

Memorandum of Understanding Addendum #1
LCMEA and LCMSD
September 29, 2020

Working Remotely

4.11 Bargaining unit members providing service in a total (non-hybrid) distance learning model may work remotely or may access and work from their assigned classroom/office workspace during regular school hours as they deem necessary unless their assigned workspace is being used to provide classroom space for a stable student cohort.

4.11.2 Administrators will notify bargaining unit members if their regularly assigned workspace is going to be occupied to provide additional spaces for physical distancing and stable cohorts. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU.

4.11.3 During the AM/PM Green Model, bargaining unit members may have some on-site in person duties and some remote duties. Bargaining unit members will report to campus when required to fulfill onsite duties. When not required to fulfill onsite duties bargaining unit members may choose to work remotely or may access and work from their assigned classroom/office workspace during regular school hours. The district will provide all bargaining unit members a safe space to work on campus. In the event that a bargaining unit member is teaching a virtual class as part of their day on-site, then they will be provided with a quiet work place to conduct that class.

Current Distance Learning Model

1.0 Specialist Teacher Weekly Expectations:	1.0 Classroom Teacher Weekly Expectations:
<ul style="list-style-type: none"> ● Recorded Lessons (6) ● Live Lessons (2) ● Student Support (12 hrs) 	<ul style="list-style-type: none"> ● Live Morning Meeting (5) ● Live Lessons (15) ● Student Support (8.5-10 hrs)

Specialist FTE	Distance Learning Expectations
.2	Recorded Lessons (3)- prepared, posted by Friday at 3pm 1 Live Zoom
.4	Add Recorded Lessons (3)- prepared, posted by Friday at 3pm Add Live Zoom Lesson (1)
.6	Add Student Support 4 hours
.8	Add Student Support 4 hours
1.0	Add Student Support 4 hours

Student Support/Other Duties As Necessary:

- Cover a class/teacher Zoom on any given day that we are unable to fill the teacher absence with a substitute teacher. This would reduce the student support time for that week.
- Student intervention (literacy, math, EL)
- Student outreach (phone calls, parent contact, assistance attending DL)

AM/PM Cohort Model

Starting October 5th based on teacher day 7:40am to 3:20pm (or until duties are completed) = 7 hours and 40 minutes including a 45 minute duty-free lunch


1.0 Middle School PE Teacher Weekly Expectations:	1.0 Elementary Specialist Teacher Weekly Expectations:	1.0 Elementary Classroom Teacher Weekly Expectations:
<ul style="list-style-type: none"> ● On Site Hours- 7:40-3:20 <ul style="list-style-type: none"> ○ 45 min duty-free lunch daily ● Recorded Lessons (1) (115 minutes) ● Live Lessons (10), 50 minute each ● 225 minutes of planning, prep, and collaboration ● Student Support/ Supervision/Other Duties (17 hours, 50 min) 	<ul style="list-style-type: none"> ● On Site Hours- 7:40-3:20 <ul style="list-style-type: none"> ○ 45 min duty-free lunch daily ● Recorded Lessons (6) ● Live Lessons (2), 30 minute each ● 225 minutes of planning, prep, and collaboration ● Student Support (19 hours, 15 min) 	<ul style="list-style-type: none"> ● On Site Hours- 7:40-3:20 <ul style="list-style-type: none"> ○ 45 min duty-free lunch daily ○ 30 min before school preparations ● Student Contact Time- 28 hr, 20 min ● Distance Learning Assignments ● 200 minutes of planning, prep, and collaboration <ul style="list-style-type: none"> ○ Student feedback ○ Preparing for all in-person lessons and prepare/assign 5 hours and 50 minutes of distance learning

Specialist FTE	Distance Learning Expectations
.2	Recorded Lessons (3)- prepared, posted by Friday at 3pm 1 Live Zoom
.4	Add Recorded Lessons (3)- prepared, posted by Friday at 3pm Add Live Zoom Lesson (1)
.6	Add Student Support and other duties (7:40am-3:20pm minus 45 min lunch, minus 30 min (time that everyone is on campus before school but not everyone has duties)= 6 hours 25 minutes total of student support and other duties such as supervision
.8	Add Student Support and other duties (7:40am-3:20pm minus 45 min lunch, minus 30 min (time that everyone is on campus before school but not everyone has duties)= 6 hours 25 minutes total of student support and other duties such

	as supervision TOTAL: 12 hours 50 minutes for the week
1.0	Add Student Support and other duties (7:40am-3:20pm minus 45 min lunch, minus 30 min (time that everyone is on campus before school but not everyone has duties)= 6 hours 25 minutes total of student support and other duties such as supervision TOTAL: 19 hours 15 minutes

Student Support/Other Duties As Necessary:


- Cover an in-person class or live Zoom (for DL only students) on any given day that we are unable to fill the teacher absence with a substitute teacher. This would reduce the student support time for that week.
 - If required to cover an in-person cohort, teachers will be excused from their student supervision duties for that cohort time frame
 - If required to covers an in-person class or a live Zoom, teachers will be excused from 60 minutes of their student intervention minutes in order to prepare for subbing; if the substitute request happens at the last minute (i.e. the morning of), teachers will still be excused from 60 minutes of their student intervention minutes on a subsequent day
- Student intervention (literacy, math, EL)
- Student/parent outreach (phone calls, parent contact, assistance attending DL or in-person)
- Office support/coverage
- Student supervision duties = 60 minutes daily
 - Morning entry point duties 8:00 - 8:20 am daily (20 minutes)
 - Dismissal entry point duties 11:00-11:20am (20 minutes)
 - PM cohort entry point duty 12:25-12:35pm (10 minutes)
 - PM cohort entry point duty 3:20-3:30pm (10 minutes)
- Specialist (music, art, PE) teachers who are required to **teach in-person** at one site will only be required to do in-person duties at that one site until Winter Break.



Dr. Brett Geithman, Superintendent

10.9.20

Date



Dr. Julie Alexander, LCMEA President

10/11/2020

Date