

**MEMORANDUM OF UNDERSTANDING ADDENDUM BETWEEN  
THE MENIFEE UNION SCHOOL DISTRICT AND THE MENIFEE  
TEACHERS ASSOCIATION.**

**March 26, 2020**

The Menifee Union School District ("District") and Menifee Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") addendum regarding Instruction/Distance Learning due to the COVID-19 pandemic.

The District in collaboration with the Association, agrees to make provisions for certificated staff to enable students to engage in a unique education delivery model (Distance Learning) that will provide teachers an alternative method of delivering instruction that does not require unit members to physically report to work and ensure that students are able to continue learning with minimal interruption.

1. District and State assessments scheduled after March 13, 2020 have been suspended.
2. The Parties agree all provisions of the Collective Bargaining Agreement are in effect unless amended by this MOU.
3. Unit Members ("staff") will receive time to prepare lessons and resources in order to align with the following schedule as defined in Exhibit 1.
4. Google Classroom is the Learning Management System supported by MUSD. The district shall make training available for Unit Members to ensure the skills necessary to employ Google Classroom prior to starting distance learning to ensure the success of online instruction.
5. The District shall provide online and direct phone line access to both Technical and Educational Technology support between the hours of 8am and 4pm.
6. Resources or lessons provided by MUSD should be referred to as a guideline for future student engagement resources. The engagement resources shall not limit the academic freedom of the Unit Member. Teachers may customize, change or add to the guidelines to meet the needs of the students in their class(es).
7. Unit Members shall determine the content of lessons, within CA grade level Standards, in providing distance learning to his/her students. Lessons and assignments will be provided through Google Classroom, the MUSD supported Learning Management System. Unit Members shall use district issued Chromebook and/or computer and may employ MUSD email, Google Meet, YouTube Live Stream, TeacherTube, WeVideo, Zoom, or any other current district or site approved programs for connection opportunities with families and colleagues.
  - a. The following are maximum time limits students should be expected to engage with online distance learning lessons each week:
    - i. Elementary no more than ten (10) hours a week
    - ii. Middle School no more than twelve (12) hours a week

8. Unit Members may collaborate as necessary and appropriate while they are engaged in Distance Learning. It is expected that collaboration meetings will be conducted in a manner that adheres to the Center for Disease Control, Riverside County Public Health and state guidelines. Recognizing this unique situation, time and manner of collaboration will not be determined by District or site administration.
9. While Unit Members may not have a set daily schedule in light of the challenges presented during this pandemic related to things impacting them personally (i.e. childcare), Unit Members will be expected to consistently provide instruction, resources and support to students through Distance Learning as detailed in Exhibit 1.
10. To provide flexibility, professional duties may be performed outside the regular contract hours so that students are able to regularly and readily contact the Unit Member, provided that the total number of hours per day a unit member is on-duty does not violate the contractual work hours per day per the Collective Bargaining Agreement (CBA). This daily flexibility Monday through Friday shall be at the sole discretion of the Unit Member with the exception of virtual staff meetings and PLC meeting which shall be scheduled as outlined in Section twelve (12) below.
11. Beginning on Tuesday, April 14, Unit Members will post a schedule of lessons/activities and inform parents and students of their availability to provide support and clarification via email and/or other virtual platforms. Unit members shall determine the frequency and length of availability based on student need and grade level(s) taught. Lessons and activities shall be posted no later than the regular school start time each morning during the school closure and be in either a daily or weekly format.
12. Unit Members understand the importance of staying informed and maintaining communication during this time. Unit Members will attend/participate in pre scheduled virtual meetings. Meetings shall be scheduled at least 24 hours in advance. Should the notification be emailed on a Friday after duty hours, Saturday or Sunday an additional 24-hour period shall be required. See Exhibit 1.
  - a. If a Unit Member is unable to attend, it is their responsibility to communicate with site administration.
13. Unit Members will respond to administration's attempts to connect with them (staff) within 24 hours.
14. Unit Members should check their MUSD email for updates throughout their workday.
15. Distance Learning activities provided to students will include standards based enrichment, engagement and review through Google Classroom. Students will be held "harmless", and will not receive a lesser grade than their current grade as a result of engaging in Distance Learning during this unprecedented time. Students have the opportunity to improve their grades or performance rating as result of engaging in distance learning opportunities. Any evaluated assignment from April 14 through June 5<sup>th</sup> shall only maintain or improve a student's overall grade/performance rating in the course. In alignment with the State Superintendent of Public Instructions' recent statements that assessments should not be used during this time.

16. School Psychologists may provide appointments for students for social emotional and/or behavioral needs as deemed necessary by the psychologists. They may also communicate with families to provide support. Any appointments scheduled can be conducted virtually or by district provided equipment.
17. Counselors will continue to address the three domains Academic, Career, Social/Emotional development. Counselors may provide virtual appointments to students for academic counseling, monitoring, and guidance from any one of the domains. These appointments or conversations may be conducted via email or when appropriate via tools such as Google Meet and/or other virtual tools. As defined in Exhibit 1.
  - a. Weekly SEL lessons shall be created by Counselors and provided to Unit Members to upload in Google Classroom to support teacher implementation of Second Step – teachers will need to access the online components for resources (password information will be provided).
18. Speech and Language Pathologist and Adaptive Physical Education Teachers may provide individual and/or group virtual lessons via tools such as Google Meet. These appointments or sessions may be conducted via email or when appropriate tools such as Google Meet and/or other virtual tools.
19. The parties agree to meet at the request of either party to address implementing guidance from the California Department of Education and or the Federal Department of Education in order to provide equitable and appropriate education for our students with special needs. Special education teachers will work collaboratively with core content teachers via a virtual platform to accommodate and/or adapt lessons to meet the needs of students' IEP in a digital learning environment, and ensure that lessons are activities appropriate as documented in the student's IEP. Individual accommodations will be provided.
  - a. Special Education teachers of students with moderate to severe disabilities will provide continuity of learning through a variety of distance learning resources as appropriate so that Special Education students have access to the same learning opportunities as other students.
  - b. Related Service Providers (Adapted PE, etc.), will prepare distance learning activities that can be completed at home as appropriate.
  - c. Digital options to meet and collaborate on a student's Individualized Education Program (IEP) could be triggered and implemented during the closure due to Novel Coronavirus (COVID-19).
20. In compliance with Governor Newsom's March 13, 2020 Executive Order, those certificated bargaining unit members, at higher risk of serious illness from Coronavirus or who are over the age of 65 or immunocompromised through acute or chronic illness should isolate during the school closure period. However, they will still be able to provide all distance learning.

**Exhibit 1****MUSD Distance Learning Plan Proposal****March 20, 2020****Overview**

In an effort to support all students with continuous learning, MUSD is providing distance learning to maintain skills and enrich learning while maintaining flexibility. Distance learning will be provided by teachers through an online platform (Google Classroom, or any other District approved platform).

**Timeline**

<b>Week</b>	<b>Actions/Items</b>
3/16 – 3/20	Content Created by Educational Services and released for distribution via online platform with hard copies located at the District Office.
3/23 - 3/27	Content Created by Educational Services and released for distribution via online platform with hard copies located at the District Office. Planning and PD for Teachers and Site Admin (Online modules and office hours)
3/30 - 4/3	Content Created by Educational Services and released for distribution via online platform with hard copies located at the District Office. Planning and additional PD for Teachers and Site Admin as needed
4/6 – 4/10	Spring Break
4/14- 4/17	Begin Distance Learning
4/20 - 4/24	Distance Learning Instruction
4/27 - 5/1	Distance Learning Instruction
5/4 - 5/8	Distance Learning Instruction
5/11 - 5/15	Distance Learning Instruction
5/18-5/22	Distance Learning Instruction
5/18 - 5/22	Distance Learning Instruction
5/25 – 5/29	Distance Learning Instruction End of Course Date 5/29
6/1 - 6/5	Conclude Distance Learning Instruction Submit Final Grades: Elementary: Window Opens 5/13, Due Date: 5/27, Home Parent Portal 6/5 Middle School: Window Opens: 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> on 5/18, Due Date: 6 <sup>th</sup> /7 <sup>th</sup> on 5/29, 8 <sup>th</sup> on 5/21, Changes: 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> on 6/3, Closes: 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> on 6/5

### **Grading and Assessment**

- Distance Learning activities provided to students will include standards based enrichment, engagement and review through Google Classroom. Students will not receive a lesser grade than their current grade as a result of engaging in Distance Learning. Students have the opportunity to improve their grades or performance rating as result of engaging in distance learning opportunities. Any evaluated assignment from April 14<sup>th</sup> through June 5<sup>th</sup> shall only maintain or improve a student's overall grade/performance rating in the course.
- District and State assessments have been suspended for the remainder of the 2019-20 school year.

### **Device checkout and delivery**

- Communication will go out to families on date and time of device checkout from site administration.
- Devices will be available for check-out at schools sites when ready with contract, packed in a case with a cord.

### **Teacher Guidelines & Expectations**

- The objective of the MUSD Distance Learning Plan is for teachers to focus on standards for their grade level/subject area. For each Distance Learning lesson, whether it is a lesson reviewing, enriching, or when appropriate, introducing new content, teachers should have a learning goal.
- Unit Members should work a professional work day with flexible hours.
- Unit Members will be expected to engage with their professional learning teams to support working in a distance learning environment. Not to exceed CBA PLC meeting language in Article 11 Section 11.10 PLC teams shall meet for one hour weekly. Unit members understand that additional weekly PLC meetings may be necessary in the initial 4 weeks of transition to online learning. Therefore, any additional weekly PLC meetings shall be determined as necessary by each PLC team.
- Unit Members will be expected to engage in asynchronous virtual staff meetings, during distance learning. Flexibility should be provided to teachers to engage. Not to exceed CBA staff meeting language in Article 11 Section 11.10, staff meetings may be scheduled on a weekly basis, but shall not exceed one and half hours (1 ½) total for the week.
- Resources or lessons provided by MUSD should be referred to as a guideline for future student engagement resources. The engagement resources shall not limit the academic freedom of the Unit Member. Teachers may customize, change or add to the content to meet the needs of the students in their class(es).
- Any content Unit Members make/create/push-out must be available for students to access at different times or on different days.
- Beginning on Tuesday, April 14, Unit Members will post a schedule of lessons/activities and inform parents and students of their availability to provide support and clarification via email and/or other virtual platforms. Unit members shall determine the frequency and length of availability based on student need and grade level(s) taught. Lessons and activities shall be posted no later than the regular school start time each morning during the school closure and be in either a daily or weekly format.
- Unit Members shall not be required to provide "live" instruction.
- Recording live lessons: Anything done "live" should be recorded and shared with all students in the class, so that students and families can go back and review the lesson at a later time with links posted as needed.
- Teachers may not create lessons that require students/families to purchase extra supplies or materials.

**Non-classroom certificated staff**

- Counselors: Check in with students, provide social and emotional resources, and communicate with teachers and administration.
- Intervention Specialists: Create differentiated supports for students
- Teachers on Special Assignment: Work with administration to determine work based on specialty area.
- Music Teachers: Facilitate google classrooms for each level taught and creatively meet the needs of sites served.



MUSD



MTA

4/15/20  
Date

4-15-20  
Date