

**Memorandum of Agreement Between**

**The Brookline Educators Union and the Public Schools of Brookline**

**For Work Responsibilities during COVID-19 Emergency (2019-2020 School Year)**

The Public Schools of Brookline (PSB) and the Brookline Educators Union (BEU) understand that this national emergency is a time of great stress, and are committed to working closely and collaboratively together in the best interests of all of our students, families, and staff. Per the statement made by the Department of Elementary and Secondary Education (DESE) in the Commonwealth of Massachusetts, *“Although schools must suspend in-person educational operations, staff should be planning for how best to equitably provide alternative access to student learning opportunities during this period and potentially beyond.”* Additionally, DESE *“will work in partnership with schools and districts to develop strategies and resources to sustain learning and vital services through this closure period.”*

During this emergency, both the PSB and the BEU will do the best that they can to provide alternative access to student learning opportunities, and to sustain learning, in the context of the challenges posed by the global pandemic. We recognize that all stakeholders are facing a wide range of personal and professional challenges, and the PSB and the BEU are committed to working together to establish a collaborative and supportive working environment for staff, and educational experiences for students.

**DISTRICT RESPONSIBILITIES**

The PSB agrees to provide full pay to all employees represented by the BEU and recognized by the collective bargaining agreements between the PSB and Unit A, Unit B and Paraprofessional Unit at the same intervals that they expected to be paid for the remainder of their work year regardless of whether school is in session including longevity and stipends for work that has started by March 13, 2020. Employees shall receive this pay only and shall not be eligible to receive any additional compensation for any work performed or professional development attended during the school closure. Days during any school closure due to the COVID-19 emergency shall be considered work days for all employees, except for the number of make-up days as may be required by the Massachusetts Department of Elementary and Secondary Education/Commonwealth of Massachusetts.

The PSB and the BEU shall develop a two-phase approach to provide educational opportunities, engagement, and enrichment to Brookline students. The PSB will oversee and support the coordination of curriculum content, communications, materials, and technology access, as well as special services. The PSB will engage in a needs assessment to rapidly assess BEU members’ needs (ex. materials, introductory training) in order to ensure their participation in the two-phase approach. As necessary, the PSB and the BEU will collaboratively identify additional administrative, technological, materials and other support to support the BEU unit members in their work activities.

During the school closure supervisory relationships shall remain in place. The PSB agrees that no employee shall be evaluated on work performed during the school closure. The PSB understands that, due to the mandatory school closures resulting from state and municipal Declarations of Emergency, BEU members are being asked to use their work days to engage in new modes of work. PSB is committed to providing encouragement and support for educator autonomy, creativity, and collaboration in their work during school closures. BEU members shall engage in the work, beginning March 23, outlined below to the extent possible given that they may be ill or need to care for others.

If feasible, the PSB will designate restricted area(s), date(s) and time(s) during which BEU members can enter school buildings to retrieve materials and equipment necessary for their work, unless prohibited by local public health authorities, state or federal authorities.

Safety of PSB employees and our community is a top priority. The PSB in conjunction with local, state and national guidance will make a determination as to when the school closure period will end. Prior to that determination, no staff will be required to enter school buildings or work face to face with others.

The PSB is committed to the right to privacy for all BEU members. If any employee becomes ill and is unable to fulfill their work responsibilities, they will notify their building principal and/or supervisor and report absences on AESOP (via phone or online). From March 13, 2020 until April 27, 2020 employees shall be held harmless for reporting absences (including but not limited to: the use of sick leave; use of family sick leave, need for medical documentation; and disciplinary or supervisory action). This does not include employees who, prior to March 13, 2020, were on unpaid leave, or employees who were on paid medical or parental leave. The former will continue on unpaid leave, the latter will continue to use their accumulated sick days or sick leave bank days until the end of their scheduled absences. This absence policy shall remain in effect past April 27, unless either party requests negotiations on this topic and until a new agreement is reached.

The PSB understands the importance of equitably assigned work.

### **All BEU MEMBERS**

Employees shall engage in the below-referenced activities for a minimum of twenty hours per week, up to the total number of work hours in a typical work week pursuant to their CBA. Part-time employees shall engage in the below-referenced activities for the number of hours proportional to their part-time status. No employee is authorized to perform work on an overtime basis unless agreed upon in writing by a Supervisor in advance.

PSB may ask for volunteers from all units to distribute food and Chromebooks to PSB families.

Any employees required in writing to use a telephone for any of the above duties shall be provided with a district telephone.

The PSB and BEU shall continue their discussions regarding the current health emergency, employee work responsibilities, and transitions needed to return to the buildings and restart of normal operations at the conclusion of the health emergency.

**UNIT A** (excluding those referenced below)

Staff are expected to:

- Connect or attempt to connect with the students that they teach at least two times per week.
- Bring any student concerns to their Principal and/or Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Be accessible to staff, students, and families via PSB supported electronic communication accounts and conferencing services, or educator preferred forms of communication during school hours.
- Monitor emails from staff, student or family daily and respond to emails from staff, student and family in a timely fashion.
- Contribute to the development of academic opportunities, engagement, and enrichment resources. Teachers will update educational resources weekly via PSB supported platforms.
- Consult with appropriate educators, specialists, and families regarding student accommodations, as necessary.
- Collaborate with staff, educators, school administrators, and PSB administrators as necessary.
- Voluntary participation in approved online training/professional development for the purposes of facilitating learning during this school closure is encouraged.
- Comply with reasonable directives from their Principal and/or Supervisor.

**UNIT A: GUIDANCE, ASSOCIATE DEANS, and SOCIAL WORKERS**

Guidance counselors, associate deans, and social workers are expected to:

- Provide communication with students in their caseloads, and provide remote guidance, social work, and other support to students in their caseloads.
- Provide remote consultation, guidance and social work support to educators and/or administrators in the service of students.
- Bring any student concerns to their Principal and/or Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Be accessible to students and families via PSB supported electronic communication accounts and conferencing services, or educator preferred forms of communication.
- Monitor emails from staff, student or family daily and respond to emails from staff, student and family in a timely fashion.

- Provide remote guidance and support on matters pertaining to scheduling, course advising, college advising or other personal or educational issues that may arise during school closure. Work with students and families regarding applications and acceptance to private schools, colleges or transfers as educators would under normal conditions in their buildings.
- Be available to collaborate with Unit A members, PSB administrators and all other BEU members.
- Voluntary participation in approved online training/professional development for the purposes of facilitating learning during this school closure is encouraged.
- Comply with reasonable directives from their Principal and/or Supervisor.

#### **UNIT A: NURSES**

Nurses are expected to:

- Monitor emails from staff, student or family daily and respond to emails from staff, student and family in a timely fashion.
- Alert administrators about health concerns of students.
- Bring any student concerns to their Principal and/or Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Collaborate with colleagues regarding HOA (Health Office Anywhere, the PSB electronic health records) needs, reviewing and revising lists and working toward consistency in documentation.
- Collaboration with Brookline's emergency operation center and Brookline's public health department as interested and able.
- Comply with reasonable directives from their Principal and/or Supervisor.

#### **UNIT B**

Unit B Administrators are expected to:

- Be available to provide remote coordination, support, and supervision to Unit A members, paraprofessionals, administrators, and other PSB employees.
- Connect or attempt to connect with the students that they teach two times per week (where applicable).
- Bring any student concerns to their Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Be accessible to staff, students, and families via PSB-supported electronic communication accounts and conferencing services, or educator preferred forms of communication.
- Monitor emails from staff, student or family daily and respond to emails from staff, student and family in a timely fashion.

- Contribute to the academic opportunities, engagement, and enrichment resources the PSB is compiling and disseminating.
- Consult with educators, specialists, and families.
- Collaborate with staff, educators and PSB administrators.
- Voluntary participation in approved online training/professional development for the purposes of facilitating learning during this school closure is encouraged.
- Employees shall complete all aspects of evaluations that reasonably can be completed based on teacher work that has been performed prior to the school closure. If necessary, employees shall participate in telephone or web-based conferencing with willing employees whom they evaluate.
- Comply with reasonable directives from their Principal and/or Supervisor.

### **HELP DESK PARAPROFESSIONALS**

Employees are expected to:

- Be available daily to provide remote technical support to staff during school hours. Remote help desk support may be performed from home.
- Bring any student concerns to their Principal and/or Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Voluntary participation in approved online training/professional development for the purposes of facilitating learning during this school closure is encouraged.
- Comply with reasonable directives from their Principal and/or Supervisor.

### **STEPS TO SUCCESS PARAPROFESSIONALS and METCO PARAPROFESSIONALS**

These educators are expected to:

- Provide remote support to students on their caseload on an as needed basis, during regular school hours.
- Connect or attempt to connect with the students at least two times per week.
- Be accessible to staff, students, and families via PSB-supported electronic communication accounts and conferencing services, or educator preferred forms of communication.
- Monitor emails from staff, student or family daily and respond to emails from staff, student and family in a timely fashion.
- Bring any student concerns to their Principal and/or Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Voluntary participation in approved online training/professional development for the purposes of facilitating learning during this school closure is encouraged.
- Comply with reasonable directives from their Principal and/or Supervisor.

**All OTHER PARAPROFESSIONALS**

Employees are expected to:

- Monitor emails from staff, student or family daily and respond to emails from staff, student and family in a timely fashion. Work on assigned projects and/or assignments from the employee’s supervisor.
- Be accessible to consult, collaborate and/or support the classroom teacher.
- Bring any student concerns to their Principal and/or Supervisor; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Voluntary participation in approved online training/professional development for the purposes of facilitating learning during this school closure is encouraged.
- Comply with reasonable directives from their Principal and/or Supervisor.

*This agreement will end at the conclusion of the 2019-2020 school year or when the 2019-2020 school year school closure ends, whichever occurs first, and does not set precedent.*

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Julie Schreiner-Oldham, School Committee Chair  
School Committee Chair

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Jessica Wender-Shubow  
BEU President

Date:

Date: