



Summary of Memorandum of Understanding (MOU) for the duration of Distance Learning in the 2020-2021 school year

THE BFT NEGOTIATIONS TEAM RECOMMENDS APPROVAL OF THIS MOU

BFT and BUSD teams have met 24 times in June and July to bargain over the terms for a return to instruction in August. We are guided in our negotiations by membership survey results and by direction from our Executive Board. In addition, members have been consulted on specific issues that affect their levels or departments.

BFT Victories--

- Significantly more prep time than what is provided in “normal” schedules
- Stable schedules allow for Special Education and intervention teachers to access students
- At the Elementary level, Wednesday schedules provide lots of time to collaborate and prep for asynchronous work
- Time built into the schedule for equity-based parent communication, with flexibility regarding exact timing and means of contact
- Tech stipend for all members, no pre-approval or receipts required
- First two weeks for relationship building and Professional Development in elementary
- Increased time for Professional Development during the first weeks at the secondary level
- Mix of whole class and small group instruction at all levels
- Foundational Lessons provided by BUSD in TK-5 to support asynchronous learning
- Middle School schedule based on the professional judgment of our members
- 3 period terms at Berkeley High School
- Flexible family/student engagement time
- Successfully resisted a BUSD proposal to increase record-keeping duties for Special Education case managers
- Successfully resisted a BUSD proposal to require a record of all parent contacts. Instead, the district will make use of the software's built-in logging
- Developmentally appropriate length of online sessions at all levels
- Schedules will be revisited by mutual agreement at the end of the first grading period
- Choice of where to work
- Ability to bring own children to work
- Privacy protections--no right for parents or students to record class sessions
- New evaluation protocols to be negotiated

ECE Schedule:

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

ECE Schedule Details:

- 6 Zoom sessions a week
- Time throughout the week for Special Education teachers to conduct IEPs and assess
- Established family contact time

Elementary Schedule:

	First Trimester	ELEMENTARY DISTANCE LEARNING SCHEDULE, Four (4) Days a Week							
	TK-K	1	2-3	4-5	Special Ed	Related Services	Intervention	Release	Enrichment
8:00	Teachers'	Teachers'	Teachers'	Teachers'					
8:15	Preparation	Preparation	Preparation	Preparation					
8:30	Period	Period	Period	Period	Prepping students for the day			Teachers'	Teachers'
8:45								Preparation	Preparation
9:00	Class Meeting & Whole	Class Meeting & Whole	Class Meeting & Whole	Class Meeting & Whole	Teachers'		Teachers'	Period	Period
9:15	Class Instruction	Class Instruction	Class Instruction	Class Instruction	Preparation		Preparation		
9:30					Period		Period		
9:45									
10:00	Online Lesson with Group A	Online Lesson with Group A	Online Lesson with Group A	Online Lesson with Group A					
10:15					SAI		Intervention	Session 1	Session 1
10:30						Service Provision			
10:45									
11:00	Online Lesson with Group B	Online Lesson with Group B	Online Lesson with Group B	Online Lesson with Group B					
11:15								Session 2	Session 2
11:30									
11:45	Teachers'	Teachers'	Teachers'	Teachers'	SAI		Intervention		
12:00	Preparation	Preparation	Preparation	Preparation		Service Provision			
12:15	Period	Period	Period	Period				Session 3	Session 3
12:30									
12:45	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free
1:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:15									
1:30	Small Group Support	Small Group Support	Small Group Support	Small Group Support	Teachers'	Service Provision	Teachers'		
1:45					Preparation		Preparation	Session 4	Session 4
2:00					Period		Period		
2:15									
2:30					SAI	Provision	Intervention		
2:45	Equity Parent Engagement	Equity Parent Engagement	Equity Parent Engagement	Equity Parent Engagement				Teachers'	Teachers'
3:00								Preparation	Preparation
3:10								Period	Period
	Class Meeting, Whole Class Instruction, Online Lessons, Sessions, and Small Group Support are live synchronous instruction.								MOU: 8/10/20

	2nd/3rd Trimester	ELEMENTARY DISTANCE LEARNING SCHEDULE, Four (4) Days a Week							
	TK-K	1	2-3	4-5	Special Ed	Related Services	Intervention	Release	Enrichment
8:00	Teachers'	Teachers'	Teachers'	Teachers'					
8:15	Preparation	Preparation	Preparation	Preparation					
8:30	Period	Period	Period	Period	Prepping students for the day			Teachers'	Teachers'
8:45								Preparation	Preparation
9:00	Class Meeting & Whole	Class Meeting & Whole	Class Meeting & Whole	Class Meeting & Whole	Teachers'		Teachers'	Period	Period
9:15	Class Instruction	Class Instruction	Class Instruction	Class Instruction	Preparation		Preparation		
9:30					Period		Period		
9:45									
10:00	Online Lesson with Group A	Online Lesson with Group A	Online Lesson with Group A	Online Lesson with Group A					
10:15					SAI		Intervention	Session 1	Session 1
10:30						Service Provision			
10:45									
11:00	Online Lesson with Group B	Online Lesson with Group B	Online Lesson with Group B	Online Lesson with Group B					
11:15								Session 2	Session 2
11:30									
11:45	Teachers'	Teachers'	Teachers'	Teachers'	SAI		Intervention		
12:00	Preparation	Preparation	Preparation	Preparation		Service Provision			
12:15	Period	Period	Period	Period				Session 3	Session 3
12:30									
12:45	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free	Duty Free
1:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:15									
1:30	Small Group Support	Small Group Support	Small Group Support	Small Group Support	Teachers'	Service Provision	Teachers'		
1:45					Preparation		Preparation	Session 4	Session 4
2:00					Period		Period		
2:15									
2:30					SAI	Provision	Intervention		
2:45	Equity Parent Engagement	Equity Parent Engagement	Equity Parent Engagement	Equity Parent Engagement				Teachers'	Teachers'
3:00								Preparation	Preparation
3:10								Period	Period
	Class Meeting, Whole Class Instruction, Online Lessons, Sessions, and Small Group Support are live synchronous instruction.								MOU: 8/10/20

ELEMENTARY Distance Learning SCHEDULE, Wednesdays						
	TK-5	Special Ed	Related Services	Intervention	Release	Enrichment
8:00	Teachers'	Teachers'	Service	Teachers'	Teachers'	Teachers'
8:15	Preparation	Preparation	Provision	Preparation	Preparation	Preparation
8:30	Period	Period		Period	Period	Period
8:45						
9:00	WHOLE CLASS					
9:15	MEETING					
9:30						
9:45	Instructional	Instructional		Instructional		
10:00	Collaboration	Collaboration	Service	Collaboration	Online	Online
10:15	Preparation	Preparation	Provision	Preparation	Elective	Elective
10:30	Teachers'	Teachers'		Teachers'	Opportunities	Opportunities
10:45	Preparation	Preparation		Preparation		
11:00	Period	Period	Service	Period	Online	Online
11:15			Provision		Elective	Elective
11:30					Opportunities	Opportunities
11:45	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch
12:00						
12:15						
12:30	Equity Parent	Teachers'		Teachers'	Online	Online
12:45	Engagement	Preparation		Preparation	Elective	Elective
1:00		Period	Service	Period	Opportunities	Opportunities
1:15			Provision			
1:30						
1:45						
2:00	Faculty Meeting			Faculty Meeting		
2:15	PLC & Teacher Collaboration		Service	PLC & Teacher Collaboration		
2:30	Professional Development		Provision	Professional Development		
2:45						
3:00						
3:10						
Whole Class Meeting and Online Elective Opportunities are live synchronous instruction.						MOU: 8/10/20

Elementary Schedule Details :

- **Special Schedule During the First Two Weeks of School**

The agreement provides for a daily online session with the entire class at 9 am, followed by large blocks of time for individual family conferences. These conferences may be held outdoors on school campuses or online. On Monday and Tuesday of each of the first two weeks, there will be time in the afternoon for teachers to plan and prepare asynchronous lessons and activities for students during these weeks. On the remaining days, there will be time for Professional Development.

- **Foundational Lessons**

BUSD has committed to providing Foundational Lessons in TK-5 core content areas to support asynchronous learning. These lessons will include high quality pre-recorded TCRWP mini-lessons in reading, writing and phonics and a video library that is aligned with ASOU math curriculum.

- **Classroom Teachers**

Classroom teachers will hold a daily whole class meeting and lesson at 9 am. On Mondays, Tuesdays, Thursdays and Fridays at 10am, they will meet with half of the class (group A) and at 11 am they will meet with the other half of the class (Group B). The length of these sessions will be 30-45 minutes long, depending on grade level and the need to develop students' stamina as the year progresses.

In the afternoon, classroom teachers will work with flexible small groups of students who need extra support.

- **Built in Time for Family Communication**

Because communication with families will be crucial, time is built into each afternoon for classroom teachers the purpose of supporting and engaging caregivers in ways that are meaningful to them.

- **Wednesday Schedule**

On Wednesdays, after the whole class morning session, classroom teachers will communicate with families, prepare lessons and materials, collaborate with colleagues, attend IEP meetings, participate in Professional Development and attend staff meetings.

- **Special Education and Intervention Teachers**

Special Education and intervention teachers will provide support to students after the daily whole class meetings. They will work with site administrators and CoS Teams to create schedules based on student needs.

- **Release/ Prep Teachers**

Release time and enrichment teachers (science, PE, music, art) will teach 4 periods per day on M, T, Th, F and offer elective opportunities on Wednesdays.

Middle School Schedule :

Middle School SCHEDULE: Distance Learning Model						MOU: 8/10/2020
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00		Period 0			Period 0	1. Teachers will have the option to work on campus
8:15						2. BUSD will support volunteer teachers to reopen after-school programs and activities during DL
8:30						Periods 1-6 are live, synchronous instruction.
8:45	Advisory					All assignments are delivered on Google Classroom
9:00						All classes take place on Zoom
9:15	Period 1	Period 2	Advisory	Period 1	Period 2	Attendance is mandatory and taken in all classes
9:30	Whole Class	Whole Class		Group A	Group A	
9:45			Period 1/2	Period 1	Period 2	Distance Learning Schedule
10:00			Equity Based	Group B	Group B	Four Days a Week
10:15			Small Group			Advisory
10:30	Period 3	Period 4		Period 3	Period 4	M - 8:45 - 9:15
10:45	Whole Class	Whole Class	Period 3/4	Group A	Group A	9:15 - 10:15
11:00			Equity Based	Period 3	Period 4	9:45 - 10:30
11:15			Small Group	Group B	Group B	10:30 - 11:30
11:30			Duty Free Lunch			10:45 - 11:30
11:45						Lunch
12:00						11:30 - 12:15
12:15	Period 5	Period 6	Period 5/6	Period 5	Period 6	12:15 - 1:15
12:30	Whole Class	Whole Class	Equity Based	Group A	Group A	12:15 - 1:30
12:45			Small Group	Period 5	Period 6	
1:00				Group B	Group B	Equity-Based Small Group Instruction: Teachers are expected to schedule three groups per week with up to 15 students per group for the purpose of providing additional support. Teachers will keep and submit logs of these activities twice per month.
1:15						Exception of First Two Weeks of School - PD instead
1:30		Extended		Extended		
1:45		Course		Course		Special Education: Special Education teachers will use Wednesdays, 8:00 - 12:15, for case management, preparation, and parent outreach.
2:00		Offering	Faculty &	Offering		
2:15			Dept			
2:30		Equity-Based	Meetings	Equity-Based		Equity-Based Parent Communication
2:45		Parent		Parent		General Ed Teachers will use remind and email for parent outreach.
3:00		Communication		Communication		
3:10						Faculty & Department Meetings are 1:10 pm to 3:10 pm.

Middle School Schedule Details :

Middle Schools will follow a 6 period schedule, with periods 1/3/5 and 2/4/6 on alternating days. There will be two 30 minute advisory periods per week, for the purpose of case management, family engagement and lessons to be provided by BUSD.

- **Whole Class and Small Group Time**

Middle School periods 1/3/5 classes will meet online for hour long sessions on Mondays, while periods 2/4/6 will meet on Tuesdays. These sessions may include whole class activities and smaller groups. On Thursdays and Fridays, teachers will meet with half of each class for half hour periods of small group work.

- **Wednesday Schedule**

Wednesdays will be devoted to equity-based small group instruction, along with staff and department meetings. Professional Development and collaboration will replace equity based small groups for the first two Wednesdays of the year.

- **Built in Time for Family Communication**

Because communication with families and students will be crucial, time is built into the duty day (with flexibility regarding timing and method of contact) to call and email parents and students to support student success in a distance learning environment.

BHS SCHEDULE :

High School SCHEDULE: Distance Learning Model						MOU: 8/10/2020
"Eight Term System"						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	Period 0	Period 0		Period 0	Period 0	1. Teachers will have the option to work on campus
8:15						2. BUSD will support volunteer teachers to reopen after-school programs and activities during DL
8:30						
8:45						Terms 1, 3, 5, and 7 are Periods 1, 3, 5
9:00						Terms 2, 4, 6, and 8 are Periods 2, 4, 6
9:15	Period 1/2	Period 1/2	Period 1/2	Period 1/2	Period 1/2	Terms are 4-6 weeks each
9:30	All students	All students	Small	All students	All students	Periods 1-6 are live, synchronous instruction.
9:45			Group Support			All assignments are delivered on Google Classroom
10:00						All instruction takes place via Zoom/Google Meet
10:15						Letter Grades, A-F
10:30	Period 3/4	Period 3/4	Period 3/4	Period 3/4	Period 3/4	Attendance is mandatory and taken in all classes
10:45	All students	All students	Small	All students	All students	
11:00			Group Support			Terms 1 & 3 & 5 & 7
11:15						Four (4) Days a Week
11:30			Duty Free Lunch			Wednesdays
11:45						Period 1 9:15 - 10:15 9:15 - 10:00
12:00						Period 3 10:30 - 11:30 10:30 - 11:15
12:15	Period 5/6	Period 5/6	Period 5/6	Period 5/6	Period 5/6	Period 5 12:15 - 1:15 12:15 - 1:00
12:30	All students	All students	Small	All students	All students	Period 7 1:30 - 2:30
12:45			Group Support			Terms 2 & 4 & 6 & 8
1:00						Four (4) Days a Week
1:15						Wednesdays
1:30	Period 7	Period 7		Period 7	Period 7	Period 0 8:00 - 9:00
1:45	(CLC)	(CLC)	Faculty	(CLC)	(CLC)	Period 2 9:15 - 10:15 9:15 - 10:00
2:00			&			Period 4 10:30 - 11:30 10:30 - 11:15
2:15			Dept			Period 6 12:15 - 1:15 12:15 - 1:00
2:30	Equity-Based		Meetings	Equity-Based		Equity-Based Small Group Instruction: Teachers are expected
2:45	Student/Parent			Student/Parent		to schedule three groups per week with up to 15
3:00	Communication			Communication		students per group for the purpose of providing
3:10						additional support. Teachers will keep and submit logs
						of these activities twice per month.
						Exception of First Week of School - terms 1 & 2
						Special Education: Special Education teachers will use
						Wednesdays, 8:00 - 1:15, for IEPs, case management, preparation,
						and parent outreach.
						Equity-Based Student/Parent Communication
						General Ed Teachers will use remind and email for parent outreach.

BHS Schedule Details :

● 8- Term System

BFT and BUSD have agreed to an "8 term system" with 4-5 weeks per term. Periods 1/3/5 will meet four days per week during the first term. Periods 2/4/6 will meet four days per week during the second term. This schedule received strong support in a recent BFT survey. It allows more subject matter continuity, supports U9 and provides a better allocation of time for IB and AP students assigned to different periods.

● Wednesday Schedule

On Wednesdays, BHS teachers will provide equity based small group support and attend faculty and department meetings. The first Wednesday of each term in Quarter 1 will be dedicated to Professional Development and collaboration.

- **CLC's in Every Term**

CLCs will occur throughout every term to support students with IEPs.

- **Built in Time for Family Communication**

Because communication with families will be crucial, time is built into the duty day (with flexibility regarding timing and method of contact) to call and email parents and students in order to support student success in a distance learning environment.

BTA:

BTA SCHEDULE: Distance Learning Model						MOU: 8/10/2020
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00						Continuation schools in DL must offer 180 min/day minimum
8:15						Teachers will have the option to work on campus
8:30						Teachers would have an advisory caseload
8:45						All assignments are delivered on Google Classroom
9:00						All instruction takes place via Zoom
9:15						Letter Grades, A-F
9:30						Attendance is mandatory and taken in all classes
9:45						Periods 1-4 are live, synchronous instruction.
10:00	Period 1	Period 1	Equity Based	Period 1	Period 1	Quarters 1 and 2
10:15			Small Group			Semester 1
10:30						Students take four classes or 40 credits
10:45						Quarter 3 and 4
11:00	Period 2	Period 2	Equity Based	Period 2	Period 2	Semester 2
11:15			Small Group			Students have a new schedule with four different classes
11:30						Students complete 40 credits to make 80 for the whole school year.
11:45						Equity-Based Small Group Instruction: Teachers are expected
12:00						to schedule meetings with students who need additional support
12:15			Duty Free Lunch			Teachers will keep and submit logs of these activities twice per month.
12:30	Period 3	Period 3	Advisory	Period 3	Period 3	Special Education: Special Education teachers will use
12:45						Wednesdays, 8:00 - 11:45, for IEPs, case management, preparation,
1:00						and parent outreach.
1:15						
1:30	Period 4	Period 4	Staff Meetings	Period 4	Period 4	Equity-Based Parent Communication
1:45						General Ed Teachers will use remind and email for parent outreach.
2:00						
2:15						
2:30	Equity-Based			Equity-Based		
2:45	Student/Parent			Student/Parent		
3:00	Communication			Communication		
3:10						

BTA Details:

- Four periods each semester that allow for credit recovery.
- A once a week advisory to support students.

Independent Study:

- Teachers will provide 135 minutes of live instruction each day and 90 minutes per week of parent communication.
- No current changes to HHI

Special Education

- Group A and B allows students to meet with Case Managers without being pulled out of classes.
- SEIS will only be used to document services provided.
- Emergency plans will provide more realistic expectations under Distance Learning

Other Details in the Distance Learning Plan:

- \$250 Technology Stipend with no receipts necessary
- BUSD will continue to make every effort to create child care settings for children in TK-5th grade at members' own sites

