

# Letter of Agreement

## Between the Alma Board of Education and the Alma Education Association

This agreement will be made part of the current contract agreement expiring June 30, 2021 and will address the change to Article 24 – Health Benefits and Article 7 – Teacher Hours and Class Load

### Article 24 – Health Benefits

In recognition that health insurance premium rates had a significant increase for the 2020-21 fiscal year, a third health insurance plan will be added as a lower cost option for employees during the open enrollment period of September 2020 with an effective date of October 1, 2020.

The new available plan is listed below:


Blue Cross & Blue Shield PPO #4

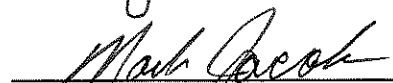
Annual Deductible	\$500/\$1,000
Co-Insurance	20%
Online Visits	\$20.00
Office Co-Pay	\$20.00
Emergency Rm. Co-Pay	\$150.00
Prescription Drug	\$10/40/80

### Article 7 A2b – Teacher Hours and Class Load

Due to early release of 50 minutes, elementary classroom teachers will receive five 30 minute specials each week for planning time during the first trimester.

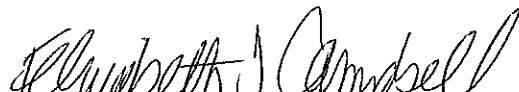
FOR THE BOARD

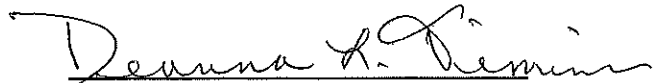
  
\_\_\_\_\_  
Superintendent, Alma Public Schools

  
\_\_\_\_\_  
Finance Director, Alma Public Schools

Date: 8-21-2020

FOR THE ASSOCIATION

  
\_\_\_\_\_  
AEA President

  
\_\_\_\_\_  
AEA Vice-President

Date: 8-21-20

1-12-21  
Copy emailed  
to Beth &  
Deanna,

# Letter of Agreement

## Between the Alma Board of Education and the Alma Education Association

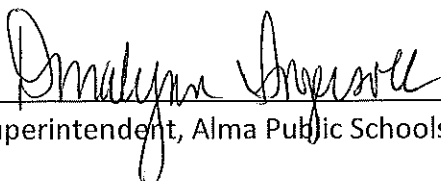
This agreement will be made part of the current contract agreement expiring June 30, 2021 and will address the contract deviation related to Article 16 – Sick Leave.

Paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act ended on December 31, 2020.

The Consolidated Appropriations Act, 2021 signed into law on December 27, 2020 allows employers the option of extending the paid leave provisions of the Families First Coronavirus Response Act (FFCRA) through March 31, 2021.

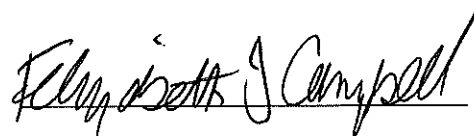
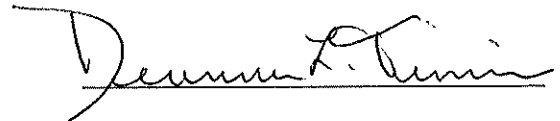
The Board of Education agrees to voluntarily extend the availability of any unused benefits of the FFCRA for the period of January 1, 2021 to March 31, 2021 and the A.E.A. hereby agrees to the extension of this employee benefit.

FOR THE BOARD

  
\_\_\_\_\_  
Superintendent, Alma Public Schools

Date: January 11, 2021

FOR THE ASSOCIATION

  
\_\_\_\_\_  
  
\_\_\_\_\_

Date: 1-11-21

2/22/21  
Copa & H...  
Rosalyn  
Scanned & Approved  
Beth

# Memo of Understanding Between the Alma Board of Education and the Alma Education Association

This Memo of Understanding will be made part of the current contract agreement expiring June 30, 2021 and will address the changes in instructional methods and calendar due to the Alma Education Association's request.

Because a portion of our teaching staff continues to struggle with the concurrent instructional process agreed to in the Continuity of Learning Plan, the Board and AEA agree to the following:

1. Each Wednesday starting November 11th, 2020 through the end of the 20-21 school year will be a student virtual or distance learning day.
2. Teachers will report to their classroom and work their normal contractual day beginning Wednesday, April 7, following the expiration of the MIOSHA Rule of October 14 and the expiration of APS Policy 8450 on March 31, 2021.
3. Teachers will send home assignments with face to face students on Tuesday for Wednesday work.
4. Teachers understand that the same content will be covered during the time period in #1 as would be covered previously without this change in schedule.
5. Teachers will be available to students virtually or by phone on Wednesdays and during the 50 minute early release time.
6. Teachers understand that Wednesday's and the previously allowed 50 minutes at the end of the day are available to schedule IEP meetings and student study teams.
7. Teacher expectations remain as outlined in AG8450.05

Due to the importance of receiving our full State Aid during this year of pandemic instruction, the following contract language is emphasized as relevant and enforceable:

## **ARTICLE 14 - CONTINUITY OF OPERATIONS**

B. Nothing in this article will require the Board to keep schools open in the event of severe and inclement weather or other conditions not within the control of the school authorities and nothing will require teachers to report to work under such circumstances. Should a closing(s), because of conditions not within the control of school authorities, require the scheduling of an additional day(s) of student instruction to meet the annual minimum days of instruction required by law so as to qualify the Employer for full state aid, such instructional additional days will be rescheduled as provided for in the calendar and at the end of the student school year if necessary.

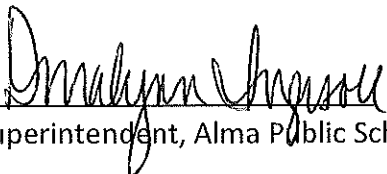
## **ARTICLE 29 - SCHOOL CALENDAR AND MISCELLANEOUS**

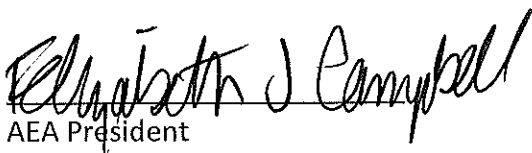
A. Calendar:

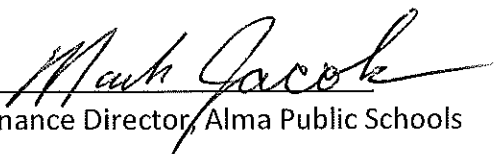
2. Should an emergency or any unforeseen incident cause a total count of less than the state mandated student days and/or hours of instruction, the teachers will work additional time necessary to guarantee the Board of Education the mandated number of count days and hours of instruction in accordance with State law and Michigan accounting directives and procedures.

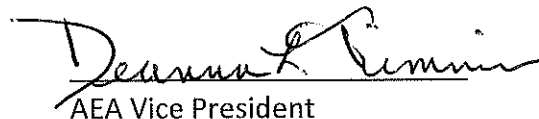
As teachers have indicated the additional time will provide the opportunity to deliver more thorough instruction, address student feedback in a timely manner, address individual student needs on both platforms, complete the additional demands of grading and attendance for POL students, and address the demands of unsustainable work load, data related to the following will be collected and reviewed during the 3<sup>rd</sup> trimester.

- Number of students enrolled in POL.
- Number of students enrolled in POL who are failing 1 or more courses.
- NWEA Reading and Math data K-10
- Other Local Benchmark data currently being collected.

  
Superintendent, Alma Public Schools

  
AEA President

  
Finance Director, Alma Public Schools

  
AEA Vice President

2/19/21  
Date

2-19-21  
Date

Book	Administrative Guidelines
Section	8000 Operations
Title	On-Line Expectations/Remote Work Expectations
Code	ag8450.05 (2)
Status	Active
Adopted	November 24, 2020

## On-Line Expectations (Virtual Format)

### PreK-12 Teacher Expectations/Requirements for Working with Remote Learners

1. On-line learning days count toward 180 required days of attendance.
2. If teaching only virtually, the 50 minutes at the end of each school day is considered "Office Hours" and teachers must be available for parents and students.
3. Daily attendance must be recorded in PowerTeacher, following directions given by building administrator.
4. Grading practices remain. Students will be held accountable for work during this time.
5. All normal operating instructional requirements remain, such as lesson planning and submission, delivery of instruction, grading and recording of assignments, etc).
6. Each teacher must provide a teaching schedule to his/her principal that includes class meetings, recordings, instruction, hours available for contact, etc.
7. Use of Google Classroom/SeesSaw is mandatory for all teaching staff.
8. Your building principal must have access to your Google Classroom(s)/SeeSaw class code or per principal request, be added to Google Meet and/or Zoom video meetings.
9. Building principals may establish a time for lessons to be posted, and/or a time that students must log in.
10. During the 2nd trimester, Wednesdays will be used as a Panthers On-Line planning day ("Flex"). Students will be assigned independent work on Tuesday to complete on Wednesdays.
11. If quarantined or isolated related to COVID-19, you are required to notify your building principal. Contact APS Business Office for leave time conversations. If teaching from home, see "Teacher Expectations/ Requirements for Working from Home" below.

### General Education Teachers

1. At least 1 daily video chat (optional on Flex Wednesday for In-Person learners learning remotely).
2. Daily Instruction for each section/content area. Synchronous teaching/learning is encouraged and supported. Research indicates synchronous learning improves teacher and student engagement, connects teachers and students to a community of learners and provides timely feedback and scaffolding of learning for students.
3. All content delivered will be based on APS approved curriculum and will address established Essential Outcomes at each grade level/content area.
4. Collaboration by grade level/content areas is encouraged and supported.
5. Be flexible, responsive and positive.

### Special Education Teachers

1. Follow all guidelines for IEPs and Contingency Plans

2. Daily Instruction for each section/content area. Synchronous teaching/learning is encouraged and supported. Research indicates synchronous learning improves teacher and student engagement, connects teachers and students to a community of learners and provides timely feedback and scaffolding of learning for students.
3. All content delivered will be based on APS approved curriculum and will address established Essential Outcomes at each grade level/content area. Special Education services will support these content areas.
4. Collaboration by grade level/content areas is encouraged and supported.
5. Be flexible, responsive and positive

## **Specials Teachers**

1. Provide daily activities that families can complete at home, and/or students can complete independently, with at least one activity per special per week/per grade level.
2. Synchronous teaching/learning is encouraged and supported. Research indicates synchronous learning improves teacher and student engagement, connects teachers and students to a community of learners and provides timely feedback and scaffolding of learning for students.
3. All content delivered will be based on APS approved curriculum and will address established Essential Outcomes at each grade level/content area.
4. Collaboration by grade level/content areas is encouraged and supported.
5. Be flexible, responsive and positive.

## **Teacher Expectations/ Requirements for Working Remotely**

NOTE: To work remotely for a quarantine/isolation due to COVID-19, you must be able to meet the requirements above for Virtual teaching. If you are able to do so, you do not have to use leave time for the period of our quarantine/isolation related to COVID-19. If you are not able to do so, or you do not meet the expectations/requirements while working from home, please contact the APS Business office to discuss leave options.

NOTE: To work from home during a school closure, you must be able to provide evidence that you have all resources available to you in your classroom in your established home workstation, and must be able to meet all requirements above for virtual teaching.

1. Establish a workstation that includes the following resources
  - a. Reliable internet
  - b. Computer
  - c. Dry erase/white board
  - d. Document Camera
  - e. Microphone and video capability
  - f. Access to PowerTeacher
  - g. Textbooks/Teacher manuals
2. Document your work environment and virtual instruction competency by holding a ZOOM or Google Meet meeting from your home with your principal.
3. Working remotely is defined as working from your home, where you have an established work environment. It is expected that you will remain close enough to your physical work location to provide timely access to school resources should something happen to your resources at home, or should your physical presence be required at the building to accommodate district and/or student needs.
4. Follow all expectations/requirements above for virtual teaching

\*If at any time a teacher is not meeting the expectations/requirements for working remotely, he/she may be required to work from the building.