

**MEMORANDUM OF AGREEMENT
BETWEEN
THE SHARON CENTER BOARD OF EDUCATION
AND
THE SHARON CENTER EDUCATION ASSOCIATION**

DISTANCE LEARNING

1. The teacher work day hours are from 8:30 a.m. - 3:30 p.m. Part time teachers work their normal work day.
2. School day times for students in grades K-8 are 8:30 AM-2:30 PM and 9:00 AM-3:00 PM for grades 9-12 on Monday through Thursday.
3. Fridays are considered days for teachers to 1) plan and/or 2) enlist in optional professional development. Students will use Fridays as days to catch up on missing work. "Specials" teachers (PE, art, music), who are employed in the Region on Fridays, will have more access to students on Fridays.
4. The instructional emphasis is on continuity of learning. We expect that the pace of instruction will be slower. The expectation is that, within the hours of the school workday, we each put forth our best effort to engage in distance learning activities with students and coworkers to the best of our ability. If staff members are unable to participate or meet communicated expectations, they are to notify the building administrator directly.
5. Summative assessments should not be administered during this time.
6. Students may submit work in a way that works best for each teacher (Google Classroom, SeeSaw, email, etc).
7. Teachers will submit a brief summary of work completed each day to their principal and/or supervisor.
8. Resources regarding distance learning can be found on EduPlanet in the e-library labeled "Virtual/Distance Learning".
9. Teachers should contact their principal or Central Office administrators with questions. Questions regarding technology should be directed to the IT staff member in the respective buildings.
10. In the event a staff member requires absence from work responsibilities, they shall report such absences into the Aesop system.
11. The bulk of communication with students and families should occur during the hours of the school day. Teachers may accommodate extenuating circumstances that require communication outside of the school day hours if they choose to do so. Communication can take place by phone, video or email, whatever works best for teachers and students/families
12. Special teachers will make attempts to teach according to their regular schedule; their workload should be commensurate with weekly expectations. Fridays will be allotted as days that Specials teachers can connect with students.
13. School Counselors will meet with their students online or via other electronic communication tools.
14. Title I, Support and EL teachers will make arrangements to work with the students on their caseload.
15. Teachers are not required to share their personal phone numbers. Phone options include but are not limited to using *67 to block their personal numbers, Google Voice or Google Hangout.
16. Teachers who have no access to wi-fi should inform their administrator and work out a plan.
17. Observations and evaluations of staff will be suspended during this period.
18. The Parties recognize that this plan for distance learning requires some teachers members to engage in some activities in which they may have little or no experience. Teachers shall not be subject to disciplinary action for implementation of these new distance learning activities if the member carried out his/her professional responsibilities in good faith.

19. As we were preparing for Distance Learning on 3/16/2020, this will be counted as a school day. We will have 180 school days. June 15 will be a school-based Professional Meeting and Closure Day, as teachers are being paid their full contract.
20. April vacation will remain as scheduled. Per the Commissioner's advisory, all schools in Connecticut will return to their regular calendar for 2019-2020.
21. These guidelines shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding except to enforce the terms of these guidelines.
22. Teachers who have served in a stipended activity since the beginning of the 2019-2020 school year will be paid the full stipend for the year, in accordance with the collective bargaining agreement between the Board and the Association. They are expected to fulfill the expectations of the stipend to the best of their ability and situation allows. The compensation of the members in other stipend activities shall be a recommendation by the principal and determined by the Board, in consultation with the Association, subject to negotiation at the request of the Association.
23. Teachers shall be compensated their full salaries in accordance with the provisions of the collective bargaining agreement between the Board and the Association. Closure Work after June 15th is voluntary and shall not earn additional compensation.
24. The impact of any changes to these guidelines will be negotiated with the Association.
25. The Administration and the Association have worked collaboratively to develop these guidelines, and are in agreement with them.

Sharon Center Association President

Date

Sharon Center Board Chair

Date