

MEMORANDUM OF AGREEMENT

BETWEEN THE

WESTFIELD SCHOOL COMMITTEE

AND THE

WESTFIELD EDUCATION ASSOCIATION – MASSACHUSETTS TEACHERS ASSOCIATION

This memorandum of agreement entered into this ____ day of November, 2018 hereby amends the terms of the collective bargaining agreement between the Westfield School Committee and the Westfield Education Association – Massachusetts Teachers Association, specifically as provided below:

WHEREAS, the Westfield School Committee (hereinafter referred to as “Westfield”) and the WEA recognize that the 2018-2019 academic year calendar includes five (5) snow days due to school cancellations;

WHEREAS, all parties acknowledge that the exact number of school cancellations is unknown but that state law requires that students complete one hundred and eighty days of school on or before June 30, 2018;

NOW THEREFORE, the parties hereby agree to the following terms, conditions and understandings as follows:

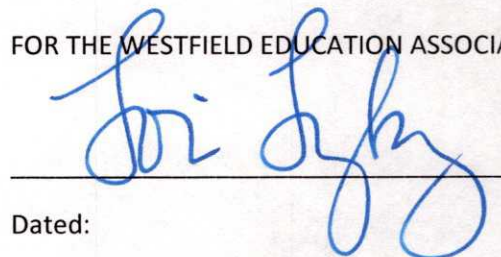
- Alternative Structured Learning Days as noted on the attached will be in effect for the 2018-2019 school year
- Said implementation of “Blizzard Bags” will only be after five (5) days of school have been cancelled;
- All parties agree to begin discussions between October 1 through and including December 1, 2019, regarding the continuation and/or modification of Alternative Structured Learning Days.

This Side Letter of Agreement is only intended to address the 2018-2019 school year designation as a pilot year for Alternative Structured Learning Days and is not designed to, or otherwise alter the terms and conditions of the Collectively Bargained Agreement. This Side Letter of Agreement shall not set practice or precedent on either party.

FOR THE WESTFIELD PUBLIC SCHOOLS


Dated: 11-19-18

FOR THE WESTFIELD EDUCATION ASSOCIATION


Dated:



Superintendent of Schools
94 North Elm Street, Suite 201
Westfield, MA 01085
Telephone: (413) 572-6403
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Mr. Stefan Czaporowski
Superintendent of Schools

TO: Westfield School Committee Members
FR: Stefan Czaporowski, Superintendent of Schools
RE: Alternative Structured Learning Days (formerly Blizzard Bags)

Westfield Public Schools Alternative Structured Learning Days

Alternative Structured Learning Day (ASLD) programs refers to the practice of assigning students work that can be completed at home on days when school is not in session due to weather or other emergencies. The assignments completed over the course of the year on these days would replace the make-up days traditionally added to the School Calendar in the month of June.

Like last school year, the Westfield Public Schools will begin Alternative Structured Learning Days (ASLD) following the 5th cancellation day built into the school calendar. Beginning on the 6th school cancellation day and continuing for each subsequent cancellation day, students would complete ASLD project assignments and would not be required to make up the days in June. This would ensure that our last day of school for the 2018-2019 school year would be no later than **June 24, 2019**.

Rationale

The Department of Elementary and Secondary Education (DESE) is collecting district plans this school year to generate specific guidelines and endorsements for ASLD for the 2019-2020 school year. The WPS Leadership Team is recommending that we follow the ASLD plan from last year while we await further guidance from DESE. Once the new regulations from DESE are received, WPS Alternative Structured Learning Days will adhere to the new policies.

Goal

To implement an alternative instruction process that is flexible and meets the DESE standard for structured learning time so that school days missed for inclement weather or other issues can be counted towards the required instructional time for the calendar year.

Alternative Structured Learning Days in the Westfield Public Schools are defined as: A series of linked assignments to be updated and reviewed after a school cancellation day but part of an ongoing, longer term project that will need to be completed by the end of May.

Planning

- Project based assignments may be assigned by an individual teacher, grade level team, or department depending on a student's schedule and learning plan.

- Projects by grade level are encouraged for Grades PreK-4; projects by team are encouraged for grades 5-9, and projects by department are encouraged for grades 10-12.
- The hours spent developing these projects will replace some of the hours that teachers would be working on the school days that are cancelled. Assignments will be submitted for approval to Principals by **January 25, 2019**.
- PLC and common planning time may be used to begin development of assignments, but time outside the work day will likely be required.
- *Special Education Teachers and Special Subject Teachers (Art, Music, Health, PE, Technology, etc.) may collaborate with other teachers or develop Blizzard Bag assignments for students if each student does not have more than 3-4 hours of work per day. Each Principal will make this determination.
- Students with specific support needs (EL, 504, IEP) may have their assignments modified in based upon their needs. Teachers and service providers would collaborate to make these modifications.

Implementation

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- ~~Each student should have 3-4 hours of work to complete on an Alternative Structured Learning Day to complete projects by May 2019.~~
 - Teachers will be available to students and families via email from 11:00 am - 1:00 pm on Blizzard Bag days.
 - School sites will determine which, if any, students do not have internet access at home. Alternate assignments that do not require internet access will be developed for these students.
 - Some students may require some in-school support to complete the projects required, and plans will be established by the school team on an individual basis.
 - If we do not have any weather-related cancellations beyond the five days built into our calendar, students would be given class time during the months of May and June to complete their projects.
 - Blizzard Bag assignments will be communicated to students and families and will be posted on the school website.
 - Students will be assessed based on progress toward completion of project-based assignments. Students will receive a final project(s) grade from the team of teachers that assigned the project.

Other Staff Considerations

- Other Unit A staff (Speech Language Pathologists, Nurses, Special Education Teachers*, Special Subject Teachers*, School Adjustment Counselors, School Psychologists, Guidance Counselors, Behaviorists, Reading Specialists, etc.) will develop a plan as a professional learning community for their group for professional development work that will occur on Blizzard Bag days. Professional Development plans will be submitted to the Director of Curriculum and Instruction for approval by **January 11, 2019**.
- Unit B staff members (Assistant Principals, Special Education Supervisors, Curriculum Supervisors, etc.) would still work the number of days required by their contract. Alternative Structured Learning Days would not change their current practice, and the same number of days would be worked.

- Personal Service Contract Staff members (Central Office Administrators and Principals) would work their regularly scheduled days and would not be impacted contractually by Alternative Structured Learning Days.
- Unit D members will be able to make up the Alternative Structured Learning in June immediately following the last day of school with Professional Development. Unit D Members may also choose to take a day without pay.
- The Office of Special Education will be responsible for planning and or providing staff development for all Special Education paraprofessionals and Related Service Providers (COTAs, SLPAs, etc.)
- The Office of Curriculum and Instruction will be responsible for planning and or providing staff development for all Kindergarten Paraprofessionals, Shop Assistants, and Literacy Assistants.
- Unit D members that can continue with regular work to assist in closing the school year (Office Paras, Library Paras, cafeteria staff etc.) will do so under the supervision of the Principals.

Two-Hour Delay on ERSD

Like last school year, if it is necessary to call a 'two-hour delay' on an Early Release Staff Development Day, the day will become a full day of school for students.