

**MEMORANDUM OF UNDERSTANDING BETWEEN
MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT AND
MONTEREY BAY TEACHERS ASSOCIATION
REGARDING REOPENING TO IN-PERSON/HYBRID-DISTANCE LEARNING**

April 8, 2021

The District and MBTA continue to work collaboratively to best serve our students during the COVID-19 Pandemic. The parties agree to the following with regard to the reopening of TK-12 in a hybrid model.

MPUSD Definition of Hybrid Learning: is any formal education program in which a student learns, through online and in-person instruction. Hybrid stable groups will consist of no more than the total number of individuals that allows for a physical distance of four (4) feet, in good faith effort but no less than three (3) feet to be maintained in the classroom in accordance with the CDE, CDPH, and California Department of Education and the Monterey County Department of Public Health (MCDPH) guidelines. Students (except those with an IEP that requires the student to be in both a special day class and a general education classroom) in a stable group will not physically interact with students in other groups.

The Parties agree that our July 24th, 2020 MOU addresses and, as applicable, applies to reopening in a hybrid model. The District shall adhere to the COVID guidelines issued by the Centers for Disease Control (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 Monterey County Health Department (MCHD) and the Monterey County Office of Education (MCOE). The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines, if necessary.

Definitions:

Cohort: a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting. -In California State guidance, “cohorts” has a specific meaning, which is a group of up to 16 individuals (students and staff) who are meeting for targeted support and intervention services under the direction of an LEA, while the school is closed to in-person instruction and in addition to distance learning.

Stable groups: Under CDPH guidance, a stable group is a group with fixed membership that stays together without mixing with any other groups for any activities (e.g., lunch, recess) during the school day. Students may belong to more than one stable group for purposes of transportation and/or after school care. At the secondary level, CDPH guidance allows for many types of stable groups, including but not limited to minimizing crossover of staff between stable groups of students and/or reducing the number of courses that a student takes in any one day.

In-person instruction: any form of **instructional** interaction that occurs in real time between teachers and students in the same physical location. All in person learning may include some or all of the following components:

- Aligned to content specific standards
- Community connection and collaboration (Speaking and listening standards)
- Social Emotional Care
- Conditions where students participate effectively in a range of conversations and collaborations with diverse partners or in small groups, building on each other’s ideas and expressing their own perspectives clearly, reinforcing academic language use and personal voice

Hybrid instruction: a combination of in person and online instruction

Staff meeting: A staff meeting is called by the principal and/or their designee or District administrator that is designed as a faculty, departmental, grade level, curricular meeting that address the dissemination of information, “nuts & bolts” or addresses technical aspects, such as logistics, schedules, and etc.

Professional development (PD): A professional development is period of time called by the principal and/or their designee or District administrator in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, teachers, and other educators improve their professional knowledge, competence, skill, and effectiveness to support student learning.

DL Office Hours: Scheduled for 45 minutes at the end of the day for middle and high school, these office hours will be highly structured and serve as proactive, robust and personalized support for students. Office Hours may also include small groups of students focused on specific learning targets or needs. In addition, high school students with Individual Learning Plans, growth plans or Incompletes will be prioritized and scheduled for Office Hours. Counselors and other support staff may be requested to support scheduling of prioritized students.

* Office hours will be available to all students regardless of their choice of the hybrid model opting into an afternoon session or if they remain exclusively in DL. Teachers will conduct Office Hours from their classrooms in a DL format.

Common Equipment: Any school equipment or structures that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.

Common Space: Any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

Unencumbered: a unit member scheduled for planning may not be assigned a conflicting, responsibility regularly programmed or otherwise, during such a period. This is time that is up to teacher discretion.

Health and Safety Issues

A. The District shall require the use of facial coverings (masks) in accordance with federal, state, and local guidelines currently in effect. If a bargaining unit member is in need of a facial covering (mask), the District will provide one for the unit member. 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). Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus.

B. The District shall comply with the following hand washing logistical requirements:

1. Every room with a sink shall be stocked with soap, hand sanitizer, and hand drying equipment.
2. Every classroom shall be provided appropriate alcohol-based hand sanitizer
3. Non-classroom workspaces shall be provided appropriate alcohol-based hand sanitizer
4. Appropriate alcohol-based hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point;
5. All handwashing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.

C. 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 recommended by federal, state, and/or local health officials.

D. To the extent possible, the District shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. Air filters will be checked every three (3) months and replaced as needed.

E. The District shall ensure all employees perform the staff wellness screening process (Exhibit 3) of their health and any symptoms prior to arriving at work. The District shall ensure visitors are checked for symptoms daily prior to entering school buildings outlined in Exhibit 3. Visitors and those employees who visit a site other than their permanent work location are checked for symptoms daily prior to entering school buildings. Unit members shall not be required to meet with parents or visitors without at least twenty-four (24) hours' notice. School sites will develop a plan to minimize access to schools for non-essential visitors. Staff and students with any symptom consistent with COVID-19, not attributed to other health conditions or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on-site pending travel home. In the event of exposure to COVID-19 that requires a unit member to self-quarantine, the unit members shall be placed on an appropriate leave of absence.

F. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health officials. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association within 24 hours of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

G. Students, employees, and visitors shall be required to wash their hands or use an appropriate alcohol-based hand sanitizer and wear a mask upon entering district buildings, and every time a classroom is entered.

H. Until onsite testing becomes available, testing schedules shall be provided to unit members that are available in the county. Once testing becomes readily available by the State, the District will offer free testing based on state guidelines.

School Ingress and Egress Points

Since students, parents, and staff tend to congregate in large groups at access points before and after school:

- School sites shall identify multiple access points to be used for student ingress and egress before and after school.
- Where possible, staff and students will be assigned an ingress and egress point for use when coming to school for in-person instruction.
- Teachers who are providing in person instruction shall not be assigned to monitor ingress and egress locations in order to minimize the number of different people with whom a unit member interacts.

- School sites may designate staggered start and end times for students, but any staggered start or end times shall not create longer or shorter workdays for unit members.
- Each site shall develop and share a map of school ingress and egress points to unit members at that school prior to April 12. The District shall share all school maps with the Association President prior to the April 12 start.

Quarantine Guidance for Fully Vaccinated Staff

On February 10, 2021, CDC updated COVID-19 quarantine guidance for fully vaccinated people. CDPH supports this guidance, which is stated below:

- Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:
- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

Persons who do not meet all 3 of the above criteria should continue to follow current CDPH quarantine guidance after exposure to someone with suspected or confirmed COVID-19. Fully vaccinated persons who do not quarantine should still watch for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated

Industrial Accident Leave/ Workers Compensation (the following is from SPED MOU)

A. The District will not discourage an employee from filing a workers' compensation claim with regards to contracting COVID-19 at the workplace, and will, as with all other workers' compensation claims, expect its Workers' Compensation Insurance Company to engage in its normal process of handling claims.

B. Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.

C. If a staff member, administrator, student, or household member associated with a stable group tests positive for COVID-19, the District will comply with local health department guidance. If a During this period of quarantine is mandated, students will receive distance learning during this period. The bargaining unit member, if medically able to do so, shall continue to provide instruction to the cohort during distance learning. The unit member shall be notified of the transition to distance learning by 12:00 p.m. the day before distance learning is to begin. If not, the unit member will receive 2.5 hours of hourly pay for preparation.

D. If there is a confirmed case of COVID-19 in a stable group, the District will comply with the most recent state and local public health guidelines for confirmed COVID-19 cases and provide updates on quarantine practices.

- In the event of a school or District closure, unit members affected by the closure will be paid 2.5 hours at the current hourly rate for planning and preparing to transition back to distance learning.
- All closed classroom spaces, worksites, rooms, school sites, or other district facilities shall be thoroughly cleaned and disinfected prior to being reopened for in-person learning.

E. The District shall communicate closures and re-opening to bargaining unit members as applicable. Such communication shall be by email, by telephone call or via Parent Square.

Leaves

1. In accordance with the American with Disabilities Act (ADA), the District will continue to engage in the interactive process with unit members requesting workplace accommodation(s) due to a medical disability or health condition that creates a risk due to COVID-19.
2. In the event a bargaining unit member is unable to return to in-person instruction and an alternative or remote assignment is unavailable to them, unit members may use any available leave to which they are entitled under the collective bargaining agreement or choose to use SB 95 Supplemental Sick Leave.
3. If it is determined and verified through contact tracing that an employee was exposed to COVID 19 at any MPUSD work site and contracts COVID-19, the employee may file with the workers' compensation insurance agency and the employees will not be deducted personal leave during any required quarantine which will ensure that the employee continues to receive full pay. In all other situations, the employee will be required to use their personal leave

SB 95 Expansion of COVID-19 Supplemental Sick Leave

On Friday, March 19, 2021, Governor Gavin Newsom signed SB 95, which creates uniform, statewide policy to ensure employees have access to COVID-19 supplemental paid sick leave through September 30, 2021. Employees are entitled to up to 80 hours of COVID-19 related sick leave upon an oral or written request.

A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provided to quarantine due to COVID-19 or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms

Requesting Additional Materials

If a unit member is in need of additional materials and/or supplies they can request them from their site administrator. All school sites have received additional funding to procure materials for staff as needed.

Preparation for Hybrid Instruction

MPUSD's three-phase "Hybrid Learning" reopening plan.

- Realize | March 15 - March 19 - Teachers and staff will become familiar with in-person health, safety, and learning protocols and understand the implications for planning for consistent and equity focused reopening of our MPUSD classrooms in a Hybrid (In-person) Learning environment. During March 15th-March 19th, elementary teachers will engage synchronously with students for a small portion of each day (50 minutes) with the remainder of the time will be spent in professional development (PD) and students engaging in asynchronous assignments (100 minutes provided by the Educational Services department to use). Middle school and high school teachers will engage in a regular synchronous schedule from 8 a.m. - 12 p.m. and engage in PD for the remainder of the afternoons.

Additionally, teachers will be provided with 15 hours of paid *voluntary structured* planning opportunity over Spring Break, paid at the hourly rate (\$43.69).

- Reimagine | April 5 - April 9 - Elementary teachers and staff will begin *reimagining* instruction by planning for a high-quality deep learning experience utilizing a Hybrid Learning model with an emphasis on maintaining positive community and connections in remote and in-person environments. Elementary teachers will provide 100 minutes of synchronous teaching daily with assigned async. On April 5th and 6th, elementary, middle school and high school teachers will prepare for the in-person Hybrid Learning model by engaging in site/district-based PD, structured planning, and collaboration after synchronous instruction. On April 7th, 8th, 9th elementary teachers will prepare their classrooms for student arrival. For middle school and high school, April 7th will be a regularly scheduled Wednesday with 100 minutes of synchronous instruction, site-based PD, PLC, etc. and April 8th and 9th will be unencumbered prep in classrooms to prepare for student arrival following the regular synchronous schedule. Middle school and high school teachers will engage in a regular synchronous schedule from 8 a.m. - 12 p.m. on M, T, Th, and F.
 - Phase 1 and 2 Special Education teachers will resume in-person instruction on April 5th, per the signed MOU dated November 10, 2020. Additionally, Wednesday April 7th, will be an unencumbered day for ALL phase 1 and Phase 2 Special education staff.

- Reunite | April 12 - Elementary teachers will reunite with students in-person from 9 am - 2 pm four days a week. Additionally, they will be providing 2.5 hours of synchronous DL instruction to those students who remain in DL starting at 8 am - 10 a.m. and then again from 2 to 2:30pm. Middle and high school teachers reunite with students with *in-person* instruction in the afternoon and online with daily synchronous instruction in the mornings. Those teachers will engage with students in person for the afternoon. **April 12** - Middle & High School - **All** students log in for the regular synchronous Distance Learning schedule and then Group A arrives in-person in the afternoon - *ONLY* 6th, 9th and 10th. Group B will arrive on campus Thursday of that week.
- **April 19** -Middle & High School - **All** students log in for the regular synchronous Distance Learning schedule and then Group A arrives in-person in the afternoon - *ALL* Secondary Grades

In middle and high schools, CDC also recommends students should be at least 3 feet apart in classrooms where mask use is universal and in communities where transmission is low, moderate, or substantial. If the number of in-person students for any individual teacher is less than the guidance of the total students assigned for in-person instruction for Group A and Group B combined, the students may be combined into one stable group and will attend in person 4 days a week. Physical distance of four (4) feet in good faith effort but no less than three (3) feet will be maintained as described in the Hybrid Learning definition. This will be evaluated site by site and leaders will collaborate with teachers to identify classrooms where these scenarios are possible.

The district will communicate the learning model that will be offered when students return to in-person instruction along with a final commitment survey for families to select the model they choose for their child. The district will outline the model, as well as communicate logistics (such as no transportation unless otherwise specified by law, and afterschool academy opportunities if space is available). Communication will be pushed out via ParentSquare post, email, text, as well as abbreviated in an All Call and referring parents back to the ParentSquare post.

In-Person Learning:

Special Education

Per the signed MOU for Special Education, dated November 10, 2020, teachers in Phase 1 and 2, will continue with the approved instructional model known as “roomers and zoomers”. Related service staff, Speech-Language Pathologists, Adaptive Physical Education, and School Psychologists, may (at unit member discretion) continue to provide designated services to students using a virtual platform (Zoom, Google Meet, or via phone). In-person assessments for

initials, triennials, and other reviews will continue as required by State and Federal law. Starting April 12th all Phase 1 and 2 classes would begin one stable group for 4 days per week (Mon, Tues., Thurs., Fri) for in person instruction for 240 minutes (bell times adjusted per site) (As long as the number of students is less than 15). Specialized Academic Instruction minutes would need to be completed as written on the student's existing IEP and would include both in person or synchronous instruction and asynchronous instruction. Wednesday's would remain distance learning as currently scheduled with 100 mins of synchronous instruction in the morning and the remainder of the day asynchronous to meet the minutes in the student's IEP.

Additionally, to support Phase 1 and 2 teachers the following Wednesday's would be unencumbered after the 100 min of synchronous and asynchronous activities are assigned to meet the minutes within the IEP: Wednesday, April 7th, April 14th and April 28th.

General Education

Elementary

Teachers will be in-person from 9 am - 2 pm four days a week (M, T, TH, F). Additionally, they will be providing 2.5 hours of synchronous DL instruction to those students who remain in DL starting at 8 am - 10 am and then again from 2:00 pm to 2:30 pm (M, T, TH, F).

Wednesdays that are **not** unencumbered will include:

- 100 minutes of synchronous instruction
- 120 minutes of PD/staff meeting
- 60 min PLC
- 120 mins of prep

Middle School and High School

Teachers will work with their site administration to provide inclusive opportunities-that are of interest to students and structure afternoon in-person time flexibly and creatively to maximize the amount of individual and/or small-group attention students receive, as well as allow them to work at their own pace and on differentiated content and tasks, alone and together.

Middle School

Synchronous Instruction 8am-11:50am (M, T, TH, F)

In Person Group A 12:40-2:30 (M,T)

In Person Group B 12:40-2:30 (Th/F)

Office Hours 2:30-3:15pm (M, T, TH, F)

High School

Synchronous Instruction 8am-11:50am (M, T, TH, F)

In Person Group A 12:40-2:25 (M,T)

In Person Group B 12:40-2:25 (Th/F)
Office Hours 2:30-3:15pm (M, T, TH, F)

The structure of this time will be based on the following components:

Support, Extension, and Inspiration.

1. **Support** - Small cohorts for students struggling where the teacher would serve as a mentor to help students pass all their classes or accelerate their learning to achieve grade-level standards in a particular subject area. This can include small group instruction.
2. **Extension** - Content is an extension of a current class that students are taking. Examples could be but are not limited to:
 - AP/IB prep
 - Sophomore Projects
 - Small-Group Writing Revision
 - Art class projects for portfolios or end of year shows
 - Drama class rehearses for a new play
 - Robotics class works on robot development
 - Computer Science Coding
 - The culinary class works on advanced/complex dishes
 - Hands-on science projects, etc.
3. **Inspiration** - A new learning experience that the teacher is passionate about and is of high interest to students. Examples could be but are not limited to:
 - Black History
 - Poetry
 - Yoga
 - Football Fundamentals
 - Book Group on a high-interest book for teens/adolescents
 - Young Women's Leadership group
 - Moving functioning clubs to in-person experiences
 - Etc.

All in-person learning will include the following components:

- Aligned to content-specific standards
- Community connection and collaboration
- Social-emotional care
- Create conditions where students participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly, reinforcing academic language use

The following Wednesdays will be provided as an unencumbered time for teachers for prep/planning, after synchronous learning takes place: April 21 and May 5. If there is already an

external schedule of professional development on any of the dates above, we will alternate the unencumbered Wednesday to another date but before the end of May.

The District and MBTA shall adhere to student participation and absenteeism requirements. (Education Code Section 43504)

- a. The Bargaining Unit member will document daily participation for each student on each school day, in whole or in part, for which distance learning is provided, as well as contributing to a weekly engagement record for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning.
- b. Daily participation may include but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the District and students or parents or guardians. A student who does not participate in distance learning on a school day shall be documented as absent for that school day. Attendance is taken on a daily basis during Distance Learning for meeting the requirement mandated by instructional minutes. Attendance in the afternoon session is to ensure the safety of students and for contact tracing.
- c. The District shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.
- d. A student who does not participate daily in distance learning shall be deemed absent by the District. The District shall use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.
- e. The District shall develop written procedures for tiered re-engagement strategies for all students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited to:
 - i. Verification of current contact information for each enrolled student;
 - ii. Daily notification to parents or guardians of absences;
 - iii. A plan for outreach from the school to determine student needs including connection with health and social services as necessary.

During morning synchronous instruction, unit members may choose to work remotely, with the following provisions:

- a. Provide assurance to their immediate supervisors that they have sufficient technology to adequately provide instruction to students, conference with parents, colleagues, administrators, and students.
- b. Maintain the confidentiality of all student information.
- c. Ensure that the environment from which they are working is professional, absent of distractions, and safe.
- d. Provide their instructional schedule to their immediate supervisor and access to all online instruction.
- e. In the event a teacher is absent they will work with their site leader on a plan to ensure learning continues for their students. This can include:

- i. Detailed sub plans, for afternoon, in person interactions
- ii. Asynchronous learning activities for the day equivalent to the minimum number of minutes for grade levels/class
- iii. In no event shall two (2) or more stable student cohorts be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups. Unit members shall not be required to provide substitute coverage for other unit members.

If any of the above requirements are not satisfied, the bargaining unit member may be required to work on their school site as determined by the site administrator and Human Resources. Before a unit member is required to return to work on the school site, a reasonable and immediate effort will be made to rectify any unsatisfactory practices. The Association shall be notified in the event a site administrator and/or Human Resources needs to address concerns with a unit member.

Hybrid Learning Schedule

During the 2020-21 school year and to address safety and health concerns arising out of the current COVID-19 pandemic, student attendance shall follow alternate day scheduling. In a Hybrid learning model, the five-day workweek (Monday through Friday) for all bargaining unit members shall include four (4) days Hybrid Learning instruction (M,T,TH,F) and one day with no in person instruction with at least 100 minutes of “live interaction” with the remainder being asynchronous instruction (W).

In the interest of implementing Hybrid Learning, the parties agree to the following:

1. Unit members will provide at least 3.5 hours of daily synchronous instruction support and check-ins with students on caseload on all instructional days beginning at 8:00am (M, T, TH, F), and at least 100 minutes of Synchronous instruction of non in person days (W).
2. Unit members will provide the following in person instruction in the afternoon:
 - a. HS/MS: 120 Minutes - 45 minutes Office Hours
 - b. Elementary- 9am-2pm
3. Unit members will provide the following instructional minutes to all students (synchronous and/or asynchronous/in person)
 - a. TK through Kindergarten 180 minutes
 - b. 1st through 3rd Grade 230 minutes
 - c. 4th through 12th Grade 240 minutes
4. Document pupils participation on each school day
5. Regularly communicate with parents and guardians regarding students’ academic progress

High-quality teaching and rigorous learning experiences for all learners will be facilitated through the identification of essential standards. The coursework provided to students shall have

the intention of promoting continuity of learning while students are not in school. Over the course of the week, all learning activities in Distance Learning will include the following:

1. Content instruction aligned to essential standards
2. Enrichment
3. Intervention/Acceleration
4. Review

Additional Details

1. **Wellness Form:** The District will provide families with emails and video demonstration regarding the student wellness screening process. If a teacher would like to implement temperature checks in their classroom, they can request a thermometer.
2. **Staff Meetings:** To the extent possible, staff meetings will be held virtually. Any in-person experience will be required to adhere to the social distancing guidelines and mask covering with 48 hours' notice for the unit members.
3. **Other meetings:** 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences unless required under federal or state requirements/guidance will take place virtually.
4. **Working Remotely:** If a staff member chooses to work remotely during the distance learning portion of the schedule they must be on site prepared for afternoon instruction 10 minutes prior to the start of the afternoon session. Additionally, no mileage will be reimbursed and travel is voluntarily taking place during the employees' lunchtime. If an employee is unable to arrive in time to the afternoon session start time on (3) occasions they will be required to be on campus for all contract work hours.
5. **Additional Prep and Planning:** All unit members will be provided with 45 hours of additional prep and planning time for the remainder of the year starting on April 12th paid at the teacher hourly rate of \$43.69. Unit members will need to submit timesheets for the hours as provided by the district.

Educational Options and Monterey Adult School

MPUSD's Monterey Adult School and the Educational Options programs which include Central Coast High School, Community Day Middle and High School, and Independent Study operate on different schedules than MPUSD's 6-12 schools. Given the uniqueness of these programs and following an agreement on a 6-12 schedule between MPUSD and MBTA, the staff at each of the aforementioned programs will work with their site administration to collaboratively develop an appropriate schedule that meets student needs, is responsive to stakeholder input, and in alignment with the broader agreement. The intent will be to develop schedules that are finalized by consensus. Should consensus not be reached, the site schedules will be as close as possible to the negotiated 6-12 schedule.

Duration

Given the fast-changing nature of the pandemic, and with the goal of continuing to improve in-person, hybrid, and distance learning, the parties may amend, delete, or add to this agreement with mutual consent. This MOU shall expire in full without precedent on June 30, 2021, unless shortened or extended by mutual written agreement of the parties. All provisions of this MOU are subject to the negotiated grievance procedure in the collective bargaining agreement.

The provisions of this MOU and resulting instructional schedules apply to the return of students to in-person/hybrid instruction only for the balance of the 2020-2021 school year to the greatest extent possible given safety requirements, facility limitations, and parent/guardian choices. Consistent with SB 98, for the 2020- 2021 school year students shall be provided in-person instruction to students at all grade levels to the greatest extent possible. It is the intent of both parties to continue with the current schedule through the end of the school year (June 4th 2021), however, the governing board shall have the ability to change the model if necessary to comply with current state law. The parties agree to continue to consult and negotiate in good faith after the execution of this MOU as necessary to prepare for the 2021-2022 school year accordingly.

Signed on this day: April 9, 2021

For the District:

DocuSigned by:
Manny Nuñez
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Dr. Manny Nuñez
Assistant Superintendent, Human Resources

For the Association:

DocuSigned by:
Sara Prather
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Sara Prather
MBTA Lead Negotiator

Appendix

High School - Hybrid Learning: Distance Learning (morning) with afternoon extension projects on campus (in stable groups)					
	All Students Synchronous Distance Learning & Group A in person		All Distance Learning	All Students Synchronous Distance Learning & Group B in person	
Est Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	Period 1	Period 5	ALL Synchronous 8:00-9:55 (125 min Async)	Period 1	Period 5
9:00-9:50	Period 2	Period 6	PD (60+) PLC Prep (120) Lunch (30) <small>*(Previous Wednesday Schedule as DL - Site based)</small>	Period 2	Period 6
10:00-10:50	Period 3	Period 7		Period 3	Period 7
11:00-11:50	Period 4	Period 8		Period 4	Period 8
12:00-12:30	Lunch	Lunch		Lunch	Lunch
12:30-12:40	Student arrival	Student arrival		Student arrival	Student arrival
12:40-2:25	Group A Support, Extension, Inspiration In Person Learning (on campus)	Group A Support, Extension, Inspiration In Person Learning (on campus)		Group B Support, Extension, Inspiration In Person Learning (on campus)	Group B Support, Extension, Inspiration In Person Learning (on campus)
2:25-2:30	Dismissal	Dismissal	Dismissal	Dismissal	
2:30-3:15	Office Hours (45)	Office Hours (45)	Office Hours (45)	Office Hours (45)	

Middle School - Hybrid Learning: Distance Learning (morning) with afternoon extension projects on campus (in stable groups)					
	All Students Synchronous Distance Learning & Group A in person		All Distance Learning	All Students Synchronous Distance Learning & Group B in person	
Est Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	Period 1	Period 5	ALL Synchronous 8:00-9:40 (140 Min Async)	Period 1	Period 5
9:00-9:50	Period 2	Period 6	PD (60+) PLC Prep (120) Lunch (30) <small>*(Previous Wednesday Schedule as DL - Site based)</small>	Period 2	Period 6
10:00-10:50	Period 3	Period 7		Period 3	Period 7
11:00-11:50	Period 4	Advisory		Period 4	Advisory
12:00-12:30	Lunch	Lunch		Lunch	Lunch
12:30-12:40	Student arrival	Student arrival		Student arrival	Student arrival
12:40-2:30	Group A Support, Extension, Inspiration In Person Learning (on campus)	Group A Support, Extension, Inspiration In Person Learning (on campus)		Group B Support, Extension, Inspiration In Person Learning (on campus)	Group B Support, Extension, Inspiration In Person Learning (on campus)
2:25-2:30	Dismissal	Dismissal		Dismissal	Dismissal
2:30-3:15	Office Hours (45)	Office Hours (45)		Office Hours (45)	Office Hours (45)

Transitional Kindergarten-Kindergarten - Hybrid Learning: Distance Learning, Simultaneous Learning, and In person

	All Students Distance Learning or In-Person		All Distance Learning	All Students Distance Learning or In-Person	
Est Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	Academic Synchronous Block (all DL ONLY Students) (50 min)	Academic Synchronous Block (all DL ONLY Students) (50 min)	ALL Synchronous 8:00-9:40 (80 min of Async)	Academic Synchronous Block (all DL ONLY Students) (50 min)	Academic Synchronous Block (all DL ONLY Students) (50 min)
8:50-9:00	Student arrival	Student arrival	PD (60+) PLC Prep (120) Lunch (30) *(Previous Wednesday Schedule as DL - Site based Lunch (30 minutes) Prep	Student arrival	Student arrival
9:00-10:00	Simultaneous Learning Block (60 min) (In-person + DL Students)	Simultaneous Learning Block (60 min) (In-person + DL Students)		Simultaneous Learning Block (60 min) (In-person + DL Students)	Simultaneous Learning Block (60 min) (In-person + DL Students)
10:00-2:00	Academic Asynchronous Block (DL Only Students) (40 min)**			10-2 Academic Asynchronous Block (DL Only Students) (40 min)**	
10:00-11:45	In-Person ONLY (105 min/15 min recess)	In-Person ONLY (105 min/15 min recess)		In-Person ONLY (105 min/15 min recess)	In-Person ONLY (105 min/15 min recess)
11:45-12:15	Lunch (30 min)	Lunch (30 min)		Lunch (30 min)	Lunch (30 min)
12:15-1:45	In-Person ONLY (90 min)	In Person ONLY (90 min)	In-Person ONLY (90 min)	In-Person ONLY (90 min)	
1:45-2:00	Dismissal	Dismissal	Dismissal	Dismissal	
2:00-2:30	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	
2:30-3:15	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	

Recess minutes are considered part of instructional minutes for TK/K.

*(either recess locations per class are spread out or recess times are staggered so that students do not mix)

Academic Asynchronous Block can be supported by Ed Services and will primarily focus on iReady My Path lessons in ELA and Math (15 minutes per subject) as well as iReady assigned lessons in ELA and Math (20-25 minutes per subject). This will also include the assignment of BrainPop EL for Designated ELD and may include the use of other digital platforms as appropriate. For TK this will include the use of Choice Board activities developed and supported by Ed. Services. **The block in which students work on asynchronous work will take place between 10 to 2.

***600 minutes of prep every 10 days - Contract language reflects 420 every 10 days.

Grades 1-2 - Hybrid Learning: Distance Learning, Simultaneous Learning, and In person

	All Students Distance Learning or In-Person		All Distance Learning	All Students Distance Learning or In-Person	
Est Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	Academic Synchronous Block (all DL ONLY Students) (60 min)	Academic Synchronous Block (all DL ONLY Students) (60 min)	ALL Synchronous 8:00-9:40 (130 min Async)	Academic Synchronous Block (all DL ONLY Students) (60 min)	Academic Synchronous Block (all DL ONLY Students) (60 min)
9:00-9:10	Student arrival	Student arrival	PD (60+) PLC Prep (120) Lunch (30) * (Previous Wednesday Schedule as DL - Site based) Lunch (30 minutes) Prep	Student arrival	Student arrival
9:10-10:15	Simultaneous Learning Block (65 min) (In-person + DL Students)	Simultaneous Learning Block (65 min) (In-person + DL Students)		Simultaneous Learning Block (65 min) (In-person + DL Students)	Simultaneous Learning Block (65 min) (In-person + DL Students)
10:15-2:00	Academic Asynchronous Block (DL Only Students) (75 min)**			Academic Asynchronous Block (DL Only Students) (75 min)**	
10:15-12:00	In-Person ONLY (90 min) + (15 min recess)	In-Person ONLY (90 min) + (15 min recess)		In-Person ONLY (90 min) + (15 min recess)	In-Person ONLY (90 min) + (15 min recess)
12:00-12:30	Lunch (30 min)	Lunch (30 min)		Lunch (30 min)	Lunch (30 min)
12:30-1:50	In-Person ONLY (80 min)	In-Person ONLY (80 min)		In-Person ONLY (80 min)	In-Person ONLY (80 min)
1:50-2:00	Dismissal	Dismissal		Dismissal	Dismissal
2:00-2:30	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	
2:30-3:15	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	

*(either recess locations per class are spread out or recess times are staggered so that students do not mix)

**Academic Asynchronous Block can be supported by Ed Services and will primarily focus on iReady My Path lessons in ELA and Math (15 minutes per subject) as well as iReady assigned lessons in ELA and Math (20-25 minutes per subject). This will also include the assignment of BrainPop EL for Designated ELD and may include the use of other digital platforms as appropriate. For TK this will include the use of Choice Board activities developed and supported by Ed. Services.

The block in which students work on asynchronous work will take place between 10:15 to 2.

***600 minutes of prep every 10 days - Contract language reflects 420 every 10 days.

Grades 3-5 - Hybrid Learning: Distance Learning, Simultaneous Learning, and In person					
	All Students Distance Learning or In-Person		All Distance Learning	All Students Distance Learning or In-Person	
Est Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:05	Academic Synchronous Block (all DL ONLY Students) (65 min)	Academic Synchronous Block (all DL ONLY Students) (65 min)	ALL Synchronous 8:00-9:40 (140 min Async)	Academic Synchronous Block (all DL ONLY Students) (65 min)	Academic Synchronous Block (all DL ONLY Students) (65 min)
9:05-9:15	Student arrival	Student arrival	PD (60+) PLC Prep (120) Lunch (30) * (Previous Wednesday Schedule as DL - Site based Lunch (30 minutes) Prep	Student arrival	Student arrival
9:15-10:15	Simultaneous Learning Block (60 min) (In-person + DL Students)	Simultaneous Learning Block (60 min) (In-person + DL Students)		Simultaneous Learning Block (60 min) (In-person + DL Students)	Simultaneous Learning Block (60 min) (In-person + DL Students)
10:15-2:00	Academic Asynchronous Block (DL Only Students) (85 min)**			Academic Asynchronous Block (DL Only Students) (85 min)**	
10:15-12:15	In-Person ONLY (110 min) + (10 min recess)	In-Person ONLY (110 min) + (10 min recess)		In-Person ONLY (110 min) + (10 min recess)	In-Person ONLY (110 min) + (10 min recess)
12:15-12:45	Lunch (30 min)	Lunch (30 min)		Lunch (30 min)	Lunch (30 min)
12:45-1:55	In-Person ONLY (70 min)	In-Person ONLY (70 min)	In-Person ONLY (70 min)	In-Person ONLY (70 min)	
1:55-2:00	Dismissal	Dismissal	Dismissal	Dismissal	
2:00-2:30	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	Academic Synchronous Block (DL ONLY) Check in (30 min)	
2:30-3:15	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	Planning/Prep*** (45 min)	

*(either recess locations per class are spread out or recess times are staggered so that students do not mix)

Academic Asynchronous Block can be supported by Ed Services and will primarily focus on iReady My Path lessons in ELA and Math (15 minutes per subject) as well as iReady assigned lessons in ELA and Math (20-25 minutes per subject). This will also include the assignment of BrainPop EL for Designated ELD and may include the use of other digital platforms as appropriate. For TK this will include the use of Choice Board activities developed and supported by Ed. Services. **The block in which students work on asynchronous work will take place between 10:15 to 2.

***600 minutes of prep every 10 days - Contract language reflects 420 every 10 days.