

SUMMARY OF SEA/SPS COVID-19 SCHOOL CLOSURE MOA PROVISIONS

March 25, 2020

<p>COMPENSATION</p>	<p>FTE EMPLOYEES – CERTIFICATED, CLASSIFIED, LEAVE REPLACEMENT CONTRACTS</p> <ul style="list-style-type: none"> • Certificated and Classified FTE employees currently in a paid status shall continue to receive contracted pay • Extra time after MOA no longer authorized • Extra days (outlined in Appendix E) no longer authorized except: <ul style="list-style-type: none"> ○ Extra days for Counselors, Librarians, Nurses for work outside 180-day calendar ○ All work to be completed outside of the bldg. • Class size overages limited to 50% <p>SUBSTITUTES</p> <ul style="list-style-type: none"> • Substitute Employees who are in long-term assignments, as defined in the current collective bargaining agreement (i.e. 45 days or more) will be compensated for the duration of the assignment. For the duration of the closure, substitutes who have worked for SPS and qualified for SEBB as of the beginning of the 19-20 school year, and have worked at least 200 hours in 2019-20 prior to the closure, will be paid an amount equal to the average hours worked per week up to the date of the district closure. <p>BUS SUPERVISORS I (Bus monitors)</p> <ul style="list-style-type: none"> • Compensated .56FTE + average # of extra hours worked in Jan. and Feb. <p>BENEFITS</p> <ul style="list-style-type: none"> • Those eligible for benefits and qualified as of 2/29 emergency declaration will maintain benefits.
<p>ESSENTIAL EMPLOYEES</p>	<ul style="list-style-type: none"> • Positions determined by District. • Those required to maintain basic operations.

	<ul style="list-style-type: none"> • May change as closure progresses. • Every effort for telecommuting.
WORK DURING CLOSURE	<ul style="list-style-type: none"> • Continue to work scheduled work year calendar. • Any employee in a high-risk category as defined by Public Health and has a doctor's note stating they should remain at home, will be allowed to work remotely <u>with no impact to leave.</u> • Remote work unless essential staff. • On-site work for essential services at discretion of Superintendent <ul style="list-style-type: none"> ○ Requires adherence to guidelines for physical safety ○ High risk employees provided remote work • District will support technology needs for cases where employees do not have access • Does not preclude employees from volunteering for on-site services • Employees will check email intermittently and be available for phone calls during regularly scheduled workdays and hours. • Employees will perform duties consistent with job description. • SPS and SEA will work together on modifications to educational program calendar and employee responsibilities • Educators will provide graduating seniors content to meet graduation requirements.
SCHOOL MAKE UP	<ul style="list-style-type: none"> • Limited to those required by law. • Staff at individual school bldgs. closed prior to district-wide closure, do not have to make up days related to the bldg. closure. • If calendar adjusts, staff will be released during the school closure so total # of contract days do not increase.
EVALUATION (SEA/SPS Agree to follow Evaluation guidelines set forth by OSPI)	<p>CLASSROOM TEACHERS</p> <ul style="list-style-type: none"> • FOCUSED EVALUATION <ul style="list-style-type: none"> ○ If evaluator's assessment of evidence is "proficient" or "distinguished" performance, evaluation will be complete even if the requisite 60 mins. of observation have not been completed.

- If evaluator's assessment of evidence points to "unsatisfactory" or "basic" performance, every effort will be made to complete the process by the end of the school year. Evaluators should move the classroom teacher to a comprehensive cycle of evaluation for the 20-21 school year.

- **COMPREHENSIVE EVALUATION**

- Those whose performance to date, based on evaluator's assessment, is "proficient" or "distinguished," shall receive those ratings as their final summative score and evaluation will be considered complete, even if the requisite number of observations and number of minutes of observations have not been completed.

- **TEACHERS ON CONTINUING CONTRACT**

- Those on a continuing contract whose performance to date, based on the evaluator's assessment of the evidence collected, is rated as "Basic" or "Unsatisfactory" as of the date of school closure shall complete the evaluation process in accordance with the CBA. If the evaluator is unable to complete the requisite number of observations or number of minutes of observation before the deadline for evaluations, no final summative score will be given, and a letter shall be placed in the personnel file describing extenuating circumstances. A decision about participation in PAR for the 20-21 school year will be made by the PAR Panel, based on the evidence gathered and the recommendations from Consulting Teachers, when available.
- All classroom teachers on a continuing contract, who are on a Plan of Improvement shall complete their plan. If the evaluator is unable to complete the requisite number of observations or number of minutes of observation before the deadline for evaluations, no final summative score will be given for the 19-20 school year, but the teacher will continue to be on a plan of improvement when school resumes and continue into the fall of 2020.

- **PROVISIONAL CONTRACT**

- Evaluations for classroom teachers on provisional contracts with a score that does not meet the performance schedule as outlined in the CBA as of the date of school closures shall be completed in accordance with the CBA. If the evaluator is unable to complete the requisite number of observations or number of minutes of observation before the deadline for evaluations, no final summative score will be given for the 19-20 school year and a letter shall be placed in the personnel file describing extenuating circumstances. A decision about participation in PAR for the 20-21 school year will be made by the PAR Panel, based on the evidence gathered and the recommendations from Consulting Teachers, when available.

NON-CLASSROOM CERT

- Those on continuing or provisional contracts – evaluator may use evidence prior to closure to assign “proficient” or “distinguished” rating. Evaluator shall complete and assign rating during closure. Applies to comprehensive and focused evaluation.
- Those rated “basic” or “unsatisfactory” shall complete the process as described in the CBA. If evaluator is unable to complete requisite number of observations before the deadline, no summative evaluation score will be documented for the 19-20 school year, but the extenuating circumstances will be noted in the employee’s summative evaluation.

CLASSIFIED EMPLOYEES

- April 15 deadline waived.
- Evaluators will complete all classified evaluations in accordance with CBA.
- Final summative conference with the employee must be held prior to the final evaluation report.