

**Memorandum of Understanding
between the
Renton School District
and the
Renton Education Association
Regarding the Re-Opening of Schools**

As the Association and District continue to work together on issues related to the Re-Opening of Schools for hybrid remote and in-person learning, we agreed to the following problem statement to guide our work: “How do we create, implement, and phase in an in-person model for learning that is equitable and safe for students, staff and the community?”

We agree to the following terms and shared understandings:

1. Schedules:

- a. Elementary schedules: Maintain current AM/PM cohorts except that bell schedules will revert to traditional pre-COVID start times. The bell schedule changes starting Feb. 22, 2021. See attached Figures 1 and 2 in Appendix A.
 - i. Students on the remote schedule keep the same schedule, except for the bell time changes.
 - ii. Students who are in-person learning will follow the same schedule and will receive in-person learning during half of their day and asynchronous learning the other part. Most special services will remain remote and specialists time will be remote. Services that are currently being provided outside of the remote live instruction window will continue to be provided remotely.
 - iii. Meadow Crest Inclusive Preschool In-person half day schedule. See attached Figure 3 in Appendix A.

2. Timeline of In-Person Learning – see attached Figure 4 in Appendix A.

- a. Inclusive Preschool, Kindergarten, half day K-5 ILC, and half day K-5 Renton Academy start March 3, 2021.
- b. Head Start/ECEAP and Grade 1 start March 16, 2021.
- c. Grade 2 starts March 23, 2021.
- d. ILC 6-12 and Renton Academy 6-12 and Adult Transition Program full day start March 24, 2021.
- e. ILC K-5 and K-5 Renton Academy start full day March 29, 2021.
- f. Grade 3 starts March 30, 2021.
- g. Grade 4 starts April 13, 2021.
- h. Grade 5 starts April 20, 2021.
- i. The timeline above is conditioned upon Department of Health guidelines and may be modified consistent with the guidelines.

3. Shared understandings – see Figure 5 in Appendix A.
 - a. Inclusive Pre and K-5 general education schedules are half day in-person.
 - b. Students with RLC services will continue to follow the current AM/PM schedule.
 - c. Fully remote options are available to all families.
 - d. During the half day schedule, Friday will be fully remote.
 - e. During half days for the self-contained programs, AM will be in-person and PM will be live remote.
 - f. When self-contained programs transition from half day to full day in-person, Fridays will be full day in-person.
 - g. The Special Education Inquiry Process will no longer be used. IEP teams will make decisions about student supports.
4. Staffing – Shared Understandings - see attached Figure 6 in Appendix A.
 - a. No new splits created when teachers need to teach two different grade levels.
 - b. Health and safety are prioritized (tier 2 and 3) over keeping a teacher’s current class roster.
 - c. Shared interest in keeping teachers in their current assignments, when possible.
 - d. All grade, school, or other position changes are for the current school year only. Teachers will revert to original assignments for the 2021-2022 school year.
5. Workload and Preparation Supports - see attached Figure 7 in Appendix A.
 - a. Current contract terms provide two (2) additional days of per diem pay if teachers move between buildings, and one (1) additional day per diem pay if a teacher changes classrooms.
 - b. After the Green Day time, Feb. 26th will be asynchronous for Pre/K-5 and elementary self - contained special education staff for remote and in-person staff.
 - c. For each day before the student grade level starts in-person instruction, the “access to live instruction” time for that grade level will be asynchronous except for the 30 minutes per session used to set in-person expectations.
 - d. There will be a half day of per diem pay for all Pre/K-5 staff and self-contained special education. This amount will be paid in the April 2021 pay warrant.
 - e. There will be one additional day at per diem for all staff returning to in-person assignment. Rosters will be provided to principals to submit the time to Payroll for payment.
 - f. There will be two (2) additional days at per diem for staff who make a grade change assignment. Rosters will be provided to principals to submit the time to Payroll for payment.
 - g. Staff who are asked to move office spaces will be paid an additional 3.5 hours at per diem.
6. COVID Class Size - see attached Figure 8 in Appendix A.
 - a. Follow current contract language (Sec. 9.8) for class size targets, based on the overall daily count of students over the half day schedules.
 - b. If space is available in an in-person classroom, students can move from remote learning into in-person learning.

- c. There is a cap of 15 students for the in-person classrooms for Pre/K 5 and self-contained special education classrooms.
 - d. A request to exceed the class size cap can be made to the President of REA and the Assistant Superintendent of Human Resources will work in labor-management to evaluate the circumstances and make a decision.
 - e. We will make every effort not to exceed 18 people in a room; if there is a request to exceed 18 people, it will be discussed in labor management. Labor management will review the request and the Classroom Capacity Parameters and then make a decision.
7. Elementary Grading Agreements - see attached Figure 9 in Appendix A.
- a. Changes to elementary classroom rosters will start on March 2, 2021.
 - b. The second elementary trimester will end on February 12, 2021. Report cards will be due on March 5, 2021. (Secondary trimester start date of March 24, 2021 remains unchanged)
 - c. For elementary only, March 22, 2021, a non-student day, will be moved to March 1, 2021.
 - d. Bell schedules changes will be made on February 22, 2021.
8. Elementary Counselors Agreements - see attached Figure 10 in Appendix A.
- a. Counselors make the decision to work in-person or remote.
 - b. After first grade has returned to in-person learning, the Association and District will schedule a bargaining session to determine if supports are available for students (CPS supports, trauma impacted students, incidents of student support) or if additional supports are needed.
9. Safe Start SEL Time - see attached Figure 11 in Appendix A.
- a. Safe Start SEL time will be on Monday – Thursday for 30 minutes each day.
 - b. The Safe Start SEL Time replaces the Family/Student Access to Instruction time.
 - c. The Safe Start SEL in-person program will be the first 15 minutes of time at the beginning of each in-person session. (Sample - AM cohort SEL time: 8:15-8:30AM or 8:45-9:00AM for the late start schools; Sample - PM cohort SEL time: 12:30-12:45PM or 1:00-1:15PM for the late start schools.)
 - d. In-person students will go straight to the classroom after their temperature checks.
 - e. The Safe Start SEL program for remote learning - 15 minutes of time for each session is used for SEL work. For remote learning, the time does not need to be added at the beginning of the session. If staff teach two remote sections, the time can be combined into a 30-minute block. A weekly schedule will be created and communicated to families.
 - f. Safe Start SEL time will be added to all staff members' schedules, which is time with students not intended for formal lessons.

10. Additional Agreements - see attached Figure 12 in Appendix A.

- a. Student growth goals for Pre/K-21 will be marked as proficient. If a staff member chooses to continue to do SGG and be measured on them, they will discuss with their administrator.
- b. If a notification about a grade assignment change or remote/in-person change is made the impacted staff member will be given a minimum of three (3) working days' notice.
- c. Two hours of release time will be provided to staff for vaccinations, with a copy/screenshot of appointment information. Submit request to HR.
- d. The District shall make good faith efforts to hire up to fifteen (15) roving certificated substitutes to cover vacancies for in-person classes.
- e. The District intends to follow Department of Health guidelines regarding any class and/or school closures for COVID related reasons.

11. Special Education - see attached Figure 13 in Appendix A.

- a. Secondary ILC programs, including ATP, will start in-person full day at the start of the third trimester. (There will not be a half day program for secondary).
- b. ESAs will remain remote unless the IEP team determines a need for in-person therapies.
- c. SLPs, OTs, and PTs: While not many roster changes are anticipated, notify the Special Education director if an IEP team decision is made for in-person services. This will support planning for caseload adjustment and PPE fit testing.
- d. RLC services will remain remote unless the IEP team determines a need for in-person services.
- e. Trainings will be offered on the following topics:
 - i. Small group instructions and rotations;
 - ii. Broadening grade bands;
 - iii. Classroom arrangement;
 - iv. Use of para-educator support;
 - v. Use of restraint.

FOR THE DISTRICT:

/s/ Damien Pattenaude

Damien Pattenaude, Superintendent

2/26/2021

Date

FOR THE UNION:

/s/ Mary Jo McLaughlin

Mary Jo McLaughlin, REA President

2/26/2021

Date

APPENDIX A

Figure 1:

Monday-Thursday – Hybrid SAMPLE

Regular Start	Late Start – Talbot, Sartori, Sierra, Kenneydale
8:05-8:30 WAC	8:30-9:00 WAC (+5 min)
8:15-8:30 Safe Start SEL Time	8:45-9:00 Safe Start SEL Time
8:30-10:45 Session A IN-PERSON or REMOTE	9:00-11:15 Session A IN-PERSON or REMOTE
10:45-12:45 Combined Profession Time*	11:15-1:15 Combined Professional Time*
12:30-12:45 Safe Start SEL Time	1:00-1:15 Safe Start SEL Time
12:45-3:00 Session B IN-PERSON or REMOTE	1:15-3:30 Session B IN-PERSON or REMOTE
3:00-3:35 WAC (+10 min)	3:30-4:00 WAC (+5 min)

Friday – Fully Remote

Regular Start	Late Start – Talbot, Sartori, Sierra, Kenneydale
8:05-9:35 Delayed Start	8:30-10:00 Delayed Start
9:35-10:00 Safe Start SEL Time	10:00-10:30 WAC (+5 min)
10:00-11:30 Session A REMOTE	10:30-12:00 Session A REMOTE
11:30-1:30 Lunch, C/P, Break, S/F Support	12:00-2:00 Lunch, C/P, Break, S/F Support
1:30-3:00 Session B REMOTE	2:00-3:30 Session B REMOTE
3:00-3:35 WAC (+10 min)	3:30-4:00 WAC (+5 min)

***Combined Professional Time**

M-Th: 50 min WAC, 45 min C/P, 30 min lunch, 15 min break, 30 min Student and/or Family Support

Fri: 50 min WAC, 35 min C/P, 30 min lunch, 15 min break, 30 min Student and/or Family Support

(Schools will collaboratively design schedules that ensure all of the time categories listed above each day)

Figure 2:

Elementary Schedules
<p>Thumbed: (schedules revert to start/end times prior to school closures) 15-0</p> <ul style="list-style-type: none"> Students who remain remote schedule stays same, but schedule times change. Students who are in-person learning would follow the same schedule and would receive in-person learning during ½ of their day and remote learning the other part. Most special services would remain remote and Specialists' time would be remote. Things that are currently being provided outside of the remote live instruction window would continue to be provided remotely.

Figure 3:

Meadow Crest – Inclusive Preschool In-Person Schedule

AM (In-Person = Monday-Thursday; Remote = Friday)

Monday-Thursday		Friday	
10:00-12:00	In-Person Instruction	10:00-12:00	LIVE Remote Instruction

Monday-Thursday		Friday	
2:00-4:00	In-Person Instruction	2:00-4:00	LIVE Remote Instruction

Figure 4:

Timeline of in-Person Learning			
March 3, 2021	March 16, 2021	March 23, 2021	March 24, 2021
Inclusive Pre, Kindergarten, ½ day K-5 ILC, & K-5 Renton Academy	Head Start/ECEAP & Grade 1	Grade 2	Full day 6-12 ILC, 6-12 Renton Academy, & ATP
March 29, 2021	March 30, 2021	April 13, 2021	April 20, 2021
Full day K-5 ILC & K-5 Renton Academy	Grade 3	Grade 4	Grade 5

Figure 5:

Timeline of In-Person Learning
<p>Shared Understandings:</p> <ul style="list-style-type: none"> • Inclusive Pre and K-5 general education schedules are ½ day in-person. • Students with RLC services will continue to follow the current AM/PM schedule. • Fully remote option will be available to all families. • During half day in-person instruction, Fridays will be fully remote. • During half days for self-contained students, AM will be in-person and PM will be live remote. • When self-contained programs transition from ½ day to full day in-person, Fridays will be full day in-person. • Special Education Inquiry Process will no longer be used. IEP teams will make decisions about student supports.

Figure 6:

Understandings
<ol style="list-style-type: none"> 1. No NEW splits created where teachers have to teach 2 different grade levels (e.g. 3rd grade in AM and 4th grade in PM). 2. Health and Safety prioritized (Tier 2 and 3) over keeping a teacher's current class roster <ol style="list-style-type: none"> a. On staffing sheets, Tier 2 includes childcare and lives with high risk. Childcare should not be a consideration. 3. Interest to keep people in their current assignment, when possible.

Figure 7:

Workload Agreement
Current Contract Remains – 2 days per diem if move between buildings, 1 day per diem if a teacher changes classrooms.
<ul style="list-style-type: none">• February 26 would be asynchronous for PK-5 and elementary self-contained Sp. Ed. (after Green Day) for remote and in-person staff.• Day before students start in-person instruction, the “access to live instruction” time would be asynchronous except for 30 minutes (per session) that would be to set in-person expectations.• ½ day per diem for all staff PK-5 and self-contained Sp. Ed.• 1 additional day per diem for all staff returning to in-person.• 2 additional days per diem for staff who make a grade change.• Staff who are asked to move office spaces will be paid an additional 3.5 hours at per diem.

Figure 8:

COVID Class Size - Final Language
REA/RSD Proposal Class Size:
<ul style="list-style-type: none">• We will continue to follow contract language (CBA 9.8) around class size targets. The class size is the overall daily count of students.• If there is space available, students can move into in-person learning.• Cap of 15 students per in-person session for PK-5 and self-contained Sp. Ed. Classrooms.• A request to exceed the class size cap can be made to the Assistant Superintendent of HR and President of REA, who will work in labor management to evaluate the circumstance and make a decision.• We will make every effort not to exceed 18 people in a room, however, if there is a request to go to 19 people it will be discussed in labor management. Labor management will review the request and the Classroom Capacity Parameters and then make a decision.

Figure 9:

Elementary Grade Agreements
<ul style="list-style-type: none">• Changes to elementary classroom rosters will start on March 2.• 2nd Trimester will end on February 12. Report cards will be due on March 5.• For elementary only, the March 22, non-student day, will be moved to March 1.• Bell schedule changes will be made on February 22.

*The 2nd trimester for secondary will not change.

Figure 10:

Elementary Counselors Agreement
<ul style="list-style-type: none">• Counselors make the decision to work in-person or remote.• After 1st grade has returned to in-person, we will schedule a bargaining meeting to determine if supports are available for students (CPS supports, trauma-impacted students, incidents of student support) or if additional supports are needed.

Figure 11:

Safe Start SEL Time
<ul style="list-style-type: none">• Safe Start SEL Time will be on Monday-Thursday (30 minutes each day).• Safe Start SEL Time replaces the Family/Student Access to Instruction.• Safe Start SEL program (in-person) – first 15 minutes of time will be used at the beginning of each in-person session (SAMPLE 8:15-8:30/8:45-9:00 and 12:30-12:45/1:00-1:15) for SEL. In-person students will go straight to the classroom after their temperature checks.• Safe Start SEL program (remote) – 15 minutes of time (for each session used for SEL work. For remote time, the time does not need to be added at the beginning of the session. If staff teach two remote sessions, the time can be communicated to families.• Safe Start SEL Time will be added to all staff members' schedule.

Figure 12:

Additional Agreements
<ul style="list-style-type: none">• Student growth goals for Pre/K-21 will be marked as proficient. If a staff member chooses to continue to do SGG and be measured on them, they will discuss with their administrator.• If a notification about a grade assignment change or remote/in-person change is made, the impacted staff member will be given a minimum of three (3) working days' notice.• Two hours of release time will be provided to staff for vaccinations, with a copy/screenshot of appointment information. Submit request to HR.• The District shall make good faith efforts to hire up to fifteen (15) roving certificated substitutes to cover vacancies for in-person classes.• The District intends to follow Department of Health guidelines regarding any class and/or school closures for COVID related reasons.

Figure 13:

Special Education
<ul style="list-style-type: none">• Secondary ILC will start in-person full day at the start of the 3rd Trimester. They will not start with a ½ day program.