

MEMORANDUM OF UNDERSTANDING
Between
Woodland Joint Unified School District ("District")
&
California School Employees Association Woodland Chapter No. 118 ("CSEA")

REOPENING SCHOOLS 2020-2021 SCHOOL YEAR
Professional Development

This is a Memorandum of Understanding (MOU) between Woodland Joint Unified School District ("District") and the California School Employees Association ("CSEA") collectively referred to hereinafter as "the parties," is entered into specifically regarding the need for professional development for staff to prepare for the reopening of schools for the 2020-2021 school year.

The Parties agree to address other impacts and effect of the Board's reopening decision.

Professional Development Prior to Start of School Year

The District will develop and deliver district-wide professional development opportunities for staff. These opportunities will be delivered over a 5-day period, before the start of the regular school year for 2020-2021. Some content delivered over the 5-day period will be relevant and required for classified staff. The District will notify CSEA of the presentations, dates and times that are relevant and required for classified employees to attend.

The daily professional development opportunities will be scheduled for no more than a regular full-time workday (8 hours in length), within the time periods of 8:00 a.m. – 3:00 p.m. or 8:30 a.m. – 3:30 p.m., and will include an uninterrupted lunch period for no less than 30 minutes.

Professional development presentations will be recorded for the purpose of allowing others to make-up attendance.

Staff may participate in professional development from their regular assigned classroom/workspace or can choose to participate in professional development remotely.

Staff who choose to participate in professional development from their regular assigned classroom/workspace must follow safety guidelines implemented for the workplace as outlined by Centers for Disease Control (CDC), California Department of Public Health (CDPH) and the Yolo County Health Officer which include wearing a face mask at all times unless working alone in an enclosed space, participating in daily screening process for symptoms of COVID-19 and practicing social distancing.

Staff who choose to participate in professional development remotely shall observe the following expectation of telecommuting and working remotely; participate online as scheduled using District-issued laptop (if applicable), have adequate internet access that is personally provided and have a workspace that is safe and free of obstruction, hazards and distraction. Staff shall use caution in accessing the internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Staff shall be responsible for maintaining and protecting equipment on loan from the district (if applicable) and shall adhere to the district's Acceptable Use Agreement.

Participation in all professional development dates and times as scheduled by the District will be mandatory. The total participation time for classified staff will be provided on published schedules. All staff attending professional development opportunities shall be paid based on attendance reports from the professional development platform.

Release Time and Compensation

For those staff members whose regular workdays fall within the professional development schedule, they shall be released from their duties to attend the presentations. Should the scheduled presentations go over the staff member's total regular work hours in a work day, the staff member will be paid on a time sheet for those additional hours at the appropriate rate of

pay excluding breaks, lunch breaks and any collaboration or post-meeting time that they are not required to attend.

For those staff members who are not scheduled to work on days of the professional development schedule, they shall be paid for the hours they attend, excluding breaks, lunch breaks and any collaboration or post meeting time that they are not required to attend, at their regular hourly rate for their positions. This time shall be paid on a time sheet.

- Should a staff member be unable to attend a professional development presentation as scheduled for classified employees but attends for a portion of the day, the staff member will notify their supervisor in advance of the amount of time they will attend. The employee will be released only for the portion of time they attend OR will submit a timesheet only for the portion of time attended. The staff member will be provided an opportunity to make-up the remaining portion of the professional development.

➤ For those staff members whose regular work days fall within the professional development schedule, the make-up time must be completed outside their normal regularly scheduled work day, by the end of the third week of instruction. The employee will complete verification that the training was completed using the process developed by Educational Services.

➤ For those staff members who are not scheduled to work on days of the professional development schedule, the make-up time will be completed outside of their normal regularly scheduled work day and will be compensated at the employee's regular hourly rate for their position equal to the remaining length of the presentation excluding breaks, lunch breaks and any collaboration or post-meeting time that may have been scheduled. The employee will complete verification that the training was completed using the process developed by Educational Services.

Should a staff member not complete the professional development by the end of the third

week of instruction (Friday, September 18 , 2020 at 5 p.m.), the staff member will be required to complete the professional development outside their workday by September 30, 2020, without additional compensation or release time.

Content

The content of the professional development opportunities scheduled in the 5-days, and scheduled by the District will be directly related to the unique needs of staff and students in the coming school year. Content will be exclusive to the following areas and the District will notify CSEA of those presentations that are required and relevant to classified employees.

- Health and Safety
- Social and Emotional Learning
- Equity and Access
- Structures and Schedules
- Engagement and Assessment
- Canvas (learning management system) and Technology Tools
- Parent Support
- Content Specifically Related to Professional Responsibilities

Schedule

The intent is to provide professional development opportunities before the start of the 2020-2021 school year. The start of the instructional calendar for 2020-2021 will be Monday, August 31. The schedule for professional development days will be as follows:

Thursday, August 20, Friday, August 21 – Professional Development Days**

Monday, August 24 – Wednesday, August 26 – Professional Development Days**

*** Dates listed above are reserved for participating in Professional Development activities as outlined on published schedules.

This MOU shall expire at the end of the third week of instruction, Friday, September 18, 2020 at 5 p.m. This MOU shall not be precedent setting nor form any basis for a past practice.

Elizabeth Keefe 8/18/2020 Janee [Signature] 8/18/2020
For CSEA Date For WJUSD Date