

1 **Memorandum of Understanding**  
2 **Auburn Online School - 2021-2022**

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

5 The Auburn School District (“District”) and Auburn Education Association (“AEA”) agree to the  
6 terms of this Memorandum of Understanding “MOU” regarding the newly created Auburn  
7 Online School (AOS) serving grades 1-12.

8 This MOU will serve as the entirety of the agreement reached between the Auburn School  
9 District and the Auburn Education Association. All other provisions of the collective bargaining  
10 agreement not expressly modified by this agreement remain in full effect.

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12 Existing Auburn School District Certificated staff who accept employment at Auburn Online  
13 School for the 2021-2022 academic year will have the option to return to their previous work site  
14 at the end of the 2021-2022 academic year. Employees who were involuntarily transferred to  
15 Auburn Online School will receive first consideration to any open positions should they no  
16 longer wish to stay at Auburn Online School.

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18 This MOU shall be in effect for the 2021-2022 school year.

19 **Definitions:**

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

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

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

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

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37 **Section 1. General Certificated Staff Duties**

38 AOS Certificated Staff will adhere to the following work expectations, in addition to the  
39 duties outlined in the job description:

1       **A. All Certificated Staff**

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

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24       **B. Workday**

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26           i. AOS is a virtual working environment. It is the intent that regularly scheduled  
27           staff meetings will occur in a virtual setting. On the occasion that in person  
28           attendance is needed, those staff meetings will occur on Mondays.
- 29           ii. For the purposes of enhancing Auburn Online instruction, the Monday schedule  
30           will indicate times for PLC meetings, student academic interventions,  
31           asynchronous work and class meetings.

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33       **Section 2. Compensation and evaluation**

34       **A. Compensation**

35           Teaching at Auburn Online should not negatively impact the opportunity to be involved  
36           in stipend/supervision based positions. Such stipend/supervisory positions must not  
37           interfere with the Auburn Online schedule.

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39       **B. Evaluation**

40           Auburn Online certificated staff will be provided tools that address the uniqueness of the  
41           teaching environment and how that intersects with CEL5D evaluation criterion.  
42           Evaluation concerns about negative impacts on evaluative criteria for indicators that

1 cannot be measured in the online system, i.e grade level collaboration will be placed on  
2 the LMT monthly meeting agenda for discussion and problem solving.

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

- 4 **A.** Staff who utilize district equipment at an alternate site are responsible for the equipment.  
5 After leaving, AOS staff will return the equipment to the district.
- 6 **B.** The district will provide ongoing technology support and training (both synchronous and  
7 asynchronous) to certificated staff so that quality instruction can continue.
- 8 **C.** For the 2021-2022 school year only, certificated staff may submit reimbursement up to  
9 \$500 to be *made in one payment* for technology and supply needs directly related to  
10 instruction as part of their bargained tuition reimbursement allocation.
- 11 **D.** The District will clearly designate a technology support person that staff can access for  
12 priority technology support, questions, and to address the needs of malfunctioning  
13 equipment.  
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### 15 **Section 4. Instructional Issues for AOS**

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- 17 **A. Special Education Service.** An elementary resource room teacher and a secondary  
18 resource room teacher will provide services for students with qualifying IEP's.  
19 Elementary class size will follow the class size language outlined in the Negotiated  
20 Agreement. Secondary class size will follow the West Auburn Resource Room class size  
21 language outlined in the Negotiated Agreement.  
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- 23 **B. Specialists (Elementary).** Specialists may provide asynchronous lessons in their content  
24 area for classroom teachers to utilize. Asynchronous lessons will be provided to the  
25 classroom teachers at least 24 hours in advance. For the purposes of AOS, the elementary  
26 library class period may be a combination of asynchronous lessons and student  
27 independent reading. The Auburn School District will create a plan that provides  
28 elementary students the opportunity to check out library books.  
29
- 30 **C. Alternate Learning Environments/Student Learning Plans.** The Auburn School  
31 District will create grade specific standardized documents for ALE student learning plans  
32 that meet OSPI requirements. The AOS counselor will be the primary point of contact  
33 for student learning plans. Classroom teachers may choose to utilize time during the  
34 Monday schedule to complete necessary paperwork requirements.  
35
- 36 **D. National Board Stipend [Poverty stipend].** The District will maintain the additional high  
37 poverty school bonus provided by the state for those teachers leaving a "high poverty  
38 school" in the Auburn School District to teach at Auburn Online School, provided that  
39 the staff maintains their National Board Certification.  
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