



Secondary Memorandum of Understanding FAQ's

1. **Is the hybrid schedule change for just hybrid teachers or is also for on-line teachers?** *ALL students will be on the same schedule. This is the only way it works with some teachers having hybrid and online classes during the day.*
2. **What is the difference between concurrent teaching and blended?**

A blended class means that you will have in-person students and online students at the same time. You cannot opt out of a blended class, ASD administration has the right to assign students to either: 1) fully hybrid 2) fully online or 3) blended classes.

Teachers who are assigned a blended class have 2 options:

- *concurrent teaching: presenting instruction to in-person and online students at the same time.*
- *structure your class period the way that best fits your needs and student needs.*
 - *You could teach your in-person students for the first half of the class period while your online students are working asynchronously and then for the second half of the period, you teach the same lesson to your online students while in-person students work independently.*
 - *This is mostly for HS where they may have some blended classes but could be used with hybrid only classes also.*
 - *Example for use in hybrid: teacher **could** assign or request the T/Th or Wed/Fri "off-day" students to log in to your google meet daily and teach and follow along with the in-person instruction each day. This would provide 4 days of instruction from the teacher each week instead of 2, which might be desirable for some teachers. This relies on having enough bandwidth to support so many teachers streaming at the same time.*

3. **Can I be assigned periods that are fully online, fully hybrid and blended or a combination of any of those?**
Yes, you can have all types of classes assigned within your workday. The language in the MOU around the concurrent teaching choice is meant for the blended (hybrid and online students assigned to the same class period). Some teachers with blended classes (online and hybrid students assigned to one class period) were asked to decide as to whether they wanted to teach concurrently in Dec/Jan. When they were asked or surveyed, members made decisions prior to the MOU being completed. Many members did not have all information necessary to make informed choices. That is why they have the option now to change their minds to not teach concurrently. Members DO NOT have the option to say that they only want hybrid or online classes as administration has the right to assign blended classes in addition to hybrid or fully online.
4. **If I teach a hybrid class on Tuesday (A group) what is my B group doing that day during first period, and what is my online class (non-hybrid doing) that day and for the week?**
You are required to provide hybrid students on their "off days" asynchronous work to complete on those days. Fully online students are not expected to sit in front of the screen the entire instructional period. You could have them join your hybrid class and teach concurrently or you can structure your period to instruct hybrid for the first half of the period and online the second half of the period.

- Attendance must be completed for both in-person and online/off-day students. This could be done by assigning a google form to be filled out (and posted in your google classroom) daily by all students. You ARE NOT required to meet with “off day” students on their “off day.”
5. **I'm wondering what our responsibilities are as far as attendance, lessons, etc. with hybrid students on their asynchronous day. Are we expected teach our in-person hybrid cohort and supervise our out of school cohort at the same time?** *You are expected to deliver new content on the hybrid days to whatever group is in person that specific day. You are also expected to assign asynchronous instruction to hybrid students who are on their “off days”. You are also required to take attendance for all hybrid students every day and online students. A very easy way to do this is to create a google form and post into your google classroom and require students fill it out daily to get credit for attendance. Remember, you have up to 5 days to go back and adjust.*
 6. **For teachers that are doing concurrent teaching what is the district going to supply for technology purposes?** *ASD has ordered external microphones for teachers and you can purchase other items needed out of the technology/supply reimbursement if you choose.*
 7. **If I'm teaching at school hybrid do I need to be on site for online PLC Mondays?** *You do NOT need to be at the school on Mondays.*
 8. **If I have a first period hybrid class what time do I need to be onsite? 7:40 Planning, 8:55 student arrival or 9:25 start of first period? What if I only have a 3rd period hybrid class and periods 1 and 2 are online, what time do I need to be onsite?**

*The MOU **does not** provide for members to stay home during WAC or planning time. You are encouraged to work with your administrator to create a flexible schedule if you both agree.*

The MOU provides for you to teach from home if you have a strictly online section however, that will depend on your lunch and how your school is handling intervention time if travel to/from school during your 30 min duty free lunch.

 - *If you have online for both first/fourth period and for intervention time AND you have first lunch, then you can teach from home and travel to work during lunch.*
 - *If your first TWO periods and intervention time are online, then you could travel to work no matter which lunch you have.*
 - *The same idea works for end of the day online classes.*
 - *If any of those scenarios apply to you, you can complete WAC and planning at home (unless you have assigned WAC duties at beginning and end of day).*
 - *The key is that travel must be able to occur during lunch.*
 9. **If a person has already been approved to work remotely due to medical concerns, do they need to reapply or ask for accommodations again?** *No, you do not need to reapply.*
 10. **Can I be required to come back to school if I do not feel safe? Does it affect my pension?** *ASD has the right to call employees back to work. If you do not feel comfortable, you can take FMLA if you qualify and use sick leave to continue your regular pay, or you can take a leave without pay and apply for unemployment benefits. Unemployment benefits are not guaranteed, unemployment is state agency and have their own determinations on who or who does no qualify. Unfortunately, I do not know if it affects pensions.*
 11. **If we are required to spray students' desk, how do we maintain 6 ft social distancing? Can students spray their own desks?** *Yes! Students can spray their own desks. Remember, we are required to physically distance whenever possible ability and close contact is defined as 15 min over 24-hour period.*
 12. **How do we collect microfiber cloths?** *Each classroom will be provided a bucket that students should put their microfiber cloths into each day. These will be picked up by an outside vendor to launder and will be replaced with freshly laundered cloths daily.*
 13. **Is each building responsible for students who don't wear a mask?** *Dr. Spicciati has repeatedly said that students who do not adhere to mask protocols, will be moved into the fully online program. Buildings should have a process*

in place for how to address students who do not adhere to wearing a mask. It is not unreasonable to give a student a few reminders but if you have concerns, please contact your building administrator.

- 14. Staff have expressed safety concerns regarding bringing potentially sick students into the Isolation Room, ASD says nurse approved it. Is there a process to follow?** *The isolation rooms have been approved by the building COVID site supervisor and the principal. If you are still concerned, you can fill out the See Something/Say Something form for follow up.*
- 15. What qualifies under COVID leave?** *COVID leave is for staff who are subject to quarantine or isolation due to non-school related exposure. It is also for those who are subject to quarantine or isolation due to school related COVID exposure, as determined by ASD COVID supervisor. It is also for staff who are experiencing COVID symptoms and are seeking a medical diagnosis. If you feel you have been in contact with someone outside of ASD (family, friends) who has tested positive, contact your COVID site supervisor before returning to the work site. Additionally, you many not use COVID leave for getting a vaccine or reactions to the vaccine, staff should use sick leave for that.*
- 16. How do we put in for COVID leave? Is there a code on Frontline?** *There is a code in frontline, but you also need to fill out the COVID leave form on the ASD website (COVID resources for staff). If you can't fill it out prior, then put in as sick leave and it can get changed once it is approved.*
- 17. Is COVID leave retroactive to people who had to take leave between 1/1/21 and the start of the MOU?** *COVID leave was bargained as a protection for members when grade levels return for hybrid instruction. It will not be retroactive since we were not in hybrid in January through March 30th for Middle School and April 19th for High School.*
- 18. Can you explain the technology/supplies reimbursement? Is that out of our tuition reimbursement? Or additional?** *The technology/ supplies reimbursement in the Distance Learning MOU was for \$250 that you could CHOOSE to apply toward your \$500 tuition reimbursement. The hybrid MOU allows for a total of \$600 inclusive of what you have already been reimbursed. It is important to note that secondary members may purchase items now but cannot submit until your return to hybrid instruction date. Also, if you plan on using it for tuition reimbursement, that is limited to \$500 per the CBA then you would have \$100 for technology and supplies. Covered items are found on the AEA website .*
- 19. Why do teachers returning to hybrid get \$600, but staff staying remote don't? Don't staff that stay remote still need to purchase just as much (if not more) technology than hybrid teachers?** *All members are eligible for the technology/supply reimbursement prorated on FTE.*