

MEMORANDUM OF UNDERSTANDING
between the
ISSAQUAH EDUCATION ASSOCIATION
and the
ISSAQUAH SCHOOL DISTRICT
Regarding In-Person Support for Elementary and Middle School Students Experiencing
Homelessness (McKinney Vento)
during the COVID-19 Pandemic 2020-2021 School Year
ISD Counter Proposal March 3rd, 2021 3pm

The Issaquah Education Association and the Issaquah School District recognize the challenges facing our community and schools during the Pandemic. Earlier this school year, the parties worked in collaboration to create the framework for providing Issaquah students “ISD LIVE” remote learning. However, both parties recognize the inherent challenges of remote learning for some students and are committed to providing targeted in person support. Health and safety are critically important to our staff, students, and community, scientifically supported protocols and procedures will be in place and communicated in a clear and timely manner to staff and students. The parties have weighed the importance of the benefits of limited in-person student intervention and support, and therefore agree to the following:

1. **Support for Elementary Students Experiencing Homelessness:** For elementary students experiencing homelessness (McKinney-Vento) who are not currently receiving in person hybrid instruction, the opportunity to attend school in person in alignment with the agreed upon daily schedule outlined in the K-3 MOU will be offered.
 - a. Students will be placed in a grade level cohort.
 - b. Each cohort will be assigned a minimum of two (2) cohort supervisors to allow a rotating schedule to be determined by the cohort supervisors. One (1) supervisor may be used if requested by the certificated volunteer.
 - i. The school counselor, PBSES coach and/or Dean of Students will be solicited to volunteer as a cohort supervisor to provide targeted support to a cohort.
 - ii. A counselor, PBSES coach and/or Dean of Students may be assigned as a cohort supervisor to fill any remaining vacancies not filled by volunteers.
 - iii. Certificated staff assigned as a cohort supervisor will be offered an interactive interview with Human Resources. The cohort supervisor role will not be assigned to a staff member who qualifies for an alternative assignment through the interactive process.
 - c. The building administrator will review any impact on any existing duties of a bargaining unit employee assigned as a cohort supervisor assigned to a student or student cohort and adjust assigned responsibilities as appropriate and on an ongoing basis as needed.

Unresolved issues or concerns over workload, if any, will be brought to LMT where the parties will work to resolve them.
 - d. The COVID Supervisor will determine a space which adheres to COVID capacity and physical distancing guidelines as outlined in the K-3 MOU with input from the cohort supervisors.

- i. The cohort supervisors will have access to a workstation in the space determined.
 - ii. A laptop and headphones will be provided to students via the building technology checkout system.
 - e. Students will access their remote instruction delivered by their assigned classroom teacher during their time on campus. The role of the cohort supervisor is to provide behavioral and emotional/social support as well as assist with instructional support as needed.
 - f. The schedule will be as follows:
 - i. 9:00 – 9:15 – check in, logging in to computers.
 - ii. 9:15 – 11:45 – accessing remote instruction with 15-minute recess/snack break in alignment with remote classroom schedule. Snacks may be eaten outdoors, during student recess. Snacks and lunch will not be eaten in the classroom.
 - iii. 11:45 – 12:20 – sack lunch provided to students to eat at school with physical distancing guidelines. Cohort supervisor will not be assigned supervision of lunch. In addition to lunch, other activities may take place during this time depending on the number and needs of students. This could include an additional recess, additional time to work on assignments, and/or small group or individual counseling or SEL support.
 - g. Cohort supervisors will be provided breaks and a duty-free lunch as consistent with the 2018-2022 CBA.
 - h. Cohort Supervisors and other affected staff will be notified no less than seven (7) workdays in advance of the start date.
 - i. All safety and health provisions and procedures already outlined and agreed to in the K-3 MOU will be followed. In addition, staff will be provided PPE that includes two (2) cloth face coverings, access to a daily disposable mask at the building check in station. Additional PPE may be available upon request including a face shield, goggles/glasses, and Plexi glass or another appropriate barrier.
2. **Middle School Students Experiencing Homelessness Support:** Middle school students experiencing homelessness (McKinney-Vento) will be invited to receive in person support on Monday, Tuesday, Thursday and Friday.
- a. All Middle Schools that are not currently serving students in-person will follow the Facilities Preparation steps as outlined in the K-3 MOU dated 2-2-21.
 - b. Students will be placed in grade level cohorts.
 - c. Each cohort will be assigned a minimum of two (2) supervisors to allow a rotating schedule to be determined by the cohort supervisors. One (1) supervisor may be used if requested by the certificated volunteer.
 - i. The school librarian, counselor, PBSES coach and/or Dean of Students will be solicited to volunteer as a cohort supervisor to provide targeted support to a cohort.
 - ii. The librarian will be assigned as one (1) of the cohort supervisors if there are not sufficient volunteers.

- iii. A counselor, PBSES coach and/or Dean of Students may be assigned as a cohort supervisor to fill remaining vacancies.
- iv. Certificated staff assigned as a cohort supervisor will be offered an interactive interview with Human Resources. The cohort supervisor role will not be assigned to a staff member who qualifies for an alternative assignment through the interactive process.
- d. The Building Administrator will review any impact on any existing duties of a bargaining unit employee assigned as a cohort supervisor and adjust assigned responsibilities as appropriate and on an ongoing basis as needed.

Unresolved issues or concerns over workload, if any, will be brought to LMT where the parties will work to resolve them.

- e. Supervision will take place in alignment with the students' instructional schedule. Certificated staff will not be responsible for lunch supervision.
- f. Cohort supervisors will be provided prep periods, breaks and a duty-free lunch as consistent with the 2018-2022 CBA.
- g. The library will be the assigned classroom space for the three (3) grade level cohorts, with each grade level cohort assigned a space in the library. Within each grade level cohort, student workspaces will be assigned which adhere to physical distancing guidelines.
 - i. The cohort supervisors will have access to a workstation in the library.
 - ii. A laptop and headphones will be provided to students via the building technology checkout system.
- h. Students will access their remote instruction delivered by their assigned classroom teachers during their time on campus. The role of the cohort supervisor is to provide behavioral and emotional/social support, as well as assist with instructional support as needed.
- i. Cohort Supervisors and other affected staff will be notified no less than seven (7) workdays in advance to the start date.
- j. All safety and health provisions and procedures already outlined and agreed to in the K-3 MOU will be followed. In addition, staff will be provided PPE that includes two (2) cloth face coverings, access to a daily disposable mask at the building check in station. Additional PPE may be available upon request including a face shield, goggles/glasses, and Plexi glass or another appropriate barrier.

This MOU shall be in effect for the 2020-21 school year and shall sunset on the last instructional day of the school year. All other provisions of the collective bargaining agreement and applicable MOUs shall remain in full effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19.

Agreed to this 5 day of MARCH, 2021.



Natalie Fowler
Executive Director of Human Resources

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