



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 5.0

**Meeting Date:** September 24, 2020

**Subject:** Approve Professional Development MOU

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Business Services

**Recommendation:** Approve Professional Development MOU with Sacramento City Teachers Association (“SCTA”)

**Background/Rationale:** Education Code section 17604 requires that contracts are not valid or constitute enforceable obligations against the District unless the Board approves or ratifies the contract and the approval or ratification is to be evidenced by a motion of the Board duly passed and adopted. SB 98 requires that staff receive professional development related to supporting the provision of distance learning as part of the Learning Continuity and Attendance Plan. Ed. Code § 43509. Under the Professional Development MOU, the District is to provide an additional two days’ pay for teachers for the 2020-2021 school year for teachers whose work calendar was extended from 181 to 183 days for the professional development focused on the delivery of robust instruction to students via distance learning. This professional development was critical to providing a quality distance learning program consistent with and reflected by the District’s Learning Continuity and Attendance and “Return Together” Plans.

**Financial Considerations:** See Attachment A – Cost of MOU between SCUSD and SCTA Professional Development Days for Distance Learning

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students; Family and Community Empowerment; and Operational Excellence

**Documents Attached:**

1. Executive Summary
2. Attachment A – Cost of MOU between SCUSD and SCTA Professional Development Days for Distance learning

3. Attachment B – MOU between SCUSD and SCTA

**Estimated Time of Presentation:** 10 minutes  
**Submitted by:** Cancy McArn, Chief Human Resources Officer  
Rose Ramos, Chief Business Officer  
**Approved by:** Jorge A. Aguilar, Superintendent

# Board of Education Executive Summary

## Business Services

Approve Professional Development MOU

September 24, 2020



### I. Overview/History of Department or Program

Pursuant to the Memorandum of Understanding between the District and Sacramento City Teachers Association (“SCTA”) dated August 31, 2020 regarding professional development days for distance learning for the 2020-2021 school year: “[A]n additional two days with pay will be added to the work calendar for professional development focused on the delivery of robust instruction to students via distance learning.” As such, “[t]he traditional work calendar year will be increased from 181 to 183 work days for the 2020-2021 school year.”

The two days were scheduled for and occurred on September 1 and 2, 2020 “to allow for additional professional development prior to reopening District schools based on the Professional Learning schedule prepared by the District.” Accordingly, the District is to provide an additional two days’ pay for teachers for the 2020-2021 school year for teachers whose work calendar was extended from 181 to 183 days for the professional development. The District’s professional development on delivering instruction in a distance learning environment focused on the following topics:

- Providing planning time and infrastructure that will allow unit members to discuss real-time feedback from students.
- Providing planning resources to work together to design and lead changes in the classrooms.
- Development of a framework for what data will be collected as a feedback loop on student’s experience to inform planning and how such data will be collected.
- Development of framework for how the District will ensure students with disabilities and other special populations are fully integrated into every aspect of preparation and participation of the instruction model.
- Utilization of Universal Design for Learning (UDL) during instructional planning time.
- Discussion on how certificated unit members will engage with the students to determine learning barriers and develop innovative ways to meet their needs.
- Development and provision academic and social-emotional supports or interventions to be provided to students who are struggling with the instructional model, including training on the SEL mini-lesson.
- Strategies on how to ensure the needs of all students are addressed.
- Use and support for Google Classroom.

The above Agreement was reached on the afternoon of August 31, 2020. Thereafter, staff had to review and prepare adjusted work calendars for affected employees, and complete the cost

# Board of Education Executive Summary

## Business Services

Approve Professional Development MOU

September 24, 2020



analysis that is included herewith. Therefore, this MOU is now being presented for the Board's review and approval at this time.

### II. Driving Governance:

Pursuant to Education Code, "[N]o contract made pursuant to the delegation and authorization shall be valid or constitute an enforceable obligation against the district unless and until the same shall have been approved or ratified by the governing board, the approval or ratification to be evidenced by a motion of the board duly passed and adopted." Ed. Code § 17604. SB 98 requires that staff receive professional development related to supporting the provision of distance learning as part of the Learning Continuity and Attendance Plan. Ed. Code § 43509.

### III. Budget:

See Attachment concerning detailed cost breakdown of MOU. The total estimated cost for the two professional development days for distance learning is \$2,437,718.86. This cost will be funded with Federal COVID Relief funds and unrestricted general funds as follows:

1. \$2,317,308.39 funded with Learning Loss Mitigation (LLMGF) Funds. The total award for LLMGF is \$3,497,424 and after this expenditure of \$2,317,308.39, there will be a remaining balance of \$1,180,115.61 in the LLMGF.
2. \$120,410.00 funded with unrestricted general funds for the stipend portion of the total costs which is not eligible for COVID relief funding, as offset by reducing the existing budget for substitute salaries by an equivalent amount not to exceed \$125,000.

### IV. Goals, Objectives and Measures:

The goal is for teachers to have participated in professional development focused on the delivery of robust instruction to students via distance learning. This professional development was critical to providing a quality distance learning program consistent with and reflected by the District's Learning Continuity and Attendance and "Return Together" Plans.

### V. Major Initiatives:

This professional development was critical to providing a quality distance learning program consistent with and reflected by the District's Learning Continuity and Attendance and "Return Together" Plans. Furthermore, this process is in alignment with the District's LCAP Goals.

- College, Career and Life Ready Graduates
- Safe, Emotionally Healthy and Engaged Students
- Family and Community Empowerment
- Operational Excellence

### VI. Results:

# Board of Education Executive Summary

## Business Services

Approve Professional Development MOU

September 24, 2020



Two days of professional development provided focusing on the delivery of robust instruction to students via distance learning and two days of pay for teachers whose work calendar was extended from 181 to 183 days for the professional development provided by the District on September 1 and 2, 2020.

### **VII. Lessons Learned/Next Steps:**

Next Steps include providing additional two days' pay for teachers for the 2020-2021 school year for teachers whose work calendar was extended from 181 to 183 days. Memoranda concerning this matter have previously been shared with the District and communications concerning this matter have previously been shared with SCTA. Further updates will be provided as necessary.

**Cost of MOU between SCUSD and SCTA Professional Development Days for Distance Learning**

*Date of MOU 8/31/20, Dates of Professional Development 9/1/20 & 9/2/20*

<b>Certificated Categories</b>	<b>Cost</b>	<b>Funding Source</b>	<b>Total Award</b>
Calendar G1 \$	2,269,550.19	LLMF General Fund (GF) RC 7420	\$ 3,497,424
Calendar G2 (incl Child Dvlp) \$	30,984.07	LLMF General Fund (GF) RC 7420	
Calendar NJB \$	16,774.14	LLMF General Fund (GF) RC 7420	
<b>Total Projected Cost</b> \$	<b>2,317,308.39</b>		<b>Remaining Balance \$ 1,180,115.61</b>

<b>Certificated Categories</b>	<b>Cost</b>	<b>Funding Source</b>
<b>Stipends</b>		
HS Athletic Director	\$1,923	UGF
HS Athletic Director	\$10,355	UGF
HS Extra Curricular Stipends	\$2,471	UGF
Small HS Extra Curricular Stipends	\$1,128	UGF
Department Chairs	\$2,765	UGF
Substitutes	\$101,768	UGF
<b>Total Projected Cost</b>	<b>\$120,410</b>	UGF

*propose to reduce substitute 2020-2021 budget by \$125,000 to cover this cost*

<b>TOTAL COST</b>	<b>\$2,437,718.86</b>
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**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Sacramento City Unified School District**  
**&**  
**Sacramento City Teachers Association**

Professional Development Days for Distance Learning  
2020-2021 School Year

August 31, 2020

This Memorandum of Understanding (MOU) is between the Sacramento City Unified School District (District) and the Sacramento City Teachers Association (SCTA), collectively “the Parties,” regarding the professional development distance learning instructional program that will be implemented as the Sac City schools start school for the 2020-2021 School Year.

1. For the 2020-2021 school year only, an additional two days with pay will be added to the work year calendar for professional development focused on the delivery of robust instruction to students via distance learning and will be scheduled for September 1 and 2, 2020, to allow for additional professional development prior to reopening District schools based on the Professional Learning schedule prepared by the District. The traditional work calendar will be increased from 181 to 183 work days for the 2020-2021 school year. In addition, September 3 and 4, 2020, will be considered “smart start” dates with students receiving the required instructional minutes and direct live instruction as set forth below:

	<p><b><u>Sample Smart Start Schedule</u></b>  <b><u>Elementary and K-8 Schools*</u></b>  Thursday, September 3 and Friday, September 4, 2020</p>
9:00-10:00	<p><b>Synchronous Learning</b> to Include</p> <ul style="list-style-type: none"> <li>• Establishing routines and procedures</li> <li>• Setting norms for whole group, small group, and break out rooms</li> <li>• Daily check in and attendance</li> <li>• SEL/community building</li> <li>• Log into and practice using technology</li> <li>• Review syllabus, course content</li> </ul>
10:00-10:15	Teacher: Break

Remainder of day for students	Students and families: asynchronous learning, complete paperwork, prepare workspace, set up practice technology
10:15-12:15	Professional Development
12:15-1:00	Lunch
1:00-3:00	Professional Development

\*Students at K-8 schools in grades TK-6 will follow the elementary smart start schedule while students at K-8 schools in grades 7-8 will follow the secondary smart start schedule.

<u>Sample Smart Start Schedule</u> <u>Secondary and K-8 Schools*</u> Thursday, September 3 and Friday, September 4, 2020	
	<b>Synchronous Learning to Include</b> <ul style="list-style-type: none"> <li>• Establishing routines and procedures</li> <li>• Setting norms for whole group, small group, and break out rooms</li> <li>• Daily check in and attendance</li> <li>• SEL/community building</li> <li>• Log into and practice using technology</li> <li>• Review syllabus, course content</li> </ul>
8:00-10:00	Professional Development
10:00-10:15	Break/transition
10:15-10:45	Period 1/2**
10:45-10:55	Break/transition
10:55-11:25	Period 3/4**
11:25-11:35	Break/transition
11:35-12:05	Period 5/6**
12:05-1:00	Teacher: Lunch
Remainder of day for students	Students and Families: asynchronous learning, complete paperwork, prepare workspace, set up practice technology
1:00-3:00	Professional Learning

\*Students at K-8 schools in grades TK-6 will follow the elementary smart start schedule while students at K-8 schools in grades 7-8 will follow the secondary smart start schedule.

\*\*Odd periods will meet for synchronous instruction and to receive asynchronous instruction on Thursday and even periods on Friday.

- The District's professional development on delivering instruction in a distance learning environment will focus on the following:



- a. Providing planning time and infrastructure that will allow unit members to discuss real-time feedback from students.
  - b. Providing planning resources to work together to design and lead changes in the classrooms.
  - c. Development of a framework for what data will be collected as a feedback loop on student's experience to inform planning and how such data will be collected.
  - d. Development of framework for how the District will ensure students with disabilities and other special populations are fully integrated into every aspect of preparation and participation of the instruction model.
  - e. Utilization of Universal Design for Learning (UDL) during instructional planning time.
  - f. Discussion on how certificated unit members will engage with the students to determine learning barriers and develop innovative ways to meet their needs.
  - g. Development and provision academic and social-emotional supports or interventions to be provided to students who are struggling with the instructional model, including training on the SEL mini-lesson.
  - h. Strategies on how to ensure the needs of all students are addressed.
  - i. Use and support for Google Classroom.
3. This MOU addresses only the pre-service and smart start professional development for distance learning for the 2020-2021 school year and does not preclude continued discussions between the District and SCTA on other working conditions related to the reopening of schools.
4. This MOU expires on June 30, 2021, unless the Parties mutually agree to extend it.

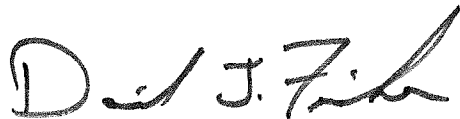
SACRAMENTO CITY UNIFIED  
SCHOOL DISTRICT



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Jorge Aguilar  
Superintendent

SACRAMENTO CITY TEACHERS  
ASSOCIATION



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David Fisher  
President