

**Memorandum of Understanding  
between  
Vashon Island School District  
and  
Vashon Education Association**

The purpose of this Memorandum of Understanding is to commemorate in writing an understanding between the Vashon Island School District (District or VISD) and the Vashon Education Association (Association or VEA) related to COVID-19 virus outbreak.

**Background**

On March 12, 2020, Governor Jay Inslee issued a directive for all K-12 public and private schools to close beginning no later than Tuesday, March 16, 2020, through Friday, April 24, 2020. In response, the Parties agree to the following during the COVID-19 school closure:

**Health and Safety**

1. Employees 60 years of age or older, those with underlying health conditions, those who are pregnant, or those who are expected to self-quarantine according to CDC guidelines, are not expected to report to a school or district building and will accomplish their work from a remote location. If asked to report to essential onsite work but belong to one of the categories mentioned above, employees will communicate to their supervisor if they fall in one of the categories but will not be required to divulge any specific medical conditions. This sensitive information may only be used in confidential communication with Human Resources. If a doctor's note is required, the employee will submit one to HR within 2 weeks or work with HR, given the current constraints on the healthcare system. Compensation and benefits will continue for employees who fit this criteria and will not be required to use their leave entitlements.
2. If a staff member is ill and unable to perform either remote or on site work, they will be on paid administrative leave.
3. The Vashon Island School District will adhere to all of the safety and health requirements necessary to ensure the safety of staff who volunteer to work on site. This includes enabling and enforcing appropriate social distancing guidelines and limits to group size, sanitation and disinfection of work spaces, health screenings, and any other recommendations prescribed by the CDC and King County Department of Health.

**Compensation**

Employees will remain in regular paid status, including academic stipends, and will not lose any regular compensation or benefits as a result of school closures related to COVID-19, through the end of the academic student year. Employees who were eligible for benefits as of February 29, 2020 will maintain their SEBB Benefits.



## **VEA Bargaining Unit Member General Remote Work and Communication Expectations**

1. Employees shall check and respond to emails regularly.
2. Employees covered under the VEA CBA shall:
  - Attend or schedule IEP meetings virtually or over the phone;
  - Maintain grades and complete report cards as directed;
  - Be available for scheduled virtual collaboration;
  - Attend self-directed virtual professional development;
  - Prepare, communicate and monitor student lessons or activities when the process is communicated district-wide. This process will be developed in combination with building administration, PLC leads, VEA, staff and district level leadership.
  - Engage in a combination of self-directed, building-directed and central office-directed work;
3. All employees will communicate with their direct supervisor for clarification of expectations and questions related to remote work.

## **Online Meetings**

1. All employees should be available to participate in online meetings during normal work hours as requested by building administration.
  - Weekly Staff Meetings
  - Weekly PLC Meetings
2. Other meetings necessary to accomplish work with colleagues, students/families, leadership teams, IEP and 504 meetings, etc. will occur outside of the times scheduled for the above planned meetings.
3. If an emerging issue necessitates an unexpected and necessary staff or District-wide online meeting, staff will be given as much notice as possible that said meeting will take place.

## **Evaluations**

VISD and VEA agree to follow the published guidelines by OSPI regarding TPEP evaluation procedures during school closures for COVID-19 for the 2019-2020 SY (See Attached). Isolated TPEP issues that are not clearly defined in these guidelines ("handled locally") will be discussed and agreements around those procedures will be made at Labor Management.

## **Spring Break and School Closure Make-up Day**

Duty free Spring Break will continue as scheduled during the week of April 6 -10, 2020 with an additional day Friday, April 3 added to compensate for school ending on June 19th instead of the previously bargained day of June 18th.

## **Childcare**

Vashon Island School District will be offering child care for children of First Responders and Health Care Workers in the community. Certificated staff will not be required to do childcare, but may volunteer to do so.

### **Extracurricular Stipends**

Extracurricular advisors listed in the CBA will receive their regular stipend.

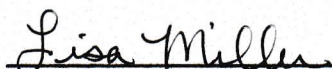
### **Emerging Issues**

1. As the impacts of COVID-19 develop and unforeseen issues arise, and/or state requirements/guidelines or funding change, VISD and VEA agree to meet and negotiate future work needs for the school community not addressed in this agreement.
2. VEA and VISD will continue to communicate and problem-solve issues within the District, as they arise, and will meet together at least five business days prior to students returning to school to discuss reopening work sites.

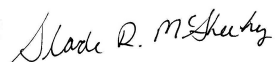
This Agreement was made on the 30th of March, 2020.

#### **Vashon Educational Association**

  
Sarah Hamill, Co-President

  
Lisa Miller, Vice President

#### **Vashon Island School District**

  
Slade McSheehy, Superintendent

  
Amy Sassara, Director of Human Resources



## Classroom Teacher and Principal Evaluation Guidance

Item	Anticipated Scenario	Recommended Action
1	Evaluates whose evidence demonstrates "Proficient" or "Distinguished" rating at the date of school closure or most recent date of progress review	Move those ratings to final summative score for the 2019-20 school year
2	Evaluates with zero to five years' experience whose evidence indicates a rating of "Basic" at the date of school closure or most recent date of progress review	Move the "Basic" rating to final summative rating for the 2019-20 school year
3	Evaluates with more than five years' experience whose evidence indicates a score of "Basic" at the date of school closure or most recent date of progress review	Handled locally on case-by-case basis OR No final score with a letter placed in personnel file describing extenuating circumstances
4	Evaluates not on probation who do not return to school April 27 (e.g., quarantined, ill, etc.)	No final score with a letter placed in personnel file describing extenuating circumstances
5	Evaluates at any level of experience whose evidence indicates a score of "Unsatisfactory" at the date of school closure or most recent date of progress review	Handled locally on a case-by-case basis
6	Evaluates on probation or plan of improvement	Handled locally on a case-by-case basis
7	Evaluates on Focused Evaluation	Retain score for final summative evaluation