

MEMORANDUM OF UNDERSTANDING
BETWEEN
GLENDALE UNIFIED SCHOOL DISTRICT
AND
GLENDALE TEACHERS ASSOCIATION
REGARDING COVID-19/CORONAVIRUS

March 29, 2020

The Glendale Unified School District ("District") and the Glendale Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the issues related to the COVID-19/Coronavirus.

The parties recognize that staff may need to self-quarantine, become quarantined, and/or the District may need to close a school or schools on an emergency basis to slow the spread of illness arising from the coronavirus during the 2019-20 school year.

Remote Learning may serve as a temporary instructional model for the duration of District school closures. However, once schools reopen all traditional on-site instruction will resume. Upon the state/county/District determination that schools are safe to reopen, the District shall give bargaining unit members two calendar days' notice that they are physically to report back to their school sites. Additionally, the District shall provide all unit members a minimum of one pupil-free day to prepare for the return to the classroom with students.

The parties agree to the following:

1. Unless otherwise specified in this MOU, the provisions of the collective bargaining agreement between the District and the Association shall remain in full force and effect. If terms of this MOU conflict with the collective bargaining agreement, the terms of this MOU shall supersede the terms in the collective bargaining agreement until this MOU expires.
2. The District shall continue to provide updates to all GUSD families through various communication outlets, including email and other social media, regarding CDC guidelines for proper prevention of the spread of the virus, including the need and rationale for social distancing.
3. Unit members shall be notified by email about any school closures, including any decisions to extend school closures once they commence.
4. Unit members shall not be directed or required to report to their worksite while their worksite is closed to students unless a situation arises that necessitates that members, identified by the State Public Health Office as Essential Critical Infrastructure Workers, be in attendance.
5. Unit members' compensation and benefits shall not be reduced during school closure. Unit members receiving approved stipends shall not suffer a loss of pay of their stipend during the period of school closure. Unit members teaching a 6/5ths assignment shall continue this assignment and shall continue to receive such payments for the days contained in the period

of the closure. Consulting teachers shall continue this assignment and shall continue to receive compensation. Working remotely does not affect a unit member's status/step-and-column placement as a district employee.

6. The District shall not contract out any bargaining unit work.
7. If required, the District shall submit a "J-13A Request for Allowance of Attendance Due to Emergency Conditions" waiver, or "Certificate for COVID-19 Closure," to the CDE to mitigate the loss of funding due to lower than normal Average Daily Attendance ("ADA"). If the waiver is denied or the state requires students to make up days for the 2019-20 school year, the parties shall negotiate make-up student instructional day(s) up to the number of school closure days.
8. During the course of school closures:
 - a. Unit members may be asked to remotely attend previously calendared (prior to school closures) faculty, grade level/department meetings, and/or professional development sessions in large or small groups as needed. All such sessions will be scheduled during the contractual day. In accordance with Article 7, Section 4 of the Collective Bargaining Agreement, "Meetings in excess of the above described meetings shall either be called only in emergencies or shall be entirely voluntary."
 - b. ETIS and the Department of Teaching and Learning shall be available remotely during the contractual day to assist unit members who require technological assistance.
 - c. Unit members who do not have access to Wi-fi and/or do not have a working district issued laptop should contact ETIS in order to determine how they will be issued/replaced.
9. During the week of March 23, 2020:
 - a. The District shall provide appropriate software and training (e.g. Google Classroom, etc.) for unit members who desire assistance. This training shall be offered remotely and during the contractual day.
 - b. Unit members may contact their administrator to schedule a time to pick up any items they need from their classrooms or worksites, and upon arrival, be afforded the CDC precautionary guidelines for Covid-19.
 - c. Unit members shall work from home to prepare digital worksheets, assignments, and/or online coursework.
10. During the week of March 30, 2020, unit members shall work from home to provide instruction/enrichment (e.g., digital worksheets, assignments, online coursework, etc.) to students. Unit members shall provide feedback to students through electronic correspondence.
11. Beginning April 6, 2020 and through the duration of school closures:
 - a. Unit members shall work within the parameters of a normal work day, with flexibility.
 - b. Unit members shall be required to check District e-mail once per day during the school week and respond to e-mails within 48 hours. Parent communication will be primarily via e-mail. Parents or the site administrator shall be contacted by telephone in an emergency situation. A designated site administrator shall provide unit members with a telephone number where they may be contacted.

- c. Unit members shall update their administrator a minimum of once per week or may choose to add their administrator to their remote learning platform. Unit members will respond within 24 hours (excluding non-contractual days) to emails from their administrator regarding questions/concerns about their weekly update or activity on their platform.
 - d. Classroom teachers shall check in with students a minimum of three times per week regarding lessons, instructional materials, or concerns.
 - e. Counselors shall check in with students, as needed, a minimum of once per week regarding educational matters and concerns.
 - f. School Nurses shall check in with students regarding medication and immunization and work on student-related health issues.
 - g. Speech and Language Pathologists/Visual Hearing and Orientation Mobility Specialists shall check in with students on their caseload regarding speech/language/hearing/mobility related services.
 - h. SAI Core teachers shall check in with students on their caseload regarding I.E.P. related services.
 - i. The District and Association agree to negotiate decisions, impacts and effects related to special education as circumstances change.
 - j. Consulting teachers shall continue to support the unit member(s) they are assigned.
 - k. All other bargaining unit members shall work on typical responsibilities related to their position that can be done remotely, with support from their immediate supervisor.
12. Remote learning begins April 6th and ends when students return to the classroom:
- a. Unit members shall select the platform (e.g. District email, Google Classroom, ClassDojo, etc.) in which they provide students with lessons, assignments, counseling, with support from their immediate supervisor. Unit members shall use professional judgment about including additional programs and applications (e.g. I-Ready, Khan Academy, Blackboard, AP Central, Zoom, Google Hangout, etc.) into their remote learning plan.
 - b. Unit members shall use professional judgment when selecting activities and assignments.
 - c. During the remote learning period, members shall provide feedback to students on a weekly basis.
 - d. Decisions regarding grading during the remote learning period shall be based upon directions issued by the California Department of Education and/or the Los Angeles County Office of Education.
13. The District shall follow cleaning guidelines provided by CDC at all schools and District offices.
14. District and Association agree to bargain matters related to sick leave for instances due to COVID-19. The parties will reach agreement on this issue prior to schools reopening.
15. When school resumes, the District shall ensure that all students and all employees have easy access to the necessary supplies for preventive sanitation measures (such as liquid soap and running water, disposable towels or tissues, and hand sanitizer).
16. The District shall comply with Cal-OSHA guidelines.
17. Unit members in permanent status who are being evaluated shall choose one of the three options:

- a. Complete the evaluation based on the observations completed. For some teachers, this may be one observation, for others, two.
- b. Pause and extend the timeline (with mutual agreement of timeline).
- c. Begin the full cycle again the following school year.

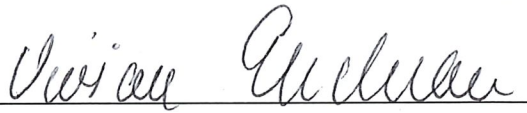
18. Evaluations for all unit members in Temporary or Probationary status will be completed based on observations which have been conducted to date.

The Association reserves the right to negotiate any additional impacts of school closures in the 2019-20 school year. The parties understand the COVID-19/Coronavirus pandemic situation is very fluid and mutually agree to review the provisions of the MOU, as necessary.

This MOU shall expire in full without precedent on June 30, 2020, unless extended by mutual written agreement.



Ms. Taline Arsenian, GTA



Dr. Vivian Ekchian, GUSD