

# MEMORANDUM OF UNDERSTANDING

Newport Mesa Federation of Teachers

Newport Mesa Unified School District

August 11, 2020

## Introduction

The negotiation teams for the Newport-Mesa Federation of Teachers and the Newport-Mesa Unified School District on August 11, 2020, reached a Memorandum of Understanding so that unit members will be aware of the procedures to be followed with the reopening of school in Level 3, Distance Learning (DL). This memorandum will be incorporated into a Tentative Agreement recommended for ratification by both the membership of the Federation and the Board of Education.

In order to provide for the commencement for the employee work year, the following schedule will be effective August 18, 2020.

## Article 12, Salary (attached)

**12.2** For the 2020-21 school year, unit members will be an additional 1.0% one time off schedule payment utilizing the 2019-20 salary schedule.

- August 18, 2020 will be a preparation day for teachers. Any teacher unable to perform preparation related duties on this date will have the option of providing one additional day of preparation or utilizing one day of personal necessity to cover the absence.
- August 19, 2020 will remain a professional development day.
- August 20, 2020 will be a professional development day.
- August 21, 2020 will be a preparation day.
- Service Providers will provide one additional preparation day that will be scheduled prior to June 18, 2021.
- Each full-time member will also receive a \$500 stipend, part-time members will receive a prorated percentage amount, to support increased use of personal technology equipment and materials resulting from COVID 19, payable in September 2020.

### **12.12. Role and Recompense**

Agreed upon language and Appendix B (attached).

## Article 13. Health and Welfare Benefit and Article 16. Retirement Benefits (attached)

For the 2020-21 school year, the District will cover the District premium cost in excess of the District and employee OCAP contributions. Consequently, employee contributions will remain the same in 2020-21 that were in place in 2019-20.

### Level 3, Distance Learning

1. Employees are expected to work and be available during their normal contractual work hours and workdays. Interactive instruction should include instruction that requires student interaction with their teacher/classmates, instruction that engages a student in making a response, and provides the employees opportunities to provide the student encouragement and feedback.
2. The California Department of Education as well as Senate Bill 98 require that the combined total number of synchronous and asynchronous minutes for instruction will be as follows:

#### **Instructional Minutes Parameters**

Grade Level	Synchronous Live Instruction	Asynchronous	Combined Total Minimum Synchronous and Asynchronous Instruction
TK – K	60 – 90 minutes per day	90 – 120 minutes	180 minutes
1 - 3	60 – 90 minutes per day	140 – 170 minutes	230 minutes
4-12	60 - 90 minutes per day	150 – 180 minutes	240 minutes

\*Synchronous and Asynchronous minimums can be reached through a daily average per week.

School schedules will have the 2019-20 start and end times. Classroom teachers shall adhere to the instructional minute requirements for synchronous/asynchronous instruction.

Elementary school schedules will:

- a. Include a “morning meeting” of at least 10 minutes
- b. Math and ELA synchronous instruction occurs daily
- c. Designated ELD synchronous instruction at least four times per week and integrated ELD is part of Core Instruction for identified English Learners
- d. Curriculum focuses on ELA and Math; Science/Social Studies is integrated.
- e. Wednesday is a minimum day designated for Professional Development/Staff Meetings/Grade Level meetings
- f. Office Hours are identified for student/parent outreach and questions
- g. The model elementary schedules:

*Attachment A, TK-K, Attachment B, 1-3, Attachment C, 4-6*

The models of the Secondary School Schedule are outlined in *Attachment D, Secondary*, providing a combination of synchronous and asynchronous instruction. Classes will include synchronous instruction of 20 – 30 minutes per class per day.

3. The District agrees to maintain the provisions of Article 3.3 through 3.5 related to Conference/Preparation periods and duty-free uninterrupted lunch periods.

4. Article 3.2, with the exception of 3.2.1.1 and 3.2.1.6, will be suspended while DL is implemented. The following revisions to 3.2.1.1 and 3.2.1.6 apply during DL.
  - 3.2.1.1 Unit members shall be available or engaged in other school duties, unless otherwise directed by their immediate supervisor, no later than (30) minutes before their first assignment.
  - 3.2.1.6 Non-student days. On preparation and staff development days, unit members shall be available for six (6) hours plus a minimum 30 minutes lunch break.
5. Instructional Minutes for all schools, except for the “Cloud Campus,” will be configured in accordance with Article 3.2.3.1.2, 3.2.3.1.3 and Appendix D. The timeline will be waived. The waiver vote will be conducted by the site no later than August 19, 2020. The Site Leadership Team and Staff will collaborate to develop an instructional schedule following the parameters outlined in #2 above, that best fits the needs of the school. Results will be certified and published no later than 4:00 pm August 19, 2020. If the vote fails, then the school will follow the model schedules. The Parties agree that this initial instructional schedule will only apply to Distance Learning. Note that the schedule for the Cloud Campus and Estancia has already been established for 2020-21.
6. Elementary teachers will have the autonomy to use the District Toolkit “drag and drop” feature to create instructional schedules when available. Teachers will be required to adhere to District guidelines related to the identified Priority Standards and instructional minutes (synchronous and asynchronous).
7. The District will provide written communication to all staff, students and parents that provides information regarding the changes in format, content and duration of instruction.
8. During the first week of instruction, August 24 – 28, 2020, the instructional day will be modified. The morning session will be synchronous/asynchronous instruction. The afternoon session will be equally divided between professional development and preparation time. The Professional Development will focus on Distance Learning Platforms and Curriculum.
9. Under the DL instructional model, employees may access and work from their classroom/office worksite during regular school hours following an agreed upon schedule with the site administrator. Access to school site worksites will be governed by the NMUSD “COVID-19 Safety Precautions for Employees” as revised. There may be occasions when certificated employees will be required to work on site in order to perform their duties. These duties will be essential in nature and difficult to carry out through virtual means on the part of the District, the student or other necessary parties. The requirement to work on site will be decided, based on necessity and efficiency and will not be invoked solely for matters of convenience.
10. The District shall follow safety precautions and guidance from the California Department of Public Health (“CDPH”), California Department of Education (“CDE”), and the Orange County Department of Public Health (“OCDPH”). The District will provide information and training to its employees in public health and safety measures, enhanced cleaning and hygiene to help prevent the spread of COVID-19 and will ensure, to the extent practicable, that its facilities have the necessary supplies for preventive sanitation measures (e.g. masks, hand sanitizer, wipes, gloves).

11. District will provide all employees with information regarding safety precautions such as Attachment E. This document will be updated as guidance changes.
12. For Role and Recompense (R&R) duties that are performed under the DL instructional model, employees shall continue to receive payment as provided for under the Collective Bargaining Agreement.

Due to the uncertainty of COVID-19 and the foreseeable implementation of varying Instructional Models within the school year, the R & R Committee may reallocate funds and adjust Flex Unit positions to accommodate the shifts in Instructional Model Levels. The R&R Committee will calculate compensation based on the length of the calendar increment.

Site administration will notify staff via email or posting of Flex Unit positions necessitated by the Instructional Model shifts for certificated staff to indicated interest. The notifications will occur at the time of Flex Unit position formation, not limited to August.

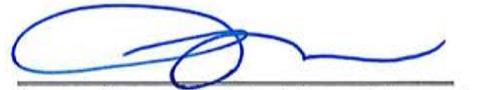
This Memorandum of Understanding remains in effect for 2020-21 school year, during DL instruction. The Parties agree to negotiate the effects of the Level 2 Instructional Model involving the return of students to campus during the 2020-21 school year. This agreement may be modified or terminated by mutual agreement of the Parties.



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Tamara Fairbanks, President  
Newport Mesa Federation of Teachers

August 11, 2020  
Date



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Leona Olson, Assistant Superintendent,  
Chief Human Resources Officer  
Newport Mesa Unified School District

August 11, 2020  
Date

## ARTICLE 12. Salaries

12.2 ~~Effective July 1, 2017, the parties agree to a 2.5% increase to the salary schedules for 2017-18 and a 2.5% increase for 2018-2019. The 2019-20 salary schedule shall continue for fiscal year 2020-21, as reflected in Appendix A. In addition, for the 2020-21 school year, the parties agree to a 1.0% one time off schedule payment. August 18, 2020, shall be a preparation day for teacher and August 20, 2020 will be a professional development day. Service Providers will provide one additional preparation day that will be scheduled prior to June 18, 2021. Each full-time member will also receive a \$500 stipend, part-time members will receive a prorated percentage amount, to support increased use of personal technology equipment and materials resulting from COVID 19, payable in September 2020.~~

12.3 Due to potential economic uncertainty, the District reserves its right to initiate negotiations under the State's collective bargaining laws, Government Code section 3540, to negotiate work year, compensation, benefits and other cost-containment matters for the duration of this agreement. In the event the District is faced with budget cuts, written notice shall be provided to the Federation. Negotiations under this provision of the agreement may commence ten (10) days after receipt of notification of loss of revenue. The provisions to negotiate cuts under 12.3 of this agreement shall cease on June 30, ~~2018~~ 2020.

12.4 – 12.10 *Maintain Contract Language*

12.11 Adult Education and Hourly Employees

12.11.2 Appendix A shall also be amended to reflect the hourly instructional rate, supervision and staff development related hourly responsibilities for non-management certificated employees of ~~\$39.82~~ 41.21 per hour ~~for 2017-2018 and \$39.82 per hour for 2018-2019~~ 2020-2021. This rate shall increase by the same percent salary increase that certificated salaries increased on a year-to-year basis.

12.12 Role and Recompense - Believing that extracurricular activities are a part of a student's well-rounded education, the District and Federation agree to use Role and Recompense funds to compensate bargaining unit members who support those activities. Role and Recompense can never adequately compensate unit members for their efforts. The Role and Recompense program provides compensation for extra responsibility and work on behalf of the total educational program primarily outside of the regular school day. For the purposes of this article, compensation for non-bargaining unit members will be on the same basis as unit members.

12.12.1 The value of a Role and Recompense Flex or Stipend ~~Unit~~ is 1.00% of the cell identified as Column A, Step 1 on the Teacher Salary Schedule for the respective year of this Agreement. The value of the Unit will be rounded to the nearest whole dollar. The value of the Unit will be commensurately

adjusted to match any future adjustment to the salary schedule which may be affected by the implementation of Article 12.

## 12.12.2 Appendix B, Sections 1.0 and 2.0

To provide flexibility in implementing Role and Recompense, schools may **access** use the District Federation Restructuring Trust Agreement to ~~request waivers for sections of this collective bargaining agreement.~~ Among the types of flexibility offered are the following:

12.12.2.1 Reallocate unused stipends **units** to fund other school-specific positions. For example, if one school does not have a character education position, that stipend can fund another position such as math family night coordinator.

12.12.2.1.1 The following stipends **units** are only available on an elementary campus if applicable to that school's grade level configuration:

- Grade level chair positions 1 through 6
- Outdoor Science/Outdoor School
- Science Fair
- Student Council

~~12.12.2.2 Reallocate the dollar amount within a classification of stipends. For example, divide the stipends for four (4) varsity football positions, and fund eight (8) football coaches.~~

~~12.12.2.3~~ **12.12.2.2** Augment one stipend **R & R position** by taking a portion of the money **unit** from another stipend **position** or **flex unit**. Funds that are not allocated in the approved **R and R Role and Recompense** plan shall be returned to the general fund.

12.12.3 A site-based Role and Recompense Committee will collaborate with the principal to implement the Role and Recompense ~~program~~ **Appendix B** at each school. The Role and Recompense Committee will be composed of democratically elected teachers who represent the various grade levels, curricular areas, and sports/activity programs at the school. The Role and Recompense Committee is ~~responsible for the following~~ **will:**

12.12.3.1 **Effective in the 2021-2022 school year, M-meet** with the principal or designee **in April/May**, to determine the needs of the school based on district and school goals **for the upcoming school year**; and distribute the proposed R and R plan to the faculty at least 5 days prior to site approval to provide staff an opportunity for input.

- 12.12.3.2 Determine the positions to be offered by ~~f~~**Flex u**Units for each school **and will write a list of sample responsibilities for each Flex Unit position.**
- 12.12.3.3 Establish a selection process for Role and Recompense positions within the guidelines established within the Human Resources Department i.e. open positions must be posted and the selection process follow District and legal requirements.
- 12.12.3.4 ~~Write job descriptions for school specific positions~~ **Distribute the proposed Role and Recompense plan to the faculty for at least five (5) days to provide staff an opportunity to give input prior to the committee approving the plan.**
- 12.12.3.5 ~~Monitor that requirements are met by Role and Recompense stipend recipients, with input from the site principal.~~ **The Role and Recompense Committee and the Principal submit the recommended plan in June directly to the JCCR for approval by the NMFT President and the Human Resources Representative.**
- 12.12.3.6 ~~Reconvene prior to the end of school year (May or June) in order to recommend R & R plan for the upcoming school year.~~ **Email or post the Role and Recompense Flex Unit positions in August for teachers to indicate interest.**

## APPENDIX B

### ROLE AND RECOMPENSE

The joint District/Union Role and Recompense Committee realize that role and recompense could never adequately compensate unit members for their efforts expended on behalf of the total educational program. Role and Recompense compensates unit members for their efforts expended on behalf of the total educational program by accepting responsibilities that are primarily beyond their regular assigned duties.

*Sunsets June 30, 2015: Each school will receive funding to support the Role and Recompense positions as listed in the contract.*

Effective July 1, 2015: The funding formula for Role and Recompense will remain the same based on units allocated and the unit value in effect.

*Sunsets June 30, 2015: Through the waiver process, each site's Role and Recompense Committee may reconfigure (i.e. add, change, delete) the positions and/or stipends but may not exceed the total units allocated.*

Effective July 1, 2015: Each site's Role and Recompense Committee may reconfigure (i.e. add, change, delete) the positions and/or stipends but may not exceed the total units allocated. The Role and Recompense Committee and the Principal submit the recommended plan directly to the JCCR for approval by the NMFT President and the Human Resource Representative. A school by school master list of existing stipends will be compiled for July 1, 2015 based on the 2014-15 approved plan.

\*\*Safety Coordinator, Staff Development Coordinator, and Technology Coordinator are required at each site to meet District Strategic Plan goals. However, units for these positions may be reconfigured to meet site needs.

Unit value is 1.00 percent of Column A, Step 1.

The value of a Role and Recompense Unit shall be \$522 for 2014-15.

The timelines for Role and Recompense are as follows:

- 10/1 Election of the Role and Recompense Committee
- 10/15 Review recommended Role and Recompense plan from previous year's committee and consider any additional amendments
- *Sunsets June 30, 2015: 11/31 Submit a plan to JCCR for approval*
- Effective July 1, 2015: **10/31** Submit plan to JCCR for approval
- *Sunsets June 30, 2015: 10/31 Faculty vote on the Role and Recompense Committee's Proposal is completed (note: requirement deleted)*
- 6/15 Role and Recompense Committee reconvenes in order to recommend a R & R plan for the upcoming school year

## Interim Role and Recompense Plan

- Prior to staff and JCCR approval of any Role and Recompense plan for the new school year, the District is authorized to assign an employee to a carry-over position(s) and provide pro-rated payment for Role and Recompense services rendered based on the prior year's plan. Prorated expenditures must be accounted for in the new Role and Recompense plan and shall not exceed the school's allocation for the fiscal year.

*Sunset Stipend list 6/30/15*

*[Effective 7/1/15: stipend lists will be removed from contract school by school master lists will be maintained on the HR Division website accessible to certificated employees]*

## 1.0 Role and Recompense Units

### 1.1 Unit members shall receive Role and Recompense Unit(s) as follows:

<u>1.1.1 ELEMENTARY SCHOOL POSITIONS</u>		<b>UNIT (S) ASSIGNED</b>
1.1.1.1	Grade Level Chair for grades K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup>	0.5
	<del>School Site Council</del>	<del>0.5</del>
1.1.1.2	Safety Coordinator Recompense will be assigned t that person or in the case of a split assignment those persons selected at each school site to fulfill the requirement Article 5.6,	2.2
1.1.1.3	Staff Development Coordinator Provide teacher leadership to implement high quality, research-based professional development practices at school.	2.2
1.1.1.4	Student Council Advisor	1.5
1.1.1.5	Technology Coordinator This position will be the teacher at the school site who will assist in the implementation of the newly adopted District Technology Plan.	2.2
1.1.1.6	GATE Coordinator This teacher will provide site leadership in GATE. Through staff development, maintaining GATE students, assist in preparing Individual Learning Plans for each student.	0.5
1.1.1.7	Fine Arts Productions	1.0
1.1.1.8	Test Coordinator:	
	2.1.1.7.1 TK-2 Schools	1.0
	2.1.1.7.2 TK-6/3-6 Schools	2.0
1.1.1.9	SST Coordinator Responsible for distributing paperwork, gathering completed documents, and calendaring of meetings for SST meetings. Duty includes notifying all parties involved when student is to be evaluated.	2.0
1.1.1.10	504 Coordinator Assure students with medical or physical handicap are provided accommodations per Section 504. Maintain student information on AERIES and Synergy. Communicate with parents and sit team members on accommodation plans. Attend annual Section 504 training.	2.0
	<del>PTA Representative</del>	<del>0.5</del>
1.1.1.11	Yearbook	1.0
1.1.1.11	Character Education	1.0
1.1.1.12	Science Fair	0.5
1.1.1.13	Lead Teacher	2.0

## 1.1.2 MIDDLE/INTERMEDIATE SCHOOL POSITIONS

## UNIT (S) ASSIGNED

1.1.2.1	Renaissance Coordinator (7/8)	4.0
1.1.2.2	Yearbook Advisor (7/8)	4.0
1.1.2.3	Technology Coordinator This position will be the teacher at the school site who will assist in the implementation of the newly adopted District Technology Plan.	2.2
1.1.2.4	Staff Development Coordinator Provide teacher leadership to implement high quality, research-based professional development practices at school	2.2
1.1.2.5	Testing Coordinator	4.0
1.1.2.6	Safety Coordinator Recompense will be assigned t that person or in the case of a split assignment those persons selected at each school site to fulfill the requirement Article 5.6.	2.2
1.1.2.7	504 Coordinator Assure students with medical or physical handicap are provided accommodations per Section 504. Maintain student information on AERIES and Synergy. Communicate with parents and site team members on accommodation plans. Attend annual Section 504 training.	2.0
1.1.2.8	Secondary GATE Coordinator This teacher will provide site leadership in GATE. Through staff development, maintaining GATE students, assist in preparing Individual Learning Plans for each student.	1.0
1.1.2.9	SST Coordinator Responsible for distributing paperwork, gathering completed documents, and calendaring of meetings for SST meetings. Duty includes notifying all parties involved when student is to be evaluated.	2.0
1.1.2.10	Forensics Nine(9) speech and/or debate contest	5.0
1.1.2.11	Librarian Librarians function as a department chair responsible for budget, leadership, policies and procedures to ensure a library media program integral to curriculum and standards. Provide access to the library before/after regular school hours.	6.0
1.1.2.12	Journalism Publish minimum of five (5) issues of the school paper.	6.0

1.1.2.13 Intermediate School Athletics

1.1.2.13.1	Activities Director	8.0
1.1.2.13.2	Athletics Coordinator	2.5
	Basketball-7 <sup>th</sup> Grade Boys	2.5
	Basketball-8 <sup>th</sup> Grade Boys	2.5
	<del>Basketball-5'4" and Under Boys</del>	<del>2.5</del>
	Basketball-7 <sup>th</sup> Grade Girls	2.5
	Basketball-8 <sup>th</sup> Grade Girls	2.5
	<del>Basketball-5'2" and Under Girls</del>	<del>2.5</del>
	<b><u>Cheer</u></b>	<b><u>2.5</u></b>
	<b><u>Cross Country - Boys</u></b>	<b><u>2.5</u></b>
	<b><u>Cross Country - Girls</u></b>	<b><u>2.5</u></b>
	<b><u>Golf – Co-ed</u></b>	<b><u>2.5</u></b>
	Soccer – 7 <sup>th</sup> Grade Boys	2.5
	Soccer – 8 <sup>th</sup> Grade Boys	2.5
	<del>Softball</del> <b>Soccer-7<sup>th</sup> Grade Girls (Soccer—2002—</b>	2.5
	<del>Softball</del> <b>Soccer-8<sup>th</sup> Grade Girls (Soccer—2002—</b>	2.5
	Track and Field-7 <sup>th</sup> Grade boys	2.5
	Track and Field-8 <sup>th</sup> Grade Boys	2.5
	<del>Track and Field-5'4" and Under Boys</del>	<del>2.5</del>
	Track and Field-7 <sup>th</sup> Grade Girls	2.5
	Track and Field-8 <sup>th</sup> Grade Girls	2.5
	<del>Track and Field-5'2" and Under Girls</del>	<del>2.5</del>
	Volleyball-7 <sup>th</sup> Grade Boys	2.5
	Volleyball-8 <sup>th</sup> Grade Boys	2.5
	Volleyball-7 <sup>th</sup> Grade Girls	2.5
	Volleyball-8 <sup>th</sup> Grade Girls	2.5
	Intramurals-Boys	2.5
	Intramurals-Girls	2.5
1.1.2.13.3	One coach may not be paid for coaching more than one and one-half teams of the same sport during any one sports season. However, two coaches who share coaching duties for three teams shall receive recompense for one and one-half teams.	
1.1.2.13.4	Full-time unit members who coach two (2) or more sports (additional stipend).	2.0

**1.1.3 HIGH SCHOOL POSITIONS**

**UNIT (S)  
ASSIGNED  
2.2**

**1.1.3.1 Safety Coordinator**

Recompense will be assigned t that person or in the case of a split assignment those persons selected at each school site to fulfill the requirement Article 5.6.

1.1.3.2	<b>Technology Coordinator</b> This position will be the teacher at the school site who will assist in the implementation of the newly adopted District Technology Plan.	2.2
1.1.3.3	<b>Staff Development Coordinator</b> Provide teacher leadership to implement high quality, research-based professional development practices at school	2.2
1.1.3.4	<b>Testing Coordinator</b> <b>Small High School:</b> Back Bay/Monte Vista, Early College High School  <b>Large High School:</b> Corona del Mar, Costa Mesa, Estancia and Newport Harbor	4.0  6.0
1.1.3.5	<b>Senior Project Coordinator:</b> <b>Small High School:</b> Back Bay/Monte Vista, Early College High School  <b>Large High School:</b> Corona del Mar, Costa Mesa, Estancia and Newport Harbor	2.0  3.0
1.1.3.6	<b>504 Coordinator</b> Assure students with medical or physical handicap are provided accommodations per Section 504. Maintain student information on AERIES and Synergy. Communicate with parents and sit team members on accommodation plans. Attend annual Section 504 training.	2.0
1.1.3.7	<b>Secondary GATE Coordinator</b> This teacher will provide site leadership in GATE. Through staff development, maintaining GATE students, assist in preparing Individual Learning Plans for each student.	1.0
1.1.3.8	<b>SST Coordinator</b> Responsible for distributing paperwork, gathering completed documents, and calendaring of meetings for SST meetings. Duty includes notifying all parties involved when student is to be evaluated.	2.0
1.1.3.9	<b>Academic Decathlon Advisor</b> Recompense will be assigned to those high school advisors who provide sufficient before/after school practice and training to prepare students to compete in regional/state competition(s).	5.0
1.1.3.10	<b>Youth and Government Advisor</b> Recompense will be assigned to the high school advisors who provide sufficient before/after school practice and training to prepare students to participate in regional/state activities. The advisor will enter and accompany students to activities.	10.0

1.1.3.11	<b>Forensics</b>	5.0
	Nine (9) speech and/or debate contests.	
1.1.3.12	<b>Secondary School Librarians</b>	6.0

#### 1.1.4 CIF Athletics (Comprehensive High Schools)

##### 1.1.4.1 Regular Season

<del>Athletic Trainer x 2 (Boys, Girls)</del>	8.0
Baseball Head Coach – Varsity	7.0
Baseball Coach-Jr. Varsity	5.0
Baseball Coach-Frosh/Soph	4.0
Basketball Head Coach-Varsity (Boys)	8.0
Basketball Coach-Jr. Varsity (Boys)	5.0
<del>Basketball Coach Soph (Boys)</del>	4.0
Basketball Coach-Frosh/Soph (Boys)	4.0
Basketball Head Coach-Varsity (Girls)	8.0
Basketball Coach-Jr. Varsity (Girls)	5.0
Basketball Coach-Frosh/Soph (Girls)	4.0
Cross Country Head Coach-Varsity	7.0
Cross Country Coach-Jr. Varsity	5.0
Field Hockey Coach-Varsity	7.0
Football Head Coach-Varsity	9.0
Football Asst. Coach-Varsity x4	7.0
Football Head Coach-Soph	5.0
Football Head Coach-Frosh	5.0
Football Asst. Coach-Soph	5.0
Football Asst. Coach-Frosh	4.0
Golf Head Coach x 2 (B,G)	7.0
Golf Coach-Jr. Varsity x 2 (B,G)	5.0
Lacrosse Head Coach x2 (B,G)	7.0
Lacrosse Jr. Varsity x 2 (B,G)	5.0
Soccer Head Coach x 2 (B,G)	7.0
Soccer Coach-Jr. Varsity x 2 (B,G)	5.0
Soccer Coach-Frosh/Soph x 2 (B,G)	4.0
Softball Head Coach-Varsity	7.0
Softball Coach-Jr. Varsity	5.0
Swim Head Coach-Varsity x 2 (B,G)	7.0
Swim Coach-Jr. Varsity x 2 (B,G)	5.0
Swim Coach-Frosh/Soph (Girls)	4.0
Tennis Head Coach-Varsity x 2 (B,G)	7.0
Tennis Coach-Jr. Varsity x 2 (B,G)	5.0
Tennis Coach-Frosh/Soph (Girls)	4.0
Track Head Coach-Varsity x 2 (B,G)	7.0
Track Coach-Jr. Varsity x 2 (B,G)	5.0
Track Coach-Frosh/Soph x 2 (B,G)	4.0
Volleyball Coach-Varsity x 2 (B,G)	7.0
Volleyball Coach-Jr. Varsity x 2 (B,G)	5.0
Volleyball Coach-Frosh/Soph x 2 (B,G)	4.0
Water Polo Head Coach-Varsity x 2 (B,G)	7.0

Water Polo Coach-Jr. Varsity x 2 (B,G)	5.0
Water Polo Coach-Frosh/Soph <u>x 2 (B,G)</u>	<u>4.0</u>
Wrestling Head Coach-Varsity <u>x 2 (B,G)</u>	7.0
Wrestling Coach-Jr Varsity	<u>5.0</u>
Wrestling Coach-Fosh/Soph	<u>4.0</u>
Full-time unit members who coach two (2) or more sports at any level.	2.0

**2.0 Flex Units**

2.1 Funds allocated for Flexibility margins. See Article 12.12.2 for further explanation.

2.1.1 Flexibility margins will be assigned as follows:

**High Schools:** Corona del Mar, Costa Mesa, Estancia and Newport Harbor 3.0

**Alt High School:** Back Bay/Monte Vista, Early College High School 3.0

**Mid/Inter School:** Corona del Mar Middle, Costa Mesa Middle, TeWinkle Middle and Ensign Intermediate 6.0

**Elementary Schools:** Units will be allocated based on the previous year CBED data. 0.5 unit per 50 students.  
(Example: 450-499 students = 4.5 units,  
500-549 students = 5.0 units)

2.1.2 High Schools with enrollment over 2000 will receive 3.5 additional units. 3.5

2.1.3 Elementary Schools with enrollment over 700 will receive 2.0 additional units. 2.0

**3.0 Stipend Units**

**3.1 Unit members shall receive a Stipend Unit(s) as follows:**

**3.1.1 ELEMENTARY SCHOOL POSITIONS**

**UNIT (S)  
ASSIGNED**  
0.25

3.1.1.2 Overnight Excursions – per night  
Recompense will be assigned at .25 units per night for each teacher who attends overnight excursions  
| (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades).

**3.1.2 MIDDLE/INTERMEDIATE SCHOOL POSITIONS**

**UNIT (S)  
ASSIGNED**

**3.1.2.1 School Subject Coordinator**

4.4

Those who have responsibility for these subjects shall be compensated:

Language Arts, Mathematics, Science, Social Science,  
Physical Education, Electives, Special Education  
CORE (CWT – 6<sup>th</sup> grade only)

**3.1.3 HIGH SCHOOL POSITIONS**

**UNIT (S)  
ASSIGNED**

**3.1.3.1 Department Chairperson**

Those Department who have responsibility for:

8-20 sections shall receive

5.0

21-40 sections shall receive

5.5

41+ sections shall receive

6.0

**3.1.3.2 Chairperson of two or more Departments who have responsibility for:**

6.76

8-20 sections shall receive

7.37

21-40 sections shall receive

7.98

41+ sections shall receive

**3.1.3.3 Athletic Directors x 2 (Boys, Girls)**

10.0

**3.1.3.4 Activities Coordinator**

18.0

**3.1.3.5 Yearbook (annual)**

6.0

**3.1.3.6 Journalism**

6.0

Publish minimum of five (5) issues of the school paper.

**3.1.3.7 High School Performance and Production**

**Instrumental Music**

7.0

Performance at football games and public concerts (given beyond the hours of the regular duty day), or alternate combination of events which equals a total of fifteen (15) public performances as approved or required by the immediate supervisor. The immediate supervisor may not require more than fifteen (15) performances.

**3.1.3.8 Concert and Festival-Winter Season**

6.0

A minimum of two (2) separate concert performances outside of regular school hours and participation in four (4) separate festivals.

**3.1.3.9 Parade and Competition – Spring Season**

4.0

Must participate in a minimum of four separate competitions.

3.1.3.10	<b>Choral or Vocal Music</b>	6.0
	Fifteen (15) public performances (given beyond the hours of the regular day) as approved or required by the immediate supervisor. The immediate supervisor may not require more than fifteen (15) performances.	
3.1.3.11	<b>Drama</b>	
	One (1) major production, involving at least three (3) performances, two (2) of which are evening performances. One (1) additional major production, meeting the above criteria, will receive a second stipend of the same value. A unit member will not receive compensation for more than two (2) major productions per year at this stipend level.	7.0
	The unit member will receive an additional stipend for either a third major production meeting the above criteria, or participation in at least three (3) festivals involving a minimum of ten (10) competing students per festival.	4.0
3.1.3.12	<b>Drill Team or Flag Auxiliary</b>	5.0
	Performance at each home football game and performances required by the instrumental music teacher	
3.1.3.13	<b>Drill Team (summer) Summer Camp</b>	5.0
3.1.3.14	<b>Stage Craft or Technical Theater</b>	
	One (1) major production, involving at least three (3) performances, two of which are evening performances. One additional major production, meeting the above criteria, will receive a second stipend of the same value. A unit member will not receive compensation for more than two (2) major productions per year at this stipend level.	5.0
	The unit member will receive an additional stipend for a third major production meeting the above criteria. The unit member will receive an additional stipend for a third major production meeting the above criteria.	4.0
3.1.3.15	<b>Pep Squad Advisor</b>	6.0
	Supervise performances at nine (9) football games, all home basketball games, and after-school practices to prepare for these games.	
	Cheer Camp (summer program)	1.5
3.1.3.16	<b>Dance</b>	4.0
	Performances as required for Dance/Drama productions.	

**3.1.4 CIF Athletics (Comprehensive High Schools)**

**3.1.4.1 Regular Season**

<u>Competitive Cheer – Varsity</u>	<u>7.0</u>
<u>Competitive Cheer – Jr. Varsity</u>	<u>5.0</u>
<u>Field Hockey – Jr. Varsity</u>	<u>5.0</u>
<u>Stunt Cheer – Varsity</u>	<u>7.0</u>
<u>Stunt Cheer – Jr. Varsity</u>	<u>5.0</u>

**3.1.4.2 CIF Playoffs and Post-Season Competition**

**3.1.4.2.1 CIF Playoffs/Post Season Competition**

For each week in which an entire team participates in CIF Playoff competition team sports, the head coach and the number of varsity assistants established by role and recompense positions will receive an additional amount which is equal to the stipend assigned to their position, divided by the number of weeks in the regular season of the sport.

3.1.4.2.2 For each week in which individual athletes compete, the head coach will receive that amount which is equal to one-half (1/2) of the amount assigned to that sport, divided by the number of weeks in that sport.

3.1.4.2.3 Band participation of CIF Playoffs will be compensated by the same formula applied to team participation. These performances must be beyond the fifteen (15) required performances for regular compensation as stated in the qualifying level. The instruct- or of record must be the director at these functions.

3.1.4.2.4 Pep Squad participation will be compensated by the same condition in 2.1.4.2.3.

**3.1.5 District Art Curator**

**4.0**

The Superintendent shall appoint from among the certificated staff of the District an Art Collection Curator who will be responsible for the care and maintenance of the collection

## ARTICLE 13. Health and Welfare Benefits

### 13.3 District Funded Health and Welfare Benefit Cap and Employee Contributions

~~Effective December 1, 2019,~~ The District funded Health and Welfare Benefit Unit Cap (Benefit Cap) shall be a maximum of up to \$20,441. **For the 2020-21 year, the District will cover the District's premium costs in excess of the District and OCAP contributions.** The District and the Federation recognize there is a difference in the interpretation of Article 13.2. As a result, both parties agree to retain their respective rights and interpretations of Article 13.2.

#### ~~2017-2018~~ **2020-21** Employee Over Cap Benefit Contribution (OCAP)

There will still be a residual dollar amount required to fund the total cost of ~~2017-2018~~ **2020-21** employee benefits beyond the ~~2017-2018~~ **2020-21** District funded Benefit Cap. This additional residual amount shall be paid by each employee with benefits on a tenths basis via payroll deduction.

All NMFT bargaining unit members with benefits shall pay the applicable Employee Over Cap Benefit Contribution (OCAP) based on the following table:

<del>2017-2018</del> <b><u>2020-21</u></b> Employee OCAP Benefit Contribution Chart (tenths)				
	Cigna HMO	Kaiser HMO	Cigna Select HMO	Cigna OAP (PPO)
Employee	\$20	\$20	\$20	\$178
Employee + 1	\$60	\$60	\$60	\$364
Employee + Family	\$100	\$100	\$100	\$532

Full-time employees pay the total OCAP on the chart above. Full-time employees shall pay no premium deduction for the Dental (HMO) plan for themselves or eligible dependents. An additional premium charge shall be paid by those employees selecting Dental (PPO).

Part-time employees who enroll in medical benefits shall pay OCAP amount for benefits plus the appropriate part time rates based on the ~~2017-2018~~ **2020-21** Active Employee Benefit Payroll Deduction Table, effective October 1, ~~2017~~ **2020** as calculated by Risk Management/Benefits in consultation with NMFT.

Full time employees who elect to opt-out of medical and retain Dental Plan and/or Vision Plan will pay only the \$9.27 over-cap tenthsly or the prorated amount for part-time employees. The over-cap calculator and Active Employee Benefit Payroll Deduction Table are available at [www.nmusd.us/benefits](http://www.nmusd.us/benefits).

Full-time employees will pay no premium deductions for the vision plan for themselves and their eligible dependents.

The District will provide at no cost to the employee term life insurance in the amount of \$50,000 for full-time employees and \$25,000 for part-time employees.

The District will provide at no cost to the employee an Employee Assistance Program.

## Scope of Benefits

A change to the scope of the Health and Welfare Benefits is subject to negotiations. The Health and Welfare benefits provided by the District to active employees and early retirees qualifying under Article 16 include medical insurance, dental, vision and life insurance, taking into consideration recommendations made by the Joint Benefits Team. As noted, changes to any of these benefit plans are subject to negotiations between the Federation and District, taking into consideration recommendations made by the Joint Benefits Team (JBT).

If the funded Health and Welfare Benefit Unit Cap is insufficient to cover the full cost of benefits as established by the JBT then plan modifications to reduce the coverage profile cost to an amount within the funded cap may be made by the JBT and adopted by NMFT. If plan modifications are not made or not adopted then effective for the first premium payment the residual dollar amount required beyond the funded cap shall be made by employee contribution paid through employee payroll deduction on a tenthsly basis.

*[Maintain current contract language for 13.5 through 13.12]*

## ARTICLE 16. Retirement Benefits

### 16.2 Benefits

#### 16.2.1 Health and Dental Insurance

16.2.1.1 For early retirees who retire on or before June 30, 2011, the District will provide the health and dental insurance program in effect for regular full-time employees in each of the years involved at no premium cost to the participant for self-coverage upon retirement, until the participant attains age sixty-five (65), or qualifies for other benefits. Early retirees retiring on or after July 1, 2011 will be subject to and will pay the same over-the-cap employee contributions as actives under Article 13.3.

**[Note: Commencing in the Health and Welfare Benefit Plan Year 2021-22 the CIGNA PPO will no longer be an option for Out of State early retirees]**

16.2.1.2 The participant may maintain dependent coverage by paying the District in advance for the premiums required for such coverage.

16.2.1.3 A group plan for participants at their own expense for themselves and their dependents will be offered after age sixty-five (65), and available through the District carriers.

16.2.1.4 Upon the death of the participant, the health and dental insurance program in effect for regular, full-time employees for each of the years involved in the District will be provided to the surviving covered dependents for a period of one (1) year following the death of the participant.

#### 16.2.2 Life Insurance

16.2.2.1 The District will continue to provide the life insurance coverage in effect in each of the years involved to age sixty-five (65) for the participant.

16.2.2.2 A group plan for participants at their own expense for themselves and their dependents will be offered after age sixty-five (65), and available through the District carriers.

### 16.3 STRS "Golden Handshake"

The District shall offer a two-year (2) credit allowance "Golden Handshake" inducement for retirement when the provisions of Education Code Section 22726 can be met.

### 16.4 Emeritus Teacher Program

Agreement to not reopen in collective bargaining an Emeritus Teacher Program Retirement Incentive until 2008-09 contract year or by mutual consent.

### 16.5 NMFT reserves the right to bargain other retirement incentives.

ATTACHMENT A

NMUSD Distance Learning Schedule TK - K

Times should coordinate with individual school's bell schedule	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00 (30 Minutes)	Start of teacher work day				
8:00-8:20 (20 Minutes total instructional time)	Check in/Morning Meeting				
8:20-9:20 (60 Minutes total instructional time)	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>
9:20 - 9:40 (20 minutes)	Break	Break	Break	Break	Break
9:40 - 10:40 (60 minutes total instructional time)	<p><b>*BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>
10:40 - 11:10 (30 minutes)	Asynchronous Feedback				

11:10 - 11:40 Teacher lunch (30 minutes)	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch
11:40 - 12:30 (50 minutes total available instructional time)	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>	Office hours for Student/ parent contact (11:40 - 12:10)	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>
12:30 - 1:20 (50 minutes)	Asynchronous Feedback	Asynchronous Feedback	Professional Development/ Grade Level Collaboration/Staff Meetings 12:10 - 2:35	Asynchronous Feedback	Asynchronous Feedback
1:20-1:50 (30 Minutes)	Office Hours for Student/parent contact	Office Hours for Student/parent contact		Office Hours for Student/parent contact	Teacher Prep (60 minutes)
1:50-2:35 (45 Minutes)	Teacher Prep	Teacher Prep		Teacher Prep	

Math and ELA block can be interchanged to meet school master schedule needs

**ATTACHMENT B**

**NMUSD Distance Learning Schedule 1-3**

Times should coordinate with individual school's bell schedule	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00 (30 Minutes)	Start of teacher work day				
8:00-8:20 (20 Minutes total instructional time)	Check in/Morning Meeting				
8:20-9:20 (60 Minutes total instructional time)	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>	<p><b>*BLOCK 1</b></p> <p>ELA-Reading &amp; Writing (Wonders)</p> <p>Whole group - 10</p> <p>Reading Foundational Skills</p> <p>Small group - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in small group)</p>
9:20 - 9:40 (20 minutes)	Break	Break	Break	Break	Break
9:40 - 10:40 (60 minutes total instructional time)	<p><b>*BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>	<p><b>BLOCK 2</b></p> <p>Math</p> <p>Student Sych - 20</p> <p>(Students engage in asynchronous work while not engaged with teacher in synchronous work)</p>
10:40 - 11:10 (30 minutes)	Asynchronous Feedback				

Teacher lunch 11:10 - 11:40 (30 minutes)	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch
11:40 - 12:30 (50 minutes total instructional time)	Small group intervention Designated ELD, etc. (Students engage in asynchronous work while not engaged with teacher in small group)	Small group intervention Designated ELD, etc. (Students engage in asynchronous work while not engaged with teacher in small group)	Office hours for Student/ parent contact (11:40 - 12:10)	Small group intervention Designated ELD, etc. (Students engage in asynchronous work while not engaged with teacher in small group)	Small group intervention Designated ELD, etc. (Students engage in asynchronous work while not engaged with teacher in small group)
12:30 - 1:20 (50 minutes, 40 minutes instructional time)	Student Async Work (at least 40 minutes)/ Teacher Feedback	Student Async Work (at least 40 minutes)/ Teacher Feedback	Professional Development/ Grade Level Collaboration/Staff Meetings 12:10 - 2:35	Student Async Work (at least 40 minutes)/ Teacher Feedback	Student Async Work (at least 40 minutes)/ Teacher Feedback
1:20-1:50 (30 Minutes)	Office Hours for Student/parent questions	Office Hours for Student/parent questions		Office Hours for Student/parent questions	Teacher Prep (60 minutes)
1:50-2:35 (45 Minutes)	Teacher Prep	Teacher Prep	Teacher Prep		

Math and ELA block can be interchanged to meet school master schedule needs

ATTACHMENT C

NMUSD Distance Learning Schedule 4-6

<i>Times should coordinate with individual school's bell schedule</i>	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00 (30 Minutes)	Start of teacher work day	Start of teacher work day	Start of teacher work day	Start of teacher work day	Start of teacher work day
8:00-8:20 (20 Minutes total instructional time)	Check in/Morning Meeting	Check In/Morning Meeting	Check In/Morning Meeting	Check In/Morning Meeting	Check In/Morning Meeting
8:20-9:20 (60 Minutes Instructional Time)	<u>BLOCK 1</u>  ELA-Reading & Writing (Wonders)  Student Sych - 20 - 30	<u>BLOCK1</u>  ELA-Reading & Writing (Wonders)  Student Sych - 20 - 30	<u>BLOCK1</u>  ELA-Reading & Writing (Wonders)  Student Sych - 20 - 30	<u>BLOCK 1</u>  ELA-Reading & Writing (Wonders)  Student Sych - 20 - 30	<u>BLOCK 1</u>  ELA-Reading & Writing (Wonders)  Student Sych - 20 - 30
9:20 - 9:40 (20 minute break)	Break	Break	Break	Break	Break
9:40 - 10:40 (60 minutes total instructional time)	<u>*BLOCK 2</u>  Math  Student Sych - 20  (Students engage in asynchronous work while not engaged with teacher in synchronous work)	<u>BLOCK 2</u>  Math  Student Sych - 20  (Students engage in asynchronous work while not engaged with teacher in synchronous work)	<u>BLOCK 2</u>  Math  Student Sych - 20  (Students engage in asynchronous work while not engaged with teacher in synchronous work)	<u>BLOCK 2</u>  Math  Student Sych - 20  (Students engage in asynchronous work while not engaged with teacher in synchronous work)	<u>BLOCK 2</u>  Math  Student Sych - 20  (Students engage in asynchronous work while not engaged with teacher in synchronous work)
10:40 - 11:10 (30 minutes)	Asynchronous Feedback	Asynchronous Feedback	Asynchronous Feedback	Asynchronous Feedback	Asynchronous Feedback

Teacher lunch 11:10 - 11:40 (30 minutes)	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch	Duty Free Lunch
11:40 - 12:30 (50 minutes total instructional time)	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>	Office hours for Student/ parent contact (11:40 - 12:10)	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>	Small group intervention Designated ELD, etc. <i>(Students engage in asynchronous work while not engaged with teacher in small group)</i>
**12:30 - 1:20 (50 minutes instructional time))	Student Async Work (at least 50 minutes)/ Teacher Feedback	Student Async Work (at least 50 minutes)/ Teacher Feedback	Professional Development/ Grade Level Collaboration/Staff Meetings 12:10 - 2:35	Student Async Work (at least 50 minutes)/ Teacher Feedback	Student Async Work (at least 50 minutes)/ Teacher Feedback
1:20-1:50 (30 Minutes)	Office Hours for Student/parent questions	Office Hours for Student/parent questions		Office Hours for Student/parent questions	Teacher Prep (60 minutes)
1:50 - 2:35 (45 minutes)	Teacher Prep	Teacher Prep		Teacher Prep	

*Math and ELA block can be interchanged to meet school master schedule needs*

Attachment D

Secondary Distance Learning Plan  
(2-week Rotating Block)

All classes meet on Zoom / Google Classroom Week 1						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00-8:45 a.m.	Period 1	Period 2	Period 1	Period 2	Period 1	
9:00-9:45 a.m.	Period 3	Period 4	Period 3	Period 4	Period 3	
10:00-10:45 a.m.	Period 5	Period 6	Period 5	Period 6	Period 5	
11:00-11:45 a.m.	Period 7	Period 8	Period 7	Period 8	Period 7	
11:45-1:00 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00-1:45 p.m.	<u>*Office Hours</u> ELA, Reading, ELD Math, Engineering VAPA, Credit Recovery  <u>Dept. Meetings</u> SPED World Language Science	<u>*Office Hours</u> History, Science World Language PE/Health/SPED  Dept. Meetings ELA/ELD/Read 180 Math/Engineering	Staff Meeting Department Meetings Professional Development	<u>*Office Hours</u> ELA, Reading, ELD Math, Engineering VAPA, Credit Recovery  <u>Dept. Meetings</u> History PE/Health	<u>*Office Hours</u> History, Science World Language PE/Health/SPED  Dept. Meetings VAPA CTE	
2:00-3:00 p.m.	Teacher Planning & Reflection Time	Teacher Planning & Reflection Time	Teacher Planning & Reflection Time	Teacher Planning & Reflection Time	Teacher Planning & Reflection Time	

All classes meet on Zoom / Google Classroom Week 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45 a.m.	Period 2	Period 1	Period 2	Period 1	Period 2
9:00-9:45 a.m.	Period 4	Period 3	Period 4	Period 3	Period 4
10:00-10:45 a.m.	Period 6	Period 5	Period 6	Period 5	Period 6
11:00-11:45 a.m.	Period 8	Period 7	Period 8	Period 7	Period 8
11:45-1:00 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:45 p.m.	<u>*Office Hours</u> History, Science World Language PE/Health/SPED  <u>Dept. Meetings</u> ELA/ELD/Read 180 Math/Engineering	<u>*Office Hours</u> ELA, Reading, ELD Math, Engineering VAPA, Credit Recovery  <u>Dept. Meetings</u> SPED World Language Science	Staff Meeting Department Meetings Professional Development  -----	<u>*Office Hours</u> ELA, Reading, ELD Math, Engineering VAPA, Credit Recovery  <u>Dept. Meetings</u> VAPA CTE	<u>*Office Hours</u> History, Science World Language PE/Health/SPED  <u>Dept. Meetings</u> History PE/Health
2:00-3:00 p.m.	Teacher Planning & Reflection Time	Teacher Planning & Reflection Time		Teacher Planning & Reflection Time	Teacher Planning & Reflection Time

Attachment D - Ensign

Rolling Odd/Even Block

Week 1					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:05-8:50	<u>Teacher Lesson Prep/Department Collaboration Time/PD</u>				
8:50-9:50 am	Period 1	Period 2	Period 1	Period 2	Period 1
10:00 am- 11:00 am	Period 3	Period 4	Period 3	Period 4	Period 3
11:10- 12:10 pm	Period 7	Period 8	Period 7	Period 8	Period 7
12:10-1:10 pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:10-2:40 p.m.	<u>Office Hours</u>	<u>Office Hours</u>	<u>All-Staff Meeting</u> or Department Meetings	<u>Office Hours</u>	<u>Office Hours</u>
1:10-1:40	Math	ELA		Math	ELA
1:40-2:10	PE	History		PE	History
2:10-2:40	Science	Electives		Science	Electives

Week 2					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:05-8:50	<u>Teacher Lesson Prep/Department Collaboration Time/PD</u>				
8:50-9:50 am	Period 2	Period 1	Period 2	Period 1	Period 2
10:00 am- 11:00 am	Period 4	Period 3	Period 4	Period 3	Period 4
11:10- 12:10 pm	Period 8	Period 7	Period 8	Period 7	Period 8
12:10-1:10 pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:10-2:40 p.m.	<u>Office Hours</u>	<u>Office Hours</u>	<u>All-Staff Meeting</u> or Department Meetings	<u>Office Hours</u>	<u>Office Hours</u>
1:10-1:40	ELA	Math		ELA	Math
1:40-2:10	History	PE		History	PE
2:10-2:40	Electives	Science		Electives	Science

Rolling Block Model (Following week would have three even "B" days)

<i>All classes meet on Zoom / Google Classroom</i>					
<i>Time</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Schedule	A	B	A	B	A
8:40am - 9:40am	Period 1	Period 2	Period 1	Period 2	Period 1
Break					
9:55am - 10:55am	Period 3	Period 4	Period 3	Period 4	Period 3
Break					
11:10am - 12:10pm	Period 5	Period 6	Period 5	Period 6	Period 5
12:10pm - 1:10pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:15pm - 2:15pm	<u>Office Hours</u> Math Science PE	<u>Office Hours</u> ELA History Electives	<u>All-Staff Meeting</u> Department Meetings	<u>Office Hours</u> Math Science PE	<u>Office Hours</u> ELA History Electives
2:30pm - 3:30pm	<u>Department Collaboration/PD</u>				

Rolling Block Model (Following week would have three even "B" days)

<i>All classes meet on Zoom / Google Classroom</i>					
<i>Time</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Schedule	A	B	A	B	A
8:40am - 9:40am	Period 1	Period 2	Period 1	Period 2	Period 1
Break					
9:55am - 10:55am	Period 3	Period 4	Period 3	Period 4	Period 3
Break					
11:10am - 12:10pm	Period 5	Period 6	Period 5	Period 6	Period 5
12:10pm - 1:10pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:15pm - 2:15pm	<u>Office Hours</u> Math Science PE	<u>Office Hours</u> ELA History Electives	<u>All-Staff Meeting</u> Department Meetings	<u>Office Hours</u> Math Science PE	<u>Office Hours</u> ELA History Electives
2:30pm - 3:30pm	<u>Department Collaboration/PD</u>				



## **COVID-19 Safety Precautions for Employees** (Replaces memos dated 4-3-20, 4-6-20, and 5-13-2020)

Throughout this crisis we have communicated the safety precautions issued by the Centers for Disease Control and Prevention (CDC), the California State Department of Public Health (CDPH) and the Orange County Health Care Agency (OCHCA) to create awareness and to protect all employees, visitors and students.

All employees are directed to adhere to these directives at all times when reporting to work on-site. If you have any questions or need clarification to these safety precautions listed below, please contact your supervisor. Thank you for your cooperation and maintaining a safe work environment.

- **Stay Home if You Are Sick**
- **Maintain Social Distancing**
  - Put a distance of at least six feet between yourself and others.
  - Do not make physical contact with others and eliminate or minimize contact of the work space of others.
- **Wear Masks/Face Covering**

**All employees are required to wear a mask or face covering to cover your nose and mouth while at work on-site.**

The CDC recommends (CDC guidelines on face coverings is attached):

- All individuals wear face coverings.
- The use of cloth face coverings does not substitute for existing guidance about social distancing and handwashing.
- Any type of face covering per the CDC and state guidelines is acceptable and medical quality masks are not required nor are they prohibited.

NMUSD will provide masks to employees while at work on-site or employees may use their own masks/face coverings as long as the nose and mouth are covered.

Employees must wear masks at all times except while working alone in a private office work space (no open top/cubicle). Masks must again be worn in all common spaces (i.e. restrooms, hallways, entrances, etc.)

If driving a vehicle with another individual, a mask must be worn. If driving a vehicle alone, no mask is necessary unless approaching a toll booth or interacting in some way with a person outside and close to the vehicle.

An employee is not required to wear a mask if:

- He/she would be unsafe executing the required duties while on the job;
- Wearing a mask would impair the vision of the employee creating an unsafe situation;
- There is a medical reason that does not allow an employee to wear the mask. (Contact HR)

- **Wash Your Hands Often**
  - Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  
- **Cover Coughs and Sneezes**
  - Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
  - Throw used tissues in the trash.
  
- **Limit Sharing When Possible:**
  - Materials (pens, pencils, staplers, etc.)
  - Equipment
  - Food and utensils
  
- **Wear Gloves (depending on job duties)**
  - While gloves are not necessary for all job duties, the district will provide gloves for employees performing certain job duties (i.e. food service, custodial) and available to other employees upon a reasonable request. Gloves must be worn properly, changed out periodically, and removed without touching the exterior of the glove.
  
- **Clean and Disinfect**
  - Limited custodial services are being performed throughout the district and will be completed at facilities that are being used. Cleaning and disinfecting frequently touched surfaces are part of the priority cleaning duties.
  - You may also use a disinfecting wipe to wipe down high-touch areas in your work space. However, due to a limited number of wipes available to all school districts these may or may not be available. When using disinfecting wipes, you must adhere to the instructions for the proper use while at work.