

**DRAFT.** Memorandum of Understanding  
Between  
Putnam County School District  
And  
Putnam Federation of Teachers/United

The School Board of Putnam County School District (PCSD) and the Putnam Federation of Teachers/United (PFT/U) recognize that students are entitled to the best possible education, even in unprecedented times of emergency. This MOU temporarily modifies the terms and conditions of employment as stated in the Collective Bargaining Agreement with PFT/U. In order to ensure that learning continues during the emergency closure of schools related to COVID-19, or in the event of teachers' prolonged absence due to mandatory quarantine, PCSD and PFT/U agree to the following provisions:

Both parties recognize the need to ensure that learning continues and for all instructional staff to provide instruction remotely using various online learning management systems (such as Canvas) **as described in PCSD's Instructional Continuity Plan.**

Teachers will not be required to report to their respective schools or work sites during this time but will retain access to and use of their classrooms/work sites, as needed, to support their professional responsibilities under the *Instructional Continuity Plan*. On Thursday, March 26 or Friday, March 27, teachers may report to their assigned worksite (working in conjunction with their principal) to collect technology and/or materials needed to provide continuity of instruction during the closure. If a teacher does not have the necessary technology or equipment to fulfill the expectations of remote instruction at his/her home, the teacher shall notify his/her administrator on March 26, 2020.

PCSD and PFT/U are committed to supporting students and families in making sure that learning continues. Students and their teachers have a suite of electronic/online grade-level appropriate academic tools available to them.

In order to implement effectively a distance learning platform as a result of the emergency closure of schools, PCSD is providing the use of online learning management systems (Canvas) as the instructional tools to facilitate online learning. This will provide teachers with platforms to communicate with students, share files and curriculum content, and deliver online content modules to ensure that learning continues.

To inform teachers of the instructional materials available to them and how to integrate them with the various online learning management systems (Canvas), informational sessions will be delivered virtually. These sessions will include beginner and intermediate Canvas training. Teachers are expected to identify and participate in relevant and appropriate online training to establish a level of professional competency with the online learning management systems. Teachers who complete district provided training courses will receive four (4) in-service points.

As teachers will continue to be compensated during this emergency closure of schools, it is expected that they will ~~provide office hours that are no fewer than three (3) hours per day~~ follow the modified instructional schedule as set forth by the Curriculum & Instruction team. This will provide students with teacher interaction via email, telephone, or and/or through the online learning management systems. Teachers should use District issued devices to facilitate teaching and communication needs. Employees who use their personal communication devices during this time will not be eligible for reimbursement.

Observation procedures will be suspended for the duration of school closures. Final grades for the third grading period will be posted by end-of-day on March 30, 2020.

Instructional personnel will adhere to the Employee Guidelines for Online & Home Learning that has been developed as a response to school closures resulting from COVID-19.

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Mark Motl  
President, PFT/U

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Thomas Bolling  
Chief Negotiator, PCSD

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Date

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Date