

MEMORANDUM OF AGREEMENT

# SAFE RETURN TO LEARNING

Malden Education Association (Units A, B, & C)  
Malden School Committee



**SCHOOL YEAR 2020-2021**

Addressing the COVID-19 Pandemic



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MEMORANDUM OF AGREEMENT BETWEEN THE MALDEN EDUCATION ASSOCIATION  
(UNITS A, B, AND C) AND THE MALDEN SCHOOL COMMITTEE

*This agreement shall remain in full force and effect from August 31, 2020-June 25, 2021.*

**Preamble**

In preparation for the 2020-21 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--as well as the community-- to abide by the recommendations of public health officials to prevent the trauma of students, educators, or their families getting sick and dying. We also recognize our mutual responsibility to the community to take any steps that are within our power to stop the spread of COVID-19. The health and safety of our students, educators, families, and the community are the **foremost** priority of the Malden School Committee and the Malden Education Association. In order to protect public health and safety, the Malden Public Schools shall make sound decisions regarding the COVID-19 guidelines issued by the Centers for Disease Control and Prevention, Massachusetts Department of Public Health, the Massachusetts Department of Industrial Accidents, the Massachusetts Department of Labor Standards, and/or the City of Malden Board of Health. The Malden Education Association and the Malden School Committee agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.

**1. Health and Safety Joint Labor-Management Committee**

- a. The Malden Education Association and the Malden School Committee shall ensure that a district-wide Health and Safety Committee is in place with equal numbers appointed by the Employer and Association. The Health and Safety Committee shall be responsible for monitoring the safe and healthful condition of the workplace and for reviewing and recommending appropriate health and safety procedures to the District to be implemented and maintained.
- b. The parties agree that federal/state occupational safety and health laws and any and all other relevant laws and regulations, as well as any additional legal requirements that take effect during the life of this agreement will be adhered to. The Committee will meet in person or remotely on a monthly basis, at minimum, but will also be available to convene to address issues on an ad hoc basis should the need arise. Subject to the mutual agreement of both parties, the Committee composition shall be expanded by adding student, family, and community stakeholder representatives.
- c. The responsibilities of the Health and Safety Committee shall include, but not be limited to, the following:
  - i. Monitoring and assisting in the operation of a Health and Safety Program, including any plans for addressing COVID-19 school re-opening or closures, and making recommendations to the Employer for improvement, including the expenditure of funds. Remedies must comply with existing state and federal guidance for safe and healthy school operations and may include remote operations for employees or students. Some elements to consider may include:
    - 1. COVID-19 related
      - a. Determining how social distancing can be maintained, including the use of facilities and the arrangement or rearrangement of classrooms
      - b. Preparing facilities and staff, including training, before reopening schools/campuses
      - c. Providing hygiene and personal protective equipment for staff and students
      - d. Disinfecting and sanitizing facilities on an ongoing basis

- e. Creating special protocols for students, staff, families, and guardians who are at higher risk from COVID-19
  - f. Developing procedures for when a student or staff contracts COVID-19
  - g. Providing mental health supports for students and staff
  - h. Creating contingency plans if in-person instruction must cease
  - i. Developing a communications plan to ensure the entire school community will be informed on a constant basis and understands the plan and requirements
2. Committee responsibilities not necessarily limited to COVID-19
- a. Make recommendations to correct unsafe and/or unhealthful conditions, including the expenditure of funds to make those corrections
  - b. Monitor findings and reports of workplace inspections and confirm that appropriate corrective measures are implemented
  - c. Review reports of unsafe and unhealthful conditions where the hazard has been disputed
  - d. Review responses to reports concerned with allegations of hazardous conditions, alleged health and safety program deficiencies, and any allegations of retaliation for raising health and safety concerns
- ii. The District shall provide to the Association and an affected employee(s), all available product information and safety data regarding any specific chemicals which the District provides to be used at a worksite.
  - iii. No reprisals or discrimination shall be taken against any employee who makes disclosures of unsafe or unhealthy working environment.

## **2. Determining Movement Between Stages**

- a. Moves back and forth between stages, as necessary, will be determined by a district-wide Joint Labor-Management Health and Safety Committee
- b. The district-wide Joint Labor-Management Health and Safety Committee will make decisions based on:
  1. Public health data;
  2. Available physical and staff resources; and
  3. Consultation with medical professionals in the Greater Boston area.

Public health indicators driving decision-making could include (but are not limited to):

4. The Rt (rate of exponential spread);
5. Cases per 100,000, the percent positive test rate for COVID-19; and
6. 14 days of declining cases in the city of Malden.

## **3. HVAC/Ventilation**

- a. The committee shall provide information on HVAC system tests and results and will ensure any occupied working spaces have adequate air flow, air exchange and filtration as recommended by state and federal agencies and O.S.H.A. guidelines and further that the systems are monitored throughout the 2020-2021 school year.

## **4. Distance Learning**

### **a. Distance Learning Stage 1**

- i. Units A and C will begin the work year on 8/31/2020.
- ii. Unit B members can enter their worksites beginning on 8/24/2020, per their personal and professional discretion, however physical presence may be required for specific district activities and preparation (i.e. technology and curriculum material distribution, etc.).
- iii. The 2020-2021 work year will begin in a remote work model for Units A and C.

- iv. During the remote work model educators and school staff can report to buildings.
- v. Unit A and C members shall not be asked to justify a reason for reporting remotely.
- vi. Unit members who choose to report to buildings must use an electronic check-in/check-out system to indicate the following information for contact tracing purposes:
  - a. Strict adherence to wearing appropriate PPE (Masks)
  - b. Time the member entered the building;
  - c. Assigned workspace;
  - d. Any areas of the building traveled to other than the unit member's assigned workspace; and
  - e. Time the member exited the building.
- vii. Unit A and C members shall only have access to worksites between the hours of 7:00AM and 3:00PM on workdays.
- viii. The first 10 days of the Units A and C work year will consist of professional development, planning, and community building.
- ix. School year 2020-2021 will begin on 9/16/2020 in a distance learning model for all students.

**b. Distance Learning Stage 2**

- i. Moving to this stage is contingent upon favorable outcomes in regard to environmental health and safety and public health data reports and the Joint Labor-Management Committee on Health and Safety's collective decision.
- ii. All members of Units A, B, and C will report to their assigned worksites on 9/28/2020.
- iii. Prior to reporting to worksites, in-person unit members will be given a list of available PPE and will be able to request and receive personal protective equipment.

## 5. Hybrid Learning

### a. Hybrid Learning Stage 3

- i. Moving to this stage is contingent upon the Joint Labor-Management Committee on Health and Safety's review of public health data, available physical and staff resources, and consultation with medical professionals in the Greater Boston area leading to a collective decision.
- ii. Distance learning continues for all but our highest-need students.
  1. The start date students in this stage has been set for 10/13/2020 to give two weeks between the commencement of school staff reporting to worksites in-person. This allows for testing and contact tracing if symptoms emerge, per the timeline of COVID-19 symptom emergence.
- iii. Prior to a high-needs student's return, the student's Team will meet to collaboratively draft the student's safe procedures for re-entry.
- iv. On 10/13/2020, all students in sub-separate classrooms, for whom it is determined safe and appropriate to be in the building, will begin a hybrid learning model which includes up to four (4) days a week of in-person learning opportunities in small group or 1:1 appointment settings in a yet-to-be-determined structure and classroom/office location.
  1. Students will report to schools for in-person learning on Monday, Tuesday, Thursday, and Friday.
    - a. Deep cleaning will occur on Tuesday and Friday evening with the buildings remaining empty of students and unit members on Wednesday, Saturday, and Sunday.
    - b. Regular cleaning of the buildings will occur on the nights that deep cleaning does not occur.
    - a. Students and staff will participate in distance learning on Wednesday.

**b. Hybrid Learning Stage 4**

- i. Moving to this stage is contingent upon the Joint Labor-Management Committee on Health and Safety's review of public health data, available physical and staff resources, and consultation with medical professionals in the Greater Boston area leading to a collective decision.
- ii. All students designated as our highest-need students in Stage 3 will continue with in-person learning up to four (4) days a week in Stage 4.
- iii. Our youngest learners, additional learners in need of support participate onsite with in-person instruction two (2) days a week, on Monday and Tuesday. All other students continue to participate in distance learning.
  1. If the number of students reporting for in-person instruction in Stage 4 requires two cohorts of students, the second cohort will meet in-person on Thursday and Friday.
  2. All students living in the same household will be in the same cohort.
- iv. All staff will report to work in-person for both remote and hybrid instruction.
- v. Deep cleaning will occur on Tuesday and Friday evening with the buildings remaining empty of students and unit members on Wednesday, Saturday, and Sunday.
- vi. Regular cleaning of the buildings will occur on the nights that deep cleaning does not occur.

**c. Hybrid Learning Stage 5**

- i. Moving to this stage is contingent upon the Joint Labor-Management Committee on Health and Safety's review of public health data, available physical and staff resources, and consultation with medical professionals in the Greater Boston area leading to a collective decision.
- ii. All students designated as our highest-need students in Stage 3 will continue with in-person learning up to four (4) days a week in Stage 5.
- iii. All students participate onsite with in-person instruction two (2) days a week.

1. Cohort 1 students are onsite with in-person instruction on Monday and Tuesday.
  2. Cohort 2 students are onsite with in-person instruction on Thursday and Friday.
  3. All students living in the same household will be in the same cohort.
- iv. All staff will report to work in-person for both remote and hybrid instruction.
  - v. Deep cleaning will occur on Tuesday and Friday evening with the buildings remaining empty of students and unit members on Wednesday, Saturday, and Sunday.
  - vi. Regular cleaning of the buildings will occur on the nights that deep cleaning does not occur.

**d. In-Person Learning Stage 6**

- i. Moving to this stage is contingent upon the Joint Labor-Management Committee on Health and Safety's review of public health data, available physical and staff resources, and consultation with medical professionals in the Greater Boston area leading to a collective decision.
- ii. All students participate onsite with in-person instruction five (5) days a week.
- iii. All staff will report to work in-person.
- iv. Deep cleaning will occur on Friday evening with the buildings remaining empty of students and unit members on Saturday and Sunday.
- v. Regular cleaning of the buildings will occur on the nights that deep cleaning does not occur.

**2. Smart Start**

- a. A significant investment in improving and creating comprehensive distance teaching and learning for students and parents shall be made. The first ten (10) days of the work year are reserved for:
  - i. Training for educators on all necessary learning and accountability platforms;

- ii. Professional development for all members of Units A, B, and C will be provided based on unit member input from the June 2020 professional development needs survey. Professional development will be focused on adapting to best holistic, educational practices during a global pandemic, with a goal of supporting all students and staff academically and emotionally.
- iii. Distribution of fully operational Chromebooks and chargers to all unit members; and
- iv. Technology support and training for all staff.

**b. Community Meet and Greet**

- i. During the first 10 days of the work year (between 8/31/2020 and 9/15/2020) there will be an expectation that educators have an introductory meeting with their students and families, most likely through Zoom or Google Meet, to be scheduled in concert with building administration.

**3. Health and Safety Measures/Protocols (All Stages)**

**a. Daily Screening**

- i. The District shall publicize, support, and advocate for all employees to screen for symptoms of COVID-19 at home daily prior to entering any MPS building.
- ii. Staff exhibiting any of the following symptoms shall be required to stay home:

Fever/chills	Headache
Cough	Shortness of breath or difficulty breathing
Excessive fatigue	Muscle or body aches
Sore throat	Congestion or runny nose
GI symptoms: Nausea, vomiting, diarrhea, abdominal pain	New loss of taste or smell

4. Visitors with any symptom(s) consistent with COVID-19 shall be denied entry.

**5. Protocols**

- a. The District shall put into place protocols that allow for rapid identification and response to new cases and prevention of community spread, especially among disproportionately vulnerable school communities. Protocols include:
  - i. Fixed seating assignments to support effective contact tracing;
  - ii. Quarantine protocols for active infections within the school community;
  - iii. Clear procedures for confirming that members of staff/student households do not have the coronavirus;
  - iv. When feasible, capping and minimizing student and staff transitions to a maximum of three (3) scheduled transitions during the school day in an effort to contain potential outbreaks of COVID-19 and engage in effective contact tracing; and
  - v. The parties agree to form a Joint Labor-Management Committee on Caseloads and Scheduling, with equal representation, to address concerns about daily prep time, common planning time, and teacher/SISP schedules. Recommendations of the JLMC will be submitted to the parties and will be subject to bargaining with the goal of immediate implementation.
- b. The District shall, in all major school community languages, advertise all local free COVID-19 testing sites.

**6. Symptomatic Staff and Students**

- a. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home.
- b. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health department officials.
- c. All persons who may have come in contact with the infected individual shall be notified.

- d. The District shall notify the Association of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

## **7. Exposure in the Workplace**

- a. Any unit member who encounters a potential exposure to COVID-19 in the workplace shall be sent home from work and provided an appropriate accommodation to work remotely until they can be tested for COVID-19 and receive proof of a negative test.
  - i. COVID-19 testing as a result of an exposure in the workplace will occur at no charge to unit members.
  - ii. Examples of exposure can include, but are not limited to:
    - 1. Engaging in a CPI restraint;
    - 2. Being bitten or spat upon by a student; or
    - 3. Having to be in close contact (closer than 6 feet) for 10 minutes or more with a student.

## **8. Quarantining Due to COVID-19**

- a. If a unit member is quarantined while:
  - i. Waiting to be tested for COVID-19
  - ii. Waiting for COVID-19 test results
  - iii. Cohabiting with or has been in close contact (within six (6) feet of a person for more than 10 minutes) with someone who meets the above criterion
  - iv. Awaiting clearance from a physician following a COVID-19 diagnosis
- b. The unit member shall be (provided an appropriate accommodation to work remotely). Documentation of clearance to return to work must be provided. Illness for reasons other than COVID-19 related sickness will follow the language in the respective collective bargaining agreements.

## **9. Physical Distancing**

- a. The Malden School Committee and the Malden Education Association agree that physical distancing that limits close physical contact among students and staff at the school sites, consistent with the most recent epidemiological information must occur. Physical distancing measures shall include:
  - i. Staggered arrival, recess, lunch, and pickup times and one-way travel in hallways and building entrance points;
  - ii. Appropriate personal protective equipment provided and required for all staff and students.
- b. The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces.
- c. In classrooms where tables are utilized, tables will be spaced no less than six (6) feet apart and students will be seated at opposite ends of the table.
- d. Teachers, education support professionals, administrators, and all other school staff shall maintain six (6) feet of physical distance from one another and signage will be posted to indicate proper physical/social distancing.

## **10. Cleaning Protocols**

- a. The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks/tables, computer keyboards, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. At no time will any unit member be responsible for the cleaning of school buildings and/or worksites. Each workspace will have a posted cleaning schedule that includes the date and time of each cleaning. Each workspace will also have a posted cleaning schedule for the privately contracted cleaning company that includes the date and time of each cleaning, as well as the initials of the crew member who completed the job. The Joint Labor-Management Health and Safety Committee and the Association will have regular access to all cleaning schedules and logs.

## **11. Safety Measures**

- a. Prior to the start of Stage 2, the District shall put into place the following safety measures subject to public safety approval:
  - i. Unidirectional foot traffic, when possible. Floor tape or an equivalent will be used to mark suggested directions.
  - ii. Ingresses and egresses will be kept separate to keep traffic moving in a single direction. Clear “Entrance” and “exit” signage will indicate suggested ingresses and egresses.
- b. Prior to the start of Stage 3, the District shall put into place the following safety measures:
  - i. Floor tape or other markers shall be used at six (6) foot intervals where line formation is anticipated in an effort to keep six (6) feet of distance between people in the hallways.
  - ii. Staggered scheduling for hallway movement shall be utilized to minimize the number of people in hallways.
- c. Lockers will not be used in schools. Student belongings will be kept at desks, marked/labeled bins or cubbies (applicable to the Early Learning Center), or on their person. Bins/cubbies will be provided by the District as appropriate.
- d. Cleaning and sanitation products will be provided in each copy room (along with district issued PPE). Students cannot be assigned to make photocopies in any building.

## **12. Personal Protective Equipment (PPE) or Essential Protective Gear (EPG)**

- a. The District shall require the use of facial coverings (“masks”) for all employees and for students in grades (K-12). Masks will be recommended and strongly encouraged for PreK students. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield and neck drape (tucked into the shirt). Masks and face shields may not be required for students/staff with medical apparatus which prevents or obstructs the use of the apparatus.
- b. The District shall provide, upon request, the following Personal Protective Equipment (PPE) and Essential Protective Gear (EPG) to each unit member:
  1. Face shields

2. Nitrile gloves
  3. Over garments, upon request, for every unit member
  4. Surgical masks
- ii. Changes/replacements of equipment enumerated above should be readily available and supplied upon request.

### **13. Hygiene**

- a. There shall be an emphasis on hygiene that ensures our students and staff have the supplies, time, and school administration support to mitigate viral spread according to epidemiological best practices. The following measures shall be taken:
1. Installation of hand sanitizer stations in entryways and classrooms;
  2. Strict cleaning and sterilizing regimens for all classrooms, restrooms, and workspaces; and
  3. Designated rooms staffed by medical professionals for isolating students and staff who exhibit symptoms.

### **14. Hand Washing**

- a. The District shall comply with the following hand washing logistical requirements:
- i. Free standing hand sanitizer stations will be distributed throughout the building in key locations including, but not limited to, the lobby, entrances and each floor.
  - ii. Every room with a sink shall be stocked with soap, hand sanitizer with at least 60% alcohol content per CDC recommendations, and no touch paper towel dispensers.
  - iii. Every classroom shall be provided hand sanitizer with at least 60% alcohol content;
  - iv. Non-classroom workspaces shall be provided hand sanitizer with at least 60% alcohol content;
  - v. Hand sanitizer with at least 60% alcohol content or portable hand washing stations shall be provided at each ingress and egress point; and

- vi. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.
- b. Students, employees, and visitors shall be required to wash their hands or use hand sanitizer with at least 60% alcohol content upon entering district sites and every time a classroom or workspace is entered.

### **15. Reporting Breaches of Safety Protocol**

- a. The District shall provide a timely virtual mechanism for all Bargaining Unit members and school staff to report breaches of any safety protocol(s) enumerated within this document to the Joint Labor-Management Health and Safety Committee. This mechanism could include a Google Form or “support ticket” similar to the current MPS Help Desk. This mechanism must be publicized and made widely available to all staff, students, and parents/guardians. The Joint Labor-Management Health and Safety Committee will be charged with responding to reports of said breaches in a consistent and timely manner. Bargaining Unit members will be explicitly encouraged to report breaches to ensure the health and safety of Malden Public Schools students, family, and school staff.

### **16. Health, Emotional, and Academic Support**

- a. There shall be a commitment to increased health, emotional, and academic support for students, families, and staff, many of whom will return to learning having experienced trauma from the health and economic effects of the pandemic. Supports will include, but are not limited to:
  - i. If funding becomes available, increased access to mental health, behavioral health, and academic supports for all students through increased staffing of School Social Workers, School Psychologists, and School Counselors;
- b. Employee Assistance programming supporting the mental health and emotional wellness for school staff currently available through Human Resources shall be publicized to all staff members on a regular basis.

## **17. Substitutes**

- a. The district will make an effort to hire two permanent building substitutes in each building that the hybrid learning model is supporting.
- b. The district will, whenever possible, minimize the number of different staff that are assigned to different rooms as substitutes.

## **18. Remote Staff Meetings**

- a. Staff must maintain appropriate attendance of and engagement during staff meetings. The expectation is that cameras will be on unless otherwise directed by the meeting host.
- b. Staff experiencing technical difficulties and bandwidth issues will alert the meeting host of such and the need to turn their camera off. Staff will not be disciplined for technical difficulties, bandwidth issues and needing to turn their cameras off.

## **19. In-Person Staff Meetings/Professional Development**

- a. The District shall not require in-person staff meetings or professional development if the District cannot ensure the following:
  - i. A minimum of six (6) feet of physical distance between all employees for the duration of the meeting and for entering/leaving the meeting

## **20. Lunch**

- a. If the District requires students to stay in their classroom for lunch, teachers and ESPs will be provided with a duty-free lunch period, and clean up classrooms after lunch periods have ended. In the event that any unit member experiences a mandated loss of their duty-free lunch, the unit member shall be compensated pro-rata. The District shall make available, electronically, a timesheet for employees to fill out.

## **21. Recess**

- a. Recess periods shall be staggered to avoid large gatherings of students. If the District requires a Unit A member to monitor recess periods in addition to what is outlined in the Unit A collective bargaining agreement, the District shall compensate the unit member pro rata for the additional assigned recess duty periods.

## **22. Rotating Between Classrooms**

- a. The District shall structure the class schedule to minimize as much as possible the number of total contacts, distance unit members who must travel between classes, and assist those who have physical barriers to such movement.

## **23. Work Assignments**

- a. Unit members will not be required to work remotely and in-person at the same time.

## **24. Alternate Work Assignments**

- a. Unit members may request approval for their current work assignment to be completed remotely during the transition into the Hybrid Learning Stage with approval from Human Resources.

## **25. Leaves and Accommodations**

- a. The District will comply with the provisions of the EPSLA, EFMLEA, FFRCA, any other state and federal laws, and provisions under the collective bargaining agreements. All leaves shall run concurrently.
- b. An overview of leaves, accommodation requests, and request forms will be linked in the appendix to this agreement on page 23.

## **26. Compensation and Benefits**

- a. While working under the distance learning model, all bargaining unit members shall receive their full compensation and benefits. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under their respective collective bargaining agreements.

## 27. Schedules

### a. Schedule Preamble

- i. School schedules during distance learning should be designed to provide a consistent and predictable structure for students.
- ii. The District will leverage the potential of distance learning as a medium of instruction to schedule a developmentally-appropriate mix of synchronous learning opportunities and asynchronous learning modules.

### b. PreK-8 General Scheduling Principles

- i. Live instruction will total 240 minutes for K-8.
- ii. Live instruction should be no less than 150 minutes per day for full day integrated and ILP PreK.
- iii. Live instruction should be no less than 75 minutes per session, per day for integrated half-day PreK.
- iv. Live instruction includes, but is not limited to:
  1. Whole-group SEL- or community-oriented blocks, such as a morning meeting,
  2. homeroom, or advisory block
  3. Whole-class instruction
  4. Small-group instruction, “breakout rooms”, or intervention
  5. Open drop-in academic support
  6. 1:1 assistance
- v. While students are independently working on assignments (totaling 150 minutes), educators will be able scheduled, as follows:
  1. Prep (40 minutes)
    - a. Creating course materials - videos, texts, slideshows, audio files, etc for students to access at a distance on their own time
    - b. Creating asynchronous independent activities and assessments
  2. Lunch (30 minutes)
  3. PLT (40 minutes)

- a. Grade level meetings/department meetings/building meetings/all staff meetings
  - 4. Parent outreach/planning/documenting (40 minutes)
    - a. Family/student outreach, including feedback and grading for students
    - b. Logging of student/family calls & meetings on the Aspen X2 “Journal” feature
- c. High School General Scheduling Principles
  - i. Classes will run on an alternating block schedule, with six periods total.
    - 1. Three periods meet synchronously every other day. Asynchronous time provides structured opportunities for staff to instruct using a gradual release of responsibility model. Alternating days will be labeled a “Blue Day” and a “Gold Day.”
  - ii. Live instruction includes, but is not limited to:
    - 1. Whole-group SEL- or community-oriented blocks, such as homeroom, advisory, or morning meeting
    - 2. Whole-class instruction
    - 3. Small-group instruction, “breakout rooms”, or intervention
  - iii. Small group Academic Tutoring for all subject areas and all students includes but is not limited to:
    - 1. Open drop-in academic support
    - 2. 1:1 assistance
  - iv. Independent student work time includes, but is not limited to:
    - 1. Grade level meetings/department meetings/building meetings/all staff meetings
    - 2. Family/student outreach, including feedback and grading for students
    - 3. Logging of student/family calls & meetings on the Aspen X2 “Journal” feature

- v. Educators will have their current contractual daily prep time(s) for planning, grading, collaborating with colleagues, or communicating with families and logging communications.
- vi. Teachers with a prep on Gold Day will provide academic tutoring 2:15-2:45 on Gold Days. Teachers with a prep on a Blue Day will provide academic tutoring 2:15-2:45 on Blue Days.
- vii. In lieu of 2:15PM dismissal on Fridays, during stages 1-4 of the phased re-entry, there will be no meetings held after 2:45PM.

**Blue Day**

**Gold Day**

7:45-8:15	Asynchronous Learning Activities	Asynchronous Learning Activities
8:15-9:35	Period 1 - Synchronous	Period 4
9:45-11:05	Period 2 - Synchronous	Period 5
11:15-12:05	Asynchronous Learning Time	Asynchronous Learning Time
12:05-12:45	Lunch	Lunch
12:45-2:05	Period 3 - Synchronous	Period 6 - Synchronous
2:15-2:45	Small group Academic Tutoring for all subject areas and all students	Small group Academic Tutoring for all subject areas and all students

**28. Evaluation**

- a. Recognizing that teaching and learning looks different in different mediums or settings:
  - i. Both parties agree to use [the DESE guidance](#) on teaching, learning and evaluation to inform observations and evaluations for SY 20-21.
- b. If the educator evaluation timelines require modification due to the school year, the parties may adjust the timeline accordingly by mutual agreement.
- c. Any observations that occur in a remote classroom will require the evaluator to be visible.

\_\_\_\_\_  
For the Malden Education Association

Dated:

\_\_\_\_\_  
For the Malden School Committee

Dated:

## **Appendix: Leaves and Accommodations**

[Overview of Leaves & Accommodations in the Time of COVID-19](#)