

MEMORANDUM OF AGREEMENT
BETWEEN THE
WESTFIELD SCHOOL COMMITTEE
AND THE
WESTFIELD EDUCATION ASSOCIATION – UNIT A

This memorandum of agreement entered into this _____ day of September, 2020 hereby amends the terms of the collective bargaining agreement between the Westfield School Committee and the Westfield Education Association – Unit A, specifically as provided below:

WHEREAS, the Department of Elementary and Secondary Education (DESE) advisory on reopening released June 25, 2020 requires Districts to develop three (3) plans to educate students, including plans for all remote learning and a hybrid.

WHEREAS, to that end, the Westfield School Committee (hereafter referred to as the “District”) and the Westfield Education Association Unit A (hereafter referred to the “Association”) hereby agree to the following terms, conditions, and understandings during the state’s COVID-19 emergency effective only for the 2020-2021 school year:

1. Unless modified by terms of this agreement, all terms of the collective bargaining agreement remain in full force and effect.
2. All teachers are expected to return to their buildings on August 26th. If teachers cannot physically return but can telework, teachers must provide medical documentation and or child care documentation. If teachers cannot physically work and cannot telework, employees must provide medical documentation and or childcare documentation. Employees not returning due to childcare will be capped at 12 weeks and \$12,000 in earnings and then revert into an unpaid leave. Forms will be sent to members via TalentEd with a deadline for submission of response and information.
See: [WPS Teaching Placement Guide](#) at the end of this document.
3. Teachers will have professional development on August 26 and August 27, 2020. They will then begin the ten (10) days of additional training per the DESE Commissioner and conclude that training on September 11, 2020. Therefore, school for students would begin on September 14, 2020. All parties are aware this change needs to be approved at a School Committee meeting.
4. February 2021 vacation could be changed to four (4) days of remote learning. This will be decided later in the academic year by the School Committee; however, it should be noted so that staff and parents are aware. Staff who have plans made for the February 2021 vacation

prior to the August School Committee meeting will be allowed to use sick time to account for their absence during this time. During the 20/21 school year, snow days will be remote learning days. The expectation is that instruction continue from the previous school day (e.g. no blizzard bags).

5. A district wide schedule has been generated noting the “A” week and the “B” for hybrid learning.
See: [A/B Calendar](#) at the end of this document.
6. Training will be provided to staff and students based upon their levels and based upon the jobs of the staff in the district. For faculty and staff who begin the year remotely and who return to in-person learning, hands-on training will be provided.
7. A safety checklist for employees and students would be successfully completed prior to Unit A staff and students entering the buildings.
See: WPS Checklist of Safety at the end of this document.
8. Training will be provided to staff and students in proper use of PPE, the Covid -19 virus, how to reduce potential transmission, hand sanitizing, hand-washing, and practicing safe distancing. For faculty and staff who begin the year remotely and who return to in-person learning, hands-on training will be provided. The district will provide a series of trainings for staff relevant to their job and students relevant to their level.
9. To define synchronous learning as a time teachers with students engage that happens in real time through whole group, small groups, or one on one, including building relationships, providing instruction, and facilitating student discussion.
10. Each remote teacher will provide a minimum of 50% synchronous instruction for the students' class period. Teachers will be expected to provide this instruction through whole group, small group or individual instruction. This will apply across all grade levels and may require teachers to be engaged in synchronous learning for more than 50% of the teacher's work time.
11. The district will provide training for families with translators available on the various platforms and programs used for remote and in-person learning.
12. Each school will have a Parent Engagement session through Google Meet the first month of school in place of Open house. The schedule for this will be determined by the building administrator. The district will have to stagger schools and times so that there are no conflicts for families. All Unit A members are required to participate in the session.
13. All teachers will provide a weekly update to all families through email, a newsletter or Google Meet. Parameters will be developed by administrators and shared with staff.
14. All parties agree to having assessments for Preschool, Kindergarten and English Language Learners students to occur September 14 - 18, 2020. Special Education assessments would begin on September 14 and may continue as deemed by IEP timelines. These assessments would be scheduled in advance and conducted at WPS sites by WPS staff noting social distancing and PPE protocols. This interest is contingent upon receiving the City Board of Health advice. WPS will be responsible for presenting the social distancing and PPE protocols to the City Board of Health.
15. PD will be developed in a virtual manner so Unit A staff who are teleworking have access to it as well.
16. WPS will provide materials to students for remote and hybrid learning. The building administration will coordinate pick up times for families.
17. Teachers will be responsible for teaching either the students in the hybrid option or the students in the fully remote option by class period. This language does not supersede contract language of preps on the secondary level.

18. Preschool and Elementary teachers will take attendance in the morning and will monitor attendance throughout the class periods. Attendance will be adjusted if a student participates in less than 50% of the synchronous lessons.
19. Professional development will be from August 26th-September 11th from 8:00-2:30 with a 30 minute lunch. Unit A members are expected to start at 8:00 and end at 2:30.
20. Unit A will adhere to Governor's orders for travel.
See: [WPS Travel and Return to Work Guide](#) at the end of this document.
21. Staff meetings and PLCs are held pursuant to the contract provisions. Building administrators will provide building based schedules of these meetings to members on or before September 14, 2020. If staff meetings are cancelled, they will not be rescheduled.
22. Prior to entering building sites, all employees will self certify that they do not have any COVID symptoms.
See: [WPS COVID Symptoms](#) at the end of this document.
See: [CDC Symptoms of Coronavirus](#) at the end of this document.
23. It is the expectation that reassignments of teaching duties or positions due to the needs of the district during the 2020 - 2021 school year shall be temporary for that year only. Upon the completion of the 2020 - 2021 school year, all Unit A members will resume the position/grade level/content area/school building that they were originally assigned should the 2020 - 2021 school year have started as usual. This expectation does not override or supersede Reduction in Force due to budget issues.
24. For the 2020-2021 school year new teacher orientation will be building based with administrators providing building tours and orientation noting all safety protocols. Time will also be provided at the building for new hires to log in to their technology.
25. Changes in previous work commitments for Unit A Members due to extraordinary circumstances will be considered on a case-by-case basis in consultation with the WEA President, the Director of Human Resources, and the building principal.
26. CTE (Career Technical Education) Teachers - will not be reassigned to different shop areas or content areas.
27. All members are expected to wear masks/face coverings except as noted:
 - a. Nurses and Specialized teachers with special populations will use KN95 or N95 masks and possibly face shields
 - b. Staff may wear clear masks if they have students with hearing impairments and students may wear clear masks if the staff member has a hearing impairment.
 - c. Staff with certain health conditions or needing to have students to have full teacher face and mouth viewing will wear a face shield with a skirt, which will need the approval of the school nurse.. This is a limited group which requires principal approval.
28. The COVID room is for ill students only. Ill staff will be sent home immediately, therefore not needing the COVID room.
29. In the case of a mandatory shut-down, Unit A members have the option of returning to the building to perform the essential functions of their job and may do so as long as it is in accordance with CDC, local DPH and State guidelines.

30. Teachers who are teleworking and would like to access the building for supplies, will be permitted to do so as long as the access is outside of school hours. The teacher must first contact the building administrator to make such arrangements.
31. To the extent possible, The District will make every reasonable effort to reassign teachers in their home schools and in comparable grade-level/licensure certification/content assignments. Building principals will solicit volunteers for specific reassignments. Absent volunteers, the least senior in grade level will be reassigned. In the event of multiple volunteers, the most senior volunteer would be reassigned.
32. Pursuant to current practices, members will report absences , (where remote teaching will NOT be carried out) through AESOP. If a member is absent due to COVID19 illness or COVID 19-like symptoms, then the member should complete a TalentED task. For a COVID related symptom quarantine, (where remote teaching WILL be carried out), you must notify the building principal and complete the TalentEd form; however, you do not need to report an absence in Aesop. See: [WPS COVID Symptoms](#) at the end of this document.
33. Shop teachers at Westfield Technical Academy may go into the building before September 10th if the building satisfies checklist by HVAC specialist. If participating in professional development courses that are not mandatory, then WTA shop members may go set up classrooms. WTA shop members may also go in after hours.
34. School nurses may enter the buildings on Tuesday, September 8th to set up their offices.
35. See the attached charts and documents for clarification.
36. All parties agree that due to the changing needs of the District based upon staff changes, student enrollment, and or the COVID19 situation, additional agreements will be necessary and made throughout the school year.

This Side Letter of Agreement is not designed to, or otherwise alter the terms and conditions of the Collectively Bargained Agreement. This Side Letter of Agreement shall not set practice or precedent on either party.

FOR THE WESTFIELD PUBLIC SCHOOLS

FOR THE WESTFIELD EDUCATION ASSOCIATION

Dated:

Dated:

Westfield Public Schools
COVID Teaching Placement
Guide

Do you feel there is something preventing you from working in the school building this school year?

No

You will report to your building to work in person.

Yes

Do you have documentation for one of the following scenarios which would keep you from working in the school building?
1. Personal Medical Risk
2. Child care difficulty
3. Medical concern for a person you directly care for or live with who is medically at risk

No

Can you get this documentation in a reasonable amount of time?

No

Yes

Yes

Would you be able to teach remotely while managing your need?

Yes

You will teach remotely from home.

No

You may qualify for some form of FMLA or FFCRA depending on your area of need.

Personal Medical Concern

Child Care Concern

FMLA may be used as usual. You will receive full pay for your time off for up to 12 weeks, using your accrued sick time. After that, you may use any remaining accrued sick time or get time from the sick bank in accordance with the contract and past practice.

Primary Care or Household Member Medical Concern

FFCRA allows for 12 weeks of time to be taken at a reduced pay rate of \$200 per day for a total of \$12,000 if all 60 days are used, or December 31, 2020, whichever comes first, you will be moved to an unpaid status.

WESTFIELD PUBLIC SCHOOLS

A & B week calendar

2020-2021 school year

KEY:

A week = yellow

B week = gray

Vacation weeks:

December 24-January 2, 2021

February 15-19, 2021

April 19-23, 2021

August 2020

M	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020

M	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020

M	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020

M	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
29	30			

December 2020

M	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	- vacation	

January 2021

M	Tu	We	Th	Fr
			1	2 - vacation
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2021

M	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 - vacation
22	23	24	25	26

March 2021

M	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
14	15	16	17	18
21	22	23	24	25
29	30	31		

April 2021

M	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 - vacation
26	27	28	29	30

May 2021

M	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021

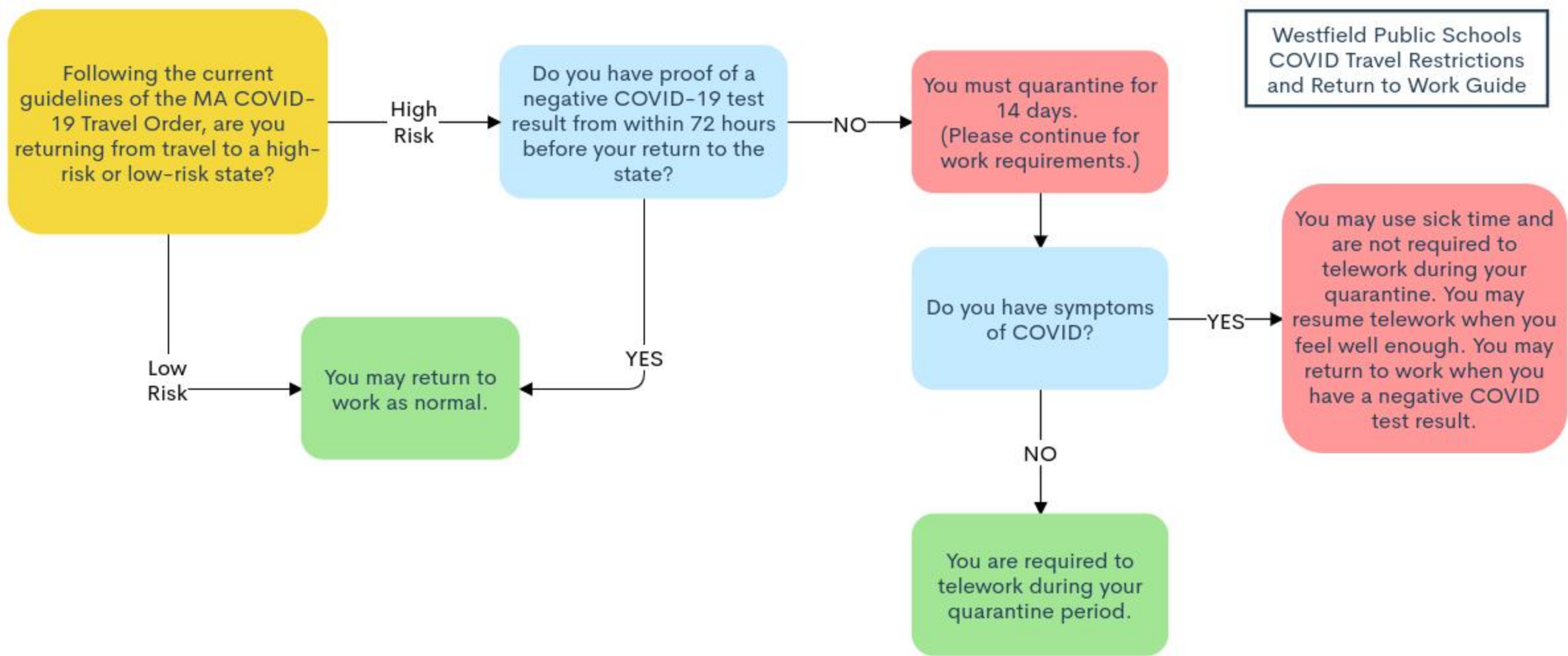
M	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Westfield Public Schools
Checklist of Safety Pieces/Precautions/Practices
Phase 1 Re-Opening SY 2020 - 21
September 1, 2020

Topic	Notes
<input type="checkbox"/> Safety Subcommittee(s) meeting throughout summer/fall 2020 to develop/update safety pieces of WPS return to school plan and interest-based bargaining with WEA	<input type="checkbox"/> Teams included members of the School Committee and City of Westfield Department of Public Health
<input type="checkbox"/> Regular consultation with City of Westfield Public Health Department	<input type="checkbox"/> Ongoing
<input type="checkbox"/> Regular meetings with WPS Maintenance Supervisor and other staff members	<input type="checkbox"/> Ongoing
<input type="checkbox"/> Designated district and school-based COVID-19 contacts	<input type="checkbox"/> Established per DESE guidance
<input type="checkbox"/> Protocols established for managing potential COVID-19 cases	<input type="checkbox"/> Isolation room for student care only <input type="checkbox"/> Nurses developing protocols per DESE and CDC guidance for the following: <ul style="list-style-type: none"> <input type="checkbox"/> Isolation Room <input type="checkbox"/> Symptomatic students <input type="checkbox"/> Sending a student to the Health Office <input type="checkbox"/> PPE training for staff working with special and at-risk populations <input type="checkbox"/> Personal care for students/staff

<ul style="list-style-type: none"> <input type="checkbox"/> HVAC Systems Condition <ul style="list-style-type: none"> <input type="checkbox"/> Filters <input type="checkbox"/> Exterior Exhaust Fans <input type="checkbox"/> Univents <input type="checkbox"/> Checked by certified HVAC professional 	<ul style="list-style-type: none"> <input type="checkbox"/> Report due to WPS by 9/4/20 <input type="checkbox"/> WPS will share the report with both the Westfield School Committee and the Westfield Education Association
<ul style="list-style-type: none"> <input type="checkbox"/> School/classroom windows 	<ul style="list-style-type: none"> <input type="checkbox"/> All are functioning as designed per maintenance department
<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning protocols <ul style="list-style-type: none"> <input type="checkbox"/> High Touch Areas (bathrooms, sinks, handrails, etc.) - every 2 hours and nightly <input type="checkbox"/> Deep Cleaning - daily and/or nightly depending on maintenance staff areas 	<ul style="list-style-type: none"> <input type="checkbox"/> Established with Maintenance dept. <input type="checkbox"/> EPA Registered Disinfectants <input type="checkbox"/> DESE and CDC guidance to be followed
<ul style="list-style-type: none"> <input type="checkbox"/> School- based Safety Plans identifying protocols and practices for the following: <ul style="list-style-type: none"> <input type="checkbox"/> Entry/Exit <input type="checkbox"/> Arrival/Dismissal <input type="checkbox"/> Bus and car drop off and pick-up <input type="checkbox"/> Hallways <input type="checkbox"/> Bathrooms <input type="checkbox"/> Lockers/Locker rooms <input type="checkbox"/> Water Fountains <input type="checkbox"/> Mask Breaks <input type="checkbox"/> Hand washing/sanitizing <input type="checkbox"/> Social Distancing <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Classroom setup and cohorts <input type="checkbox"/> Signage <input type="checkbox"/> Visitors/Volunteers <input type="checkbox"/> Other as needed 	<ul style="list-style-type: none"> <input type="checkbox"/> Each school/building will establish and provide its plan, protocols and procedures prior to students and staff entering adhering to all CDC, DPH, and DESE guidance

<ul style="list-style-type: none"><input type="checkbox"/> Personal Protective Equipment (PPE)	<ul style="list-style-type: none"><input type="checkbox"/> Agreed with WEA that at least 25% of PPE ordered was delivered to schools and ready for dissemination
<ul style="list-style-type: none"><input type="checkbox"/> Safety and Universal Precautions Training<ul style="list-style-type: none"><input type="checkbox"/> PPE<input type="checkbox"/> Mitigate/reduce risk of transmission of COVID-19<input type="checkbox"/> Social distancing<input type="checkbox"/> Hand washing/sanitizing<input type="checkbox"/> Other as needed	<ul style="list-style-type: none"><input type="checkbox"/> Training administered via CDC videos and WPS Nurses<input type="checkbox"/> Videos for staff, students, and families available and customizable based on CDC guidance



Westfield Public Schools
COVID Symptoms Flowchart

Are you experiencing any COVID symptoms as described by the CDC guidelines?

Yes

Are you in the building at work or are you at home?

At Home

At Work

Notify Administration immediately, avoid contact with anyone else, and get home as soon as possible. You will then begin quarantine procedures as follows.

You must begin the quarantine procedure and report your absence as COVID-related as well as notify HR, not building administration, for recording but not reporting purposes. Do you feel your symptoms will keep you from being able to teach?

Yes

You will use sick time while you experience the symptoms and are not required to telework. You will report the absence as a Sick Day in Aesop. You will then fill out the required form in TalentEd. Please read further for return to work protocols.

No

You are required to telework during your quarantine time. You will report your need to telework to your building principal. You will not be charged a sick day if you meet your teaching obligations via telework. Please read further for return to work protocols.

Report your symptoms to your Primary Care Physician. Did your PCP recommend you get a COVID test?

Yes

You may return to work in the building when you have a negative COVID test result.

No

After you have experienced no symptoms while taking no medication for 72 hours, you may return to the building to work.

No

You may report to the building for work as usual.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus