



Memorandum of Understanding
Re: Remote Learning for 2020-2021 School Year

This Memorandum of Understanding ("MOU") is entered into this 11th day of August, 2020 between the Oak Park Teachers' Association, IEA-NEA ("OPTA") and Oak Park Elementary School District No. 97 ("District").

The School Day

- The school day shall be six (6) hours and five (5) minutes for elementary students and six (6) hours for middle school students, exclusive of any lunch period. Teachers shall provide synchronous and asynchronous learning minutes throughout the day as determined by the master schedule. Requirements for synchronous learning minutes per day are established below.
 - Grades K-2: students shall receive a minimum 50% of synchronous learning per content area for the full class.
 - Grades 3-5: students shall receive a minimum of 60% of synchronous learning per content area for the full class.
 - Grades 6-8: students shall receive a minimum of 70% of synchronous learning per content area for the full class
- Teachers shall be available to support students during asynchronous learning throughout the school day.

	Synchronous	Asynchronous
Student Contact Time		
Morning Meeting: includes SEL check-ins and review of mini-lessons	X	
Mini-lessons	X	X
Small-Group Instruction	X	
1:1 Instruction	X	
Virtual Learning Center Hours	X	
Videos, guided discussions	X	X
Demonstrations	X	X
Intervention Delivery	X	

Project Based Learning	X	X
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- Teachers are required to allocate their time per the Instructional Delivery Remote Learning Plan Option as developed by the Learning Models Team.

Part-Time Teachers

- Part-time teachers shall work their FTE equivalent according to the requirements of a full-time teacher.
- Part-time teachers are required to attend all remote learning plan days, teacher institute days and the professional development day. Part-time teachers will be paid on a pro-rata basis for their attendance.

Relationships and Community Building

- Staff shall participate in a “Meet the Teacher” night prior to the first day of student instruction. Meet the Teacher night will be held the week of August 24.
- Teachers shall collaborate with their team to establish a team relationship/community building plan that is to be submitted to the building principal. Plans should include how teachers will build and maintain relationships with students, what actions will be taken, and an ongoing evaluation of the plan.

Teacher Assignments

- *Article IX Teacher Assignments and Transfers, Section A Teacher Assignments, Number 3* of the 2018-2022 Collective Bargaining Agreement shall be interpreted to include changes due to the COVID-19 pandemic as a reason to reassign staff. Administration shall collaborate with the union and seek volunteers to make any necessary changes. A protocol will be developed by a subset of the negotiating team to identify how staff will be reassigned.
- Staff members are able to work remotely but can be required to work onsite per the Superintendent or her designee. The Superintendent or designee shall provide a teacher with ten (10) calendar days’ notice of the onsite work date. Oak Park District 97 and OPTA members shall follow ISBE and IDPH safety recommendations when teachers are required to be onsite and/or work with students.

Teacher Access to Building

- Teachers shall be provided a list of work spaces to utilize during the instructional day while working remotely for emergency reasons. Teachers are required to only work within the designated work spaces and to follow all safety precautions as outlined by the District.
- The District shall provide teachers with a schedule to pick up supplies from their classroom.

Teacher Work Year

- Due to the impact of Remote learning, the BOE and Administration is committed to providing additional professional development to ensure staff are prepared to start the 2020-2021 school year remotely. Therefore, the teacher work year for the 2020-2021 school year shall consist of one hundred eighty-three (183) work days, including one hundred seventy-six (176) student attendance days (5 student days may be used as remote planning days), six (6) Teacher Institute days, and one (1) Professional Development day (PD hours will be given).

Institute Days, Remote Planning Days and Professional Development Day

- The days shall be planned based on the teacher needs survey for remote learning.
- Teachers are required to attend and actively engage in all institute days, remote planning days, and the professional development day; No personal days will be granted on any of these scheduled days.
- The six (6) institute days held from August 24 - August 31 shall begin at 8:00 AM and end at 3:00 PM with a 30-minute lunch break.
- It is the teacher's responsibility to reflect and apply knowledge gained to curriculum and instruction in a remote learning environment.

Instructional Expectations

- Teacher teams/departments shall provide instructional plans (leveraging a common planning document or a Learning Management System) to principals and assistant principals the Wednesday prior to the start of the week. These plans shall indicate standards, learning objectives, instructional delivery methods (synchronously and asynchronously), assessments, accommodations, and Zoom links.
- Teachers are required to build knowledge of and implement student learning environments utilizing SeeSaw (K-2), Google Classroom (3-5), and Canvas (6-8). These learning management systems shall be utilized for instruction and communication between teachers, students and families.
- Teachers are required to understand best practices to implement the Google ecosystem and other District software into the curriculum to increase efficiency, collaboration and engagement.
- Teachers shall provide timely feedback to all students for assignments including asynchronous student work and intermittent feedback on ongoing projects.
- Teachers shall reach out to students who do not complete assignments or do not attend remote learning. If unable to contact the student, teachers shall contact the parents/guardians.

Communication

- Teachers shall maintain weekly class communication to families, which should include important dates and upcoming instructional goals.
- Teachers shall contact parents of students who are not making academic and social progress.

- Teachers shall collaborate with administrators and team members to ensure the social and academic success of all students during weekly meetings.

Transition

- Based upon changing circumstances during the 2020-2021 school year, the District reserves the right to adjust the instructional format (remote, hybrid, onsite) and remote planning days as appropriate for students.

Leaves - Paid Leaves

- During remote learning, teachers are allowed to use one (1) personal day without providing a three (3) day advance notice in the event of an emergency.

Term of Remote Learning MOU

This MOU shall be effective for the duration of the District 97 Remote Learning Plan. When Oak Park School District 97 returns to in-person learning, either full on-site learning or hybrid learning, the terms of this MOU shall become null and void. Additionally, the 2020-2021 school calendar will be adjusted by one day to reflect a work year equal to 182 days while maintaining 176 student days. If the District does not return to in-person learning, either full on-site learning or hybrid learning for the 2020-2021 school year, this MOU shall expire at the end of the 2020-2021 school year.

Effect of Agreement

The terms of this MOU are not intended to revise, modify, or otherwise alter any of the provisions in the current 2018-2022 Collective Bargaining Agreement, except as specifically provided in this MOU.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on this ____ day of August, 2020.

OAK PARK TEACHERS' ASSOCIATION,
IEA-NEA

OAK PARK ELEMENTARY SCHOOL DISTRICT
NO. 97, COOK COUNTY, ILLINOIS

Co-President

President, Board of Education

ATTEST:

Co-President

Secretary, Board of Education