

MVEA/MVUSD Distance Learning MOU FAQ:

1. **How does the MOU apply to interns and Emergency credential people?** They're covered until June 30th.
2. **If we are someone that is higher risk and/or has a medical condition, who do we send the information to in HR?** Presently no one in our bargaining unit is being asked to come into their work sites. If that were to happen to a member in this category, they should email nvaught@mvusd.net and rverdi@mvusd.net.
3. **How do we indicate to the District that we are doing Distance Learning or Paper-Pencil?** Unit Members should indicate their preferred Distance Learning Platform to their administrator via email and/or phone call during the week of April 6th-10th. Professional Development Specialists can assist you in determining which platform is the best fit for you and your students.
4. **If I am using paper-pencil, what is the process to get it printed and where do I send it? Who will be distributing the papers? How will parents receive the papers? Will families be required to print their own packets?** Teachers will need to create a weekly packet using PDF documents and email them to the Site Admin. Site Admin will print and disperse packets during a designated time for parent/student pick up. Teachers **WILL NOT** be asked or required to go to their site to make packets. Teachers will need to notify parents of the process of picking up packets. Finished packets will not be returned to teachers as a way to avoid cross-contamination. To prepare packets for printing from home, please use this District provided Google Form to fill out your order (you must be logged into your District Google Classroom or Drive account before accessing the link): <https://docs.google.com/forms/d/e/1FAIpQLSeZGcWa8Mh-UiG9Wl0dFEjxZ0f11rX1uL8T1P9ZauRARpgYg/viewform>
5. **What happens with TK - 2nd grade lessons?** See #4
6. **Can packets be created monthly?** Yes, they could, but the teacher is still responsible for assigning two lessons per week.
7. **Is it okay to use our personal computers?** Yes, but MVEA recommends using District computers. If needed, members may request to check out a Chromebook from the District to use during this time.
8. **Will my administrator have access to my Google Classroom?** Yes, but it is not evaluative.
9. **How do we get a device to do Distance Learning? What types of devices can be used?** Please notify your Site Admin that you are in need to check out a device, ie, Chromebook, laptop (if available), etc. If necessary, you can arrange a time to pick up your Desktop.
10. **Will the district be providing laptops? Where/how do I check out technology?** If you are issued a District laptop or a desktop, you can use either one of those. If you don't have either one of those, you can check out a Chromebook from the District to use during this time.
11. **Some of my lessons are on my Z Drive on my computer. How do I get access to those?** Members will need to contact the MVUSD IT department.
12. **Will there be a way for K-2 to get devices?** District is in the process of providing devices to 1st and 2nd grade students this week.
13. **How do we reach/engage with students who do not have internet access?** Members may need to work with Site Admin to create paper packets. The District is working on ways to create access for all students, ie., hotspots, etc. Since information is

consistently changing we will continue to provide updates on access to internet and technology resources.

14. **What is being done for English Language Learners speaking students?** The English Language Learner department will be working and providing services for these students. District training is being offered for Distance Learning of ELL's..
15. **Where do we find information to connect with our students?** Use "Q" system. Professional Development will be providing training during April 6th - 17th.
16. **Do teachers create lessons or are lessons being created?** Teachers create lessons, but Professional Development will be able to provide support and may share resources.
17. **How much content are teachers supposed to prepare?** That is up to each member's professional judgment.
18. **Am I required to do live or recorded lesson delivery via Zoom, Google Hangouts, etc?** No, each member will be able to do lesson delivery based on their own comfort level. There will be Professional Development to show proper protocols and guidelines if members choose to do live lesson delivery. MVEA does not recommend doing live lessons.
19. **How do we initiate contact with the classes? Will the district be sending out information on where to find lessons, etc. on April 20?** The District has already started the process of reaching out to families. Members will also need to contact their students to inform them of where to find their assignments (paper-pencil, virtual, etc.)
20. **Is there a way to get Youtube staff accounts so that we can put content on there? Also, is there a way to get websites unblocked so they can be used?** Professional Development is looking into YouTube access and restrictions.
21. **What if I use a different program besides the ones mentioned, i.e. Remind 101, Khan Academy, Canvas, Seesaw, can I continue to do so?** The District has stated that if members are using a program already, they may continue to do so.
22. **Are assignments to be graded? Can we award extra credit so as to not lower grades?** Yes, assignments are to be graded. Awarding extra credit could be a way to improve the grades of students. Students are to be "held harmless" for their grades, meaning that the student's grade may not be lowered, but it can be improved upon.
23. **When are my grades due?** For secondary, the 3rd quarter grade posting date has been moved to April 15th at midnight. For alternate ed, the deadline has been extended.
24. **What about Alt. Ed? The new term starts on April 6. How do we handle the start of a new term?** All students shall be held harmless - the grade they have today cannot be lowered, however the student has the opportunity to improve the grade based on teacher recommendation.
25. **How will elementary teachers determine grades?** All students are "held harmless", meaning the work completed can only help to improve their grades, while incomplete work can't be used to lower their grades.
26. **Are we required to provide distance learning but NOT required for students to participate?** Correct. Students ARE NOT REQUIRED to do Distance Learning. However, those that do will be able to improve their grades and receive enrichment learning opportunities.
27. **Will long term subs be continuing to teach the classes for members out of their classrooms?** Yes, unless the member returns to full time status. The District will determine how this will be accomplished. Students will not be given to a different teacher's class/caseload.
28. **How do I access the items/resources that I may need in my classroom?** Members will need to make an appointment with site admin before going onsite to retrieve items from their classroom.

29. **Will students be able to pick up resources (textbooks,etc.) from their classrooms?** Teachers should contact their Administrator to make an appointment to be given classroom access to retrieve materials.
30. **What are the guidelines for counselors? Do counselors have to contact students 3 times a week?** This is a work in progress. Counselors will need to use District-approved platforms to communicate to students and parents. Contacts may be supporting students, teachers, Admin, etc. However, they are not expected to contact students 3 times a week. At a minimum, counselors should make contact (maybe via email) with students on their caseload once a week.
31. **What is the monthly \$25 stipend for? How will the stipend be justified? Will we need to provide some type of timesheet, etc., to justify the stipend?** This is a stipend to help pay for a member's internet/data usage costs for Distance Learning. There is no timesheet needed to justify it. As stated in the MOU, the \$25 stipend is for members participating in the Distance Learning program utilizing any District-approved online platform, but other unit members may be eligible on a case by case basis. Members using a paper/pencil model do not qualify for the \$25 stipend.
32. **What do we do with unresponsive students/families? Can we use Google Voice since some parents don't respond to email?** Yes, or "Q" can help send texts, emails, and robocalls for you. Please continue to work with site admin on how to reach families. It is not a member's responsibility to track down students.
33. **Will I be able to condense my workweek to 3 days per week?** The MOU is set up for flexibility so that members can do their minimum 2 lesson deliveries and 1 session of office hours on whatever days/times are convenient for them. Each member will get to determine what that looks for each of their personal circumstances.
34. **Who sets the contact time for office hours? How does the district recommend conducting office hours?** Office Hours are done by teacher preference. It is recommended to coordinate your office hours with your colleagues and your site admin so as the best way to support students. Office hours can utilize any District-approved platform, ie, email, Google Classroom, etc.
35. **What about 1/6 teaching assignments? Will they continue?** Yes, these assignments will continue, and members will be responsible for the same instruction as those without 1/6 assignments.
36. **What is happening with the Credit Recovery and Summer school programs?** Credit recovery should continue using the existing online platform. Summer school is still being worked out.
37. **Will Credit Recovery continue?** Yes, credit recovery will continue as it has been so that students may recover those classes.
38. **How will Home Hospital students receive services? Do we still need to log the time to be paid?** Please contact CWA, Amanda Deniston, to find out how these students will receive services, etc.
39. **Will student teachers be included in distance learning training and continue their hours?** MVEA will follow up with the District to determine if/how this will be done. Student teachers are being allowed to participate in DL training as space permits.
40. **What happens with student retention?** Members will need to speak with their site admin about how to move forward with this if it is still the case.
41. **How does this work for members on split teaching assignments?** Members will need to work with their assigned student caseload at each site.
42. **Will we be required to take attendance for students?** Not at this time
43. **If a member is doing Facilitator work (ie-Title 1, EL, etc.) can they still claim the hours to get paid?** Yes, email the necessary documents with the proper signatures.

44. **Do members have to keep a timesheet to continue to receive their regular pay (ie, creating packets, lesson delivery, etc.)?** No, it is not required to document a member's time. Members continue to be in paid status.
45. **Will suspended evaluations be moved to next school year?** No, the evaluation cycle will remain on the same cycle starting next school year. This year's evaluations will not be "made up." Only unit members that are on the 2020-2021 evaluation rotation will be evaluated in the Fall.
46. **Is the upcoming Technology Leadership Network class or the Best Practices class sponsored by RCOE mandatory?** No, unit members will decide on the trainings they wish to participate in during the week of April 6th - 17th with MVUSD Professional Development.
47. **What about multiple subject / combo teachers? Are requirements the same or doubled?** You are only required to provide 2 lessons per week and one session of office hours regardless of the numbers of preps you have.
48. **I teach Kindergarten. Our report cards are the ESGI reports. Those assessments are given one on one with the students, on the ESGI site. How am I going to handle this?** Students are held harmless. 3rd Trimester grading reports will be the final grade provided for the school year.
49. **What about a member who is scheduled to go on maternity/paternity leave?** Please contact HR to proceed with the LOA process. If you require further assistance, please contact the MVEA office.
50. **How will we go about closing down our classroom for the year?** - The closing classroom process is on a wait and see approach at the moment, as school closures have been extended until June 19th, 2020. As information regarding the closing down classrooms become available, MVEA will make sure to share it with our members.
51. **How will Interns complete their required TPAs and observations to meet credentialing requirements?** Please check: www.ctc.ca.gov as it does have some guidance, but you will also want to contact your credentialing program for the requirements. If you need further assistance, please contact MVEA.
52. **Will Google Classroom be upgraded to the full version during distance learning?** We currently have almost all parts of Google for Distance Learning: Google Docs, Slides, Meet, Sites, and Calendar. If you are interested in gaining another Google product, please contact IT for any inquisitions.
53. **Will I be required to provide Distance Learning if I am the sole caregiver of someone who is fragile and at risk?** - Yes, all members are required to meet the requirements of the MOU. Please contact MVEA for further assistance.
54. **Can we begin instruction prior to April 20th?** MVEA advises to wait until April 20th to begin instruction, per the MOU. Parents will be notified by the District that instruction will begin starting on April 20th, 2020.
55. **Will PD offer training sessions for Counselors and other district service providers (Speech, OT, Psychologists...)** PD is offered to all certificated employees - you will need to be registered in True North logic to sign up for the MVUSD PD sessions. <https://mvusd.truenorthlogic.com>. Special Education is working on training materials to support the IEP process.
56. **Will Screencastify be available in its full version to all teachers?** Screencastify is free for 5 minutes. To get an upgrade, you will need to click on the unlimited pricing (don't worry, you are not paying \$49 for the year- it will be free.) Use the educator promo code CAST_COVID. Professional Development will also provide training on Screencastify during the week of April 6th - 10th.
57. **What does "a member must work 75% of the year" mean?** A member needs to work 138 days, which is 75% of the 184 contractual days. Officially a Prob 2 becomes

Permanent on the first day of their 3rd year. Additionally, working 75% of this year meets the criteria for a year of service which allows for movement on the salary schedule.

58. How do I protect myself using live distance learning platforms? CTA and MVEA recommend recorded lessons rather than live lesson delivery.

59. Will counselors still log their student services in Q? Yes, Counselors will continue to log service in Q.

60. Will I still get class coverage pay? Yes, class coverage pay will continue to be paid.

61. Will FLEX days continue? No - Flex days will not continue.

62. Counselors and SLPs are still not able to register for PD? PD is working on this.

Professional Development FAQ:

- 1. What are the pros/cons of each platform? What are the District-approved platforms? Can I use Facebook Live?** Professional Development is currently working on a list of what each platform can provide. Many of the pros/cons will be discussed during PD training sessions. Information will be shared during those sessions that will help members determine what platform is best for their individual and student needs. Facebook is not currently a District-approved platform.
- 2. Where do I get a list of training being offered for Professional Development? When do they start?** You may log onto mvusd.truenorthlogic.com and you can see all the PD offerings listed. They do change often, so be sure to check back often to the site. Please check your District email daily. Trainings outside of the traditional work-day will qualify for Extra Duty Pay even after Spring Break.
- 3. I heard that Zoom can only be used for ages 13+? Our admin is saying that we can't use any technology that utilizes student's faces?** This is incorrect. The District/Association will provide the parameters on what is considered acceptable technology for members to choose from during the training week of April 6th - 17th. Zoom can now be accessed through Clever.
- 4. Did the District purchase Zoom Pro Accounts that don't have a time limit or do members have to set up their own accounts?** Zoom accounts were created by the district for each member. Currently, there are no restrictions on the time limits for education with Zoom.
- 5. I am unable to attend in-person Professional Development training because I am in a high-risk category. Can I do it virtually?** All training will be offered via Virtual Platform. No one will be required to attend an in-person training.
- 6. What do members do if they cannot download certain programs at home on our District laptops?** Members must put in an IT Helpdesk Ticket like normal. You can definitely ask your site PD Specialist first to see if they can help you troubleshoot the problem.

***Updated April 15, 2020**