

**Memorandum of Agreement**

**Between the**

**Monroe School District**

**and the**

**Monroe Education Association**

**Working Impacts Due to Quarantined Students while in a Hybrid In-person Instructional Model**

Due to the increase of positive COVID-19 cases in the Monroe School District, the District and the Association recognize the workload impact of quarantined students access to learning and instruction while in an in-person hybrid instructional model. The District and the Association agree that students must continue to receive instruction if they are required to quarantine due to a COVID-19 exposure and or a positive test result.

The District and the Association agree to the following options for educators when students are required to quarantine due to COVID-19. It is understood that none of the options are an ideal situation for staff or students without parameters that provide equity to all students and staff. This memorandum of agreement shall be for the 20-21 school year and expire when the school year is over.

Educators may choose from the following option(s) when student(s) are quarantined and unable to be present during in-person instruction that fits best for both students and educators:

**1. Educator Produced Packets and/or Canvas Assignments:**

Educators may create grade level appropriate assignments/packets at their own discretion and distribute to students for access in the following three options:

- a) at the front office where educators may leave completed packets at the front office for parents to pick up;
- b) by email; or
- c) by mail

In addition, or in place of packets, educators may also utilize Canvas or District email to assign asynchronous work for quarantined students.

Educators may time sheet the amount of time it takes to prepare materials, outside of the contracted day, for a quarantined student(s) and be paid up to two (2) hours per quarantined event at their hourly curriculum rate of pay.

**When Entire Class Periods (Secondary) or Both Cohorts (Elementary A+B) are Quarantined**

- a) **Secondary:** In the event an entire class period(s) is quarantined the educator will Zoom with the quarantined class, to deliver live instruction for the duration of the quarantine on their in-person instruction days. On the first day of quarantine, educators will have asynchronous work ready for

their class available through Canvas. From the second quarantined day on, educators will provide instruction via Zoom on their in-person day and asynchronous work on their remote days.

- b) **Elementary:** In the event both A and B cohorts are quarantined at the same time, the educator will revert to the remote instructional model, in place prior to the hybrid agreement, until the quarantine is over. On the first day of quarantine educators will meet via Zoom for their morning meeting with all students and shall be given the rest of the day to prepare remote learning materials. Students will work on their assigned Canvas work for the remainder of the day.

**Serving Quarantined Students with Special Services**

- a) Case managers will be notified when students on their caseload are quarantined.
- b) Resource, Self-Contained, ELL, Title and LAP will modify the packets to meet the individual needs of their students as appropriate in collaboration with the general education teacher. Educators shall time sheet the amount of time it takes to prepare materials, outside of the contracted day, for a quarantined student(s) and be paid up to two (2) hours per quarantined event at their hourly curriculum rate.
- c) The District shall suspend in-person OT, PT, SLP services while students are quarantined. If remote services are possible, services will shift to remote while students are quarantined.

Due to the length of time, it has taken to reach an agreement, the District will pay impacted educators two (2) hours at the curriculum rate per documented quarantine incident. Educators will submit a timesheet to Human Resources for approval of these hours.

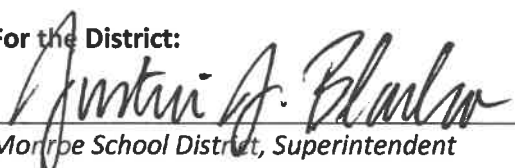
**Communication**


In the event a student(s) is quarantined, the impacted educator will contact their COVID Supervisor to notify them on which of the above options they choose while the student(s) is quarantined. The COVID Supervisor will communicate with the impacted families how their students will be receiving instruction while quarantined. Educator’s primary communication with quarantined families will be regarding access to assignments and instructional inquiries.

**Continued Joint Decision Making**

The District and the Association will continue to meet regularly to review this instructional model and adjust, as necessary.


For the District:

  
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Monroe School District, Superintendent  
Dr. Justin J. Blasko

  
\_\_\_\_\_  
Date

For the Association:

  
\_\_\_\_\_  
Monroe Education Association, President  
Robyn Hayashi

  
\_\_\_\_\_  
Date