

**Tentative Agreement 10/15/2020**  
**Memorandum of Understanding**  
**Between**  
**Windsor Locks Teachers Association**  
**And**  
**Windsor Locks Board of Education**

This Memorandum of Understanding (hereinafter referred to "MOU") is entered between the Windsor Locks Board of Education (hereinafter referred to as "Board") and the Windsor Locks Teachers Association (hereinafter referred to as the "WLTA" or "Association") who are parties in a Collective Bargaining Agreement for the period covering July 1, 2020 through June 30, 2021, during the COVID-19 health crisis and expires immediately if the health emergency declared by the Governor is revoked.

1. This agreement is for a full in-school model of instruction, hybrid model of instruction, or complete remote learning model of instruction, for the 2020-2021 school year.
2. Every reasonable effort shall be made to provide six (6) feet of spacing ("social distancing") between each student in a classroom, but no less than three (3) feet measured by the center of one seat to the center of the other. Each desk and student will have a trifold desk shield for use at all times. The Board shall provide members with enhanced PPE options based upon specific and identified safety needs of students. All Personal Protective Equipment (PPE) required by the state of CT, local health department, municipality, or BOE shall be provided by the BOE. Teachers shall not be required to reuse PPE beyond guidance recommended by the CDC, state, federal and/or local authorities. Bargaining unit members with responsibilities that require regular close contact or physical contact with students will be provided enhanced PPE before working with such students. All bargaining unit members will have a ten feet by ten feet space free of student seating in the front of their respective classrooms.
3. As determined by the District and in consultation with the North Central Public Health Department, school buildings may be open to bargaining unit members even though buildings are not open to students. In such an event, Administration shall notify bargaining unit members when buildings are open and may require members to teach remotely from such buildings or another location as to be determined on an individual case by case basis. In this event bargaining unit members may be allowed to bring their own children into the building.
4. Bargaining unit members who are required to quarantine due to COVID-19 exposure, may be assigned to work from a remote location. Any member meeting the requirements of FFCRA and absent from work shall be covered under the terms of that act during the term of its existence. Bargaining unit members shall have the opportunity to work remotely without use of

sick/personal time.

5. Bargaining unit members shall not be required to use personal phones to communicate with students and parents. Bargaining unit members who choose to use their personal devices may dial \*67 to keep their information private, and are never required to disclose their personal phone numbers to anyone.
6. Bargaining unit members shall provide live, direct instruction, simultaneously to students who are engaged in in-person and remote learning via Google Meet or other approved technology platform, or if available, the Classroom Camera and microphone system. Bargaining unit members shall utilize their professional judgment in determining when to utilize the live video camera feed. Administration shall only enter live stream instruction and/or Google Classroom/other approved technology platform upon invitation by the teacher, or upon request by the administration.
  - a. Bargaining unit members shall provide both in class and remote learners with opportunities to meet standards.
  - b. Live Streaming shall not be used to reduce the number of classes offered/course offerings.
  - c. The district has informed parents/guardians and students that they are not permitted to record lessons.
7. Bargaining unit members will be provided with two and a half (2.5) days (a monthly total of 5 hours) of district-identified PLC time each month for teacher preparation time for synchronous learning. The district reserves the right, in collaboration with the Association, to consider revisions to these changes to PLC planning time to meet the necessary professional development needs for the district. If additional preparation time is needed by any bargaining unit member to work with remote students, such requests can be made with their specific administrator(s). In the event a full distance learning model is implemented, bargaining unit members shall be afforded one hour (60 minutes) for lunch and additional planning time which shall not include working with students.
8. The Board shall provide members with technology to facilitate remote/hybrid teaching approved by Administration.
9. Parent conferences may occur from a remote work location unless deemed safe for in-person meetings as per the North Central Public Health Department. Bargaining unit members with health concerns may be allowed to attend in-person parent conferences virtually.
10. In the event a bargaining unit member is asked to cover another class or absorb students in lieu of a substitute while working in-person or remotely, when

feasible, such coverage shall be voluntary and assigned equitably.

11. Bargaining unit members shall not be responsible for deep cleaning of classrooms. Student classroom routines and expectations for safety and for cleaning related to COVID-19 will be provided by Administration and will be a focus of teacher instruction during the beginning of the academic year. To optimize instructional time, the Board shall retain personnel for cleaning and disinfecting classrooms as outlined in the district reopening plan. All bargaining unit members shall be provided cleaning supplies as recommended by CDC, the State, federal and/or local authorities and the North Central Public Health Department for disinfecting during the school day and between classes as needed.
12. Ventilation and airflow will meet CDC guidelines as noted in the Connecticut State Department of Education's "Adapt, Advance, Achieve" school reopening plan. Buildings will be purged two (2) hours prior to occupancy and one (1) hour after occupancy to maximize fresh air intake. The Board shall provide the Association a ventilation report which states the status and dates of system tune-up, cleaning, filter changes and repairs. Such reports are generated approximately every three (3) months.
13. In the event of prolonged school closures, bargaining unit members shall not be required to organize, pack, or distribute students' materials.
14. Bargaining unit members shall be compensated their full stipends as outlined in the collective bargaining agreement and the stipend agreement signed by the bargaining unit member and the Superintendent and/or designee. If the stipend position has been initiated, and the administration and bargaining unit members determine the position can be completed remotely, the stipend will be paid.
15. Bargaining unit members, through the Professional Development and Evaluation Committee (PDEC), shall be part of the discussion and creation of new teacher evaluation guidelines as required by the State of Connecticut.
16. The district will exercise reasonable support and guidance to bargaining unit members who are making a good faith effort in planning and delivering instruction to all learners before any reasonable disciplinary action. The support and guidance can be initiated by bargaining unit members and/or administrators. This does not preclude the Board from taking disciplinary action if a member fails to follow district policies.
17. All days of full in-person instruction, hybrid instruction and remote models of instruction shall be applied to the teacher work year as outlined in the collective

bargaining agreement and Board-approved calendar.

18. This Agreement shall terminate on June 30, 2021 or if the health emergency declared by the Governor of Connecticut is revoked, whichever comes first.

Patricia A. King  
For Windsor Locks Board of Education

Date: 10/15/20

Brandon  
For Windsor Locks Teachers Association

Date: 10/16/2020