



Oak Grove Educators Association

CTA-NEA 4810 Harwood Road Suite 101, San Jose, CA 95124-5281 (408) 363-1646 FAX (408) 363-3521 www.ogea.org

FAQs on Distance Learning MOU

General Education

1. How are Sections 7.a.i and 7.a.ii different? Is "participation" in online activities just attendance at a Meet while an "engagement record" would track how often they shared ideas, etc. during the Meet?
 - a. The format for tracking work needs to be discussed still. It might take the form of Google Classroom records or something similar.
2. The live check-in on Wednesdays is explicitly stated to happen during the 8:00-12:30 window, but there is no wording regarding synchronous learning that makes that explicit for the other days. So is the schedule at the end of the MOU a mandate rather than a suggestion (and all synchronous interactions on any day should happen during the 8:00-12:30 timeframe)?
 - a. Synchronous learning needs to happen during school hours, 8 to 12:30. Wednesdays are dedicated to mostly asynchronous learning with a morning check-in. Those who wish to hold office hours or interventions can choose to do it after 12:30 or on Wednesdays. The schedule provided at the end of the MOU is an outline to help build the specifics of your daily schedule.
 - b. Be mindful of what time your synchronous check-in is, for attendance keeping sake. Attendance needs to be taken every day.
 - c. Synchronous minutes are for each teacher. We must meet with each student every day. These are minimum minutes every day.
 - d. Staff Meetings WILL be held on Wednesdays.
3. Instruction after 12:30?
 - a. This poses an equity issue since not all students would receive it, so any instruction after 12:30 would be considered an "after school intervention." Office hours would be okay.
4. Does Meet have breakout rooms now? Can we use Zoom?
 - a. Breakout rooms may be coming in a later version of Meet. Ed Tech might be the place to ask this question. Zoom is not approved for OGSD use. Zoom has not agreed to sign the form to protect student privacy.
5. Will we get to distribute materials to our students prior to the first day of school?



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- a. This will be a decision of and coordinated by your site administrator.
6. Are we doing Goal Setting Conferences in September?
 - a. Yes, more to come from ESD.
7. How are we going to take attendance? What will count for their (students) participation for the day?
 - a. Students will need to be present during Meets and turning in assignments. Attendance will be taken via Infinite Campus and must be taken daily.
 - b. Attendance will be taken once a day. Take note of students who may leave early and you may follow up with families if this consistently happens.
8. Interpreting this to be a personal professional decision--Question: how will teachers "assure" that they have a suitable internet connection, etc.
 - a. Members can judge for themselves if they have the necessary connectivity, furniture, materials, etc. needed in order to teach/work from home.
9. Whom do you need to inform/advise if you want to work from home?
 - a. Your site administrator.
10. Is there the possibility to work some days from home and some days from my classroom?
 - a. Yes, you will have access to your classroom M-F and can work from either location.

Instructional Minutes

11. Can I teach more than 180 minutes for my kindergartners?
 - a. Going over the state minimum (also adopted by OGSD) minutes will create inequities amongst our students. This is not recommended unless you are teaching an "after school" intervention which is targeting a specific group of students that need extra support.
12. Please clarify the language regarding Wednesday's schedule: are we still required to meet with students live on this day?
 - a. Yes, you will need a morning check-in including attendance, Social Emotional Learning, and explain asynchronous assignments for the day.
13. Does each Middle school come up with their own schedule or will that be assigned by the District? Does each teacher have to "check-in live" with each class on Weds or just perhaps their 1st Period class (and this counts as attendance for the day?)
 - a. There will be a set district-wide block schedule (3 periods daily on M/T/Th/F). Teachers will meet with their students for check-in on Wednesday. 35 minutes of asynchronous learning should be assigned to each class on Wednesday.



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14. The wording of two parts of 1.c seems to contradict each other. One paragraph says that synchronous instruction is inclusive of intervention and another says that time outside of instruction, etc. can be used for small group interventions. So does time spent on intervention with small groups (synchronously) count as part of the synchronous instructional minutes?
 - a. Time spent with a small group can count as synchronous instruction. A teacher can also choose to do an intervention outside of 8 - 12:30.
15. When will we have the process or form of certification referred to in 1.d for determining the "time value" of student work?
 - a. This is yet to come from ESD.
16. Is all synchronous teaching supposed to take place between 8 and 12:30?
 - a. Yes, however, you may choose to have an "after school" intervention.
17. Are the synchronous minutes for the whole class or include small groups?
 - a. Synchronous minutes may include small groups or whole class.
18. Intermediate schedule: what is the expectation? Five periods a day in 4 hours with breaks? Is it a site-based decision?
 - a. The Intermediate School schedule will be on a district-wide block schedule, with 3 periods/day.

Evaluations

19. I'm prob 1. Do I have to get evaluated this year?
 - a. Yes.
20. If I'm getting evaluated this year, what are my options since we will be on distance learning?
 - a. All evaluation options are still intact. Review our current Collective Bargaining Agreement to check qualifications for each option. Formal, Alternate, and 5-year evaluations are all options; however, every option is not applicable for all members. The language on evaluations in our contract still applies.

Special Education

21. Can my IAs be in my classroom when I'm teaching virtually?
 - a. This question needs to be answered by Ann-Marie Cobarrubias.
22. Will additional meetings to adjust 504s or IEPs happen to document new modifications?



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- a. **Only as necessary. This can be addressed via a conversation with a parent/guardian and an amendment. Ann-Marie will be sending out a letter to all SpEd families regarding DL.**
- 23. **Will we have to amend all IEPs to include the digital minutes?**
 - a. **No**
 - b. **Waivers and amendments will be given regarding any service changes for IEPs.**
 - c. **“Notice of Action” Letter will be given to families and attached to IEPs.**
- 24. **Is there a contract for our assistants? Will 1:1 aides still be there as well? Will assistants be able to get computers if they need or want it? If we plan to go hybrid back will Special Ed be considered the first to go back because of their needs and equity?**
 - a. **These questions will need to be answered by Ann-Marie Cobarrubias, Special Education Director.**
- 25. **My IA had no contact with me during Spring and I assumed she/he was working with the SpEd teacher ...will IAs be assigned to Gen Ed classes again and what will the expectations be for them and the teacher?**
 - a. **This is a question that needs to be answered by Ann-Marie Cobarrubias, SpEd Director.**
 - b. **Can IA'S run a small group?**
 - i. **No. They are not certificated staff and certificated to teach.**
- 26. **How are Special Ed services to be delivered?**
 - a. **All SpEd services will be provided via a virtual platform, email, phone calls, and activities to be sent home. A waiver for FERPA will be sent to parents, requesting informed consent, and either a signed document agreeing to the waiver, or an email indicating as such will be required from parent/guardian.**
- 27. **Will 1-on-1 aides still be providing services for their student? This did not happen in the spring. Will that be a requirement for them to come or an expectation?**
 - a. **As long as the 1-on-1 is in the chat room with you.**
- 28. **Is there any way SPED can be given access to use google voice again?**
 - a. **Google Voice is free for personal Gmail accounts.**

Professional Development

- 29. **Can we seek out PD NOT from the District?**
 - a. **Yes. See article 4 of the MOU.**
- 30. **How many PDs a month will we have?**
 - a. **One hour of site/district directed PD and 3 hours of unit member-directed PD.**
 - b. **Resource pages with useful links will be pushed out.**



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- c. Reach out to the principal if you've already done PD related to Google Classroom.
31. Who determines the content of each PD session?
- a. There will be one hour of site-directed PD per month. If you have specific requests for this, you should contact your admin. There will be 3 hours of unit member choice PD directed by you.
32. How do we certify completion of the google classroom PD?
- a. You will discuss your PD plan with your site administrator.
33. Where can that self-paced PD be found?
- a. The OGSD website has a resource page used previously to assist with distance learning; this will be updated as necessary.
34. Adding on to the above, is it just what is already under the staff resource tab on the district site for Distance Learning PD?
- a. Yes, OGSD will continue to add resources. You may inform your site admin if there is another PD you're interested in, even if it is not listed.
35. How do we export the grades we give in Google Classroom in a way that can help us formulate report card grades?
- a. This is a good question for Ed Tech.
36. Is Infinite Campus used this year instead of School Loop?
- a. This information needs to come from ESD.

Leaves

37. How are substitutes for sick days or matters of compelling importance being handled?
- a. HR will need to come up with policies regarding teacher absences. OGEA can not bargain for subs and has very little influence over this part. However, if you are sick or out, the District still has an obligation to provide an education for your students. Emergency sub plans will be required to cover at least one day of learning in the event of an unexpected absence.
38. Do I have to use my sick leave if I test positive for COVID-19 or have to quarantine?
- a. You will also have access to the Families First Coronavirus Act. The MOU provides for your full daily pay to be covered if you have to use this.
39. Are we still expected to do all adjunct duties?
- a. Adjunct duties are still expected. However, they will look very different based on site needs this year.



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