

**Memorandum of Understanding
Between
Kent Principals Association
And
Kent School District
Regarding Re-Opening Elementary and Secondary Schools in the 2020-2021 School Year**

A. Vacation Buy Back: The district eliminates the required 10 days of vacation in order to access the vacation buy-back opportunity within the KPA Contract.

B. Addressing Challenging Students:

- a. Administrators if requested will be provided updated “Right Response Training” or other mutually agreed upon training prior to the end of the SY to outline the protocol for de-escalating a student whose behaviors are dangerous to themselves or others.
- b. Administrators with students prone to physical outburst and/or Inclusive Education Programs that have students with BIPs and/or ERPs, will have access to the highest level of PPE, including N-95 Mask, face shield, gowns, and bite guards.
- c. Safety Services will collaborate with building administrators who have students with already identified behavioral challenges to develop a safety response plan and outline safety services role in the plan.
- d. When students with safety support plans continue to compromise the safety of the building administrator, a team consisting of the parent, safety services, EDLI, building administrator, IEP Team, school nurses will meet to determine either a revision to the safety plan or the student’s return to remote instruction.

C. COVID Specific Administrator Duties:

It is acknowledged that this is a unique time and that there are certain duties that are above the normal job expectations that need to be performed for students to safely return to school. Administrators will work to maintain safe environments and ensure that the COVID expectations outlined by L and I, DOH, and CDC are followed to the best of their abilities. However, if this situation extends into the 2021-22 SY, then schools will be provided additional classified hours to support with COVID workload issues. KSD and KPA will come back to the table and collaborate on the types of supports needed.

D. Vaccinations and COVID Testing:

- a. Building administrators will have the opportunity to receive vaccinations prior to returning to the school building to work with students and staff.
- b. The district will provide access to COVID testing opportunities for administrators at the District’s expense if requested.

E. COVID Leaves

If an administrator is required to isolate or quarantine due to a COVID exposure, they will have access to COVID leave equal to the number of days recommended by DOH for isolation and quarantine prior to accessing their sick leave.

F. Professional Development:

- a. Each building administrator will be allocated at least 5 hours of staff training prior to the opening of a school building. This could be in addition to the days requested by teachers or partially in

conjunction with the days requested by teachers. Training days will be allocated each time a new cohort of students are scheduled to begin in-person services. Staff training will include, but not limited to:

- Building safety plans (emergency drills)
- COVID-19 safety protocols
- Site specific expectations/routines
- Classroom setup/preparation
- SEL plans to support staff and student return

G. PPE Requirements:

All administrators will have access to N-95 masks, face shields, and gowns if requested.

H. Isolation Room:

Administrators are not required to physically man the isolation rooms but can if they are comfortable serving in this capacity.

I. Long Term (more than 5 days) Covering of Buildings during Hybrid Learning:

- a. Definitions: For the purposes of this proposal, “Not able” is defined as: 1) the administrator has health concerns identified by the CDC that would identify them as “high risk”; 2) the administrator presents a note from a licensed medical practitioner; 3) has direct responsibility for an adult or child who is identified as at risk by the CDC. 4) has elementary aged children that require support to access remote learning; 5) or, a unique situation that is agreed upon between the administrator and their EDLI to qualify them as not able to come into the building.
- b. Responsibilities of the covering administrator: A building administrator covering another building will support the in-person instruction and adherence to the health and safety measures of the building as it relates to in-building services only. Principals are expected to be on the campus while students are present and 15 minutes before school and after students are dismissed.
- c. If a/the building administrator/s is/are unable to work from the building, the district will:
 1. Offer Administrative Interns throughout the district or District Office personnel the opportunity to cover buildings. If multiple individuals wish to serve in this capacity, they can sign up for supervision for a week at a time.
 2. Seek volunteers from the rest of the KPA membership. Volunteers who agree to work in a building other than their own shall be compensated at the rate of \$200 per week/\$50.00 per day.
 3. If multiple administrators volunteer, administrators with the highest seniority will cover the school.
- d. If there are no volunteers, the district will choose 4 administrators according to seniority from among those administrators assigned to buildings with at least two full time administrators who are not currently providing services for in-person instruction to provide supervision in buildings needing in-person coverage. There would be a rotation developed for this process based upon seniority. These 4 administrators will rotate weekly with each covering the building for a week at a time. No KPA member who is the sole administrator of his or her assigned building shall be required to work another building as part of this process.
 1. Those assigned to work at a building other than their own shall be compensated at the rate of \$250 per week.
 2. Building administrators identified as not able to work in-person per set guidelines shall not be required to do so, even if selected through the above process.

J. Short Term Building Coverage (Less than five days):

- a. In order to prepare to cover for administrators who require a substitute for a day or a short period of time, Human Resources will compile an administrator in-building substitute list that are prepared to deploy if a building will need temporary coverage.
- b. A building administrator will contact their EDLI regarding their absence so that a substitute from this pool can be assigned to the building for the day.
- c. Building Administrators can volunteer to be in the substitute pool, however, they are not required to serve in this capacity.

K. Continuing to work remotely. Building administrators may continue to work remotely during times when there are no students in the building.

L. Effective dates. This MOU shall be in effect beginning on the date signed and continue through the period of in-person services in the 2020-2021 school year. All other provisions of the CBA between the parties remain in effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19.

Dated this 24th day of March 2021.



Kent Principal Association

Wade
Barringer

Kent School District

Digitally signed by Wade
Barringer
Date: 2021.03.25
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