



March 26, 2020

Hello Licensed Educators,

This is a joint communication from HEA President Jill Golay and Superintendent Mike Scott.

Thank you for your patience as we continue to adapt to this shifting new reality and plan for your return from Spring Break. We hope you are and have been well during this challenging time. The Union and the District are working together to clarify the expectations and guidelines for your return to work to ensure we are complying with the Governor's order, following the negotiated contract, and meeting the needs of our students, staff, and community.

There will be many new aspects to our work in the coming weeks. We will not be serving students in person and we will be relying heavily on technology and other means for students who do not have connectivity. One aspect of the Governor's Order is that we provide "supplemental learning" throughout the school closure period (currently until April 28) in order to receive continued funding. To that end, as our work world changes, below are the expectations that have been agreed upon between the District and Association. The other variables are still being discussed and will be codified in a Letter of Agreement (LOA) which will be shared with all staff when it is finalized. Above all, we appreciate our joint camaraderie and collaboration - we are all in this together and together we will succeed.

Assuming nothing new comes from state or federal officials, you can expect the following in the coming days and weeks:

**March 30 & March 31** - Licensed staff will participate in virtual PD on the use of technology and will receive specific information regarding expectations for the month of April with regard to providing distance learning to our students. Teachers will work individually and collaboratively to design supplemental lessons. In addition, each building will develop an individual plan for checking out Chromebooks to students who need them. Look for an email from your supervisor with specific details for these two days. Note, per the HEA and HSD agreement, nothing you are asked to do will violate our negotiated agreement, and HSD will give grace so you can manage your own personal situation with this pandemic.

**April 1** - Teachers will begin posting supplemental lessons. Teachers can choose to use the district-created supplemental materials or can develop their own lessons. By April 6th, teachers should be providing supplementary learning for their specific subject area and specific students.

#### **April 6-April 28 - Teachers Will**

- **Provide daily lesson(s)** for students posted on Google Classroom or Seesaw/Bloomz. The expectation is that students have a lesson each day; however, you can post several

days at a time (links and instructions are below). Lessons should be designed in such a manner that a student can access the concepts and materials fairly independently.

- **Provide hard copy supplemental lessons and communication** to students/families who may not have access to devices and connectivity. These should be available by the end of the prior week for pick-up, delivery and/or USPS mail. Details about how to produce and distribute packets will be shared with you by your supervisor.
- **Decide how students can submit** their work for feedback depending upon your current practices, ideally using Google Classroom.
- **Keep track** of who is accessing lessons, turning in assignments and in other ways "attending," with a goal of students participating at least twice a week.
- **Provide feedback** to students based on assignments connected to digital lesson plans in a reasonable timeframe - within a week.
- **Participate in at least 60 minutes of weekly PD** and/or digital collaboration to be approved and shared by administrators.
- **Participate in at least 60 minutes of weekly PLCs/collaboration via Google Meet.**
- **Keep track of your activities** in your Outlook calendar or through a Google Doc and share with your administrator as directed.
- **Participate in previously scheduled IEP meetings** via Google Meet.
- **Communicate with families** a daily "office hour" in which you are available to respond to messages and/or be available via Google Meet.

If you are sick during this time, please follow normal procedures for alerting your supervisor. If you cannot plan lessons because of your illness, please connect with your grade level/content colleagues and/or specialist/instructional coach for support.

We believe the Governor and Oregon Department of Education (ODE) will be releasing guidance very soon around graduating seniors. This information will help us plan to make sure all students will be supported to achieve their graduation goals.

Staff who do not have a device or connectivity to participate in a remote setting are asked to please contact their supervisor regarding options. Your supervisor may be able to provide you with a Chromebook and MiFi device. Or, if you are comfortable doing so, you may report to the building. If you do plan to report to your building, please communicate your intention to your supervisor so they can ensure there are no more than 25 people in the building at any given time, and that appropriate social distancing can be maintained.

Please communicate with your principal or administrative team and your Association regarding any special consideration that you have. Be well, and we will continue to work on firming up plans so that when you return (virtually) on March 30th, we can work toward providing the stability and consistency that our community needs and our schools can provide.

Thank you for your professionalism and efforts during this time. We appreciate all you do.

Mike and Jill [Hillsboro@oregoned.org](mailto:Hillsboro@oregoned.org)