



Burbank Teachers Association
3021 W. Burbank Boulevard, Burbank, CA 91505
(818) 846-1304
www.burbankteachers.org



The BTA negotiating team comprised of BTA's Executive Director, Nathan Banditelli, Sue Conway (Luther), Laura Mixon (McKinley), Brenda Kosbab (BHS), Heidi Lavitt (Stevenson), and Adam Hochberg (JBHS) met with the BUSD team, comprised of Sarah Niemann (Asst. Supt. Human Resources), John Paramo (Asst. Supt. Ed. Services), Debbie Kukta (Asst. Supt. Admin. Services), and Jennifer Meglemre (Principal Jordan)

The District and BTA have reached an agreement on how to reopen school for 2020/2021. This agreement covers Distance Learning as Phase 1 and before Distance Learning transitions into a hybrid or a full return to traditional instruction, a Phase 2 agreement will be negotiated. Distance Learning will not be perfect, but BTA and the District are committed to working to solve problems and do the best that we can for students in a nearly impossible situation.

Tentative Agreement for Reopening

- The District and BTA have reached a tentative agreement (TA) MOU for reopening the 2020 – 2021 school year.
- **Below is a summary of portions of the TA.** The summary does not include every section of the MOU, but it summarizes the major items. The MOU will be posted on the BTA website and a link will be emailed to members on July 29th.
- BTA will be creating a FAQ about the MOU next week.
- Members will vote by electronic secret ballot on the MOU on August 3rd and 4th.

Definitions

- Live virtual whole class instruction means teacher-directed lessons and discussion.
- Live virtual interaction can include some whole class direct instruction and teacher monitoring and supporting students.
 - Whole class instruction is teacher directed. Live virtual interaction might be the teacher answering questions, interacting with a group, helping with assignments, etc. Students can be dismissed if they don't need help during interaction or students may voluntarily attend for help.

General Provisions

- The District will provide the necessary equipment to members in order to provide distance learning. Teachers who want to work from home will be able to take their desktop computers and other equipment home.
- Members will have access to sites and can work from their classrooms or offices. Members must follow all health and safety protocols while working at sites.
- Members will not be required to report to a District site unless there are not enough volunteers to help with the distribution of materials and resources for students during normal work hours. Members with documented underlying medical conditions covered by the CDC will not be required to report for distribution.
- Administrators will have access to Google Classroom or other virtual platforms members are using and will join as a student so they will not have editing privileges. Outside of formal evaluations, access will not be for evaluation, but for support of teachers.
- Sites will provide a process for families and students to pick up teachers' materials throughout distance learning.

4. Hours of Employment

- Members are expected to work and be electronically available during their normal contractual hours Monday through Friday.

5. General Provisions for Special Education

- IEPs and SPED services will be held remotely. As much as possible, they will be held during contractual hours. At this time, all assessments will be done remotely.
- IEPs from the spring will be rescheduled after the 2020 – 2021 school year begins. SPED teachers who are rescheduling IEPs from the spring after contractual hours or before the start of the school year will be paid up to 10 hours at the other hourly rate through December 2020.
- SPED students will follow the District schedules. Schedules for students who work on modified or functional curriculum may be modified as needed and be provided alternative online platforms and paper packets.
- Services like speech and language will be scheduled as much as possible outside of live instruction.
- FACTS and SEEDs will have modified schedules.

6. Instruction and Schedules

- All content will be aligned to grade level standards.
- Teachers will use Google Classroom, but may supplement with other digital platforms and resources.
- Teachers will generate their own lessons based on state standards. Secondary teachers can supplement curriculum with APEX.
- Live virtual instruction will be recorded and posted upon request by a student or parent on Google Classroom for at least 72 hours.
- Teachers will provide live instruction and interaction and at home assignments Monday to Thursday. Friday is a pupil free day with at least one hour of student-teacher interaction and assignments equal to at least the minimum minutes required by the state for each grade level.
- Teachers will still give District common assessments; however, if the state waives State or District requirements, BTA will bargain to eliminate common assessments.

Elementary

- Teachers will establish a daily routine that can be changed with advance notice of the teacher.
- Elementary would structure their morning to include 60 minutes (40 in Kindergarten) of live virtual instruction and interaction of ELA and 60 minutes (40 in Kindergarten) of live virtual instruction and interaction of Math.
- Within the 60 minutes of ELA interaction, teachers who have designated ELD students must provide 15 minutes of instruction. ELD assistants can meet with EL students separately but must be using teacher generated lessons to satisfy the required 15 minutes.

TK/Kindergarten

- Live Student Instruction and Interaction: 80 minutes within a 180-minute day
- An additional 45-minutes of live virtual interaction after lunch
- 100 minutes per day of at-home assignments/asynchronous learning

Grades 1 – 3

- Live Student Instruction and Interaction: 120 minutes within a 230-minute day
- An additional 45-minutes of live virtual interaction after lunch
- 110 minutes per day of at-home assignments/asynchronous learning

Grades 4 – 5

- Live Student Instruction and Interaction: 120 minutes within a 240-minute day
- An additional 45-minutes of live virtual interaction after lunch
- 120 minutes per day of at-home assignments/asynchronous learning

Secondary

- High school teachers will provide a minimum of 50 minutes of live virtual interaction and instruction with an additional 30 minutes of live virtual monitoring and support of students as needed twice a week per class.

- Middle school teachers will provide a minimum of 45 minutes of live virtual interaction and instruction with an additional 35 minutes of live virtual monitoring and support of students as needed twice a week per class.
- The live virtual instruction and interaction would take place from 8:00 – 12:20 Monday to Thursday. In the afternoon, students would have at home assignments and teachers would be planning, grading, and communicating with students or parents, etc.

ILA

- Students can apply to attend ILA up to July 31. If additional teachers are needed, the District will fly the positions internally.

Meetings

- Virtual faculty meetings will be once a month on Friday. Subject and Grade Level meetings will be on Friday unless the site decides on a different day.

Attendance

- Teachers shall be responsible for recording daily attendance for the classes they see virtually Monday to Thursday through AERIES. Friday TBD pending the State's guidance.

Grading

- Elementary will return to pre-pandemic standards-based grading (comments optional). Interim progress reports will be completed 4 weeks before the trimester report card.
- Secondary teachers will return to pre-pandemic, standard letter grading. Secondary teachers will complete 10 and 20-week report cards. 5 and 15-week report cards will be eliminated. Secondary teachers will enter grades into Aeries. Grades will be recorded at least every other week.

Leaves

- Leaves will follow the Families First Coronavirus Relief Act for the duration of the MOU.
- If a member is unable to work due to Covid-19 and has exhausted the leaves in the FFCRA, they will be put on paid administrative leave without any deduction from their sick leave.

Evaluations

- Evaluations will be modified and will include a cover letter to acknowledge the challenges of COVID-19 on the learning environment and the modifications to the evaluation form for the 2020-2021 school year.

Substitute Teachers

- Absences must be reported, even on Friday. Teachers will report absences like they would in a normal school year. Subs will be needed Monday to Thursday and coverage will be needed for the one hour of virtual office hours on Friday.

Child Care

- Teachers will have priority for placement in District Child Care.

Horace Mann and Around the Bell

- District Child Care Centers will follow the safety protocols required by State Licensing and will communicate those protocols with staff and parents.

Conclusion of MOU

- The District and BTA agree to reopen the MOU upon request to negotiate changes or adjustments and will negotiate a Phase 2 MOU for hybrid or traditional instruction.
- Distance learning will remain in effect until the Los Angeles County Department of Health, the Los Angeles County Office of Education, or a higher governing board, recommends re-opening based on current health standards and local data.
- This MOU will expire on June 30, 2021 unless extended by mutual written agreement.