

MEMORANDUM OF UNDERSTANDING BETWEEN THE HEMET TEACHERS ASSOCIATION
AND
HEMET UNIFIED SCHOOL DISTRICT
Summer Learning 2021

The Hemet Unified School District ("District") and Hemet Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the summer school/summer learning for Summer, 2021.


The District and the Association agree to the following:

1. It is expressly understood that the District will offer summer school and summer learning based upon student need/interest.
2. Attached as Exhibit A is a document negotiated between the District and HTA that covers the negotiable impacts and effects of the implementation of summer school/summer learning for Summer, 2021. The terms included in Exhibit A prevail over conflicting terms in the Collective Bargaining Agreement and Reopening MOU.
3. Terms of Agreement:


3.1 This agreement shall expire July 30, 2021. The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree. This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

3.2 All components of the current CBA between the Association and the District not addressed by the terms of this agreement shall remain in full effect.

3.3 This agreement is subject to ratification by the Association and the HUSD Board of Education or designee.

Hemet Teachers Association


4/28/2021
Date
Tamara Jaimez
Lead Negotiator
Hemet Teachers Association

Hemet Unified School District


4/28/2021
Date
Derek Jindra, Ed.D.
Assistant Superintendent of Human Resources
Hemet Unified School District



Appendix A Summer Learning Programs

Key: Elementary = Gray, Secondary = White, General = Blue

Topic	Summer Learning <small>(SUMMER SCHOOL, ESY, SUMMER JAM, JUMP-START, EXTENDED LEARNING, Etc.)</small>
Programs, Timeframe, and Workday	<p>The following programs are currently planned for summer 2021 (offerings/sites will be determined by need, funding, and staffing):</p> <ul style="list-style-type: none"> ● <u>Elementary Summer School:</u> <ul style="list-style-type: none"> ○ Summer School focus: Literacy ○ Dates: Teacher Prep Day/Staff meeting: June 8 ○ June 9 - 29 ○ Teacher Hours: 5.0 ○ Counselor Hours: 4.5 typical (variable days/schedule) ○ Sites: Various sites by need, currently: Bautista Creek, Jacob Wiens, Harmony, Hemet EI, Cottonwood, Hamilton ES, Idyllwild ○ Nurse: 7 hours (centrally located, variable schedule as needed, shared with secondary) ○ Additional personnel as needed <p>All employees are expected to report to the sites and provide professional service from the site for the duration of the program.</p> <ul style="list-style-type: none"> ● <u>Jump-Start/Roundup - TK, K & 1 (extra duty opportunity):</u> <ul style="list-style-type: none"> ○ All elementary sites are eligible ○ July 26 - 30 <ul style="list-style-type: none"> ■ Teacher Hours: up to 4.5 daily ■ Nurse: 7 hours (centrally located, variable schedule as needed, shared with secondary) <p>Jump-Start/Roundup Focus: TK/K/1 students to become familiar with routines and procedures. (Site created to meet student needs.)</p> <p>All employees are expected to report to the sites and provide professional service from the site for the duration of the program.</p> <ul style="list-style-type: none"> ● <u>Summer Jam After School Program (TK-8):</u> <ul style="list-style-type: none"> ○ Classified Staff only



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- **Think Together High School After School Program:**
 - Non-represented staff hired through Think Together
- **Secondary Summer School**
 - Dates: Teacher Prep Day/Staff meeting: June 8
 - June 9 - July 7
 - Middle School Summer School Sites:
 - Acacia, Dartmouth, Diamond Valley, Rancho Viejo
 - Teacher Hours: 4.5 hours
 - Counselor: 4.5 hours (variable days)
 - High School Summer School Sites:
 - AOI, Alessandro, Hamilton, Hemet, Tahquitz, West Valley
 - Teacher Hours: 7 hours
 - Counselor: 7.5 hours (variable days)
 - Summer School District Nurse (DO)
 - 7 hours (centrally located, variable schedule as needed, shared with secondary)
 - Other staff as needed

All employees are expected to report to the sites and provide professional service from the site for the duration of the program.

- **Site Extended Learning Opportunity Orientation (Secondary as needed): Extra Duty Opportunity**
 - All secondary sites are eligible
 - July 26-30
 - Teacher Hours: up to 4.5 daily
 - Nurse: 7 hours (centrally located, variable schedule as needed, shared with secondary)

All employees are expected to report to the sites and provide professional service from the site for the duration of the program.

- **ESY (Pre K - 21 yrs):**
 - Teachers June 8th-June 30th (8th is teacher prep/staff meeting and the 30th is a half day teacher close out)
 - Students June 9th - 29th



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	<ul style="list-style-type: none"> ○ Students are 5.25 hours per day ○ Teachers 6 hours per day ○ Support Personnel (variable schedule and days according to need): Nurse, Speech Pathologist, School Psychologist, APE Specialist, Gen. Ed. Teacher, Pre-School Teacher, Behavior Specialist ○ Aides 5.75 hours per day ○ Sites: Bautista, Acacia, Lifeworks, Pre-K assessment at Alessandro, high school students at valley high school campuses ○ Additional personnel as needed <p>All employees are expected to report to the sites and provide professional service from the site for the duration of the program.</p>
Secondary Bell Schedule	<p>Sample Middle School Schedule (may change according to need):</p> <p>Breakfast: 8:00-8:25 Pass: 8:25-8:30 Class: 8:30 - 11:00 Lunch: 11:00 - 11:25 Pass: 11:25 - 11:30 Class: 11:30 - 1:00</p> <p>Sample High School Schedule: Start times and lunches (may change according to need)</p> <p>Breakfast: 7:00-7:25 Pass: 7:25-7:30 Class: 7:30 - 11:00 Lunch: 11:00 - 11:25 Pass: 11:25 - 11:30 Class: 11:30 - 1:00</p>
Secondary Instructional Model	<ul style="list-style-type: none"> ● Summer School (general education): Students shall attend in-person during the entire duration of the summer school program. ● ESY Summer School: Students may attend in-person or virtually (in accordance with the IEP) with typical class configurations.



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Elementary Bell Schedule	<p>Sample Elementary Bell Schedules (may change according to need):</p> <p>School Start: 7:35 AM Nutrition/Break: 8:45 - 9:15 AM Break, as needed End: 11:35 AM (Grab and Go Lunch)</p>
Elementary Instructional Model	<ul style="list-style-type: none"> ● <u>Summer School (general education)</u>: Students attend in-person during the entire duration of the summer school program. ● <u>ESY</u>: Students may attend in-person or virtually (in accordance with the IEP) with typical class configurations. ● <u>Jump-Start/Roundup - TK, K & 1</u>: Students shall attend in-person during the entire duration of the Jump-Start/Round program.
Safety/Hygiene Expectations	<ul style="list-style-type: none"> ● Classroom capacity (max) will be determine by the following criteria: ● Per state guidelines, student chairs should be arranged 3' ft apart (or further apart if state guidelines require). The distance between teacher and other staff desks must be at least 6' away from student desks. ● Regularly wash/sanitize hands, at minimum when transitioning from one location to another around campus ● Hand sanitizer pump in every classroom. ● Protocols from M & O - Classified employees (lunch duty supervisors) will assist with sanitizing tables between lunches. Students will not be able to assist with cleaning tables. ● District will develop student mask protocol (storage and exemption). ● The site will provide masks. If students refuse to wear one, they would need a doctor's exemption (Same process as exemption from immunizations). Sites shall adhere to CDPH/County Health updates related to face coverings should they change. ● Elementary to eat breakfast inside the classroom and lunch will be a grab and go. ● Staff to utilize active screening process (no-contact temperature check and answering screening questions) - For contact tracing purposes staff shall enter positive answers from the screening form or current questions from CDPH/County into the Frontline tracking app and report to supervisor).



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Transportation	<ul style="list-style-type: none"> • Multiple loading zones to space students for loading/unloading students Spacing on busing for social distancing (excluding specialized seating). • Siblings/Household seated together (excluding specialized seating). • Social distancing markings at loading zones. • Extra Masks for students on the bus. • Health screening before students enter buses-screening questions posted, non-contact temperature taken • Students with elevated temperatures (and no parent/guardian present) shall be transported to the school site. These students shall be separated to a designated area with social distancing.
Student Screening	<ul style="list-style-type: none"> • Take student temperatures (no-contact) upon entry and post-screening questions as students enter through designated entry points. Families are to continue with home screening. • District to develop clear communication and protocols for screening that are built into daily routines at home and school.
Secondary Arrival	<ul style="list-style-type: none"> • District to draft communication to parents/students- video- from the student point of view to instruct kids on how to stay safe-extend to parents and community. • District to create screening questions to display at all entry points, campus driveways, and marquee. • Floor markers on ground to maintain social distancing while students are waiting to enter school.
Secondary Dismissal Routines	<ul style="list-style-type: none"> • Site shall determine areas for pick-up/buses and utilize multiple exits. • Students must proceed directly off campus; gates to be closed immediately after campus is cleared after dismissal except to sanctioned activities.
After School Programs	<ul style="list-style-type: none"> • Summer Jam (SAFE AFTER SCHOOL PROGRAM) shall be online/virtual K-8. Think Together (high school) will be in-person. Program personnel will run both programs.
Elementary Arrival/ Dismissal Routines (including screening routines)	<ul style="list-style-type: none"> • The District/Site shall provide specific information to be communicated to parents regarding arrival and dismissal procedures. • District/Site shall provide signage (arrows, dot or X'S) to be placed on the ground that is visible at entry/exits. • The District shall make hand sanitizer available to students when entering campus. Students will arrive/depart on campus through various entry/exit points to limit exposure. • Site administration shall communicate with parents when campus is open for the arrival of students. Those who arrive early will be socially distanced on campus until school is open for all. • Teachers shall supervise student arrival both 15 minutes before and 15 minutes after school. • Teachers shall walk their students out at dismissal and wait with their students at a designated pickup site.



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Secondary Breakfast/ Lunch Routines - Students at School	<ul style="list-style-type: none"> ● Markers to promote social distancing shall be on the floor to indicate where to stand in lunch lines. ● Breakfast shall be provided before the school day begins. Breakfast and lunch shall be eaten outside. ● During inclement weather the site shall utilize large indoor spaces, properly spaced tables, ability to use classrooms (if needed), supervision provided by administration and classified staff--to include clean up (students will be asked to clean up after themselves and wipe down their lunch area with special consideration to classrooms). ● No salad bars or share stations; all pre-packaged and/or portioned lunches will be provided (grab and go to the cafeteria or other location to eat).
Elementary Breakfast/ Lunch Routines - Students at School	<ul style="list-style-type: none"> ● Breakfast will be served in the classrooms. ● Breakfast trash to be collected in a provided bag (delivered daily) and set outside the classroom for pick up. ● All meals to be pre-packaged and/or portioned. ● Students will have a grab and go lunch provided
Meal Distribution - Students at Home	<ul style="list-style-type: none"> ● Meal distribution to take place on a day/or a time that does not conflict with instruction, if applicable.
Secondary Passing Period Routines	<ul style="list-style-type: none"> ● One way direction in hallways, when possible. ● Certificated staff to wipe down high contact areas. ● Teachers at door when possible.
Secondary Restroom Routines	<ul style="list-style-type: none"> ● The District shall provide signage in the restroom promoting hygiene routines; bathroom capacity. ● Sites shall place Social Distance markers in the restroom. ● Sites shall place markers outside restroom for social distancing. ● Classified staff monitor restroom. ● The site shall provide hall passes that are one-time use and disposable. ● Restroom checks to be done according to district sanitization schedules determined by M&O. ● The District shall provide hand sanitizing stations outside restrooms or on campus.
Elementary Restroom Routines	<ul style="list-style-type: none"> ● The site shall place marks on ground for social distancing. ● The site shall provide lessons to teachers to teach restroom procedures to students and frequently revisit. ● Increase staff (certificated and classified) presence for monitoring during recess. ● Restroom checks to be done according to district sanitization schedules determined by M&O. ● The District shall provide hand sanitizing stations outside restrooms or on campus. ● Sites will develop a detailed restroom plan (including restroom logs in each classroom).



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	<ul style="list-style-type: none"> ● Sites will place signage in the restroom promoting hygiene routines; bathroom capacity.
<p>Secondary and Elementary Contact Tracing</p>	<ul style="list-style-type: none"> ● Per Health Department guidelines ● Contact Tracing managed by Health Services and Risk Management. <ul style="list-style-type: none"> ○ Schools are required to do our own contact tracing using the Frontline module (case manager) that links to AERIES which will open a case and tells us who may have been exposed and trace to other students and staff, Frontline will generate notification letters. ● Training shall be provided to those assisting in this process (internal or external). ● Communication and awareness provided to all involved in contract tracing. ● Beginning January 1, 2021 AB 685 shall be in effect (notification to all stakeholders regarding a positive COVID case). ● Employees may utilize leave pursuant to SB 95, if available, during any mandated quarantine/isolation period.
<p>Routine in case of ill student or exposure</p>	<ul style="list-style-type: none"> ● The District shall set up isolation room locations at all sites for students who are exhibiting symptoms. ● Student shall be sent to an isolation room until the parents can pick up their child. ● Additional staff to be provided at sites with one Health Tech, as necessary. This could include additional health techs, HIA's, or District Nurses (provided the medical needs of caseloads are met).
<p>Sanitizing Routines</p>	<ul style="list-style-type: none"> ● Staff Responsibilities: <ul style="list-style-type: none"> ○ Restroom: This is not required by certificated staff, but frequent cleaning by classified staff is recommended. At a minimum, bathrooms should be cleaned thoroughly daily per RCDPH guidelines. ○ Recess (elementary): Recess equipment must be sanitized between use. ○ Lunch process <ul style="list-style-type: none"> ■ Lunch tables and benches wiped down with sanitizing water between lunches by classified staff. ○ Classroom: <ul style="list-style-type: none"> ■ Plastic barriers shall be utilized on all student desks. ■ Staff shall clean frequently touched areas (District shall provide District approved cleaning supplies). ■ Staff shall minimize what students touch. ■ Social Distancing markers shall be placed outside of classrooms, where practicable (a conversation with HTA is to be held in the event this is not possible for an agreed upon solution). ■ Scheduling shall occur to assure deep cleaning between student groups (deep cleaning is subject to change but is currently scheduled to take place on Wednesdays). ● Student Responsibilities: <ul style="list-style-type: none"> ○ Between Periods- Students shall wipe down their work area at the start and end of the period.



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	<ul style="list-style-type: none"> ○ Classroom- Students and staff shall maintain 3' social distancing (or greater if required by state guidelines), where practicable or whatever CDPH/County Health requires.
Secondary-PE	<p>Summer School PE:</p> <ul style="list-style-type: none"> ● Locker Rooms remain closed ● Student report to school dressed out for PE ● Athletic facilities can be used following the capacity guidance with respect to tier
Other Staff who provide services outside of a classroom teacher (examples-Speech, OT, APE, MHP, Counseling, etc.)	<ul style="list-style-type: none"> ● All employees are expected to report to the sites and provide professional service from the site for the duration of the program.
Secondary School Supplies	<ul style="list-style-type: none"> ● Students shall be provided with their own supplies. ● Items that can be cleaned between uses can be used if cleaned per RCDPH guidelines. ● Students will utilize their own school supplies and keep their belongings separate or in their backpack throughout the day. ● Students are encouraged to bring a bottle to school that can be refilled from one of our water filling stations on campus. ● Students shall bring and take home their respective Chromebook and charger each day to class. ● Up to two additional chargers shall be provided to classroom teachers for classroom use. ● Teachers shall utilize professional discretion on what hands-on activities can be provided given social distancing expectations and safety protocols (virtual or in-person) in accordance with RCDPH guidelines.
Elementary School Supplies	<ul style="list-style-type: none"> ● Sites shall provide individual storage for student supplies (e.g. pencil box or plastic baggies). ● Technology shall be available at sites. ● District shall create a video instructing students to use their own supplies and not share materials. Teachers shall show this video during class.
Library/Media Procedures	<ul style="list-style-type: none"> ● High School Library open for textbook distribution as needed. ● When students return books to the library, books shall remain in a return box for at least 24 hours before



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	re-shelving them. (Refer to RCDPH guidelines).
Substitute Teacher	<ul style="list-style-type: none"> ● Subs shall report to campus in person. ● Emergency Sub Plans shall be maintained. ● Bargaining Unit Members shall provide lesson plans to substitutes for day-to-day absences. ● Both the District and Bargaining Unit Member shall make every effort to schedule the same sub for consecutive day absences. ● Substitutes are allowed to “rove” in different classes in the same day.
Volunteers/Visitors	<ul style="list-style-type: none"> ● No visitors shall be allowed on campus beyond the front office, unless they have approval by site administration or designee. ● Front office visitors: <ul style="list-style-type: none"> ○ No non-essential deliveries to students (including food deliveries) ○ Encourage appointments ○ Contained to front office ● Visitors on Campus (excluding elementary Jump-Start) <ul style="list-style-type: none"> ○ No non-essential visitors on campus: <ul style="list-style-type: none"> ■ including family members of staff visiting classroom ■ including volunteers ○ Essential Visitors: <ul style="list-style-type: none"> ■ Required service providers for students with disabilities, when possible contain to the front office
Screening for Adults	<ul style="list-style-type: none"> ● District will implement Mandatory COVID Testing in accordance with CDPH/Riverside County guidelines, if any: <ul style="list-style-type: none"> ○ No out of pocket cost to employees for the test. ○ Testing will occur during the employee’s work day. ○ If applicable, employees being tested in accordance with the District program will be paid mileage at the IRS rate for travel to the testing location. ● District to provide a method to report that employee was tested. Employee to report any positive test results to the District. ● All staff to do daily self screening at home: <ul style="list-style-type: none"> ○ Answer the passive screening questions contained in the Frontline App. ○ Active screening shall occur upon entering any district facility, which shall include a no-contact temperature check. <p>If an employee responds affirmatively to any of the screening questions, or displays an elevated temperature, they shall enter their absence into the Frontline system. These entries will be kept confidential.</p>



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