

**Memorandum Of Understanding**  
**between**  
**Hart-Ransom Unified School District (HRUSD)**  
**and the**  
**Hart-Ransom Teachers Association (HRTA)**  
**August 18, 2020**  
**(Revised September 17, 2020)**

The **Hart-Ransom Unified School District** ("District") and the **Hart-Ransom Teachers Association** ("Bargaining Unit") enter this Memorandum of Understanding ("MOU") regarding Distance Learning related to COVID-19 for the period of July 1, 2020 through June 30, 2021. This MOU shall be in place during any period(s) throughout the 2020-21 school year in which Hart-Ransom Elementary School is operating in a Distance Learning model only and not in a hybrid or traditional learning model. The parties recognize that changes may occur based on guidance from state and local officials.

In preparation for the 2020-2021 school year, the parties recognize the need to address the District's learning environment and instructional model given the continuing pandemic. It is in the mutual interest of the parties to abide by the recommendations of the State of California and/or Stanislaus County Department of Public Health officials to prevent illness and contain the spread of the virus. It is the goal of the District and Bargaining Unit to offer students in-person instruction to the greatest extent possible. **The District will offer distance learning until in-person instruction is safe, as determined by the State of California, Stanislaus County Department of Public Health, and/or other valid county, state, and/or federal governmental authority.**

The District and Bargaining Unit agree all components of the current Collective Bargaining Agreement between the Bargaining Unit and District not addressed by the terms of this agreement shall remain in full effect. This agreement is non-precedent setting.

**Health & Safety**

The District shall make reasonable effort to provide a safe working/educational environment on campus. In addition to adhering to social distancing guidelines as recommended by public health officials, the district agrees to provide safety equipment, including, providing personal protective equipment, sanitizing, and disinfectant supplies. The District shall make reasonable effort to ensure that all work locations on campus are properly sanitized before unit members return for the start of the school year. The District shall make reasonable effort to ensure that all sinks (including those located in staff break rooms, bathrooms, and classrooms) are functioning with water and kept stocked with soap and paper towels or hand dryers. Hand sanitizer shall be provided for every classroom, office, and break room.

*The District and the Bargaining Unit further agree to the following:*

1. Bargaining Unit members shall work on site at the school during the 2020-2021 school year when Hart-Ransom is operating in a Distance Learning model only and not in a hybrid or traditional learning model. During this time, bargaining unit members will work in their assigned classrooms or other assigned work location(s) on campus unless other arrangements are approved by school and/or district administration.
2. While working under the current distance learning model as described above, Bargaining Unit members shall continue to receive their full compensation and benefits. If extracurricular duties can be and are performed, Bargaining Unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement.
3. District initiated meetings (e.g. faculty meetings, Professional Development, Back-to-School Night, Open House, etc.), will be conducted virtually while in Distance Learning only (and not in a hybrid or traditional learning model).
4. Collaboration meetings (PLC's) may be conducted virtually and/or in person while in Distance Learning only (and not in a hybrid or traditional learning model) with safety precautions as directed by the district.
5. Parent Conferences shall be held virtually while in Distance Learning only (and not in a hybrid or traditional learning model).
6. Under the current distance learning model as described above, when a Bargaining Unit member enters the campus, they will digitally sign in and out and complete a digital wellness questionnaire. The Bargaining Unit member shall be responsible for following state, county, and local public health recommendations while on campus, including wearing a face mask and maintaining appropriate social distancing between themselves and other individuals. Bargaining Unit members shall work in their assigned classrooms or other assigned work location(s) on campus, and will respect the individual work spaces of others while on campus.
7. The District shall provide reasonable support to ensure Bargaining Unit members are able to effectively engage students on a daily basis. These supports may include professional development, online applications, and/or materials to enhance the teacher's ability to work remotely with students.
8. When it becomes safe to transition to an in-person learning model, an appropriate amount of transitional time between instructional models will be provided. During the transition time from distance learning to in-person instruction, there may be a decrease in the

amount of daily live distance learning interaction between the teacher and students, but teachers will continue to meet or exceed the minimum requirements of law as relating to instructional time in distance learning. To the greatest extent possible, an appropriate amount of transitional time will be given in the event we must return to distance learning or another learning model if it becomes necessary due to COVID-19 restrictions and mandates.

9. The parties agree to follow Education Code Section 43503 and all California laws concerning distance learning.
10. Distance learning means instruction in which the student and instructor are in different locations and students are under the general supervision of a certificated employee of the District. Distance learning may include, but is not limited to all of the following: (Education Code Section 43500)
  - a. Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
  - b. Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
  - c. The use of print materials incorporating assignments that are the subject of written or oral feedback.
11. Distance learning shall include all of the following: (Education Code 43503)
  - a. Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work.
  - b. Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
  - c. Academic and other supports designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English Learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
  - d. Special education, related services, and any other services required by a pupil's student's Individualized Education Program (IEP) with accommodations necessary to ensure that the IEP can be executed in a distance learning environment.
  - e. Designated and integrated instruction in English language development including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.
  - f. Daily live interaction (e.g., Google Meets, Zoom, etc.) with certificated employees and peers for purposes of instruction, progress monitoring, and

maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board must develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

- g.** The District and the Bargaining Unit recognize that the local educational agency that provides distance learning shall not be penalized for instruction provided before September 1, 2020, that fails to meet the requirements of this section. (SB 98, page 95)

**12.** Bargaining Unit members will be present during live instruction periods.

**13.** Administrators may visit and/or join Google Meets and/or Zoom meetings without prior notice to the Bargaining Unit member. Additionally, administrators may physically enter any instructional space, and will wear face coverings and maintain proper social distancing when doing so.

**14.** The District shall adhere to student participation and absenteeism requirements. (Education Code Section 43504)

- a.** The Bargaining Unit member will document daily participation for each pupil on each schoolday, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning on a schoolday shall be documented as absent for that schoolday.
- b.** Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the District and pupils or parents or guardians.
- c.** The District shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.
- d.** A student who does not participate daily in distance learning shall be deemed absent by the District. The District shall use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.
- e.** The District shall develop written procedures for tiered reengagement strategies for all students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited to:
  - i.** Verification of current contact information for each enrolled student;
  - ii.** Daily notification to parents or guardians of absences;

- iii. A plan for outreach from the school to determine student needs including connection with health and social services as necessary.
  - f. The Bargaining Unit member shall regularly communicate with parents and guardians regarding a pupil's academic progress.
- 15. Bargaining Unit members shall determine the means and methods for providing distance learning within the parameters and expectations established by site and district administration based on appropriate standards-based instruction and assessments, available core instruction materials, their resources, and their students' ability to access the curriculum. Under the current distance learning model, Bargaining Unit members shall be responsible for planning appropriate standards-based instruction and assessments, responding to parents and students within a reasonable amount of time (no more than two days), supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing student feedback, and reporting non-participation to the site administrator for additional outreach and follow up.
- 16. The evaluation of teachers during the 2020-2021 school year will take into account and note the fact that non-traditional instructional methods are being required and implemented.
- 17. Bargaining Unit members shall provide information to families on accessing distance learning platforms, such as Google Meets, Seesaw, Google Classroom/Hangouts, and online curriculum.
  - a. The district will provide continuous training for the implementation of distance learning for certificated staff. This includes the aforementioned platforms, but is not limited to, technology training platforms and curriculum frameworks (e.g., Eureka, Wonders, Benchmark, et. al.)
- 18. To the greatest extent possible, Bargaining Unit members will continue to abide by Education Code Section 43503 (distance learning). On the occasion that circumstances beyond the control of the Bargaining Unit member occur, no disciplinary action will be initiated.
- 19. The district will provide employees with leaves as afforded by district policies, the collective bargaining agreement, and state and federal law.
- 20. If a certificated staff member needs to be absent, the certificated staff member shall follow established procedures for requesting a substitute and leave plans that will enable the substitute to provide a comparable level of service to the best of their ability.
- 21. A daily 40-minute preparation period will be adhered to as per our CBA.

22. The Bargaining Unit and the District recognize that for the 2020–2021 school year (EC 43501), the minimum school day for a local educational agency is as follows:

- a. 180 instructional minutes in kindergarten.
- b. 230 instructional minutes in grades 1 to 3, inclusive.
- c. 240 instructional minutes in grades 4 to 12, inclusive.

For distance learning, instructional time shall be based on the time value of assignments as determined, and certified to, by an employee of the local educational agency who possesses a valid certification document, registered as required by law. (EC 43502)

23. The Bargaining Unit recognizes the professional responsibilities outlined in Article 8: Teaching Conditions.

This MOU resolves the negotiable effects of distance learning due to COVID-19. The District and/or Bargaining Unit reserve the right to negotiate any additional impacts related to COVID-19 and/or school reopening and/or additional school closures in the 2020-21 school year.

This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement between the parties.

### Signatures of Agreement

  
Sara Davison, HRTA Co-President

9-18-2020  
Date

  
Sabrina Hull, HRTA Co-President

9-18-20  
Date

  
Matthew Shipley, HRUSD Superintendent

9/18/2020  
Date