instruction.
- 13        iii. Certificated staff will manage, monitor, and provide feedback to students using a  
14            variety of strategies and resources as determined by the unique learning needs of  
15            students and the educator’s professional judgement.
- 16        iv. Certificated staff will check emails each workday, respond to correspondence in  
17            a timely manner, take daily attendance and maintain updated grading records.
- 18        v. Certificated staff will participate in Professional Learning Communities, not to  
19            exceed one hour per week, and will develop agendas and discussion topics that  
20            best meet the needs of students while supporting the goals of the Hybrid model.
- 21        vi. Certificated staff without direct classroom instructional responsibilities will  
22            complete work related job duties consistent with their respective job description  
23            within the scheduled day.

24     **B. Elementary Grade Level Specific Duties**

- 25        i. Grade level certificated staff will have the option of working from home during  
26            their Auburn online portion of the workday.
- 27        ii. Teachers with morning in person instruction will not have building duties  
28            assigned to them during the ten (10) minute morning WAC time.
- 29        iii. Certificated staff will structure academic sections based upon the unique  
30            learning needs of students, child development and provide ample movement and  
31            brain breaks. Students participating in the Auburn Online Program are not  
32            expected to sit in front of a digital device for the entire academic section.
- 33        iv. Certificated staff will determine the best placement for ELA, math, social  
34            studies, science, and social/emotional instruction within the academic day.
- 35        v. Certificated staff will continue to have the option to work remotely on Monday.  
36            The Monday schedule will allow for additional planning during the afternoon  
37            and will be self-directed for the purposes of developing and supporting educator  
38            skills that enhance hybrid/Auburn online learning.

1           **C. Specialists**

- 2           i. School Psychologists, Counselors, Behavior Intervention Specialists (BIS), and  
3           Instructional Specialists will provide a combination of collaboration,  
4           consultation, and virtual services for students and families consistent with  
5           identified student needs.  
6           ii. Instructional Specialists, BIS, and ESA staff will be allowed to work a blended  
7           schedule in coordination with the student schedule that they serve and based  
8           upon building needs.  
9           iii. Elementary specialists (PE, music, and librarians) will create their own virtual  
10          classroom, consistent with the learning platform determined at the building or  
11          grade level, to provide remote learning to students.  
12          iv. Any home visits or visits to students and families made by AEA members during  
13          the period of hybrid/Auburn online learning shall be on a voluntary basis and  
14          consistent with Washington State Department of Public Health guidelines.  
15

16           **D. Transition to Hybrid/Auburn Online Instruction**

- 17          i. PK-2 will begin Hybrid/Auburn Online Instruction on Wednesday, March 3,  
18          2021.  
19          ii. Grades 3-5 will begin Hybrid/Auburn Online instruction on Monday, March 15,  
20          2021.  
21          iii. All elementary staff will receive the following dates to prepare for and transition  
22          to Hybrid/Auburn Online instruction.  
23                 1. February 26  
24                 2. March 1  
25                 3. March 2  
26                 4. Each day will begin with a 30-minute class meeting for the purposes of  
27                 taking attendance and assigning asynchronous work.  
28

28           **Section 2. Compensation, Evaluation, Leaves**

29           **A. Compensation**

- 30          i. The District will continue to pay extra-curricular, co-curricular, stipends, and all  
31          other supplemental contracts related to the AEA bargained agreement as long as  
32          they can be adapted to the learning platform in consultation with the district  
33          administrator that issues the contract.  
34          ii. Employee benefits will continue to be administered through the SEBB program  
35          and SEBB program requirements and minimum thresholds will remain in effect  
36          in determining qualifications for such benefits.

37           **B. Substitute Coverage**

- 38          i. Auburn School District will provide a dedicated pool of 45 substitutes across the  
39          district to address staff absences.

- 1           ii. Human resources will work with buildings to cover additional absences beyond  
2           those identified above.  
3           iii. Elementary grade level teachers may substitute for like grade level colleagues  
4           and will be compensated \$150 for a full day absence or \$75 for a half day  
5           absence. This option is available for the Auburn Online portion of your  
6           assignment only.  
7           iv. In the event all other options have been exhausted, Instructional Specialists may  
8           be assigned to substitute in the event there are not enough district substitutes  
9           available. Instructional specialists will be assigned substitute duties no more than  
10          two (2) times per week.

11          **C. Evaluation**

12           Evaluation language contained in the Distance Learning MOU 2020-2021 shall remain  
13           in effect and shall continue to follow the guidance stated by OSPI around Educator  
14           Growth and Development.

15          **D. Quarantine and Leaves**

16           **COVID 19 Outbreaks in Schools as defined by the Washington State Department**  
17           **of Health:**

18           A COVID-19 outbreak is considered when the following have been met:

- 19           • There are two or more laboratory-positive COVID-19 cases among students  
20           or staff.  
21           • The cases have a symptom onset within a 14-day period of each other.  
22           • The cases are epidemiologically linked.  
23           • The cases do not share a household.  
24           • The cases are not identified as close contacts of each other in another setting  
25           during the investigation.

26           **If the school is grouping or cohorting students:**

- 27           i. Dismiss the entire classroom for home quarantine for 14 days if two (2) or more  
28           laboratory positive COVID-19 cases occur within the group or cohort within a  
29           14-day period.  
30           ii. Close *a school and switch to remote learning for 14 days when:*  
31           • Two (2) or more classrooms are dismissed due to outbreaks in schools with  
32           ten (10) or fewer classrooms.  
33           • 10% or more of classrooms are dismissed due to outbreaks in schools with  
34           greater than ten (10) classrooms.  
35           • School cannot function due to insufficient teaching or support staff.

36           The Auburn school district will continue to follow the Department of Health guidance if  
37           there are changes regarding COVID-19 outbreaks at school.

38           If an entire classroom or building is required to quarantine, the AEA President will be  
39           notified by Human Resources.

1           **Quarantine:** Staff who are directed by ASD to quarantine because of potential exposure  
2           at school will transition to a remote work assignment for the duration of the quarantine.

3           **COVID Leave:** Due to the expiration of COVID-19 leave as part of the FFCRA on  
4           December 31, 2020 the District will provide up to ten (10) days of paid COVID sick  
5           leave, which will not be deducted from an employee’s accrued leave bank. Such leave is  
6           available for employees that are unable to work, either on site or remotely, due to the  
7           following:

- 8                     • Is subject to quarantine or isolation due to non-school related COVID-19  
9                     exposure.
- 10                    • Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

11           To qualify for district COVID leave, the employee must provide documentation from a  
12           physician, testing site, or health district official of advice to quarantine or  
13           documentation of waiting to receive results from a COVID test or test results.

14           Increased Risk and Might Be at Increased Risk Categories: Employees who are  
15           considered by the Center for Disease Control (CDC) to be within “increased risk” or  
16           “might be at increased risk” categories can request accommodation through the ADA  
17           accommodation process. Employees who self-identify as one of these categories shall  
18           make a request through the Human Resources Department. Human Resources will work  
19           with members who fall into this category through the ADA accommodation process.

### 20    **Section 3. Technology Support and Professional Development**

- 21           **A.** Staff who utilize district equipment at an alternate site are responsible for the  
22           equipment. On or before June 30, 2021 staff will return the equipment to their work site.
- 23           **B.** The district will provide ongoing technology support and training (both synchronous  
24           and asynchronous) to certificated staff so that quality instruction can continue.
- 25           **C.** For the 2020-2021 school year only, certificated staff may submit reimbursement up to  
26           \$600 to be made in one payment for technology and supply needs as part of their  
27           bargained tuition reimbursement allocation. Employees who initially submitted their  
28           \$250 will have the opportunity to submit for one additional reimbursement (up \$350).
- 29           **D.** The District will clearly designate a technology support person in addition to the  
30           Building Tech Coordinator that staff can access for technology support, questions, and  
31           to address the needs of malfunctioning equipment.

1 **Section 4. Health and Safety of Staff on Site**

2 The Auburn School District will adhere to safety protocols and will provide personal  
3 protective equipment, as established by the Washington State Department of Health and  
4 the Department of Labor and Industries. The Auburn School District will maintain links  
5 on the district website to guidance from Washington State Department of Health and  
6 Department of Labor and Industries.

7 Safety and health topics to be linked and posted on the website include:

- 8 • Attestation of COVID symptoms and appropriate screening measures
- 9 • Masks, face covering and the appropriate wearing of face coverings
- 10 • Social/Physical Distancing Protocols
- 11 • If social distancing is not feasible, barriers and other proven prevention  
12 methods must be used to prevent transmission of coronavirus.
- 13 • Routine cleaning and sanitizing of work sites
- 14 • Hand washing support, including sanitizer stations and supplies for portables
- 15 • Procedures for sick workers

16 Certificated staff that have close physical contact with special education students or are  
17 providing therapy to students will be provided training and necessary PPE.

18 The district will provide, at no cost to employees, and require the wearing of PPE such  
19 as gowns, gloves, face shields, and face masks as appropriate or required for the work  
20 activity being performed.

21 **A. Employee Rights to a Safe Work Environment**

- 22 i. In the event an employee does not believe the district is following advice from  
23 the Department of Health and/or Labor and Industries to adequately protect staff  
24 or student safety, the employee is encouraged to notify their building Covid site  
25 supervisor.
- 26 ii. The Auburn School District will provide employees access to a [Seeay](#)  
27 Something - [Sayee](#) Something Google form if they have a concern regarding  
28 staff or students and safety.
- 29 iii. If there is not a proper resolution to the safety concern, the employee has a right  
30 to speak to a union representative and the union has the right to raise those  
31 concerns with the district.

32 **B. COVID-19 Exposure Prevention**

33 The Auburn School District will follow all guidelines and recommendations  
34 surrounding the prevention of the exposure of COVID-19 as directed by the following  
35 agencies: The Washington State Department of Health, the Center for Disease Control  
36 and Prevention, Washington State Department of Labor and Industries.

37 **C. Mask Protocols**

- 38 i. District will require all certificated employees, students, and building visitors to  
39 properly wear a mask while at any District facility or attending any District  
40 event except while working alone in a room with four walls and a closed door.

- 1 ii. Masks are defined as two or more layers of washable, breathable fabric and do  
2 not contain exhalation valves or vents. They completely cover your chin, nose  
3 and your mouth and they fit snugly against the sides of your face and do not  
4 have gaps.
- 5 iii. Any exceptions to wearing a mask will go through the District's official  
6 accommodation process.
- 7 iv. Employees not complying with these expectations will be subject to progressive  
8 discipline.
- 9 v. The District will create a process to notify certificated staff who work directly  
10 with the students who have mask exemptions.
- 11 vi. Building visitors shall be limited to district personnel and other essential visitors.  
12 Parents picking up children will adhere to the mask protocols and will be limited  
13 to the main office only.

#### 14 **D. Physical Distancing Protocols**

- 15 i. Indoor spaces will be limited to a capacity where 6-foot distance can be kept  
16 between all staff, students, and others.
- 17 ii. Staff must remain 6 feet apart from other staff members.
- 18 iii. When 6-foot distancing is not feasible, other strategies such as minimizing the  
19 number of staff and students in a room, staggering breaks or shifts will be used  
20 to prevent transmission of COVID-19.
- 21 iv. Students will maintain 6-foot social distancing as much as possible.
- 22 v. Classroom distancing - Student desks will be placed 6 feet apart as measured  
23 from center to center of desk.
- 24 vi. Work Room -
  - 25 1. Social distancing shall be maintained at a 6-foot distance.
  - 26 2. Mask protocols will be observed while in the work room.
  - 27 3. Employees shall not congregate in spaces where social distancing is not  
28 possible. Markers will be provided for staff to wait socially distanced  
29 when the work room is occupied.
  - 30 4. Buildings may consider scheduling times to access the work room if  
31 distancing and need for usage is high.
  - 32 5. Hand sanitizer and/or hand washing are advised after use.
- 33 vii. Staff Lunch/Break Room -
  - 34 1. Use of staff lunch/break rooms shall be minimized if possible. Social  
35 distancing at a 6-foot distance shall be maintained.
  - 36 2. To minimize the spread of Covid-19, no shared food utensils are allowed.
  - 37 3. Staff are encouraged to eat in alternate locations whenever possible.
  - 38 4. High touch surfaces will be cleaned and disinfected frequently
- 39 viii. Students will not eat in the classroom. ECE staff may consider providing a  
40 snack for students. Snacks will be eaten outside or at socially distanced tables

#### 41 **E. Cleaning Protocols**

42 The Auburn School District will utilize industry standard practices for cleaning,  
43 sanitizing, and disinfecting and will follow the Washington State Department of Health  
44 and CDC guidance for cleaning and disinfecting.

- 45 i. Cleaning and disinfecting are prioritized at a building.

- 1 ii. Cleaning products and microfiber cloths will be provided by the district. Staff
- 2 will not bring cleaning products from home.
- 3 iii. Building custodians will disinfect classrooms in between cohort groups.
- 4 iv. Only trained staff and custodians are allowed to disinfect facilities.
- 5 v. Students and staff will support cleaning protocols by the teacher spraying each
- 6 student desk with a district provided solution and students wiping the top of their
- 7 desk with a microfiber cloth. Staff will follow the procedure for collecting
- 8 microfiber cloths each day so that they can be laundered.
- 9 vi. Staff are responsible for cleaning their personal workspace with approved
- 10 district cleaning supplies and protocols.

11 **F. E. Indoor Air Quality**

12 Auburn School District will continue to comply with the Department of Labor and

13 Industries and the Washington State Department of Health requirements by:

- 14 i. Maintaining every building's ventilation systems are operating properly and
- 15 provide air quality based upon full occupancy for each space.
- 16 ii. Maintaining the amount of outside air increased by double, reducing the amount
- 17 of recirculated air compared to pre-pandemic operation.
- 18 iii. Increasing the length of time HVAC systems are in operation increased by two
- 19 hours before and two hours after school.
- 20 iv. Members that have concerns about indoor air quality should contact their
- 21 building principal. Unresolved concerns can be reported using the See
- 22 Something-Say Something Google form after 48 hours.

23 **G. Staff attestation**

24 Staff attestations will be completed through Skyward and must be completed daily in

25 advance of entering the building or immediately upon entry to the building.

26 **H. Student Daily Wellness Screening.**

27 Prior to arriving at school, the student will complete daily wellness screening.

28 Screening can be completed in Skyward or on a paper version declaring the following:

- 29 • They do not have COVID-19 symptoms.
- 30 • They have not been in close contact with anyone with a confirmed case of
- 31 COVID-19.
- 32 • They have not had a positive COVID-19 test in the past 10 days.
- 33 • They have not been told by a healthcare professional to self-isolate or self-
- 34 quarantine because of concerns about COVID-19 during the past 14 days.
- 35 • Telephone calls or written notes will also be accepted.

36 Upon arrival at school, staff will make a visual inspection of the child for signs of

37 illness that could include flushed cheeks, rapid breathing or difficulty breathing

38 (without recent physical activity), fatigue, or extreme fussiness. Students with

39 symptoms should be isolated until they can go home.

40 **I. Training**

41 Training on COVID-related health and safety topics will be provided by the Auburn

42 School District for all staff. Staff will receive training on COVID symptoms and

1 protocols for the separation room and will include two required trainings developed for  
2 Auburn School District and administered through Safe Schools.

3 **Section 5. Joint Committees and Communication**

4 **A.** ASD and AEA agree to maintain a joint committee made up of members of the Labor  
5 Management Team, to address and problem solve matters related to Hybrid/Auburn  
6 Online.

7 **B.** Communication: The district will continue to provide updates regarding  
8 recommendations from appropriate Public Health – Seattle & King County and the  
9 Office of the Superintendent of Public Instruction related to school operations and  
10 appropriate measures under way to minimize the spread of the virus.

Agreed to this \_\_\_ day of February 2021. Signed this \_\_\_ day of February 2021.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

\_\_\_\_\_  
Elaine Hogg, President – AEA

\_\_\_\_\_  
Daman Hunter,  
Assistant Superintendent  
of Human Resources