



SUNSET RIDGE SCHOOL DISTRICT 29

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Cultivating a learning community that engages the hearts and minds of students, one child at a time

Memorandum of Understanding

Between the District 29 Board of Education and the Sunset Ridge District 29 Education Association

In order to promote public health, the safety of employees, and to ensure the continuity of learning for students, the Sunset Ridge School District (“District”) and Sunset Ridge Education Association (“SREA”), collectively referred to as the “Parties,” have reached this Memorandum of Understanding (“MOU”) concerning the District’s response to the coronavirus (COVID19) Pandemic.

Whereas, the Parties agree the COVID-19 Pandemic has created unique challenges during this unprecedented time including, 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 the coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. The safety of students and staff is of utmost importance;

Now, therefore, the Parties agree to the following for the 2020-2021 school year:

Families First Coronavirus Relief Act

If an SREA member contracts the COVID-19 virus and/or is subject to quarantine due to the COVID-19 virus, the unit member shall receive leave benefits in accordance with the FFCRA (Families First Coronavirus Relief Act) and the 2019-2024 SREA contract.

Quarantine related to a District Incident

If an SREA member is required to quarantine due to a suspected or positive COVID-19 case in the District, that teacher will not be required to use sick days for the duration of the quarantine. If a teacher is able to work remotely, they may do so.

Quarantine Unrelated to a District Incident

In the event that a teacher is required to quarantine by a government order, health professional, or other mandating authority, related to personal COVID exposure, due to an incident that is not related to the District (off-duty incident), the District will attempt to find remote work for the employee (while students are present in building), subject to the discretion of the Superintendent, for the duration of the quarantine. If no remote work positions are available or appropriate, the employee may use the ten (10) FFCRA sick leave days with the applicable \$511 daily cap or the employee’s own accumulated sick leave/personal days.

Teachers who travel to High Risk states and have to quarantine upon return (based on county guidelines or mandates) must use their own sick days unless such travel is due to a family or personal emergency in which case these will be assessed on a case by case basis and determined by the Superintendent.

Remote Teaching

Teachers may opt to work in their classrooms or offices (following required safety protocols) or from an offsite location of their choosing for any remote instructional periods in both the Hybrid and Fully Remote models where **assigned** students are not present in the building.

Members working remotely shall perform professional duties equivalent to their in-school assignments and responsibilities. Administration will provide a document for teachers with expectations for off-site teaching. A communication protocol will be developed to let the administration know at which location the teachers are working.

Any individual teacher who has demonstrated a pattern of being unable to fulfill their professional expectations, or does not have regularly reliable technology, may be required to be in the building on remote days as determined Superintendent or his/her designee.

Instructional Guidance for Students Participating in Alternative Remote Learning

For any student that chooses to be a remote learner, the following will apply:

1. Teachers will provide remote learners with live streaming in accordance with each classroom schedule and will have recorded live stream, available for students via Seesaw or Google Classroom.
2. Teachers will make efforts to engage remote learners, to the greatest extent possible, with the aid of teaching associates or pod community members.
3. Assignments will be shared on Google Classroom or Seesaw.
4. Teacher will make efforts to engage remote learners in classroom activities to the extent possible, although participation may be different for in-person students.
5. The homeroom teacher or advisor will meet with each remote learning student minimally on a weekly basis.
6. The homeroom teacher or advisor will provide parents with information regarding communication systems to support student engagement (e.g., newsletters, teacher pages, grade level calendars) and mechanism to access staff for questions and support (e.g., emails, phone numbers).
7. Student attendance and engagement will be required, and staff will contact parents of students for whom any concerns are identified.
8. Staff will provide students and parents with feedback on student work and grades (where applicable).

Committee and Staff Meetings

District staff and committee meetings will be held virtually until the state of Illinois moves into phase 5. Teachers will have the option to attend from home or at school.

Enforcement of Face Coverings

All individuals (students, staff, parents) who enter the buildings must wear a face covering that covers both their nose and mouth. (Gaiters and scarves are not allowed). Students who refuse to wear a face covering correctly while in school will face disciplinary consequences under the student code of conduct. If disciplinary action requires parental contact or exclusion from the school environment, the Building Administrator will implement such action.

Training

To help prevent the spread of COVID 19, the District will train its employees in appropriate measures (public health measures, hygiene, sanitation, etc.) to prevent the spread of the virus and will ensure its facilities have supplies for preventative sanitation measures. The District shall make available to all employees any protective gear necessary to complete assigned tasks; the administration will support enforcement of social distancing as much as possible.

Evaluations

Non-Tenured Staff

Non-tenured staff will be evaluated per the District's evaluation plan in both the remote and in-person setting. Non-tenured teachers will be evaluated as per our PERA Guidelines and recommendations established by the District's PERA Committee, including:

1. Pre- and post-observation conferences shall be held remotely via Zoom/Google Meets or telephonically.
2. Observations may happen via Zoom, synchronously, telephonically or live as determined by the administrator and the teacher.
3. In place of writing Specific Learning Objectives (SLO's), all non-tenured teachers will be responsible for writing THREE (3) Smart Goals, one in each of the following areas in Danielson's Framework: Planning and Preparation, Instruction, and Professional Responsibility.
 - Goals will be used in place of SLO's relative to the determination of Summative Rating.

Tenured Teachers

Tenured staff will be evaluated as per our PERA Guidelines and recommendations established by the District's PERA/Joint Committee, including:

1. Summative Rating - is waived for 2020-2021 school year for all tenured teachers.
2. Summative Self-Evaluation - is waived for 2020-2021 school year for all tenured teachers.
3. All tenured teachers will receive the same rating in 2020-2021 that was received in 2019-2020 for the purpose of determining Performance-Based Pay raises for 2021-2022.
4. If a tenured teacher is having significant performance issues, the administration may begin a formal evaluation process ending with a summative rating based on the teacher's performance.
5. The summative **rating** process will resume at the start of the 2021-2022 school year.
6. In place of writing Specific Learning Objectives (SLO's), all tenured teachers will be responsible for writing TWO (2) Smart Goals, covering at least TWO (2) of the following areas in Danielson's Framework: Planning and Preparation, Instruction, and Professional Responsibility.

Stipends/Lunch-Recess Coverage

Stipend monies that were allocated by the 2019-2024 SREA contract that are unable to operate due to COVID-19 guidelines will be re-allocated through the District Leadership Team to alternate activities that are permissible under current mandates and guidance.

SREA and District Administration will work together to determine appropriate staffing for lunch and recess supervision when applicable during the COVID-19 pandemic.

Duty-Free Lunch

SREA is entitled to a 40 minute duty free lunch period

Transitioning Stages in our District Plan

Before moving to a new stage under the District 29 Return to School Plan, the COVID-19 Return to School Task Force will reconvene to analyze all data related to health and safety of staff and students.

This will include data collected in the classrooms related to behavior, sanitation, safety, and compliance, as well as public health and other state data and metrics and guidance.

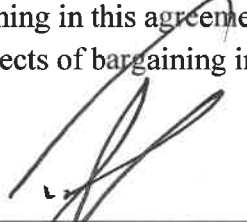

Full Remote Expectations - Stage 1


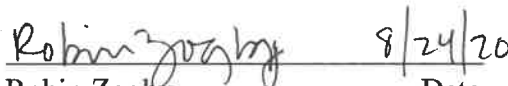
Each day of remote learning under Stage 1 of the District 29 Return to School Plan, all teachers will be required to provide TWO (2) hours of live instruction, TWO (2) hours of small group work and/or office hours and TWO (2) hours of teacher planning time. In addition,

1. Teachers will provide remote learners with live streaming in accordance with each classroom schedule and will have recorded live stream, available for students via Seesaw or Google Classroom.
2. During live instruction, teachers will guide students through activities and lessons, even when lessons are pre-recorded.
3. Teachers will make efforts to engage remote learners, to the greatest extent possible.
4. Assignments will be shared on Google Classroom or Seesaw.
5. The homeroom teacher or advisor will provide parents with information regarding communication systems to support student engagement (e.g., newsletters, teacher pages, grade level calendars) and mechanism to access staff for questions and support (e.g., emails, phone numbers).
6. Student attendance engagement will be required, and staff will contact parents of students for whom any concerns are identified.
7. Staff will provide students and parents with feedback on student work and grades (where applicable).

The Parties agree the MOU addresses the impacts and effects of the COVID-19 pandemic. The parties recognize that the COVID-19 pandemic is evolving and so is the governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining-unit employees and will bargain as needed over the effects of such further directives.

Nothing in this agreement constitutes a waiver of the District’s position with respect to mandatory vs permissive subjects of bargaining including but not limited to the teacher evaluation process.


 _____ 8/24/20
 Adelbert Spaan Date
 President, D29 Board of Education

 _____ 8/24/20
 Attest Date


 _____ 8/24/20
 Martha Bell Date
 Co-President, D29 SREA

 _____ 8/24/20
 Robin Zogby Date
 Co-President, D29 SREA