



Spokane Public Schools  
excellence for everyone

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE SPOKANE SCHOOL DISTRICT  
AND  
THE SPOKANE EDUCATION ASSOCIATION  
REPRESENTING  
EXPRESS

**Child Care, and Day Camps during the Remote Learning**

*As the day camps are an evolving new program, the District and Association will meet to discuss issues that were unclear or unknown at the time of this agreement.*

**1. Express**

- a. Express shall operate at two (2) sites with the opportunity to expand if there is interest from families
- b. Hours of operation shall be 6:30 am to 6:00 pm.
- c. The staffing and working conditions shall remain unchanged and follow the current collective bargaining agreement
- d. Only Express employees shall staff Express childcare centers
- e. All other contract provisions in the CBA shall apply

**Commented [MJ1]:** Additional MOU provisions for Express are included in the classified MOU.

Additional Express sites will open once we return to the in-person model.

**2. Day Camps**

- a. Day camps shall be opened in three phases as listed in the attached chart.
- b. Day camps shall run from 7:45a.m.-3:45p.m. Monday through Friday, except holidays.
- c. At least one Express staff person will be assigned to each day camp site in the first phase.
  - i. As more schools open, Express staff may be asked to volunteer to train other employees who will staff the day camps, then move to help open the next phase of camps.
  - ii. See classified MOU for the training rate of pay.
  - iii. If there is no Express staff assigned to the day camp, the most senior employee, regardless of bargaining unit, will be offered the opportunity to be the lead for that site. The pay for the lead is an additional \$1.00 per hour.

The lead duties shall include:

- Ensure attendance is taken daily,
- Ensure students have/receive medications,
- Contact parents if the need arises,
- Run pre-planned activities provided by the Express administrative team
- The lead will receive one (1) hour of preparation/planning time per day to learn provided lesson plans and gather materials.

**Commented [MJ2]:** There is a job description at the end of this document for the lead positions

- iv. *Staffing at the day camps shall be two (2) employees for the full hours of the day camp plus one (1) flexible employee for the purposes of covering breaks/lunch and building administrative support during the morning SEL, the three (3) instructional block hours and the differentiated instructional block in the afternoon.*
1. *For the first two (2) weeks at minimum, an employee from Express will be assigned to the day camps as support.*
  2. *After the first two (2) weeks, the District and Association will meet to discuss staffing in the day camps. The District and Association will meet monthly thereafter to discuss staffing.*
- v. *Day camps will be staffed first by Express employees, Nutrition Services employees and other staff that need meaningful work.*
- vi. *Employees working at these centers will earn their regular rate of pay, and maintain their seniority, job title, and work location when called back.*
- vii. *Staff will transition back to original jobs and locations as enrollment shifts away from day camps. If original position is not necessary at that point in time the district will find meaningful work. In the event no meaningful work is available, staff reductions may occur.*
- viii. *Employees shall be provided breaks and duty-free lunch as described in the Express section of the ESS contract.*
- ix. *Employees will choose from open hours to work in the day camps in seniority order.*

**Commented [MJ3]:** Students will need the most help as they are working during the instructional periods from 8:30-11:50. That is why there is additional staffing support concentrated in this time period.

After lunch and recess from 11:50-12:50, the students will be engaged in more activities designed for the site. Some students may need to reengage from 1:50-2:30 when their teacher may wish to see them during the differentiated learning time.

The district and association will meet to discuss staffing once the programs have begun and we can evaluate how things are going.

**Job Title:** SPS Day Camp Leaders

**Supervisor:** Director of Express Afterschool Programs, Express Supervisors, Elementary Building Administrator/Designee,

#### SPS Day Camp

SPS Day Camp is available for district-enrolled students and children of SPS staff and will cover the real-time distance learning schedule for students in grades K-6 who are registered in school. Enrollment will be closely managed to provide high levels of social distancing and strict adherence to safety protocols. Students will receive structure and routines that help them engage in their real-time distance learning.

These safety protocols will be followed:

- Daily attestation of health of children attending,
- Temperature checks as needed,
- Students practice social distancing among each other and with staff,
- Students and staff wear face coverings

Staff for this program will include Express staff and other classified staff in SPS who need meaningful work with students. Staff will be trained in all the health and safety protocols that have been established and are operational in the current Express model.

To participate in this program, parents must enroll their student for a minimum of 5 days per week; parents must sign the "Consent to participate in COVID Care" which recognizes the risks of potential outbreak and necessary health and safety protocols that families, students, and staff must follow.

- Parent must do daily attestation that their children are healthy and do not have a temperature exceeding 100.4.
- Only students and day camp staff enter the day camp area,
- Students wash hands upon entry,
- Children MUST be willing to wear their masks during assigned times,
- Observe the 6 feet social distancing (with support, visual cues, and reminders),
- Be able to follow instructions related to health and safety, and
- Willingly participate with staff support in their daily learning.

The SPS Day Camp basic schedule – may be adjusted at the building level based on needs of the children.

7:45 a.m. – 8:15 a.m. – Children arrive, eat breakfast, and prepare for Team Meetings.

8:15 a.m. – 8:30 a.m. – Staff assist children in accessing their classroom meetings via Teams.

3 p.m. – 3:45 p.m. – Clean up, outdoor and/or gym play, and students are picked up or leave to walk home.

#### **Summary of Assignment:**

The primary role of The SPS Leader is to provide facilitation, supervision, and active engagement with elementary students as they access classroom learning on-line and complete assignments at the SPS Day Camps. Professional Development for SPS Day Camp Leaders will include important safety and health related protocols, instruction on how to assist children to participate in Teams meetings and access classroom work. This will occur prior to staff being on-site with students. PD will be on-going and available in group settings and at individual sites as needed.

#### **Responsibilities:**

SPS Day Camp Site Leader only

- Communicate needs to Express Supervisors, Director of Express and/or Elementary Building Administrator/Designee.
- Communicate routinely with Building Administration/Designee and SPS Day Camp staff regarding needs of the program; this may include space use, students' needs, etc.
- Coordinate sign-in and out in EZ Care and communicate with Express office staff which students are absent or not attending, bus (rider) needs, health information, etc.
- Plan and coordinate activities and arrange supplies and materials for designated activities.
- Participate enthusiastically in all SPS Day Camp activities, providing support and guidance to those assigned as leaders.

Site Leaders and Site Assistants

- Supervise and facilitate students accessing Teams meetings and instruction with their teachers; assist with completion of schoolwork as needed.
- Communicate effectively with children, families and SPS Day Camp staff.
- Ensure students follow all safety procedures in all program areas, including
  - Wearing face coverings
  - Social distancing
- Assist in the management and care of the district facilities and equipment in all program areas
- Other duties as assigned.

**Qualifications:**

- Ability to lead activities and differentiate for a wide variety of interests and age groups K-6.
- Communicate effectively with children, families, and staff.
- Work independently and as part of a team.
- Ability to be physically active indoors and outdoors with students.
- Adapt and modify as necessary.

**FOR THE ASSOCIATION:**

\_\_\_\_\_  
 Jeremy Shay  
 President, Spokane Education Association

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 UniServ Director, SEA

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 Date

**FOR THE DISTRICT:**

\_\_\_\_\_  
 Jodi Harmon  
 Executive Director, Human Resources

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 Adam Swinyard, Ph.D.  
 Superintendent, Spokane Public Schools

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 9/4/2020  
 Date