

MEMORANDUM OF UNDERSTANDING  
*By and Between*  
ONTARIO-MONTCLAIR SCHOOL DISTRICT  
*and*  
ONTARIO-MONTCLAIR TEACHERS ASSOCIATION

**SCHOOL OPENING RELATED TO CORONAVIRUS-19 (COVID-19)**

March 12, 2021

The Ontario-Montclair School District (OMSD) and Ontario-Montclair Teachers Association (OMTA) enter this Memorandum of Understanding (MOU) regarding the return to school re-opening (2020-2021) related to Coronavirus (COVID-19).

The Parties recognize there is a need to re-open schools and offer a variety of learning options to allow for social distancing in accordance with public health recommendations in order to prevent the spread of illness arising from the COVID-19.

The District and OMTA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained and provisions should be made for District employees who are impacted by the pandemic.

Parties recognize there is a need to re-open schools and offer a variety of on campus and online learning options to allow for social distancing and respond to the preferences of our families, in accordance with public health recommendations (e.g. Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), and the San Bernardino County Health Department) in order to prevent the spread of illness arising from the COVID-19.

The definitions below are designed to provide a common understanding of the various models of learning and their unique distinctions and to avoid the common misconception of applying terms interchangeably.

- i. ***Synchronous***: A general term used to describe forms of online education, instruction, and learning that occur at the same time, but not in the same place.
- ii. ***Asynchronous***: A general term used to describe forms of online education, and learning that do not occur in the same place or at the same time. Asynchronous learning refers to students engaged in self-guided learning, completing assignments and/or working with their peers.
- iii. ***Instructional Day***: For the purpose of, defining the instructional day, the school-based assignment shall be 6.75 hours exclusive of the unit member’s regular lunch period. Instruction is defined as in-person, in-class academic instruction, as well as the supervision and guidance of students before, during and after in-class instruction.

- iv. **Work Time:** Consist of teacher planning, teacher initiated collaboration, parent meetings, and office hours.

## **I. LEARNING MODELS**

The parties recognize the following three (3) models of instruction; Online, Blended, and Independent Study as the learning models to open the 2020-2021 school year.

1. **Online Model:**

Online learning occurs when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional physical classroom setting. Instruction is delivered via a variety of online learning platforms and includes both synchronous and asynchronous learning. This delivery model enables students to engage in a course of study fully aligned to their in-person peers and allows them to return to in-person learning as soon as possible.

2. **Blended Model:**

Blended learning occurs both in person and via online delivered synchronously/asynchronously. Asynchronous learning will be assigned but not necessitate direct instruction from the assigned teacher.

3. **Independent Study:**

This delivery model is an alternative instructional strategy that is designed to meet the individual needs and learning style of a student. Independent Study assignment is a voluntary decision by a family. There is a Learning Plan students follow. Instructional delivery can be provided via video, online and physical meeting times with the supervising teacher, if needed.

## **II. EXPECTATIONS FOR UNIT MEMBERS RELATED TO LEARNING MODELS**

Instructional minutes for the online and the blended model will follow the provided Governor or legislative guidelines. These times include but are not limited to in person, screen time, extended learning activities, reading, and other activities per grade level.

- Pre-School : 180 minutes daily (Note: see sample schedule)
- TK/K: 180 minutes daily
- 1/2/3: 230 minutes daily
- 4/5/6: 240 minutes daily
- 7/8: 240 minutes daily

1. Prior to the return of school, teachers will provide administrators with their daily schedule by content area and update as needed.
2. Administrators will continue to have access to all instructional learning platforms and meetings (e.g. Zoom, Google classroom, Seesaw).
3. Teachers will provide all models of instruction from the classroom actively engaging students within their instructional day.
4. Employees may collaborate virtually as they deem necessary and appropriate while they are engaged in preparing for or providing blended or online learning. The time and manner of collaboration will be determined by the employees outside of Supervisor directed time.

5. Prior to the start of online and blended learning, as well as throughout the year, the site administrator shall consult with the staff regarding the content of professional development.
6. The District will not require employees to record live video or audio lessons. Employees will not be recorded without their knowledge and authorization.
7. The District shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60% of the instructional days in a school week. These procedures shall require school site administrators, certificated, or classified staff to make contact with the pupil's parents or guardians pursuant to the requirements of Education Code Sections 43504(f).
8. Prep days prior to returning with students: Certificated unit members will be allotted five (5) prep days and instruct asynchronously in order to prepare the classroom environment prior to receiving students. On each of the five (5) prep days, teachers will provide synchronous instruction for the first 15 min. of each day. This time will include taking attendance and checking in with students. Site administrators will be allotted up to 5 hrs. for staff mtgs. to address essential procedures/topics during the week.

### **III. SUBSTITUTE COVERAGE**

#### **A. Blended Learning**

1. In the event a classroom is without a teacher or a substitute teacher during in-person learning, the school site administrator will seek volunteers from the bargaining unit not primarily assigned to a classroom. If no one volunteers for a particular period, the administrator may assign unit members, provided that such assignment is done in an equitable manner from among all available unit members.
2. In no event shall two (2) or more stable student classrooms be combined in order to provide instruction, nor shall a single classroom be divided and separated into other classroom groups.
3. If no certificated bargaining unit member is available to provide substitute teaching coverage, the classroom may be instructed by an administrator until such time as a bargaining unit member or certificated substitute teacher becomes available. No classified employee shall substitute teach a student classroom during instructional time.

## IV. SCHEDULES

|   |       |                               | PreK Alternating Days SAMPLE     |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   |                   |                        |                   |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|-------|-------------------------------|----------------------------------|-------------------|----------------------------------|--------------------|------------------------|-------------------|--------------------|----------------------------------|-------------------|--------------------|------------------------|-------------------|--------------------|----------------------------------|-------------------|-------------------|------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|   |       |                               | DAY 1                            |                   |                                  |                    |                        | DAY 2             |                    |                                  |                   |                    | DAY 3                  |                   |                    |                                  |                   | DAY 4             |                        |                   |                   |                   | DAY 5 (OFFICE DAY) |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       |                               | A                                | B                 | C                                | A                  | B                      | C                 | A                  | B                                | C                 | A                  | B                      | C                 | A                  | B                                | C                 | A                 | B                      | C                 | ABC               | Teacher Day       | work time          |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7:45  | 8:00  | 15                            | work time                        |                   |                                  | work time          |                        |                   | work time          |                                  |                   | work time          |                        |                   | work time          |                                  |                   | 7:45              | 8:00                   | 15                |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8:00  | 9:30  | 90                            | in person                        | async             | family activities                | in person          | async                  | family activities | in person          | async                            | family activities | in person          | async                  | family activities | in person          | async                            | family activities | in person         | async                  | family activities | online sync       | online sync       | online sync        |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9:30  | 10:00 | 30                            | work time/cleaning               |                   |                                  | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | 9:00              | 9:15                   | 15                | recess            |                   |                    | break             |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10:00   | 11:30 | 90                            | async                            | family activities | Online for AM and PM students BC | family activities  | Online with BC Cohorts | async             | family activities  | Cohort A asych family activities | lunch             | family activities  | Online with AC Cohorts | async             | family activities  | Cohort A asych family activities | lunch             | family activities | Online with AC Cohorts | async             | family activities | family activities | prep               |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11:30   | 12:15 | 45                            | lunch                            |                   |                                  | lunch              |                        |                   | lunch              |                                  |                   | lunch              |                        |                   | lunch              |                                  |                   | 10:15             | 10:15                  | 60                |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12:15   | 1:45  | 90                            | work time/cleaning               |                   |                                  | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | 10:15             | 11:15                  | 60                | asynch            |                   |                    | family activities |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       | 5.25 hrs.                     |                                  |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   |                   |                        |                   |                   |                   |                    |                   | lunch                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Student Groups: A= 1/2 class, B=1/2, C=asynch and sync only, D=SPED SDC @ 4 days weekly |       |                               |                                  |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   |                   |                        |                   |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       | min                           | 180                              |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   | min               | 240                    |                   |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       | 90 min. online or asynch task |                                  |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   |                   |                        |                   |                   |                   |                    |                   | 180 min. online/asynch |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       | 90 min. in person             |                                  |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   |                   |                        |                   |                   |                   |                    |                   | PM Teacher             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       |                               | DAY 1                            |                   |                                  |                    |                        | DAY 2             |                    |                                  |                   |                    | DAY 3                  |                   |                    |                                  |                   | DAY 4             |                        |                   |                   |                   | DAY 5 (OFFICE DAY) |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       |                               | A                                | B                 | C                                | A                  | B                      | C                 | A                  | B                                | C                 | A                  | B                      | C                 | A                  | B                                | C                 | A                 | B                      | C                 | ABC               | Teacher Day       | work time          |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9:45  | 10:00 | 15                            | work time                        |                   |                                  | work time          |                        |                   | work time          |                                  |                   | work time          |                        |                   | work time          |                                  |                   | 7:45              | 8:00                   | 15                |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10:00   | 11:30 | 90                            | Online for AM and PM students BC | lunch             | family activities                | in person          | async                  | family activities | in person          | async                            | family activities | in person          | async                  | family activities | in person          | async                            | family activities | in person         | async                  | family activities | online sync       | online sync       | online sync        |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11:30   | 12:15 | 45                            | work time/cleaning               |                   |                                  | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | 9:00              | 9:15                   | 15                | recess            |                   |                    | break             |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12:15   | 1:45  | 90                            | in person                        | async             | family activities                | in person          | async                  | family activities | in person          | async                            | family activities | in person          | async                  | family activities | in person          | async                            | family activities | in person         | async                  | family activities | family activities | prep              | prep               |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1:45  | 3:45  | 120                           | work time/cleaning               |                   |                                  | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | work time/cleaning |                        |                   | work time/cleaning |                                  |                   | 10:15             | 10:15                  | 60                |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |       | min                           | 180                              |                   |                                  |                    |                        |                   |                    |                                  |                   |                    |                        |                   |                    |                                  |                   | min               | 240                    |                   |                   |                   |                    |                   |                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## **PreK Office Day Options-SAMPLE**

### **AM Teacher (5.25 hours)**

7:45-8:00 Work/prep

8:00-10:00 Admin-directed time

10:00-11:00 Online instruction

11:00-11:30 Work/plan/prep (allows for collaboration time with partner teacher)

11:30-12:15 Lunch (to keep consistent with other days)

12:15-1:45 Work/plan/prep

### **PM Teacher (5.25 hours)**

9:45-10:00 Work/prep

10:00-11:00 Online instruction

11:00-11:30 Work/plan/prep (allows for collaboration time with partner teacher)

11:30-12:15 Lunch

12:15-2:15 Admin-directed time

2:15-3:45 Work/plan/prep

### **Full-Day Teacher (6.75 hours)**

7:30-8:00 Work/prep

8:00-10:00 Admin-directed time

10:00-11:00 Online instruction

11:00-11:30 Work/plan/prep (allows for collaboration time with partner teacher)

11:30-12:15 Lunch

12:15-3:00 Work/plan/prep

TKK Alternating Days SAMPLE

|       |       | DAY 1     |             |   | DAY 2     |             |   | DAY 3     |             |   | DAY 4       |        |   | DAY 5 (OFFICE DAY) |              |      |       |       |     |
|-------|-------|-----------|-------------|---|-----------|-------------|---|-----------|-------------|---|-------------|--------|---|--------------------|--------------|------|-------|-------|-----|
|       |       | A         | B           | C | A         | B           | C | A         | B           | C | A           | B      | C | ABC                | Teacher Day  |      |       |       |     |
| 7:45  | 8:00  | work time |             |   | work time |             |   | work time |             |   | work time   |        |   |                    | 7:45         | 8:00 | 15    |       |     |
| 8:00  | 10:30 | In Person | Asynch      |   | In Person | Asynch      |   | In Person | Asynch      |   | In Person   | Asynch |   | online sync        | online sync  |      | 8:00  | 9:00  | 60  |
| 10:30 | 10:45 | break     |             |   | break     |             |   | break     |             |   | break       |        |   | recess             | break        |      | 9:00  | 9:15  | 15  |
| 10:45 | 11:30 | lunch     |             |   | lunch     |             |   | lunch     |             |   | lunch       |        |   | async              | prep         |      | 9:15  | 10:15 | 60  |
| 11:30 | 1:00  | async     | online sync |   | async     | online sync |   | async     | online sync |   | online sync | AC     |   | async              | prep         |      | 10:15 | 11:15 | 60  |
| 1:00  | 3:15  | work time |             |   | work time |             |   | work time |             |   | work time   |        |   | lunch              | lunch        |      | 11:15 | 12:00 | 45  |
|       |       |           |             |   |           |             |   |           |             |   |             |        |   |                    | prep         |      | 12:00 | 1:00  | 60  |
|       |       |           |             |   |           |             |   |           |             |   |             |        |   |                    | admin direct |      | 1:00  | 3:00  | 120 |
|       |       |           |             |   |           |             |   |           |             |   |             |        |   |                    | work time    |      | 3:00  | 3:15  | 15  |
|       |       |           |             |   |           |             |   |           |             |   |             |        |   |                    |              | min  |       |       | 240 |

Student Groups: A= 1/2 class, B=1/2 class, C=async and sync for Online students @ 4 days weekly

**SDC PreK-K (Greater than 16 inclusive of staff and students)**

|       |       | DAY 1     |             |             | DAY 2     |             |             | DAY 3       |             |             | DAY 4       |             |             | DAY 5 (OFFICE DAY) |             |
|-------|-------|-----------|-------------|-------------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|-------------|
|       |       | A         | B           | C           | A         | B           | C           | A           | B           | C           | A           | B           | C           | ABC                | Teacher Day |
| 7:45  | 8:00  |           |             |             |           |             |             |             |             |             |             |             |             |                    | 15          |
|       |       | work time |             |             | work time |             |             | work time   |             |             | work time   |             |             |                    |             |
| 8:00  | 10:30 | In Person | Asych       | Asych       | In Person | Asych       | Asych       | In Person   | Asych       | Asych       | In Person   | Asych       | online sync | online sync        | 60          |
| 10:30 | 10:45 |           | break       |             |           | break       |             |             | break       |             |             |             | recess      | break              | 15          |
| 10:45 | 11:30 |           | lunch       |             |           | lunch       |             |             | lunch       |             |             |             | async       | prep               | 60          |
| 11:30 | 1:00  | async     | online sync | online sync | async     | online sync | online sync | online sync | online sync | online sync | online sync | online sync | async       | prep               | 60          |
| 1:00  | 3:15  |           | work time   |             |           | work time   |             |             | work time   |             |             |             | lunch       | lunch              | 45          |
|       |       |           |             |             |           |             |             |             |             |             |             |             |             | prep               | 60          |
|       |       |           |             |             |           |             |             |             |             |             |             |             |             | admin direct       | 120         |
|       |       |           |             |             |           |             |             |             |             |             |             |             |             | work time          | 15          |
|       | min   |           |             |             |           |             |             |             |             |             |             |             |             |                    | 240         |

**SDC PreK-K (Less than 16 inclusive of staff and students)**

|       |       | DAY 1     |             |             | DAY 2     |             |             | DAY 3       |             |             | DAY 4       |             |             | DAY 5 (OFFICE DAY) |             |
|-------|-------|-----------|-------------|-------------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|-------------|
|       |       | A         | B           | C           | A         | B           | C           | A           | B           | C           | A           | B           | C           | ABC                | Teacher Day |
| 7:45  | 8:00  |           |             |             |           |             |             |             |             |             |             |             |             |                    | 15          |
|       |       | work time |             |             | work time |             |             | work time   |             |             | work time   |             |             |                    |             |
| 8:00  | 10:30 | In Person | Asych       | Asych       | In Person | Asych       | Asych       | In Person   | Asych       | Asych       | In Person   | Asych       | online sync | online sync        | 60          |
| 10:30 | 10:45 |           | break       |             |           | break       |             |             | break       |             |             |             | recess      | break              | 15          |
| 10:45 | 11:30 |           | lunch       |             |           | lunch       |             |             | lunch       |             |             |             | async       | prep               | 60          |
| 11:30 | 1:00  | async     | online sync | online sync | async     | online sync | online sync | online sync | online sync | online sync | online sync | online sync | async       | prep               | 60          |
| 1:00  | 3:15  |           | work time   |             |           | work time   |             |             | work time   |             |             |             | lunch       | lunch              | 45          |
|       |       |           |             |             |           |             |             |             |             |             |             |             |             | prep               | 60          |
|       |       |           |             |             |           |             |             |             |             |             |             |             |             | admin direct       | 120         |
|       |       |           |             |             |           |             |             |             |             |             |             |             |             | work time          | 15          |
|       | min   |           |             |             |           |             |             |             |             |             |             |             |             |                    | 240         |

**SDC Gr. 1-6 (Greater than 16 inclusive of adults and students)**

|       | DAY 1                   |                         |                         | DAY 2                   |                         |                         | DAY 3                   |                         |                         | DAY 4                   |                         |                         | DAY 5 (OFFICE DAY)      |       |       |     |                  |              |
|-------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------|-------|-----|------------------|--------------|
|       | A                       | B                       | C                       | A                       | B                       | C                       | A                       | B                       | C                       | A                       | B                       | C                       | A                       | B     | C     |     |                  |              |
| 7:45  |                         | work time               |                         |                         | work time               |                         |                         | work time               |                         |                         | work time               |                         |                         | 7:45  | 8:00  | 15  | ABC              | Teacher Day  |
| 8:00  | in person               | async                   | async                   | in person               | async                   | async                   | in person               | async                   | async                   | in person               | async                   | in person               | async                   | 8:00  | 9:00  | 60  | online sync      | online sync  |
| 10:30 | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | 9:00  | 9:15  | 15  | recess           | break        |
| 10:45 | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | 9:15  | 10:15 | 60  | (PE) online sync | prep         |
| 11:30 | async                   | online synch B-C        | online synch B-C        | async                   | online synch for B-C    | online synch for B-C    | online synch for A      | online synch for C      | online synch for C      | online synch for A      | online synch for C      | online synch for C      | online synch for C      | 10:15 | 11:15 | 60  | (PE) async       | prep         |
| 1:00  | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | 11:15 | 12:00 | 45  | lunch            | lunch        |
| 1:30  | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | worktime                | 12:00 | 1:00  | 60  | async            | prep         |
|       |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         | 1:00  | 3:00  | 120 |                  | admin direct |
|       |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         | 3:00  | 3:15  | 15  |                  | work time    |
|       | min                     |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         | min   |       | 240 |                  | 135          |

Option: Think/Alter School Prgm. occurs after "online synch"; find three rooms (e.g., 1-2, 3-4, 5-6)

Note: Cohort A is hybrid/blended and Cohort C is online ONLY

**SDC Gr. 1-6 SDC (Less than 16 inclusive of adults and students)**

|       | DAY 1                   |                         |                         | DAY 2                   |                         |                         | DAY 3                   |                         |                         | DAY 4                   |                         |                         | DAY 5 (OFFICE DAY)      |       |       |     |                  |              |
|-------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------|-------|-----|------------------|--------------|
|       | A                       | B                       | C                       | A                       | B                       | C                       | A                       | B                       | C                       | A                       | B                       | C                       | A                       | B     | C     |     |                  |              |
| 7:45  |                         | work time               |                         |                         | work time               |                         |                         | work time               |                         |                         | work time               |                         |                         | 7:45  | 8:00  | 15  | ABC              | Teacher Day  |
| 8:00  | in person               | async                   | async                   | in person               | async                   | async                   | in person               | async                   | in person               | async                   | in person               | async                   | in person               | 8:00  | 9:00  | 60  | online sync      | online sync  |
| 10:30 | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | break                   | 9:00  | 9:15  | 15  | recess           | break        |
| 10:45 | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | lunch                   | 9:15  | 10:15 | 60  | (PE) online sync | prep         |
| 11:30 | async                   | Online synch C          | Online synch C          | async                   | Online Synch C          | Online Synch C          | online synch for A      | online synch for C      | online synch for C      | online synch for A      | online synch for C      | online synch for C      | online synch for C      | 10:15 | 11:15 | 60  | (PE) async       | prep         |
| 1:00  | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | online sync small group | 11:15 | 12:00 | 45  | lunch            | lunch        |
| 1:30  | work time               | work time               | work time               | work time               | work time               | work time               | work time               | work time               | work time               | work time               | work time               | work time               | work time               | 12:00 | 1:00  | 60  | async            | prep         |
|       |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         | 1:00  | 3:00  | 120 |                  | admin direct |
|       |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         | 3:00  | 3:15  | 15  |                  | work time    |
|       | min                     |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         | min   |       | 240 |                  | 135          |

Option: Think/Alter School Prgm. occurs after "online synch"; find three rooms (e.g., 1-2, 3-4, 5-6)

Note: Cohort A is hybrid/blended and Cohort C is online ONLY



**Draft Sample Blended Schedule Alternating Days Cohorts ABC: (1-6)**

**1st - 6th Alternating Days SAMPLE**

|       |       | DAY 1 |                         |                | DAY 2     |                         |           | DAY 3        |                         |              | DAY 4        |                         |              | DAY 5 (OFFICE DAY) |            |                  | Teacher Day |
|-------|-------|-------|-------------------------|----------------|-----------|-------------------------|-----------|--------------|-------------------------|--------------|--------------|-------------------------|--------------|--------------------|------------|------------------|-------------|
|       |       | A     | B                       | C              | A         | B                       | C         | A            | B                       | C            | A            | B                       | C            | ABC                |            |                  |             |
| 7:45  | 8:00  | 15    | work time               |                |           | work time               |           |              | work time               |              |              | work time               |              |                    | 15         | work time        |             |
| 8:00  | 10:30 | 150   | in person               | async          | in person | async                   | in person | async        | in person               | async        | in person    | async                   | in person    | async              | 60         | online sync      | online sync |
| 10:30 | 10:45 | 15    | break                   |                |           | break                   |           |              | break                   |              |              | break                   |              |                    | 15         | recess           | break       |
| 10:45 | 11:30 | 45    | lunch                   |                |           | lunch                   |           |              | lunch                   |              |              | lunch                   |              |                    | 60         | (PE) online sync | prep        |
| 11:30 | 1:00  | 90    | async                   | online sync BC | async     | online for BC           | async     | synch for AC | synch for AC            | synch for AC | synch for AC | synch for AC            | synch for AC | 60                 | (PE) async | prep             |             |
| 1:00  | 1:30  | 30    | online sync small group |                |           | online sync small group |           |              | online sync small group |              |              | online sync small group |              |                    | 45         | lunch            | lunch       |
| 1:30  | 3:15  | 105   | worktime                |                |           | worktime                |           |              | worktime                |              |              | worktime                |              |                    | 60         | async            | prep        |
|       |       |       |                         |                |           |                         |           |              |                         |              |              |                         |              | 120                |            | admin direct     |             |
|       |       |       |                         |                |           |                         |           |              |                         |              |              |                         |              | 15                 |            | work time        |             |
|       | min   | 270   |                         |                |           |                         |           |              |                         |              |              |                         |              | min                | 240        |                  | 135         |

Option: Think/After School Prgm. occurs after "online sync", find three rooms (e.g., 1-2, 3-4, 5-6)

Note: Cohort A & B are hybrid/blended and Cohort C is online

| 7-8 Alternating Days SAMPLE   |                                    |              |              |              |              |                   |                    |                    |
|---|------------------------------------|--------------|--------------|--------------|--------------|-------------------|--------------------|--------------------|
| <b>Alternating in person schedule will be same as Office Day period</b>   |                                    |              |              |              |              |                   |                    |                    |
| <b>Sample</b>   |                                    |              |              |              |              |                   |                    |                    |
| April 5   | Period 1                           |              |              |              |              |                   |                    |                    |
| April 12  | Period 2                           |              |              |              |              |                   |                    |                    |
| April 19  | Period 3                           |              |              |              |              |                   |                    |                    |
| April 26  | Period 4                           |              |              |              |              |                   |                    |                    |
| May 3   | Period 5                           |              |              |              |              |                   |                    |                    |
| May 10  | Period 6                           |              |              |              |              |                   |                    |                    |
| May 17  | <b>3 days of deciding schedule</b> |              |              |              |              |                   |                    |                    |
| Stable Group A - section of students seeking in person students in afternoon, attending two consecutive days (Period 1A, Period 1B) |                                    |              |              |              |              |                   |                    |                    |
| Stable Group B - other section of students seeking in person in afternoon, attending two consecutive days (Period 2A, Period 2B)    |                                    |              |              |              |              |                   |                    |                    |
| <b>Stable Group C- all parents that have elected to have their students remain on distance learning</b>                             |                                    |              |              |              |              |                   |                    |                    |
| <b>SDC Group</b>  |                                    |              |              |              |              |                   |                    |                    |
|   |                                    |              |              |              |              |                   |                    |                    |
| <b>Hours</b>  | <b>Minutes</b>                     | <b>Day 1</b> | <b>Day 2</b> | <b>Day 3</b> | <b>Day 4</b> | <b>Office Day</b> |                    |                    |
| <b>Online Sync Platform Groups ABC (Gen Ed/RSP) &amp; SDC In Person</b>   |                                    |              |              |              |              | <b>Times</b>      | <b>Student Day</b> | <b>Teacher Day</b> |
| 8:00 -11:00   | 180                                | Periods 1-3  | Periods 4-6  | Period 1-3   | Period 4-6   | 7:45-8:00         |                    | prep               |
| 11:00-11:15   | 15                                 | prep         | prep         | prep         | prep         | 8:00-9:00         | Synch              | synch              |
| 11:15-12:15   | 60                                 | Lunch/Prep   | lunch/prep   | lunch/prep   | lunch/prep   | 9:00-10:00        | Asynch             | prep               |
| <b>In Person Instruction – Groups AB (Gen Ed/RSP), Group C &amp; SDC Online Async/Sync</b>  |                                    |              |              |              |              | 10:00-11:00       | Asynch             | work time          |
| 12:15-1:45  | 90                                 | Period 1A    | Period 1B    | Period 2A    | Period 2B    | 11:00-11:15       | lunch              | prep               |
| 1:45-3:00   | 75                                 | Office Hours | Office Hours | Office Hours | Office Hours | 11:15-11:45       |                    | lunch              |
|   |                                    |              |              |              |              | 11:45-2:45        | Asynch 60 min      | principal directed |
|   | 270                                |              |              |              |              | 2:45-3:00         |                    | prep               |
| <b>Note: 12:15-1:45 time frame rotates over three weeks (1A/1B-6A/6B)</b>   |                                    |              |              |              |              |                   |                    |                    |
| Student Groups: A= 1/2 class, B=1/2, C=async and sync only, D=SPED SDC @ 4 days weekly  |                                    |              |              |              |              |                   |                    |                    |
| Middle School asynchronous time to be equivalent to 180 on office day   |                                    |              |              |              |              |                   |                    |                    |

## V. OFFICE DAY

The Office Day will be assigned by middle schools and their feeder elementary schools. Each cluster will have a different day of the week as an Office Day (See chart below). Preschool designated day is the same as the chart below.

The **X** represents regular instructional days. The day of the week each cluster school has as an Office Day will be the day physical education takes place at the elementary schools for 1<sup>st</sup> -6<sup>th</sup> grade.

| Monday  | Tuesday   | Wednesday  | Thursday   | Friday  |
|---|---|--|--|---|
| Wiltsey<br>Arroyo<br>Corona<br>Del Norte<br>Lincoln<br>Mariposa | X   | X  | X  | X   |
| X   | De Anza<br>Vina Danks<br>Edison<br>Berlyn<br>Bon View<br>Euclid<br>Hawthorne<br>Sultana | X  | X  | X   |
| X   | X   | Oaks<br>Central<br>Haynes<br>Howard<br>Mission<br>Vista Grande | X  | X   |
| X   | X   | X  | Vernon<br>Vineyard<br>Buena Vista<br>El Camino<br>Elderberry<br>Kingsley | X   |
| X   | X   | X  | X  | Serrano<br>Lehigh<br>Monte Vista<br>Montera<br>Moreno<br>Ramona |

Office Days shall be used for school related functions (e.g. Staff Meetings, Professional Development, PLC's, Parent Contact, Preparatory periods, student enrichment, IEPs, small group instruction, etc.). These Office Day assignments will remain status quo unless an extenuating circumstance (e.g., holiday conflict, building emergency, etc.) requires immediate revision. In these cases, the District will inform the Association within 48 hrs. In the event that the Principal/Supervisor Directed Time requires change or revisions by the school site, the supervisors and site representatives will work together to mutually agree upon a schedule revision.

Each Office Day shall consist of the following:

**Elementary (GEN):**

1. Synchronous/Asynchronous Instructional Time: To comply with the instructional minutes per grade level, teachers will meet with students one (1) hour synchronously and provide asynchronous extended learning activities to meet the remaining instructional minutes based on grade level.
2. 1st -6th, including K-8 Schools PE Prep/work Time: Not to exceed 2.0 hours (e.g., preparation for classes, prep of teaching materials).
3. Additional Teacher Prep/work time: Gen Ed 1.75 hours (e.g., preparation for classes, prep of teaching materials, conferences with staff, administration and parents).
4. Principal/Supervisor Directed Time: Not to exceed 2.0 hours of site, grade, department, District level meetings (e.g. staff meetings, professional development, PLC's, SST's, IEP's).

**Middle (GEN & SDC):**

1. Synchronous/Asynchronous Instructional Time: To comply with the instructional minutes per grade level, teachers will meet with students one (1) hour synchronously and provide one (1) asynchronous hour of extended learning activities to meet the remaining instructional minutes required.
2. Teacher Prep Time: Not to exceed 2.75 hours (e.g., preparation for classes, prep of teaching materials, conferences with staff, administration and parents).
3. Principal/Supervisor Directed Time: Not to exceed 2.0 hours of site, grade, department, District level meetings (e.g. staff meetings, professional development, PLC's, SST's, IEP's).

**SPED (SDC-gr. 1-6):** In addition, reference Special Ed. section below.

1. Synchronous/Asynchronous Instructional Time: To comply with the instructional minutes per grade level, teachers will meet with students one (1) hour synchronously and provide asynchronous extended learning activities to meet the remaining instructional minutes based on grade level.
2. 1st -6th, including K-8 Schools PE Prep/work Time: Not to exceed 2.0 hours (e.g., preparation for classes, prep of teaching materials).
3. Additional Teacher Prep/work time: Gen Ed 1.75 hours (e.g., preparation for classes, prep of teaching materials, conferences with staff, administration and parents).
3. Additional Teacher Prep time: 1.75 hours at the elementary (e.g., preparation for classes, prep of teaching materials, assessments, conferences with staff, administration and parents).
4. Principal/Supervisor Directed Time: Not to exceed 2.0 hours of site, grade, department, District level meetings (e.g. staff meetings, professional development, PLC's, SST's, IEP's).
5. Meetings may be held virtually or in person in accordance with public health

recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, entering/leaving the meeting, and proper PPE.

**TK/K**

1. Teacher Instruction: Provide 1.0 hour of synchronous instruction and two (2) hours of asynchronous activities.
2. Teacher Prep Time: Not to exceed 3.75 hours (e.g., preparation for classes, prep of teaching materials, assessments, conferences with staff, administration and parents).
3. Principal/Supervisor Directed Time: Not to exceed 2.0 hours of site, grade, District level meetings (e.g. staff meetings, professional development, PLC's., IEP's).
4. Meetings may be held virtually or in person in accordance with public health recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, entering/leaving the meeting, and proper PPE.

**SPED PSK**

1. Teacher Instruction: Provide 1.0 hour of synchronous instruction and two (2) hours of asynchronous activities.
2. Teacher Prep Time: Not to exceed 3.75 hours (e.g., preparation for classes, prep of teaching materials, assessments, conferences with staff, administration and parents).
3. Principal/Supervisor Directed Time: Not to exceed 2.0 hours of site, grade, District level meetings (e.g. staff meetings, professional development, PLC's., IEP's).
4. Meetings may be held virtually or in person in accordance with public health recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, entering/leaving the meeting, and proper PPE.

**PSK (5.25 contractual day)**

1. Teacher Instruction: Provide (1) hour of synchronous instruction and 120 minutes of asynchronous activities.
2. Teacher Prep Time: Not to exceed 2.25 hours (e.g., preparation for classes, prep of teaching materials, assessments, conferences with staff, administration and parents).
3. Principal/Supervisor Directed Time: Not to exceed 2.0 hours of site, grade, District level meetings (e.g. staff meetings, professional development, PLC's., SST's, IEP's).
4. Meetings may be held virtually or in person in accordance with public health recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, entering/leaving the meeting, and proper PPE.

### **SPED TK/K**

1. Teacher Instruction: Provide **1.0** hour of synchronous instruction and two (2) hours of asynchronous activities.
2. Teacher PE Prep Time: Not to exceed **2.0** hours (e.g., preparation for classes, prep of teaching materials, assessments, etc.).
3. Additional Teacher Prep time: **1.75** hours at the elementary and .75 at the middle (e.g., preparation for classes, prep of teaching materials, assessments, conferences with staff, administration and parents).
4. Principal/Supervisor Directed Time: Not to exceed **2.0** hours of site, grade, department, District level meetings (e.g. staff meetings, professional development, PLC's., SST's, IEP's).
5. Meetings may be held virtually or in person in accordance with public health recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, entering/leaving the meeting, and proper PPE.

### **SPED (RSP/SLP/APE/DHH/VI)**

1. In addition, reference Special Ed. section below.
2. Teacher/Support Provider Prep time: 5.75 hours (e.g., preparation for classes, prep of teaching materials, assessment, conferences with staff, administration and parents).
3. The itinerant Ed Specialist and SLP will work with their site administrators to determine their 5.75 hours of prep time per week.
4. Principal/Supervisor and the unit member, unit members may request to be excused from the principal directed time. Meeting time not to exceed 1.0 hour of site, grade, department, District level meetings (e.g. staff meetings, professional development, PLC's., SST's, IEP's).
5. Meetings may be held virtually or in person in accordance with public health recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, entering/leaving the meeting, and proper PPE.

## **VI. CURRICULUM CONTENT AND SCHEDULING**

1. To provide students and parents with consistency and to avoid conflicts, office hours/interactive instruction shall be scheduled during the same times each week. Office hours shall be used to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms. Interactive instruction 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 provides the bargaining unit member opportunities to provide the student encouragement and feedback.
2. The District will provide employees with approved learning platforms to provide the online learning as needed. Should an employee have interest in using an alternate platform and products, they may make such request to their immediate supervisor for approval.

3. Unit members are expected to use the District adopted materials. Educators may differentiate/supplement the instructional content to meet the needs of the students in their class(es) and in response to technological challenges.

## **VII. SAFE AND ORDERLY LEARNING ENVIRONMENT**

The District and Association have a common goal to maintain a safe and orderly environment that promotes cognitive and social emotional learning and support. Teachers have a general duty to maintain control over students and their classrooms, and the school district has a legal responsibility to establish and enforce discipline policies. Therefore, Positive Behavioral Interventions & Supports (PBIS) as implemented by the District, will be fully utilized in conjunction with each school's safety plan.

## **VIII. SCHOOL RE-CLOSURES**

1. The District will inform OMTA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found. The District will maintain privacy rights under HIPAA and CMIA.
2. The District shall immediately notify the Association when an outbreak occurs and if a recommendation or determination is made to close schools and worksites. If closure is recommended by the local public health department, the District and Association shall immediately bargain the impact and effects of the closure.

## **IX. EVALUATIONS**

Formal evaluations shall be postponed for the 2020-21 school year for permanent unit members. Temporary and probationary unit members shall be evaluated and may have the opportunity to participate in a formal or alternative evaluation. The designated evaluator shall meet with the unit members to discuss the various forms of evaluation available. Taking the unit members input, the evaluator shall determine the final form of evaluation to be used. This process will be reviewed as needed should the school year curtail due to additional COVID impacts

## **X. 2020-2021 CALENDAR: PREPARATION TIME**

The preparatory day on May 21, 2021, shall be exchanged for August 6, 2020. The official school year for students will start on August 7, 2020. The first four (4) preparatory days of the work year will be reserved for the beginning of the year staff meeting (zoom recommended), staff planning, preparation of learning materials, and professional development. May 21, 2021, shall be a 100% independent study day with students working from their home, as well as, the teachers last work day.

## **XI. TEACHER ASSIGNMENTS**

1. Teacher assignments for blended or online models will be provided to unit members before reporting for work.

2. Teacher assignments as of the beginning of the school year, as well as, during the school year are subject to change as families select programs for their student(s) learning model.
3. Administrators shall use the following factors to help make decisions, including but not limited to, volunteers, underlying health issues, technological expertise, best instructional practices, age, seniority, grade level, credential, or openings.
4. All teachers regardless of their assignment shall report to their work site on each work day.
5. Should a teacher be reassigned to a different teaching model, they will be afforded a reasonable opportunity to prepare for the new assignment.
6. The District and OMTA agree that varied assignments may result, such as combo grade levels, or combo models with blended (AM) and on-line (PM). The supervisor will seek interested unit members in the event these unique configurations emerge.

## **XII. EQUIPMENT, TRAINING, AND TECHNICAL SUPPORT FOR EMPLOYEES**

1. The District shall provide all essential work equipment (including assistive devices for employees with disabilities) and internet connections to deliver or support remote learning, when such resources are requested by the employee. If the District cannot provide the actual and necessary equipment and materials, the employee will be reimbursed for pre-approved purchases (Reimbursement form attached).
2. Employees shall not be liable for damage to District equipment.
3. Employees shall not be disciplined or held responsible for any unintended failure to computer equipment or internet connection or if technologies are disrupted or otherwise insufficient to facilitate online learning.
4. The District shall provide employees with general technical support through the Online Help Desk, for their remote learning needs, including but not limited to access to technical services personnel and helplines.
5. Employees shall receive necessary and relevant training (e.g., virtual instruction, materials) on the use and support of technology and the delivery of instruction via remote and blended learning. Training may take place in-person or virtually prior to the implementation or modification of and online learning, under the following conditions: this training shall occur prior and throughout the school year as needed.
6. The District shall provide employees and students with all essential work technical support for district-provided remote learning resources.

## **XIII. COMPENSATION**

1. While working under the current distance learning and/or blended model, all bargaining unit members not on leave, shall continue to receive their full compensation and benefits.



2. Independent Study assignments: Classroom teachers who are assigned independent study students shall be time carded up to two (2) additional hours per week - per student at the Workshop/Preparation rate retroactive to July 1, 2020.
3. Additional compensation may be earned by prior voluntary individual agreement between the District and a unit member for the performance of specified special assignments for a specified length of time (e.g., GATE or SPED lesson development).
4. Employees who participate in a voluntary training outside regular work hours, shall be paid at a workshop hourly rate. Information regarding training opportunities shall be communicated to all members via email.
5. Employees who are assigned and Board approved as acting administrators will receive twenty-five (\$25) dollars per day.

#### **XIV. CLASS SIZE**

1. Per CDC guidelines, the threshold of students and adults will remain at 16 people. The class threshold will be reduced if the classroom size prohibits meeting the required social distancing guidelines as defined by CDC.
2. SPED: Should the special education classrooms exceed this instructional configuration, alternative instructional models may be implemented including alternate days (e.g., Mon./Wed./ alternating Fri. and Tues./ Thurs./Fri.), Upon consultation with the Association.

#### **XV. SPECIAL EDUCATION**

1. Special Education Teachers and Related Service Providers will provide continuity of learning and services through physical/synchronous/asynchronous learning environments and learning resources, as appropriate, so special education students have the same learning opportunities as other students to the greatest extent possible.
2. Where not required, teachers and service providers may utilize district level support to develop weekly lesson plans to service students and access resources.
3. RSP/SLP/APE/DHH/VI: teachers/related service providers will administer services remotely on days 1-4, and provide instruction based on student online learning plan(s), with push-in services at the teacher/related service provider discretion. All RSP/SLP/APE/DHH/VI will have the 5th office day (referenced above). Special Education Teachers should work directly with the student's general education teacher to coordinate best times for service hours to ensure not to disrupt the student in-person instruction.

4. Service Logs: Only related service providers will maintain their typical service logs.
5. IEP Meetings may be held both virtually and in person with required social distancing practices. Unit members' attendance may be by phone, audio, visual or in person.
6. Classroom setting: The SPED Department management personnel will respond to teacher/provider request to assess classroom space and functionality.
7. Partitions/Plexiglass: If needed, the district will provide service providers with a partition to be utilized during assessments with students to ensure safe and precautionary measures.
8. The parties agree to implement guidance from the California Department of Education and U.S. Department of Education in order to provide equitable and appropriate education for students, including English learners and those with special needs.
9. Special education teachers will work collaboratively with core content teachers to adapt lessons to meet the needs of special education students and ensure lessons and activities are deemed necessary and appropriate, as documented in the student's IEP. Enrichment activities and lessons will take into consideration the health, safety and well-being of all students and staff.
10. Preparation Day(s): RSP Teachers receive one (1) uninterrupted day (6.75 hrs.) per month to complete assessments, required documentation, etc. (this is in addition to what is already contained in the collective bargaining agreement). Additional days may be requested by the teacher to their site administrator.

**Virtual Services Platform (Special Education, Counselors, and Speech-Language) -10/30/20 TA**

- Virtual platforms (e.g., Zoom), may be used to hold any necessary IEP meetings and to meet and collaborate on a student's IEP commensurate to the work day hours.
- Counselors may provide virtual or telephone appointments to students for social, emotional and academic counseling, monitoring, and guidance. These appointments or conversations may be conducted via email, telephone, or other virtual tools, as appropriate, so long as the privacy of employees, students, and/or families can be guaranteed.
- SLP/APE/DHH/VI teachers/related service providers, may provide, in compliance with CDC guidelines, individual and/or group virtual lessons. These lessons may be conducted by telephone, or other virtual platforms, as appropriate.
- The parties agree that the school-based multi-disciplinary IEP team, along with the parent or guardian, is in the best position to make decisions related to the social, emotional, and academic development of the student.

**XVI. SAFETY**

1. All prudent measures shall be taken to ensure a safe and healthy work environment free of possible COVID exposure. District shall clean and disinfect each work location according to the guidance provided by relevant regulatory agencies. The District shall ensure the

widespread provision of hand sanitizer and that restrooms are stocked with hand soap and paper towels, to the extent they are readily available, for all to maintain good hygiene.

2. Classroom space - The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces and or provide necessary PPE modifications (e.g., plexiglass).
3. The appropriate PPE will be provided to unit members to assist in facilitating their essential work functions.
4. All staff will utilize appropriate PPE guidelines and District policies and procedures as directed by supervisors.
5. Should the need arise to quarantine a site, unit members reporting physically to work may be modified to work from home or at an alternative location to align with COPH safety recommendations and guidelines.

## **XVII. PERSONAL PROTECTIVE EQUIPMENT (PPE) OR ESSENTIAL PROTECTIVE GEAR (EPG)**

1. **Masks** - The District shall require the use of facial coverings (“masks”) of all individuals entering campus in accordance with federal, state, and local guidelines currently in effect. (see June 18 CDPH directive) Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield and neck drape (tucked into the shirt).
2. **Exceptions-** All student IEPs and 504 Plans supersede this MOU. The district reserves the right to convene an internal reasonable accommodation procedures on the following: Masks and face shields may not be required for students or adults with documented medical/extenuating circumstances, for children age two and under, or for students with extenuating medical apparatus which prevents or obstructs the use of the apparatus.
3. **PPE-** Unit members may request additional equipment relevant to providing the essential functions within their job description (e.g., Protective sleeves, face shields, disposable latex gloves).
4. **Hand sanitizer/soap** - 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 paper or air hand drying equipment;
  - b) every classroom shall be provided hand sanitizer;
  - c) non-classroom workspaces shall be provided hand sanitizer (e.g., Nurse stations, work rooms, lunch rooms);

- d) hand sanitizer or portable hand washing stations shall be distributed at high traffic locations accessible to water and drainage and teacher shall be informed of their locations;
  - e) all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.
5. Classroom and other student contact areas will be disinfected between the AM and PM student groups.
6. During the duration of this MOU and the continued spread of COVID-19, to the greatest extent possible there will be no sharing of classrooms from grades TK - 8 to mitigate further spreading of COVID-19.

## **XVIII. LEAVES**

### **Allowable Leave**

Certificated employees are entitled to those leaves presented in and subject to the collective bargaining agreement. Additionally, in the event a unit member believes they contracted COVID-19 from their employment, they may file a worker compensation claim by contacting the Risk Management Department for more information.

Employees may be able to utilize all other applicable leaves (e.g. paid leave, unpaid leave, sick leave, catastrophic leave, FMLA, vacation) prior to being placed on the 39 month list.

If an employee comes in contact, is exhibiting COVID-19 symptoms, or is sent home following a safety screening (temperature form) for exhibiting symptoms, and it's determined they contracted COVID-19 outside of work, the District will place the employee on Paid Administrative Leave if they can complete their essential functions from home. If the employee is unable to work remotely during any period of self-quarantine, the employee may use their accrued or other available leaves of absence if available.

### **At Risk Employees**

The parties recognize that certain individuals are at increased risk for severe illness due to COVID-19 because of certain underlying health conditions. If an employee has such an underlying health condition, as indicated by their doctor, and that condition qualifies as a "disability" under the Americans with Disabilities Act ("ADA") or California Fair Employment and Housing Act ("FEHA"), the District and employee will promptly engage in the interactive process to discuss whether the employee can safely and effectively perform his or her essential duties, with or without a reasonable accommodation. If it is determined that the employee cannot be accommodated, the employee may be able to utilize all other applicable leaves (e.g. paid leave, unpaid leave, sick leave, catastrophic leave, FMLA).

As part of the processes above, the District reserves the right to request the employee to provide sufficient documentation to verify that he or she has an underlying health condition recognized by the CDC as increasing the employee's risk of severe illness due to COVID-19.

If the employee's underlying health condition does not qualify as a "disability" under the ADA or FEHA (e.g. daycare) , the District and employee will, upon the employee's request, convene an interactive meeting to discuss reasonable alternatives to the employee's current assignment with the goal of ensuring the employee can effectively perform their essential duties.

## **XIX. OTHER HEALTH AND SAFETY ISSUES/ ADHERENCE TO HEALTH GUIDELINES**

The parties agree to meet as soon as possible but not later than ten (10) days to negotiate the impact and effects of any revision or updates to local, state, or federal guidelines. District shall adhere to the COVID guidelines issued by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), and the San Bernardino County Public Health Department issues.

1. **Daily cleaning and disinfecting** - The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary as approved by the Environmental Protection Agency.
2. **HVAC** - The district will install the most effective filter, (contingent on product availability), that will provide the proper air circulation and best filtration possible based on the equipments' capabilities and in accordance with the California Mechanical Code.

### **Health Screening and Monitoring**

1. Any person arriving at a District facility, prior to entry, will participate in a screening process including having their temperature taken using a non-contact thermometer and a review of the health screening questionnaire. If any person answers "yes" to the health screening questionnaire or has a temperature over 100 degrees Fahrenheit, further review of symptoms will be initiated by the District.
2. The District shall exclude any person showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms) from entering a District facility. The District will discuss the symptoms with the parent or staff members whether there is a history of other legitimate reasons (e.g. allergies), which would not be a reason to exclude.
3. Upon notification that an employee or student has been infected with COVID-19, while maintaining privacy rights, the District shall initiate contact tracing in conjunction with local health department officials. The District shall notify the Association of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.
4. All persons who may have come in contact with the infected individual shall be notified.

5. Upon request, COVID 19 testing location will be made available to unit members.
6. Allow students, employees, and visitors to wash their hands or use hand sanitizer upon entering district sites and classrooms.
7. Upon voluntary agreement with their supervisor, certificated unit members may be identified and trained to screen students and colleagues including using the non-contact thermometer. Appropriate PPE will be provided to staff facilitating student or staff screening.

## **XX. STAFF MEETINGS**

Meetings may be held virtually or in person in accordance with public health recommendations for social distancing which may include, but not limited to, a minimum of six (6) feet of physical distance between all employees for the duration of the meeting, when entering/leaving the meeting, and proper PPE.

## **XXI. EQUITY AND STUDENT CONSIDERATIONS**

The District encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. The District shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways. The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations.

## **XXII. TERM OF AGREEMENT / AGREEMENT TO MEET & NEGOTIATE**

The Terms of this agreement shall sunset on June 30, 2021.

However, the parties realize and understand that COVID 19 pandemic situation is very fluid and mutually agree to meet within ten (10) work days, unless mutually agreed upon by both parties:

Review the provisions of this MOU agreement based on any new guidance from the California Department of Education (CDE) and/or any Federal, State, or Local laws/directives that impact matters within the District and/or scope of representation.

All components of the current CBA not addressed by the terms of this MOU shall remain in full effect.

The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree.

This Memorandum of Understanding shall not be precedent setting nor form any biases for a past practice.

The undersigned represent that they are authorized to execute this MOU.

**Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding OMSD's Schools Re-Opening Related to COVID-19**

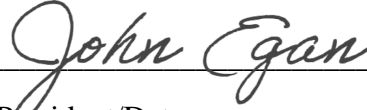
Ontario-Montclair School District:

Ontario-Montclair Teachers Association:



3/12/21

Asst. Supt. Human Resources/Date



3/12/21

President/Date



APPENDIX A-Reimbursement Form  
**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**Certification of Expenses**

| Account String                 |  |          |   |      |          |        |       | VALID FOR 2021 ONLY |                              |           |        |
|--------------------------------|--|----------|---|------|----------|--------|-------|---------------------|------------------------------|-----------|--------|
| Vendor Number                  | Fund   | Resource | Year  | Goal | Function | Object | Site  | Management          | Deliver to:<br>(Select from) | Home ---> | X      |
|                                |  |          | 0   |      |          |        |       |                     |                              |           |        |
| Employee Name (Last, First M.) |  |          |   |      |          |        |       |                     | Pick up from<br>HFB --->     |           |        |
| Employee Home Address          |  |          |   | City |          |        | State |                     | ZIP                          |           |        |
|                                |  |          |   |      |          |        | CA    |                     |                              |           |        |
| Date                           | Origination  |          | Destinations (Including Terminal Destination) |      |          |        |       |                     |                              |           | Miles  |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
| Total Miles Driven             |  |          |   |      |          |        |       |                     |                              | -         |        |
| IRS Rate per Mile              |  |          |   |      |          |        |       |                     |                              | \$ 0.560  |        |
| Mileage Reimbursement [A]      |  |          |   |      |          |        |       |                     |                              | \$ -      |        |
| Date                           | Expenses Other Than Mileage and Overnight Travel Reimbursements (Please Specify) |          |   |      |          |        |       |                     |                              |           | Amount |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
|                                |  |          |   |      |          |        |       |                     |                              |           |        |
| Total Expenses [B]             |  |          |   |      |          |        |       |                     |                              | \$ -      |        |
| TOTAL REIMBURSEMENT [A]+[B]    |  |          |   |      |          |        |       |                     |                              | \$ -      |        |

*I certify that this certification of expenses claim is true and correct, that the expenses were actually incurred by me as necessary in the performance of official duties and that the expenses listed herein are legal and reimbursable expenses under BP 3350 & AR 3350.*  
**Only original wet signatures will be accepted.**

| Accounting Office Use Only                            |       |
|---|-------|
| Total mileage reimbursement for all sheets submitted: |       |
| \$  | _____ |

**Only original wet signatures will be accepted.**

Signature of Traveler/Claimant \_\_\_\_\_ Date \_\_\_\_\_  
 BUSINESS USE ONLY: \_\_\_\_\_

**Due to Accounting the month following travel.**

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor's Printed Name: \_\_\_\_\_