



MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SPOKANE SCHOOL DISTRICT
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
SPOKANE VIRTUAL ACADEMY STAFF

Spokane Virtual Academy: SEA 8/23/20

Student Model:

- *Students will remain enrolled in their home school and assigned to the Spokane Virtual Academy Program for the school year. Mid-school year transfers between their home (neighborhood/choice) school and SV Academy is based on space availability.*
- *Elementary Schedule: Students will have specific times for classroom, specialist, and support sessions with up 2-3 sessions scheduled each day based on student need and family preference, with self-paced assignments to be completed on their own. Students will be matched to a teacher providing instruction on a schedule that matches their preference. Scheduled class options will be from 8 am to 7pm and include:*
 - *Classroom teacher for Math, Literacy, Social Studies/Social Emotional Learning lessons*
 - *Specialist sessions for Fitness, Music, Science/Art Project Learning*
 - *Small group intervention session, as needed (Classroom Interventions, Intervention groups, Special Ed, ELD)*
- *Middle School Schedule: Students will have up to 3 scheduled sessions each day, depending on student support needed for self-paced weekly assignments. Scheduled class options will be from 8am to 7pm and include:*
 - *Science session (1-5 days/week)*
 - *Math session (1-5 days/week)*
 - *English-session (1-5 days/week)*
 - *Social Studies session (1-5 days/week)*
 - *Fitness/Elective session (3-5 days/week)*

Teacher Expectations

Teachers will be assigned to the Spokane Virtual Academy program commensurate with student enrollment at contractual levels of student/teacher ratios and specialist assignments, to include:

- *Elementary classroom teachers and Specialists (Fitness, Science, Art, Music), and Intervention teachers (as needed)*
- *Middle school teachers for Math, Science, English, Social Studies, Fitness, Art, World Language, CCLR, and CTE*
- *Elementary class size will not exceed current contract language. Middle school caseload will not exceed current contract language.*
- *Special Education teachers will be assigned as the student's case manager through the duration of the 20/21 school year. Special Education teacher may carry up to their contracted caseload.*
- *Students receiving special education services will continue to do so through Spokane Virtual Academy. Academic, behavioral, OT, PT, and SLP services can all be provided through a virtual format by our special education staff. Families will work with the assigned case manager to determine how services will be delivered.*
- *Student receiving ELD services will continue to do so, through a virtual format by ELD staff. Staff assignments will follow current practice.*
- *All staff who are assigned to SVA will return to their 2020-2021 initial assignment.*
- *In the event additional Secretarial/Clerical support is needed for this program, it will be offered to Secretarial/Clerical staff requesting ADA accommodations.*

Teacher Schedule will be matched with student schedule requests and set for the semester with the option to reevaluate schedule requests for the second semester. Student instructional time can occur between 8 am through 7pm and will include: (Start and end times will vary from teacher to teacher depending on student needs)

- *4 class sessions of 50 minutes each (broken into smaller groups of students based on schedule preference and/or academic level)*
- *1 small group intervention session of 40 minutes, to schedule students based on need*
- *Prep Time of (5 hrs/week) will be scheduled*
- *Staff will receive a 30-minute duty free lunch daily.*
- *WAC time will be Flextime (4.5 hrs/week) to be used for Parent/Student Communication, (WAC refers to Article IV Section 25E: Employees shall begin their workday thirty (30) minutes before the student's school day begins and shall continue thirty (30) minutes after the student's school day ends, except on days that administratively called faculty meetings are held).*
- *Two and a half hours a week will be designated as office hours to be scheduled at the teacher's discretion and communicated to families. These can be scheduled outside instructional time. Office Hours are for intentional student and family outreach and support*

- *The teacher workday will be 7 hours in total, inclusive of one hour of WAC time (with the exception of Fridays) and a half hour of Office hours. Teachers, at their discretion, shall have the ability to flex their WAC and Office hours. The end time of the workday shall be no later than 8pm, inclusive of WAC time.*
- *Any classified staff working within the SVA program will receive their contractual breaks and lunch.*
- *As classified staff are assigned to the SVA program they will get to choose from any open start time options.*
- *Meetings/collaboration will be built in to the SVA employees workday unless offered for pay or PERT*
- *Digital learning tools and curriculum scope and sequence support will be made available to staff within the SVA program, including assistance with building schedules for students that encourage 'brain breaks/play'.*
- *No in person services will be required of staff assigned to the SVA program.*
- *Employees working within this program may work with the SVA POSA to find an adequate working location should they prefer to work from a school site.*
- *Any contract provisions not included here or within the General Working Conditions MOU are in full force and effect.*
- *Staff assigned to SVA will be supported by POSA and SVBL leadership*
- *Employees moving into the SVA who are on the Focused evaluation model will remain on the Focused evaluation model for the 2020-21 school year.*
- *Grading and reporting will follow SPS district learning expectations and reporting schedule.*
- *Teachers will communicate student engagement weekly utilizing a method of their discretion (i.e. email, phone calls, US mail, etc.) with input/collaboration from all educators who support the student when provided/applicable.*
- *Parent Conferences will take place virtually during SPS district schedule, but regular progress reports will be sent home so parents can be close partners in supporting academic goals*
- *Teachers will be assigned a laptop.*

Teachers and staff assigned to SV Academy program will be supported by the SVBL department, including the POSA, for the school year, following their regular directions and procedures for documentation and approvals for schedules, supplies and materials,

Teacher Professional Development during the first five days of the 2020-21 school year will include:

- *Training for use of SVL online coursework and programs*
- *Training for Virtual Learning Best Practices*
- *All other trainings outlined in the Calendar MOU. The Safety training will include virtual safety rather than physical in-person safety protocols.*
- *Utilizing the 3 hours of conference time for Spring conferences (Elementary staff) and the 3 hours of department time (Middle School staff), teachers in the SVA will assist with supporting student/parent*

Orientations scheduled multiple times during the start of the school year and second semester.

- *Teachers can volunteer (for additional compensation or PERT): to participate in Monthly technical support sessions will be available for parents that would like a deeper dive into online programs and reporting*

If more staff needs to be added to the SVA, staff who were not placed in a position previously as a result of ADA Accommodations and are on leave awaiting a position, they will be offered a position with SVA based on their qualifications.

Positions for SVA will be filled first through the ADA Accommodations, then through the Assignment/Transfer process, including involuntary transfer and transfer processes. This extends the voluntary transfer deadline until to move into SVA positions only to September 30th. Any Secondary employee who is assigned FTE within SVA will have a schedule that is compatible with the instructional day within the other models (Real Time Remote or Hybrid) so that their work day is continuous.

Any employee in SVA for the 2020-21 school year will remain there for the duration of the year. These employees shall return to their previous job placement for the 2021-22 school year. In the event reassignment, involuntary transfer or layoffs need to occur for the 2021-22 school year, these processes will occur after all staff have been returned to their previous building and program placement.

FOR THE ASSOCIATION:



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8/24/2020

Date

FOR THE DISTRICT:



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8/24/2020

Date