

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAMAS SCHOOL DISTRICT
AND THE
CAMAS EDUCATION ASSOCIATION**

The Camas School District (“District”) and the Camas Education Association (CEA) hereby confirm the following agreements, related to changes in working conditions and school operations due to the unprecedented COVID-19 virus outbreak and state-mandated closure of schools:

Note: “Certificated staff” in this document refers to all employees of the CEA bargaining unit.

Compensation and Benefits

1. No employee on a continuing or leave-replacement contract shall lose pay as a result of the school closure(s) related to COVID-19.
2. The District will continue to pay extra-curricular, co-curricular, stipends, and all other supplemental contracts that have been issued.
3. All confirmed long-term substitutes will be paid as though they worked during the school closure. Any daily substitute who accepted a position, any portion of which is affected by the school closure(s), shall be paid for the full duration of the position they accepted for the two-week window of March 16 through March 27, 2020.
4. No personal, sick or unpaid leave shall be deducted from an employee under the following conditions:
 - a. If an employee is directed by a health professional or agency to be quarantined, either because of close contact with a person who has a lab-confirmed case of COVID-19 or because they have tested positive for COVID-19.
 - b. If an employee falls into one of the health-related at-risk categories (people who have serious chronic conditions like heart disease, diabetes or lung disease) and has a doctor’s note.
 - c. If an employee has recently returned from one of the Level 3 countries and has proof of travel (airline receipt/ticket).
 - d. An impacted employee shall code these instances as “Emergency Covid-19,” which shall then be converted to District paid leave.
5. An employee who suspects they are ill from Covid-19 and opts to stay home, and thus is unable to work onsite or remotely due to their illness shall be granted five (5) days of District paid Emergency Covid-19 leave. Any additional sick leave days shall be deducted from their personal sick leave balance or remaining leave balances. An employee may also request shared leave.

6. Employees who were eligible for insurance benefits prior to the Covid-19 pandemic shall maintain their benefits and the employer paid portion of the monthly premium.

District Responsibilities

7. The District will follow OSPI guidelines for waivers related to COVID-19. The school year will be extended to June 19th. Any change to the calendar and/or workday will be negotiated with CEA.
8. The District will assist in community and nation-wide efforts to limit the spread of COVID-19 by encouraging social distancing and remote working.
9. The District will lift Professional Learning Community (PLC) requirements during this closure. Any need to collaborate with colleagues shall occur remotely or onsite by choice.
10. The District shall utilize school email, the District website, social media sites, and communication directly to the CEA President to announce COVID-19 related information. The district will communicate to the community that educators will be providing learning opportunities in multiple modes for families that choose to participate.
11. The District will provide end of year evaluations by June 19th. Summative conferences may be conducted in person or remotely.
 - a. If school does not reopen by April 27th, the following will apply
 - i. All Certificated staff with a score of “Proficient,” “Distinguished,” or “Satisfactory” as of the date of the mid-year review shall receive a Final Summative Score indicating the same.
 - ii. All provisional Certificated staff with a score of “Basic” or “Unsatisfactory” as of the date of the mid-year review shall have the option to receive a Final Summative Score of “Basic” or complete the evaluation process as described in the collective bargaining unit.
 - iii. All non-provisional Certificated staff with a score of “Unsatisfactory” or “Basic,” as of the date of the mid-year review shall complete the evaluation process as described in the collective bargaining agreement.
 - iv. All Certificated staff who are on a probationary plan of improvement shall complete their probationary plan.
 - v. All Certificated staff described in ii) and iii) who are not able to return by May 4, 2020 shall receive a Final Summative Evaluation Score for the 2019-2020 school year consistent with OSPI directives.
12. The District will provide opportunities for those employees with supplemental extended days contracts to fulfill their respective responsibilities.
13. Upon the reopening of schools, building administration will survey employees to reschedule the contracted second evening commitment if the original date fell during the closure.

Employees will be expected to attend, but building administration will consider and make plans based on individual circumstances.

14. The District will ensure that each worksite has adequate cleaning supplies, including disinfecting wipes and hand sanitizer. Employees are not required to clean or sanitize classrooms; however, these supplies will be available for their use. Employees should not purchase cleaning supplies and should contact the custodian or building administrator for cleaning needs.
15. The District will lift any printing restrictions. Employees may send learning packets to the copy center for printing and distribution to families.
16. The District will ensure that clock hours are available for all professional learning opportunities for staff.

Certificated Staff Duties during the Closure

17. Certificated Staff will adhere to the following work expectations:
 - a. Classroom teachers will connect with their families by March 19th using their professional judgement in choosing their method(s).
 - b. The District will provide two days of training and planning for the preparation of providing remote learning opportunities for students on March 23rd and 24th. Certificated staff will report remotely at a location of their choosing or onsite at a designated site. Those with fractionalized FTE will be compensated for any time past their contracted hours rounded up to the nearest quarter hour.
 - c. Certificated Staff will be allowed to enter and work in buildings using social distancing during the closure unless notified of school closures for deep cleaning or other reasons. Staff may bring their children with them if necessary.
 - d. Certificated Staff will be allowed to work remotely in a location of their choosing throughout the closure. During the closure (except during the scheduled spring break), Certificated Staff will provide learning opportunities consistent with their job descriptions based on their professional judgement.
 - e. In consultation with their building and/or district administration Certificated Staff will develop individual plans to work remotely when the work can be accomplished outside of school facilities. Certificated Staff who work remotely will be expected to provide the same level of accessibility, time and attention to their duties as those who choose to work onsite.
 - f. Certificated Staff will check emails, respond to correspondence, and avail oneself remotely or onsite by choice for any scheduled meetings (i.e staff, committee) and professional development opportunities Mondays-Thursday, **excluding holidays or**

designated non-attendance days beginning March 23rd ~~through April 23rd except for spring break~~. Certificated Staff will have a choice to attend scheduled meetings remotely or onsite. ~~The following~~ Fridays will be Certificated Staff planning and collaboration days ~~March 27th, April 10th, and April 17th~~. **except for scheduled office hours and required eligibility, IEP, BIT, or 504 meetings. Staff will be compensated .5 hours per diem for meetings that extend beyond the regularly scheduled workday based on the workday in place prior to school closure.**

- g. Certificated Staff can flexibly work their FTE hours as long as they adhere to (e).
 - h. Certificated Staff will use the appropriate leave if unable to complete duties as described in this section. The CEA bargaining team members will be exempt from duties during any bargaining sessions.
 - i. Concerning Elementary and Middle School Report Cards:
 - i. Families will access elementary winter report cards through the Skyward system. Any supplemental documents (i.e. IEP progress reports, LAP reports, etc.) will be due to the building secretary no later than March 24th. This will provide time for these documents to be assembled and mailed home. The district will communicate to families that report cards will be accessible by March 26th.
 - ii. Middle School report cards are still due March 18th. Staff should use professional judgment when assessing students who may have been planning to complete or re-do assignments prior to March 18th.
 - j. If a Certificated employee cannot perform their duties and needs to take any kind of leave, they will contact their building administrator who will ensure that the continuity of remote learning opportunities are available for the employee's students including the use of a substitute if necessary.
18. Certificated employees without direct classroom instructional responsibilities shall complete work related job duties consistent with their respective job description.
19. This agreement will be reviewed as necessary if requested by the District or the Association throughout its use.
20. "Office hours" are defined as a consistent, predictable schedule that enables educators to be available to students and families. Office hours should not conflict with regularly scheduled instructional commitments to support student learning. Office Hours should be teacher-selected and should consist of at least one hour during the regular contract day, Monday through Friday, where staff can respond in near-immediate time to questions and concerns from students and families. Teachers who wish to schedule one or two days of evening office

hours in lieu of daytime office hours may arrange this through their building administrator. This does not preclude educators from connecting with students and parents outside of published office hours. Administrators may choose a window spanning multiple hours during which office hours should be scheduled. Office hours should be coordinated with building leadership to ensure building-specific business and meetings (such as collaboration and staff meetings, professional development, etc.) may still be conducted during the regularly scheduled workday.

This MOU shall be in effect for the remainder of the 2019-20 school year and shall sunset August 31, 2020. All other provisions of the collective bargaining agreement remain in full effect.

Dated this 18th day of March, 2020.

Amended this 10th day of April, 2020.

For the District:

Original Signature on File

Marilyn Boerke

For the Association:

Original Signature on File

Michelle Houle

6 Week Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
16 - Certificated Staff does not report CEA/CSD meet to work on MoU	17 - Certificated Staff does not report. Classroom teachers will connect with their families by 3/19.	18 - Certificated Staff does not report	19 - Certificated Staff does not report	20 - Non-attendance day
3/23 - Certificated staff will report remotely (or onsite) for training and planning	24 - Certificated staff will report remotely (or onsite) for training and planning	25 - MoU for onsite and remote working	26 - MoU for onsite and remote working	27 - Certificated Staff directed collaboration and planning day
30 - Spring Break	31 - Spring Break	4/1 - Spring Break	4/2 - Spring Break	4/3 - Spring Break
6 - MoU for onsite and remote working	7 - MoU for onsite and remote working	8 - MoU for onsite and remote working	9 - MoU for onsite and remote working	10 - Certificated Staff directed collaboration and planning day
13 - MoU for onsite and remote working	14 - MoU for onsite and remote working	15 - MoU for onsite and remote working	16 - MoU for onsite and remote working	17 - Certificated Staff directed collaboration and planning day
20 - MoU for onsite and remote working	21 - MoU for onsite and remote working	22 - MoU for onsite and remote working	23 - MoU for onsite and remote working	24 - non attendance day