

Memorandum of Understanding Between the Berkeley Unified School District and the Berkeley Federation of Teachers

Subject: In-Person and Distance Learning, March 29 - June 4, 2021

Early Childhood Education and Elementary Schools

Berkeley Unified School District and the Berkeley Federation of Teachers recognize the importance of maintaining safe learning opportunities for the benefit of the students and communities served by the District and its teachers and staff.

In order to promote public health and the stability of employees, and to reduce the negative financial impacts on employees BFT and BUSD have agreed on the following:

1. Keeping Students and Staff Safe: When a bargaining unit member reports to a district worksite, he/she shall be responsible for following state, county, and local public health recommendations. The parties agree that the Memorandum of Understanding entitled "Health and Safety Guidelines" (signed October 21, 2020), and any subsequent updates to those terms, shall define the protocols and practices to be upheld within BUSD.

BUSD has made significant commitments to protect the safety of all employees and staff, beyond the guidelines established by the California Department of Public Health. These include:

- A commitment to ensure that all staff have had ample access to vaccination appointments prior to reopening schools to in-person instruction
- Ongoing student and staff COVID-19 testing
- Upgrades to ventilation, including, where possible, the installation of MERV-13 filters in all classrooms with HVAC systems; and the provision of industrial HEPA air filters
- The installation of Needlepoint bipolar ionization units in all classrooms, which have a strong demonstrable kill rate for viruses.
- The replacement of touchless sinks in all elementary classrooms
- The creation of a dedicated Contact Tracing team

In keeping with CDPH Guidelines, key aspects of the each individual employee's contribution to safety include:

1.a. Physical Distancing: While on district premises, bargaining unit members shall maintain recommended physical distancing between themselves and other individuals.

1.b. Face Coverings: All staff and students are required to wear a face mask. Staff who cannot wear a mask because of a documented health issue shall be handled through the ADA interactive process. Students who cannot wear a mask shall provide medical documentation to this effect.

1.c. Stable Groups: ECE and Elementary schedules are designed to ensure that students are in only two stable groups during the day. In order to provide essential or mandated services, some students may be assigned to an additional stable group on a case-by-case basis.

1.d. Hand Washing or Sanitizing: All students and staff should wash or sanitize their hands on a regular basis.

1.e. Classroom Cleaning and Sanitizing: The District will provide unit members supplies (spray cleaner, disinfectant spray, wipes, and disposable gloves) for the light cleaning and sanitizing of classrooms, and ensure that all staff are trained to perform this cleaning.

1.f. Class Quarantining and/or Isolation: In the event that a classroom teacher is required, after the process of case investigation is concluded, to quarantine due to possible exposure to COVID-19, and if a substitute teacher cannot be identified, all in-person activities for that teacher will cease during the 14-calendar day period of the quarantine. The teacher will revert to the schedule for Distance Learning Only teachers (see below).

In the event that a teacher must be isolated for 10 calendar days because they have tested positive for COVID-19, the teacher may continue to teach using the schedule for Distance Learning Only teachers, or may use the leave described in the October 21, 2020 Memorandum of Understanding, "Health and Safety Guidelines."

1.g. Classroom Configuration

Classroom capacities (the number of people in a room at any given time) will be determined in keeping with current Public Health guidelines for each classroom by each principal, using information about the square footage of each classroom. The district will provide examples of room configurations that comply with these guidelines and maximize students' opportunities to be in school in-person.

2. WORK LOCATION:

2.a. In-Person Instruction: From March 29, 2021 to the end of the 2020-2021 school year¹, bargaining unit members shall be required to work in their classroom for the in-person components of their duty day. Each bargaining unit member shall apply for and receive from the district a set of specific accommodations related to individual health issues in order for this requirement to be modified.

2.c. Specialist Teachers: Teachers on Special Assignment, including RTI teachers, Math Coaches, Literacy Coaches, ELD teachers, Special Education, and specialist teachers will work from campus.

The district will make every effort to find substitute teachers for every classroom for which there is not a classroom teacher. In the event that a substitute is not available, Specialist Teachers and any part time certificated staff will be offered the opportunity to volunteer to be assigned to the classroom. If a volunteer is part time and is willing to increase their FTE to work in person covering a classroom they will be treated as if they are full time in making assignments and will be paid accordingly.

2.d Work From Home: In the event that there is no adequate instructional space (as defined by current CDPH Guidelines) for an individual TSA, Special Education teacher, or specialist teacher, the principal may approve that this individual deliver online instruction from home.

¹ As of the date of this MOU, employee vaccinations have been provided through multiple sources, and the reopening date for TK-2 is March 29th.

3. TRANSITION TO IN-PERSON LEARNING: Instructional schedules described in this MOU shall be in effect until City health guidance to schools requires a change (e.g. a return to the previous bargained distance learning schedule because of changes in public health conditions).

March 23, 24, 25, and 26 will be a Wednesday Distance Learning schedule (45 minutes daily of asynchronous work) for TK-5 grades to allow for teacher training, room set-up, and preparation.

During this four day "Transition to In-Person Learning" period, the duty day for TK-5 teachers will commence at 8:00 and end at 3:10.

If Alameda County COVID case rates rise above 25 per 100,000, the District and BFT will reconvene to mutually assess and agree to additional safety steps and precautions, including the decision to remain in-person or return to distance learning, based on public health guidance and in consultation with the City of Berkeley health officer.

4. IN-PERSON INSTRUCTION, TK-5

4.a. In-Person Teaching Assignments: All certificated staff will return to in-person instruction in keeping with the school reopening schedule agreed to by BFT and BUSD, unless approved through the employee accommodation process to work from home.

4.b. In-Person Instructional Schedule, Grades TK-5: Monday through Friday, every school day, will include a regular schedule of in-person instruction for students whose families choose to send them to school. The components of teachers' workday are:

- Release Time
- Duty Free Lunch
- In-Person Instruction
- Stable Group Supervision
- Light cleaning in the classroom

The following table represents the distribution of daily instructional minutes for In-Person Learning:

In-Person Learning, Classroom Teachers						
Grade	In-Person Teaching	Release Time	Stable Group Supervision	Light Cleaning	Duty Free Lunch	Homework Assignments
TK-K	195	0	45	10	30	0
1-3	210	3X30	45	10	30	20
4-5	210	3X30	45	10	30	30

Exact times may vary for individual grade levels and schools because of the need to stagger arrival times for students.

On Wednesdays, schools will conduct virtual Faculty Meetings and teacher collaboration time for a total of 90 minutes per week.

4.c. ReleaseTime: Teachers in grades 1-5 will be provided with at least 30 minutes of Release Time on three days a week. Principals will work with their school leadership team and district office supervisor to organize this Release Time for their campus.

4.d. Stable Group Support: Stable Grouping is a critical aspect of safety during the COVID-19 pandemic. When students are arriving to school, and transitioning from in-person instruction at the end of the day, teachers will provide up to 30 minutes per day Stable Group Support to the principal and other school personnel to ensure that students remain in their stable groups. Stable Group Support may consist escorting student to and from a designated pick-up or drop-off area; supporting social distancing between other stable groups; and ensuring compliance about other health protocols, such as the use of face coverings, distancing in the hallway, the separation of stable groups at all times, and the use of hand sanitizer.

Principals will work with their site leadership team to reduce the arrival and dismissal supervision responsibilities of teachers as possible.

4.e. Daily Health Screening: For up to sixty minutes each morning, non classroom teachers and other certificated staff will be asked to volunteer to support other school personnel to review the results of the Daily Health Screener. The purpose of this screener is to ensure that students do not come to school with symptoms of COVID-19. Unit members will receive a stipend of \$100 per week (\$20 per day) for this work, to be recorded on a timesheet. If necessary the District will have the right to assign staff to this task.

BUSD will work to hire additional staff and coordinate volunteers for the Daily Health Screening at each school. Principals will work with their site leadership team to reduce the Daily Health Screening responsibilities of certificated staff as much possible.

4.g. Employee COVID-19 Testing: BUSD will make every effort to schedule unit member COVID-19 testing during the duty day and at a time that is convenient for unit members. However, all unit members are expected to comply with employee testing mandates, and each member will prioritize being tested.

4.h. Light Classroom Cleaning: For use only in their classroom or instructional space, unit members will be provided with cleaning wipes or spray. A 10-minute period of the duty day is dedicated to light classroom cleaning such as wiping down tables, computer keyboards, classroom supply areas. Light cleaning shall consist of the use of spray and/or wipes to disinfect student desks between groups of students; high touch areas in the teacher's own classroom, such as computer keyboards or classroom supply areas; and other areas in the classroom.

4.i. After-School Program: During this period of this agreement, elementary schools will offer in-person afterschool programming. In the event that a classroom is used both during the In-Person Instruction and the after-school program, the classroom will be cleaned between the different stable groups.

4.j Report Cards: Trimester 3 report cards will be done by the teacher that has the student for the duration of this MOU (also known as Phase 2). The report card format will be the same as for Trimester 1 and 2.

5. IN-PERSON INSTRUCTION, EARLY CHILDHOOD EDUCATION: The Early Childhood Education program will have a Full Day instructional schedule and a Half-Day Instructional Schedule. ECE school administrator(s) will work with families to identify those students who will return to in-person programming and those who will choose to remain in distance learning.

5.a. In-Person Student Group Size for ECE Program: During the period defined by this MOU, group size in ECE Programs shall not exceed 12 students.

5.b. Face Coverings in ECE Programs: All students will be required to wear face coverings over their nose and mouth in accordance with CDPH guidelines while at school unless they have a documented medical or behavioral contraindication.

5.c. Full Day ECE Program. ECE Full Day programs will operate in-person for students from Monday-Friday on a staggered start schedule. This staggered arrival and dismissal time may affect the start and end time of teachers' duty day, and teachers will receive an individualized work day schedule from their administrator.

The full day program will include a regular schedule of:

- In-Person Instruction
- Arrival and Dismissal Support
- Light cleaning in the classroom
- Lunch and snack supervision
- Rest/Nap Time
- Equity-based parent communication
- Preparation time

The teachers in the ECE Program working in person will only be required to provide a bi-weekly parent newsletter.

A full listing of the components of Full Day program teachers' duties is attached.

5.d. Half Day Program. ECE Half Day programs will operate in a hybrid model, serving group A for 3 days for on-site instruction. This on-site instructions will occur on Monday, Wednesday, and Friday from 9:30 AM to 12:30 PM

Group B will receive distance learning only. Group B students will receive live distance learning through videoconferencing on Tuesdays and Thursdays. Group B students will receive asynchronous lessons Monday and Wednesday.

ECE teachers assigned to the ECE Half-Day program will have duties that consist of both in-person instruction on a half-day schedule, and synchronous support for families who choose to stay at home.

The ECE Half Day program will include a regular schedule of:

- In-Person Instruction (Monday, Wednesday, and Friday) with one group of up to 12 students
- Arrival and Dismissal Support
- Light cleaning in the classroom
- Lunch and snack supervision
- Synchronous Support for Distance Learning ECE Families (Tuesday and Thursday) with a different group of up to 12 students
- Equity-based parent communication
- Preparation time

A full listing of the components of Half Day program teachers' duties is attached.

The teachers in the ECE Program working in person will only be required to provide a bi-weekly parent newsletter.

5.e. ECE Integrated Special Education Teachers: The ECE Integrated Special Education teachers, unless otherwise accommodated through a district-approved plan, will provide in-person instruction in keeping with the schedule described in this section.

The teachers in the ECE Program working in person will only be required to provide a bi-weekly parent newsletter.

6. DISTANCE LEARNING, ECE and TK-5: During this period, families may elect to keep their child(ren) home for any reason.

6.a. Distance Learning Teaching Assignments: The district will determine the number of ECE and TK-5 students whose families choose to remain in distance learning. The district will institute an application process for Distance Learning teaching assignments based on the following criteria:

1. Teachers with approved accommodations to work from home or who have previously had approved accommodations for remote work
2. Teachers with special circumstances that impact in-person work
3. Volunteers within the Grade Level
4. Seniority starting with those lowest in seniority within the Grade Level

To the extent possible, the district will match students and teachers from the same current classes, and from the same current school assignments. For the TWI program, attempts will be made to recruit bilingual teachers to assignments. If a volunteer is part time and is willing to increase their FTE to work in Distance Learning they will be treated as if they are full time in making assignments and will be paid accordingly.

In the event that the District needs more Distance Learning teachers than are available through this application process, the District will make every effort to identify substitute teachers for these assignments. As a last resort, the district may assign a teacher to the

Distance Learning program, following current contract language for reassignment.

6.b. Distance Learning Instructional Schedule, TK-5: Monday, Tuesday, Thursday, and Friday will include a regular schedule of synchronous and asynchronous instruction for students whose families choose to remain in Distance Learning. The components of Distance Learning teachers' workday are:

- Preparation time
- Duty Free Lunch
- Live Synchronous Instruction
 - 4 sessions per day, with one of these sessions reserved for Group A and one for Group B
 - TK-K, 30 minutes per session
 - Grades 1-5, 45 minutes per session
- Asynchronous Instruction

The following table represents the distribution of daily instructional minutes for Distance Learning:

Distance Learning Teachers, TK-5			
Grade	Live Synchronous Instruction	Asynchronous Assignments	CA Minimum
TK-K	120	60	180
1-3	180	50	230
4-5	180	60	240

On Wednesdays, schools will conduct virtual Faculty Meetings, and the distribution of instructional minutes is as follows:

Distance Learning Teachers, TK-5, Wednesdays					
Grade	Live Synchronous Instruction	Asynchronous Assignments	Faculty Meeting & Collaboration Time	Equity Parent Engagement	CA Minimum
TK-K	45	135	120	45	180
1-3	60	170	120	45	230
4-5	60	180	120	45	240

6.c. Distance Learning Instructional Schedule, ECE: ECE Teachers who will work from home as part of a district-approved accommodation will support families whose children are learning remotely. These teachers will:

- Provide synchronous instruction for distance learning for up to 20 ECE students and families
- Create instructional videos for families
- Support teachers who are working in person through the creation of curriculum materials and activities

- Manage the creation of a weekly newsletter to ECE families
- Conduct telephone check ins with families

A full listing of the components of Distance Learning program teachers' duties is attached.

7. SPECIALIST TEACHERS: Teachers in PE, Science, VAPA, and other subjects will work with their principals and department administrators to create a schedule of both in-person and distance learning classes. Specialist teachers will deliver instruction in 30-45 minute blocks of time. Instructional minutes for full time special teachers will be the same as for full time classroom teachers.

8. SPECIAL EDUCATION TEACHERS: Special Education teachers will develop a daily schedule that maximizes the provision of services to students described in the Individual Education Plan, and will document these services in the Distance Learning Emergency Plan (DLEP).

When providing services in-person, the following guidelines are reflective of current CDPH Guidelines:

- Work with students from only one stable group at a time
- Work in a separate instructional space from the classroom, and clean all high-touch surfaces between instructional groups
- Maximize time outside
- Maintain more than 6 feet of distance between students and the teacher, as much possible
- Have the opportunity to take a COVID-19 test more than once per two week interval
- Provide service through distance learning, even if students are on campus

Special Education case managers will be eligible for up to 5 hours per week of per diem pay if they work voluntarily beyond their duty day, to provide required services to students on their caseload. They cannot be required to work beyond the duty day.

9. AGREEMENTS:

- a. The parties agree that at any time, if state or regional guidance is provided that prevents the terms of this agreement from being implemented, the parties will negotiate any impacts to bargaining unit members.
- b. The Parties agree to continue negotiations over items within the scope of bargaining regarding school closures and reopening.
- c. The parties agree to review this agreement and continue discussion about any of its elements in the interest of improving students' educational experience.
- d. This is a one-time, non-precedent setting agreement. During the period of this MOU, all components of the current Collective Bargaining Agreement between BFT and District not addressed by the terms of this agreement shall remain in full effect.
- e. This Agreement shall expire in full without precedent on the last day of the 2020-2021 traditional school year, June 4, 2021 unless extended by mutual written agreement.

For the Berkeley Federation of Teachers

Matt Meyer

Matt Meyer, President

Date 3/12/21

For the Berkeley Unified School District

Samantha Tobias-Espinosa

Samantha Tobias-Espinosa, Assistant Superintendent

Date March 12, 2021

ATTACHMENTS

1. ECE Full Day Schedule
2. ECE Half Day Schedule
3. ECE Distance Learning Schedule
4. TK-5 Distance Learning Schedule

ATTACHMENT: ECE Full Day Schedule

-	Preschool In-Person Model						
	Monday	Tuesday	Wednesday	Thursday	Friday		
8:00	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep		
8:15							
8:30	Daily Screening/Wellness check/welcome/independent work	Wellness check/welcome/independent work	Wellness check/welcome/independent work	Wellness check/welcome/independent work	Wellness check/welcome/independent work		
8:45							
9:00	Breakfast/ Wash Hands/ Independent Work	Breakfast/ Wash Hands/ Independent Work	Breakfast/ Wash Hands/ Independent Work	Breakfast/ Wash Hands/ Independent Work	Breakfast/ Wash Hands/ Independent Work	SPED Classes Start of Day - 9 am	
9:15							
9:30	Morning Greeting/Lesson of the Day	Morning Greeting/Lesson of the Day	Music and Movement	Morning Greeting/Lesson of the Day	Morning Greeting/Lesson of the Day		
9:45							
10:00	Outdoor Time	Outdoor Time	Outdoor Time	Outdoor Time	Outdoor Time		
10:15							
10:30							
10:45							
11:00	Washing Hands	Washing Hands	Washing Hands	Washing Hands	Washing Hands		
11:15							
11:30	Lunch	Lunch	Lunch	Lunch	Lunch		
11:45							
12:00							
12:15							
12:30	Nap	Nap	Nap	Nap	Nap		
12:45							
1:00				Book Bag			
1:15						Extra	
1:30	Story Time - Closing	Garden	Story Time - Closing	Story Time - Closing	Story Time - Closing		
1:45							
2:00	End of day for children/Cleaning	End of day for children/Cleaning	End of day for children/Cleaning	End of day for children/Cleaning	End of day for children/Cleaning		
2:15	Clean	Clean	Clean	Clean	Clean		
2:30	COVID Testing	Call Families	Teacher Meeting / Collaboration	Training/Professional Development - 2 pm to 3 pm	Bi-Weekly Newsletter		
2:45							
3:00	End of day for Teacher & IA	End of day for Teacher & IA			End of day for Teacher & IA	End of day for Teacher & IA	

ATTACHMENT: ECE Half Day Schedule

	Half-Day Program (serves two groups of children)				
	Monday (In-Person Group)	Tuesday (Distance Learning Group)	Wednesday (In Person Group)	Thursday (Distance Learning Group)	Friday (In Person Group)
9:00	Teacher Prep	Preparation Period	Teacher Prep	Preparation Period	Teacher Prep
9:15					
9:30	Wellness check /welcome /independent work	Class Meeting - B	Wellness check/welcome/ind ependent work	Class Meeting - B	Wellness check /welcome /independent work
9:45					
10:00	Morning Greeting/Lesson of the Day	Preparation Period	Morning Greeting/Lesson of the Day	Preparation Period	Morning Greeting/Lesson of the Day
10:15					
10:30	Garden		Music and Movement		Book Bag Program
10:45					
11:00	Outdoor Time	Group A Class Instruction	Outdoor Time	Group A Class Instruction	Outdoor Time
11:15		Take Attendance		Take Attendance	
11:30					
11:45	Washing Hands	Teacher's Lunch 11:45-12:30 PM	Washing Hands	Teacher's Lunch 11:45-12:30 PM	Washing Hands
12:00	Snack		Snack		Snack
12:15	End of day for children/Cleaning		Teacher's Lunch 11:45-12:30 PM		End of day for children/Cleaning
12:30	Teacher & IA Lunch	Learning Genie DRDP observation input for In person Group	Teacher & IA Lunch	Learning Genie DRDP observation input for In Person Group	Teacher & IA Lunch
12:45					
1:00	Clean	Learning Genie DRDP observation input for Distance Learning Group	Clean	Learning Genie DRDP observation input for Distance Learning Group	Clean
1:15					
1:30	Create asynchronous video # 1 and send to families	Call Families for Group In person Group	Create asynchronous video #2 and send to families	Prep	Bi-Weekly Newsletter for In Person Group
1:45				Training/Professional Development - 2 pm to 3 pm	Bi-Weekly Newsletter for Distance Learning Group
2:00					
2:15		Call Families for Distance Learning Group			
2:30					
2:45					
3:00		COVID Testing		Prep	Teacher Meeting / Collaboration
3:15					
3:30					
3:45					
4:00	End of day for Teacher & IA	End of day for Teacher & IA	End of day for Teacher & IA	End of day for Teacher & IA	End of day for Teacher & IA

ATTACHMENT: ECE Distance Learning Schedule

	Preschool Distance Learning Schedule						
	Monday	Tuesday	Wednesday	Thursday	Friday	Enrichment	
8:00	Classroom Team Meeting 8 - 8:30 am	Preparation Period 8 - 9:30 am	Preparation Period 8 - 9:30 am	Preparation Period 8 - 9:30 am	Create & Send Family Newsletter 8 - 8:30 am	Healthy Me/ Library/ Garden - Asynchronous Sessions - 1.5 hours/week	
8:15					Plan small group instruction for next week DRDP 8:30 - 9:30 am		
8:30	Office Hours: Calling families/1:1 family meetings 8:30 - 10 am						
8:45							
9:00							
9:15							
9:30	Class Meeting 9:30 - 10 am	Class Meeting 9:30 - 10 am	Class Meeting 9:30 - 10 am	Office Hours: Calling families/1:1 family meetings 9:30 - 11:45 am			
9:45							
10:00	1. IEP Prep 2. Rtl Tier II Sessions and/or SPED Assessment 3. Creating Content for Website 10 - 11:45 am	Preparation Period 10-11 am	Preparation Period 10-11 am		Preparation Period 10-11 am		
10:15							
10:30		Group A Class Instruction	Group B Class Instruction	Group C Class Instruction			
10:45							
11:00	Take Attendance	Take Attendance	Take Attendance				
11:15							
11:30	Teachers' Lunch 11:45 - 12:30 pm	Teachers' Lunch 11:45 - 12:30 pm	Teachers' Lunch 11:45 - 12:30 pm	Teachers' Lunch 11:45 - 12:30 pm			
11:45							
12:00	Teacher Meeting 12:30-1:30 pm	Rtl Tier II Sessions and/or SPED assessment 12:30-2 pm	Teacher Meeting 12:30-1:30 pm	Online Individual PD time/ SPED IEPs 12:30 - 2 pm	Online Individual PD time/ SPED IEPs 12:30 - 2 pm		
12:15							
12:30		Parent Workshops: Administrators/Rtl 1 - 2 pm					
12:45							
1:00	SpEd Teacher Meeting/Online Individual PD time 2-3 pm	Learning Genie/DDRP 2-3 pm	Learning Genie/DDRP 2-3 pm	Learning Genie/DDRP 2-3 pm	Documentation: Parent Contact 2-3 pm		
1:15							
1:30	Zoom organization and Management						
1:45	Class Meeting and Group Class Instruction are live synchronous instruction.						
2:00	MOU: 8-10-20						
2:15							
2:30							
2:45							
3:00							
3:10							

ATTACHMENT: TK-5 Distance Learning Schedule

	Distance Learning Schedule TK-5				
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00			Preparation		
8:15	Preparation	Preparation	Period	Preparation	Preparation
8:30	Period	Period		Period	Period
8:45					
9:00	Whole	Whole	WHOLE CLASS	Whole	Whole
9:15	Class Instruction	Class Instruction	MEETING	Class Instruction	Class Instruction
9:30					
9:45			Instructional		
10:00	Whole	Whole	Collaboration	Whole	Whole
10:15	Class Instruction	Class Instruction	Preparation	Class Instruction	Class Instruction
10:30					
10:45			Preparation		
11:00	Whole	Whole	Period	Whole	Whole
11:15	Class Instruction	Class Instruction		Class Instruction	Class Instruction
11:30					
11:45	Duty Free	Duty Free	Duty Free Lunch	Duty Free	Duty Free
12:00	Lunch	Lunch		Lunch	Lunch
12:15	Whole	Whole	Equity Parent	Whole	Whole
12:30	Class Instruction	Class Instruction	Engagement	Class Instruction	Class Instruction
12:45					
1:00			Preparation		
1:15	Preparation	Preparation	Period	Preparation	Preparation
1:30	Period	Period		Period	Period
1:45					
2:00	Equity-Based	Equity-Based	Faculty Meeting	Equity-Based	Equity-Based
2:15	Small Group Instruction	Small Group Instruction	PLC & Teacher Collaboration	Small Group Instruction	Small Group Instruction
2:30	& Parent Communication	& Parent Communication	Professional Development	& Parent Communication	& Parent Communication
2:45					
3:00					
3:15					