


Joint Memorandum of Understanding  
between  
The Springfield School Committee  
and  
The Springfield Education Association  
and  
The Springfield Federation of Paraprofessionals  
(Re: 10 Days of Professional Collaboration Planning Time)

 8/20/2020

August 19, 2020

Whereas, the Springfield School Committee and the Springfield Education Association (SEA) and the Springfield School Committee and the Springfield Federation of Paraprofessionals (Federation), jointly referred to as “the parties”, are parties to their respective collective bargaining agreements (“CBAs”),

Whereas, the Springfield School Committee voted on July 30, 2020 to change the start date for students for the 2020 – 2021 school year from August 31, 2020 to September 15, 2020, since the Department of Elementary and Secondary Education (DESE) reduced the student school year to 170 days rather than the traditional 180 days to allow for increased planning time before students start school in the midst of the coronavirus pandemic, and

Now therefore, the parties agree as follows:

1. During the 10 Days of Professional Collaboration Planning Time, each educator (Unit A and Unit D) will be collaboratively responsible for the following tasks. On the first day educator teams will meet to develop a work plan to accomplish the following:
  - a. Develop Student Remote Learning expectations, norms, routines and procedures for your classroom that fall within the parameters of the school schedule (see Remote Learning Plan)
  - b. Develop emergency plans for educator absenteeism (must be shared with an administrator/point person) This includes electronic submission of collaboratively developed grade level and/or content area learning activities accompanied with the necessary links, class rosters, class schedules, and class norms
  - c. Create resources, announcements, learning activities, videos, and assignments for first two weeks of remote learning and upload lessons into Unified C Classroom(6-12) or Schoology (PK-5)
  - d. The school will communicate with each family throughout the course of the collaboration days. The school will document via PowerSchool any student and/or family who the school was not able to communicate with during the collaboration days
  - e. Identify small group instructional time and schedule
  - f. Develop a schedule for Office Hours for each educator to be shared with the administrator
  - g. Educator teams will work with each other to develop a process for completing Student Parent Orientation. The Student Parent Orientation will be to convene virtual family orientations for every family in the school at which families will be given

information on safety procedures, breakfast and lunch, transportation, obtaining laptops or internet access, and expectations for in-person and remote learning  
h. Other activities relevant to preparing for Student Remote Learning deemed necessary by the educator.

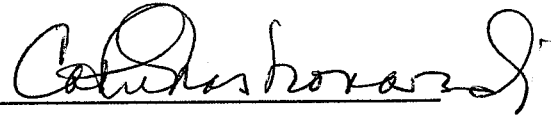
2. Educators will work their regular school day schedule during the 10 Days of Professional Collaboration Planning Time.
3. Educators will begin and end their day with a faculty meeting to check-in and check-out to review progress on the work plan.
4. All provisions of the respective collective bargaining agreements between the SPS and the SEA and the SPS and the Federation shall remain in effect except to the extent such provisions have been durationally modified by this Agreement.
5. This Memorandum of Agreement shall not be used as precedent or cited as practice by either the Committee or the n in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

**For Springfield Education Association:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Springfield Federation of Paraprofessionals:** \_\_\_\_\_

**Date:** 8-20-2020



**For the Springfield Public Schools:** \_\_\_\_\_

**Date:** \_\_\_\_\_