

## **MEMORANDUM OF AGREEMENT**

### **BETWEEN**

#### **GLASTONBURY BOARD of EDUCATION**

### **AND**

#### **GLASTONBURY EDUCATION ASSOCIATION**

The Glastonbury Board of Education; (the "Board") and the Glastonbury Education Association (the "Association") hereby enter into the following Memorandum of Agreement ("MOA") regarding remote work due to school closures, hybrid work week models, and/or other such work arrangements related to COVID-19 working conditions for the July 1, 2020 - June 30, 2021 work year only:

1. The parties understand and acknowledge that, during the 2020-2021 work year, the schools may be closed for an unknown period of time, and during a period in which school otherwise would have been in session, for reasons related to COVID-19, and that such closure(s) may be directed by the Board and/or the Superintendent, or by an authority outside the District.
2. The parties understand and acknowledge that, during the 2020-2021 work year, the Board may require hybrid work weeks and/or other work arrangements for reasons related to COVID-19, and that such work arrangements may be directed by the Board and/or the Superintendent, or by an authority outside the District.
3. In the event of remote work due to school closures, a hybrid work week model, and/or other such work arrangements during the 2020-2021 work year, each member of the bargaining unit shall, if so directed by the Superintendent and/or his designee(s) (the "Administration"), perform work in accordance with past practices and with the parties' collective bargaining agreement, except as specifically modified in this Memorandum of Agreement.
4. All staff will have time during the days of scheduled professional development time plus the three (3) days of professional development granted by the State Board of Education, prior to the first day of school for students, to prepare for the return of students and resumption of school in the three models the district has established and submitted to the State. This time will be used for purposes designated by the Superintendent, including, but not limited to, setting up classrooms and other spaces; learning about the health and safety protocols; making time for professional development and curriculum development.
5. The Superintendent shall consider child care issues for bargaining unit members on a case-by-case basis in accordance with state and federal law and the provisions of the collective bargaining agreement, and such decisions are not precedent setting.
6. The district will advise all persons entering the building that they are required to wear masks at all times.
7. Bargaining unit members who are sent home by the district for contact tracing procedures or for a health department ordered quarantine shall engage in remote teaching instruction.

8. In the event a bargaining unit member requires absence from work responsibilities when they would otherwise be engaging in remote instruction for any reason, the bargaining unit member shall report such absences through normal means and the contractual requirements and restrictions relating to such absences shall apply.

9. As determined by the District in consultation with local health officials, school buildings may be open to bargaining unit members during remote work due to school closures. Administration shall notify bargaining unit members if buildings are open during school closures. Bargaining unit members who are comfortable reporting to an open school building during a school closure may perform remote work or other work as necessary to fulfill job responsibilities.

10. Bargaining unit members assigned work from a remote location shall be required to be available to students, parents, and/or colleagues during their normally contracted hours.

11. Should bargaining unit members or students need assistance with troubleshooting technical issues while working from a remote location, they should contact their district's IT personnel.

12. All days of remote instruction due to school closure, the hybrid work week model, and/or other such work arrangements, shall be applied to the teacher work year as outlined in the collective bargaining agreement between the Board and the Association.

13. Bargaining unit members working from a remote location shall be available to students and parents through district-approved electronic platforms. Teachers will check their email, SeeSaw, Google Classroom, and other platforms designated by the district, on a daily basis. Teachers will speak with students or parents/guardians as appropriate.

14. Live streaming will be used as part of the teaching and learning process:

a. The provisions regarding livestreaming shall only apply while this agreement is in effect.

b. Teachers will use their professional judgment to pause a live streaming session in the event of an extenuating circumstance in the classroom.

c. The district shall advise parents and students they may not record lessons or parts of lessons without teacher permission, except when such recordings are a necessary accommodation implemented in consultation with the affected teacher.

d. The District shall develop an appropriate use policy or protocol for parents and students regarding live streaming of instruction.

f. IT issues that extend beyond the regular expectations for a teacher will not be the teacher's responsibility, but will be directed to the district's technology staff or central office technology staff.

g. Any teacher who engages in teaching via webcam will not be expected to be in camera view for the entire length of the class.

h. No teacher will be expected to create different assignments for students learning remotely, nor is there an expectation of individual one-on-one instruction for remote students.

15. All meetings involving bargaining unit members shall occur utilizing remote technology unless all applicable social distancing protocols, as set forth by CDC guidelines for social distancing and state and local regulations for social distancing, can be followed. During remote meetings, video must be turned on for all staff members attending remotely.

16. All Personal Protective Equipment (PPE) required by the state of CT, local health department, municipality, or BOE shall be provided by the BOE. Teachers shall not be required to reuse PPE beyond guidance recommended by the Center for Disease Control (CDC), state, federal and/or local authorities, except in case of emergency. Staff members can elect to use their own PPE, provided it follows district standards.

17. All bargaining unit members shall be provided cleaning supplies as recommended by CDC, state, federal and/or local authorities.

18. Bargaining unit members shall not be responsible for organizing, packing, or distributing materials from students' desks, cubbies, and/or lockers in a manner inconsistent with past practice without prior negotiation with the Association.

19. Bargaining unit members shall not be responsible for taking students' temperatures. Students who repeatedly refuse to wear PPE and/or otherwise refuse to comply with the district's social distancing protocols shall be referred to building administration.

20. Bargaining unit members required to learn new technology, curriculum, teaching methods, or otherwise prepare for remote work due to school closure, a hybrid work week model, or other such work arrangement shall be afforded professional development time. All training required per the State of Connecticut Reopen Plan shall occur within the workday and work year as set forth in the collective bargaining agreement. In the event a bargaining unit member is asked by the district and agrees to write new curriculum outside the workday/work year, he/she shall be compensated at the curriculum writing rate in the contract.

21. In accordance with the current contract, support specialists (including reading teachers, PACE and LARTs, library media specialists) may be required to perform classroom-related instruction and obligations as needed.

22. Bargaining unit members who perform their responsibilities in accordance with the provisions of this Agreement and the collective bargaining agreement (and/or who are on approved paid leave) shall be compensated their full salaries in accordance with the provisions of the collective bargaining agreement between the Board and the Association. Stipends for coaching and advising other student activities shall be paid only if such sports or other activities are held, and such stipends shall be prorated depending on how long such sports or other activities occur.

23. All provisions of the collective bargaining agreement between the Board and the Association shall remain in effect except to the extent such provisions have been modified by this Agreement.

24. Notwithstanding the foregoing, the Board and the Association agree that they may revisit the terms of this Memorandum of Agreement in the future if circumstances related to COVID-19 and/or its impact on the District change or otherwise evolve following the execution of this Agreement by both parties.

25. This Memorandum of Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Agreement.

26. This Agreement shall terminate either upon the end of the COVID-19 health emergency as determined by the Superintendent in consultation with health officials or June 30, 2021, whichever is earlier.

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For the GLASTONBURY Board  
of Education

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For the GLASTONBURY Education  
Association

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Date

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Date