

**BOARD OF EDUCATION  
NEWINGTON PUBLIC SCHOOLS  
NEWINGTON, CT 06111**

Newington Town Hall  
Virtual  
Wednesday, September 16, 2020  
7:00 p.m.

Board of Education members and NPS staff members ***who are using an npsct.org account in the Google Chrome browser*** may join by going to [Google Meet](#) and entering the nickname: **boemeeting2020**

**OR**

If you are using a different account or browser, you will need a direct link. The link will be provided [in this document](#) 10 minutes prior to the meeting.

**A G E N D A**

- A. Call to Order
  - Pledge of Allegiance
  - Roll Call
- B. Presentation of Awards/Proclamations
- C. Public Participation on Any Matter Related to Board Responsibilities
- D. Standing Committee Information Item
  - 1. Report – Finance Committee
  - 2. Report - Facilities Committee
  - 3. Report – Student Policy Committee
  - 4. Report – Curriculum Committee
  - 5. Report – Executive Committee
  - 6. Report – Student Representatives (Lindsay Forauer)
- E. Other Business Information Item
  - 1. Report – School Opening 2020
  - 2. Report – Gifts to Schools 2019-2020
  - 3. Discussion – Future Agenda Items 2020-2021
  - 4. Discussion – PTA/PTO/PAC Representation 2020-2021
  - 5. Discussion – Budget 2021-2022 Guidelines
  - 6. Discussion – NHS Mascot & Committee Meetings
  - 7. Update - Childcare for Teachers
  - 8. Update – Fall Sports
  - 9. Update – AFSCME MOU and NTA MOU
- F. Communications from Board Members Serving as a Liaison to Agencies/Committees
- G. Public Participation on Any Matter Related to Board Responsibilities
- H. Remarks by Board Members
- I. Adjournment

SEP 16 2020

E 1

DATE: September 11, 2020  
 TO: Members of the Board of Education  
 FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
 SUBJECT: 2020-2021 FIRST DAY OF SCHOOL MESSAGE

We had a tremendously successful school opening. The students were very excited to be back. I had an opportunity to visit each school to observe students “settling” into the classroom routine very quickly. The schools were all in great shape and staff offered all our students a very warm welcome.

The Transportation Department ran very smoothly on the first day as students were transported to the different schools. Kindergarten to high school students exited the busses with smiles and excitement. Great day for all!

The convocation on August 24<sup>th</sup> provided the opportunity to recognize the contributions of our staff. Mr. Vessella and Ms. Miotke, NTA President, provided staff with warm and reassuring remarks. Service awards were presented to each of the employees who have completed 5, 15 or 25 years of service to the district. Immediately after the convocation, all staff met with their building principals to discuss building priorities for the new year. Lunch was provided to all staff to acknowledge the hard work ahead in getting ready for the new year.

Ms. Elsa Batista, World Language Teacher at Martin Kellogg Middle School, was recognized as Newington’s Teacher of the Year. Ms. Batista was recently notified that she is a semi-finalist for Connecticut’s Teacher of the Year!

All certified staff participated in professional development from August 24 – August 28. Professional learning focused on improving teaching and learning for all students with topics such as health and safety protocols, social emotional learning, and strategies to promote engaging synchronous instruction.

The first Board of Education Meeting will be held on **Wednesday, September 16, 2020 at 7:00 p.m.** This will be a **virtual** meeting. Any agenda items requested by Board members for future consideration should be addressed to the Chair at the first meeting.

We will be providing a detailed report to the Board of Education on the school opening enrollment data. The following enrollment information will provide an overview enrollment on the first day in different schools. Enrollment data will change over the first week as we adjust for new incoming students. The enrollment information follows.

	EG (K-4)		AR (K-4)		JP (K-4)		RC (K-4)		Elem Total	MK (5-8)	JW (5-8)	Middle Total	HS (9-12)	TOTAL
Projected	283		373		372		309		1,353	607	635	1,242	1,326	3,921
Actual	281		364		362		329		1,336	614	630	1,244	1,285	3,865
Difference	-2		-9		-10		+20		-17	+7	-5	+2	-41	-56
Preschool	3	4	3	4	3	4	3	4						
	2	13	3	26	4	22	3	13	86					

We have 10 students who are still in the registration process (signed up online but have not provided residency documents yet). Each year we attempt to get parents to register prior to the start of school rather than waiting

for the last minute. Magnet school enrollment will not be known until October 1<sup>st</sup>. The last projection was 135 students. As of today, there are 57 outplaced students. NPS outplaced 31 students, DCF or Court placed 5 students, and parents placed 21 special education students in magnet schools. As you have seen, this number is very fluid and changes almost daily. Today's total enrollment is 4,008 students.

I look forward to sharing more information about the school opening and priorities for the new school year at the September 16<sup>th</sup> Board of Education meeting. Please feel free to contact this office directly with any questions you may have on the school opening or other areas of interest.

MLB:skp

SEP 16 2020

E2

DATE: September 11, 2020  
 TO: Members of the Board of Education  
 FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
 SUBJECT: **GIFTS UNDER \$500 DONATED DURING 2019-2020 SCHOOL YEAR**

SCHOOL	GIFT	GROUP/ ORGANIZATION	VALUE
<b>High School</b>	Donation for Student Services	Hannon-Hatch Auxiliary Group	\$50.00
	T-Shirts for CTE Academy	CCSU	\$500.00
		<b>TOTAL</b>	<b>\$550.00</b>
<b>Martin Kellogg</b>	PBIS	PTO	\$500.00
	Basketball Even Food	PTO	\$133.25
		<b>TOTAL</b>	<b>\$633.25</b>
<b>John Wallace</b>	School Nurse Supplies	PAC	\$100.00
	7/8 Grade Snowball Dance	PAC	\$330.45
	Battle of the Books Prizes	PAC	\$499.00
	Dodgeball Club Supplies	PAC	\$250.00
	Storage Lockers for Gym Closet	PAC	\$400.00
	Spanish Advanced Level Books	PAC	\$220.00
	Restorative Classroom Supplies	PAC	\$37.00
	Class Library for Grade 5 Science	PAC	\$300.00
		<b>TOTAL</b>	<b>\$2,136.45</b>
<b>Ruth Chaffee</b>	NONE		
<b>Anna Reynolds</b>	Kindergarten Playdate (books, gifts)	PTO	\$150.00
	Pizza for Author Visit/Staff	PTO	\$300.00
	Snacks for Grandparents/Special Friends	PTO	\$250.00
	Nook – Read-A-Thon Prize	Barnes & Noble	\$120.00
	Read-A-Thon Prizes/Gifts	PTO	\$500.00
	Teacher Appreciation Gifts	PTO	\$200.00
	Barnes & Noble Gift Cards	Barnes & Noble	\$100.00
	End of Year Appreciation Gifts	PTO	\$500.00
		<b>TOTAL</b>	<b>\$2,120.00</b>
<b>John Paterson</b>	Teacher Lawn Signs	PTO	\$287.00
	Café Appreciation	PTO	\$124.43
	Nurse Appreciation	PTO	\$50.00
	Bus Driver Appreciation	PTO	\$120.00
	Custodian Appreciation	PTO	\$160.00
	Kindergarten Rocks Books	PTO	\$498.00
	Winter Dance	PTO	\$392.60
	Turkey Visit	PTO	\$255.00
	Ice Cream Social	PTO	\$431.50
	Water	PTO	\$280.61

	Back to School Luncheon	PTO	\$456.13
	Administrative Day Flowers	PTO	\$97.58
	4 <sup>th</sup> Grade Tees	PTO	\$369.49
	4 <sup>th</sup> Grade Event	PTO	\$396.00
		<b>TOTAL</b>	<b>\$3,918.34</b>
<b>Elizabeth Green</b>	Teacher Appreciation (breakfast)	PTO	\$204.07
	Staff Appreciation (bus drivers, café workers, custodian, nurses, admins.)	PTO	\$255.93
	Other appreciation (special friends week, veterans day, concerts, etc.)	PTO	\$269.38
	Ice Cream Social	PTO	\$497.90
	Harvest Fair	PTO	\$317.42
	Winter Dance	PTO	307.46
		<b>TOTAL</b>	<b>\$1,852.66</b>
<b>GRAND TOTAL</b>			<b>\$11,210.70</b>

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E3

DATE: September 11, 2020  
 TO: Members of the Board of Education  
 FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
 SUBJECT: **FUTURE AGENDA ITEMS 2020-2021 SCHOOL YEAR**

The following is a tentative list of Board of Education agenda items for the 2020-2021 school year.

<b>September 16, 2020 - Agenda Items</b>
Report – Enrollment for Opening of School
Report – Gifts to Schools
Discussion – Proposed Agenda Items 2020-2021
Discussion – Budget Guidelines for Proposed 2021-2022 Budget
Discussion – Board of Education Assignments to PTO/PTA/PAC Meetings
<b>September 30, 2020 - Agenda Items</b>
Action - Resolution Honoring Cafeteria Workers
Action - Resolution Honoring School Bus Drivers
Action – Resolution Honoring Custodial/Maintenance Workers
Action – Budget 2021-2022 Guidelines
<b>October 14, 2020 - Agenda Items</b>
Presentation – Resolution Honoring School Cafeteria Staff
Presentation – Resolution Honoring School Bus Drivers
Action – Health Benefits Reallocation
Report – Annual Educator Evaluation Report
Action – Capital Improvements for 2021-2022 Budget
Action – Meeting Cancellation
<b>October 28, 2020 - Agenda Items</b>
Teacher of the Year Reception (tentative due to COVID)
<b>November 11, 2020 - Agenda Items</b>
Presentation – Resolution Honoring Custodial/Maintenance Workers
<b>December 16, 2020 - Agenda Items</b>
Action – Establish Dates for Review Superintendent's Proposed 2021-2022 Budget
<b>January 13, 2021 - Agenda Items</b>
Report – Staff Allocation 2020-2021
<b>January 27, 2021 - Agenda Items</b>
Report – PLANS Proposals Review
<b>February 3, 2021 – Agenda Items</b>
Presentation - Superintendent's Budget for 2021-2022
<b>February 10, 2021 – Agenda Items</b>
Discussion - Budget for 2021-2022
<b>February 24, 2021 - Agenda Items</b>
Discussion – Budget 2021-2022
Action – Possible Budget Submission 2021-2022

<b>March 10, 2021 - Agenda Items</b>
Presentation – Board Appreciation
Report - Enrollment Projections 2021-2022
Report – Health Benefits Fund Performance Fiscal 2020-2021
Discussion – School Calendar 2022-2023
<b>March 24, 2021 - Agenda Items</b>
Discussion – Budget 2021-2022
Action - Health Benefits Fund Performance
Action – School Calendar 2022-2023 Possible Adoption
Action – Resolution Honoring School Secretaries
Action – Resolution Honoring School Teachers
Action – Resolution Honoring Tutors/Assistors
Action – Resolution Honoring School Nurses
<b>April 7, 2021 - Agenda Items</b>
Recognition of Mentor Teachers
Action – Adjustments to 2021-2022 Budget
<b>April 21, 2021 - Agenda Items</b>
Presentation – Resolution Recognizing School Secretaries
Presentation – Teachers’ Day Resolution
Presentation –Tutors/Assistors Resolution
Action - Recognition of 2021 Valedictorian and Salutatorian
Action - Final Work on 2021-2022 Budget
<b>May 12, 2021 - Agenda Items</b>
Presentation - School Nurses’ Day Resolution
Presentation – Textbook(s) for Approval
Discussion – Meeting Dates 2021-2022
Discussion – Use of School Building Fee Increase
Report – Employee Computer Purchase Plan
Report - Staff Development Activities Report
Report – Strategic Planning Annual Meeting
<b>May 26, 2021 - Agenda Items</b>
Action – Textbook(s) for Adoption for 2021-2022
Action - Establish Meeting Dates for 2021-2022 Year
Action - Use of School Buildings Fees
Action – Healthy Food Certification
Action – Meeting Cancellation
Action – Transfer of Funds
<b>June 2, 2021 - Agenda Items</b>
Reception Honoring Retiring Staff Members

SEP 16 2020

E 4

DATE: September 11, 2020  
TO: Members of the Board of Education  
FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
SUBJECT: **PTA/PTO/PAC MEETING ASSIGNMENTS**

Attached is a copy of the PTA/PTO/PAC meeting assignments for the 2020-2021 school year. This item will be discussed at the first Board of Education meeting scheduled for September 16, 2020. Normally, meetings are held on a monthly basis, but may vary depending on the particular needs of a given school.

MLB:skp



## BOARD OF EDUCATION CALENDAR PTA/PTO/PAC MEETING ASSIGNMENTS 2020-2021 SCHOOL YEAR

<b>BOARD MEMBER</b>	<b><u>SEPTEMBER</u></b>	<b><u>OCTOBER</u></b>	<b><u>NOVEMBER</u></b>	<b><u>DECEMBER</u></b>	<b><u>JANUARY</u></b>	<b><u>FEBRUARY</u></b>	<b><u>MARCH</u></b>	<b><u>APRIL</u></b>	<b><u>MAY</u></b>	<b><u>JUNE</u></b>
<b>BRUCE FLETCHER</b> 75 Lantern Hill		Wallace 10/6	Reynolds 11/4			Paterson 2/2	Green 3/1		Chaffee 5/4	
<b>EMILY GUION</b> 20 Kirkham Street		Reynolds 10/6			Kellogg 1/12		Chaffee 3/2	Paterson 4/6		Green 6/1
<b>BETH MANKE HUTVAGNER</b> 16 Elton Dr.			Green 11/2		Paterson 1/5	Kellogg 2/9		Chaffee 4/6	Paterson 5/4	
<b>MICHAEL BRANDA</b> 77 Coronado Drive		Kellogg 10/13			Green 1/5		Wallace 3/16	Reynolds 4/6		Paterson 6/1
<b>JESSICA WEAVER</b> 494 Main St.			Paterson 11/4		Wallace 1/5		Reynolds 3/2	Green 4/5		Chaffee 6/1
<b>PAUL VESSELLA</b> 31 Northwood Road		Green 10/5	Kellogg 11/10			Chaffee 2/2	Paterson 3/2		Wallace 5/25	
<b>STEVEN SILVIA</b> 45 Basswood Street		Paterson 10/6	Chaffee 11/4			Wallace 2/11	Kellogg 3/16		Reynolds 5/4	
<b>CINDY STAMM</b> 35 Judge Lane		Chaffee 10/6			Reynolds 1/5	Green 2/1		Wallace 4/27	Kellogg 5/18	
<b>ROBERT TOFELDT SR.</b> 15 Seventh Street			Wallace 11/10		Chaffee 1/5	Reynolds 2/2		Kellogg 4/20	Green 5/3	

**Message to Board of Education Members:**

1. If you are unable to attend a meeting, please notify the school directly.
2. If a meeting is canceled for any reason, the Principal will notify you directly.

**PTA/PTO/PAC MEETING TIMES & LOCATIONS**

Kellogg	6:00 p.m.	Virtual Meeting
Wallace	6:00 p.m.	TBD
Chaffee	6:30 p.m.	TBD
Green	7:00 p.m.	TBD
Paterson	7:00 p.m.	TBD
Reynolds	7:00 p.m.	Virtual Meeting

**OPEN HOUSE DATES**

High School	6:00 p.m.	9/10/20
Middle Schools	6:00 p.m.	9/17/20
Elementary Schools	6:30 p.m.	9/24/20

SEP 16 2020

E 5

DATE: September 11, 2020

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **REQUEST FOR 2021-2022 BUDGET GUIDELINES**

Each year, the Superintendent of Schools prepares guidelines for the staff to use in the development of a fiscal year budget. I am now in the process of developing the guidelines for the educational budget for the 2021-2022 fiscal year.

The budget calendar indicates the guidelines from the Superintendent are due to the staff by October 1, 2020. The schedule requires designated staff to submit budget requests to principals and administrators in charge of specific programs by October 30, 2020 then to Central Office staff by November 13, 2020. The review by the Superintendent of Schools will begin on December 17, 2020. The Superintendent of Schools' Proposed Budget will be presented to the Board of Education on **February 3, 2021**. This process provides a series of careful reviews prior to the presentation of Superintendent's proposed budget requests to the Board of Education. The process will assist in the development of a budget that clearly supports the Board's educational priorities.

The thoughts, suggestions and comments of Board of Education members are important to ensure the guidelines truly reflect the type of budget the Board would like to review during the 2021-2022 budget process. The existing and new agreements with contracted employees will require necessary funding. Ongoing curriculum needs and curriculum enhancements must also be considered due to the gradual shift to mastery-based learning. Replacement of technology equipment and software will need to be included in the general operating budget. The need for general maintenance and replacement in our aging facilities must also be recognized in the budget process. I am anticipating a very reasonable request this year provided there are no unanticipated developments. The Board may wish to consider the areas listed below for consideration in the establishment of guidelines:

- 1. Continuous Improvement of Student Achievement that Includes Districtwide Performance that Exceeds State and National Averages**
- 2. Expand Student Access to Social/Emotional Supports**
- 3. Provide Infrastructure, and Instructional Supplies that Support 21st Century Learning**
- 4. Increase and Enhance Opportunities for Extended Learning**
- 5. Enhance the Integration of Technology Into Instruction**
- 6. Expand Access to Early Childhood Education**
- 7. Expand Opportunities for Professional Learning and Collaboration**

- 8. Maintain Support for the Arts, Athletics, and Student Activities**
- 9. Maintain emphasis on student/staff ratio comparable to the State and reference group.**
- 10. Design and Fund the Capital Improvement Plan**
- 11. Provide sufficient funds to meet the conditions of negotiated contracts including health insurance costs**
- 12. Provide sufficient funds for safety and security.**

**The Mission Statement for Newington Public Schools**

*The Mission of the Newington Public School system, an educational partnership of school, family and community, is to ensure every student acquires the knowledge, skills and attitudes to continue to learn, live a productive life and contribute to a diverse, rapidly changing society. This is accomplished within a caring environment through a planned program of quality learning experiences that challenge and encourage each individual to reach full potential.*

The Mission represents the purpose of the school system and its reason for existing; therefore, no changes were made to the Mission Statement. The objectives, strategies and parameters were reviewed and adjusted to meet the current needs of our school system and students. The major objectives are:

- Every student graduates college and/or career, and citizenship ready.
- The district can adapt to internal and external influences efficiently and effectively.
- Students and staff members feel safe, supported and respected.
- The district commits to investing in infrastructure that support 21<sup>st</sup> Century Learning.

Through this process, a set of themes emerged for the operation of the school system that we will live within as we strive to achieve our mission. These parameters can also be considered as possible budget guidelines. These are:

- Positive relationships among students and staff create a safe, emotionally supportive and engaging climate for learning.
- Clear and consistent communication to all stakeholders garners support & understanding.
- Variety of learning opportunities and experiences – course offerings, internships, academies, technology – provided to students to prepare them for future learning and success.
- Staff diversity that reflects the composition of the community supports learning and relationships.
- Adaptable learning spaces address student and staff needs.

The above information provides a background for Board members to consider in providing budget guidelines to the Superintendent. We look forward to your comments and suggestions.

MLB:skp

SEP 16 2020

E G

DATE: September 11, 2020  
TO: Members of the Board of Education  
FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
SUBJECT: **SCHOOL MASCOT**

There has been much negative media and community attention regarding school mascots with any reference to Native Americans in recent years. Current racial tensions in our country have caused this to exacerbate over the past few months. The Board has requested that I convene a committee to study possible alternatives to the Newington High Indians Mascot. Over the past several months, I have had numerous community and staff members volunteer for this committee. I would like to begin meeting before the end of September. As the Board is aware, any rebranding at NHS will have a financial impact. Given the current COVID crisis, these meetings will be held virtually.

MLB:skp

SEP 16 2020

E 7

DATE: September 10, 2020

TO: Dr. Maureen Brummett and  
Board of Education

FROM: Mr. Stephen Foresi, Assistant Superintendent of Schools

SUBJECT: **CHILD CARE PROGRAM UPDATE**



The Child Care Program serves to support Newington Public School staff members with an in-district option for the daily care of a staff member's child while he/she is at work. Five program locations are offered to our employees based on hours of work, enrollment and convenience. The five locations include: Anna Reynolds, John Paterson, John Wallace, Martin Kellogg and Newington High School. Each location is staffed with at least one Child Care Tutor. The locations where the Tutor:Student ratio exceeds 10 students per tutor two Child Care Tutors are staffed. We have seven tutors in total, and one program manager who helps to oversee daily operations, collection and management of funds, acts as the liaison between administration and the program, and substitutes when needed.

Now in our third week of the program, district-wide attendance ranges from 20-35 students per day, servicing approximately 18-30 employees each day. The age range of students eligible for the program was extended to include eighth grade students in order to accommodate a few additional staff requests. We now service students in grades kindergarten through grade eight.

While most students are engaged in online learning throughout the day, our tutors support socially appropriate indoor and outdoor activities for many of our younger students. All PPE, safety equipment and protocols are also a mandatory requirement practiced daily within our program.

To date, the program not only significantly improves our ability to meet the needs of our students by having our most qualified staff available to work each day, but it also acts as a cost savings to the district considering these staff members would be out on paid leave *and* require substitute coverage.

Initial feedback.... Staff have reported a deep appreciation for this option and opportunity to have their child here in the district while they are at work, typically in the school where they work, and within the hours that best fit their work schedule.

At this time, we will continue to monitor the effectiveness and feasibility of the program, and make adjustments when necessary.

SF/cc

SEP 16 2020

ES

DATE: September 11, 2020  
TO: Members of the Board of Education  
FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
**SUBJECT: FALL SPORTS**

At the September 16<sup>th</sup> Board of Education meeting, Chris Meyers, Athletic Director, will provide an update on fall sports.

MLB:skp

DATE: September 11, 2020  
TO: Members of the Board of Education  
FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
SUBJECT: **UPDATE ON AFSCME MOU AND NTA MOU**

SEP 16 2020  
E9

An update will be provided to the Board members regarding an NTA MOU that was executed on September 2, 2020. This NTA MOU is regarding remote work due to school closures, hybrid work week models, and/or other such work arrangements related to COVID-19 working conditions for the July 1, 2020 – June 30, 2021 work year only. A copy of the MOU is attached.

An update will be provided to the Board members regarding an AFSCME MOU that was executed on August 27, 2020. This AFSCME MOU addresses adjustments in working hours for one evening custodian in each elementary and middle school from 3:00 pm – 11:00 pm to 11:00 am – 7:00 pm while the district remains in the Hybrid Model of schooling. In addition, this MOU addresses extra work for bus drivers while in the Hybrid Model of schooling. This is related to COVID-19. A copy of the MOU is attached.

MLB:skp

# MEMORANDUM OF UNDERSTANDING

**SUBJECT: AFSCME MOU ADDRESSING CUSTODIAL HOURS & EXTRA WORK FOR BUS DRIVERS WHILE IN THE HYBRID MODEL OF SCHOOLING**

This memorandum of understanding is to address adjustments in working hours for one evening custodian in each elementary and middle school from 3:00-11:00pm to 11:00am-7:00pm while the district remains in the Hybrid Model of schooling. In addition, this memorandum of understanding is to address extra work for bus drivers while in the Hybrid Model of schooling.

## **Custodians:**

- One Night Custodian will move from a 3:00-11:00pm shift to an 11:00am-7:00pm shift to support the daytime custodian with anticipated additional responsibilities.
- This shift change will be for each day of a regularly scheduled work week, Monday through Friday.
- The order of determining which Night Custodian is selected will be as follows:
  - Present this shift change as a voluntary option to all Night Custodians in each elementary and middle school location
  - Of those that volunteer, the most senior Night Custodian will be selected by location
  - If there are no volunteers, the least senior Night Custodian, by location, will be moved from a 3:00-11:00pm shift to an 11:00am-7:00pm shift
- A restructuring of assignments and expectations will be reviewed among the day and night custodians during a common meeting time prior to this shift change.

## **Bus Drivers:**


- The current Hybrid Model of schooling identifies each Wednesday as a non-school day for essentially all students. As a result, AFSCME bus drivers will not have a typical work assignment available on Wednesdays.
- Prior to the start of the school year, each AFSCME bus driver will be able to bid on a combination of traditional bus driving opportunities (if available), along with Sanitizing/Cleaning work at the schools, or Deep Cleaning of the bus fleet.
- A special bidding session will be conducted that will allow AFSCME bus drivers to select their assignment for every Wednesday while in the Hybrid Model of schooling. This special Wednesday assignment will be viewed the same as a Critical Run. A detailed list of Wednesday work offerings are outlined in the enclosed Special Work Opportunities - Fall 2020 document using the Transportation Department's standard bidding procedures. This will allow each union driver the ability to fulfill their 20 hour work week requirement. Should a union member not accept a Wednesday assignment, that member would be docked four hours of pay for the week.
- A standard bidding session will be conducted prior to the start of the school year that will allow AFSCME bus drivers to select from a list of additional critical run opportunities that have been developed while in the Hybrid model. This will incorporate special Covid-19 related cleaning opportunities either at the schools or the bus garage.



- There will be 12 school based Cleaning/Sanitizing work opportunities available to union bus drivers through the bidding process. These will all be considered Critical Runs with a standard schedule of M/T/R/F from 10:30 a.m. until 1:00 p.m.
- It is expected that a minimum of 10 of the 12 school based Cleaning/Sanitizing work opportunities available will be accepted by the AFSCME bus drivers. If fewer than 10 AFSCME bus drivers accept this work, the remaining work opportunities can then be offered to the non-union bus driver group.

This memorandum is enacted while we are in a Hybrid Model of schooling. It is also understood that there may be a need to change these conditions should our model of schooling change, or should either party identify concerns while implementing these changes. Should either occur, both parties agree to remeet to discuss the terms and conditions of the MOU.

This memorandum will expire June 20, 2021 unless amended, extended or terminated by mutual agreement by both parties.

  
\_\_\_\_\_  
Dr. Maureen Brummett, Superintendent of Schools

8/27/20  
Date

  
\_\_\_\_\_  
Mrs. Ann Marie Sunderland, AFSCME President

8/26/2020  
Date

pc: Stephen Foresi, Assistant Superintendent of Schools

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**NEWINGTON BOARD OF EDUCATION**  
**AND**  
**NEWINGTON TEACHERS' ASSOCIATION**

The Board of Education; (the "Board") and the Newington Teachers Association (the "Association") hereby enter into the following Memorandum of Understanding ("MOU") regarding remote work due to school closures, hybrid work week models, and/or other such work arrangements related to COVID-19 working conditions for the July 1, 2020 – June 30, 2021 work year only:

1. The parties understand and acknowledge that, during the 2020-2021 work year, the schools may be closed for an unknown period of time, and during a period in which school otherwise would have been in session, for reasons related to COVID-19, and that such closure(s) may be directed by the Board and/or the Superintendent, or by an authority outside the District.
2. The parties understand and acknowledge that, during the 2020-2021 work year, the Board may require hybrid work weeks and/or other work arrangements for reasons related to COVID-19, and that such work arrangements may be directed by the Board and/or the Superintendent, or by an authority outside the District.
3. In the event of remote work due to school closures, a hybrid work week model, and/or other such work arrangements during the 2020-2021 work year, each member of the bargaining unit shall, if so directed by the Superintendent and/or his designee(s) (the "Administration"), perform work as described in this Memorandum of Agreement and otherwise in accordance with past practices and with the parties' collective bargaining agreement.
4. The Board shall provide reasonable accommodations, including full remote teaching under appropriate certification and need, in accordance under the Americans with Disabilities Act (ADA) for any member whom the Centers for Disease Control (CDC) identifies as "high risk." Decisions are not subject to the grievance process.
5. For all bargaining unit members who have risk factors for COVID-19, or who reside with someone who has risk factors for COVID-19, the Board

shall comply with all requirements as set forth by the Families First Coronavirus Response Act (FFCRA-Appendix-A).

6. The Board and Association shall consider child care issues for bargaining unit members on a case-by-case basis in accordance with FFCRA, Emergency Paid Sick Leave Act (EPSLA) and FMLA.
7. As determined by the District in consultation with local health officials, school buildings may be open to bargaining unit members during remote work due to full online model implementation. Administration shall notify bargaining unit members if buildings are open. Bargaining unit members would report to an open school building or may perform remote work or other work as necessary to fulfill job responsibilities from home according to the hours set forth in the collective bargaining agreement. They must be able to report back to their home school within 24 hours upon request of the administrator. Bargaining unit members will only be provided a district issued device when working from home.
8. Bargaining unit members working from a remote location shall be required to be available to students and parents during hours of the work day.
9. Bargaining unit members working from a remote location shall be available to students and parents through existing district-based electronic platforms, including but not limited to email, Google Classroom, or telephone. In no event shall teachers be required to use personal cell phones or other personal electronic devices for communication with students and parents. Teachers will check their email or Google Classroom regularly throughout the work day. Teachers will speak with students or parents/guardians as appropriate.
10. Bargaining unit members engaging in mixed in-person teaching and/or remote teaching via live stream will only do so during the 2020-2021 school year under COVID-19 and, they:
  - a. Will be provided training to include in-person modeling and will be conducted during regular work hours
  - b. Will not be responsible for any unintentional privacy or FERPA violations. Any willful misconduct will be subject to disciplinary action.
  - c. Will not be required to record all live Google Meets, but are encouraged to record components of a lesson that may serve as a re-teaching opportunity. Recordings may occur when such recordings are a necessary accommodation in accordance with Section 504 and IDEA implemented in consultation with the affected teacher. No parent and/or student shall be permitted to record a

live Google Meet. Students learning remotely must be in camera view.

- d. Will have the right to utilize the building's behavioral code of conduct to discontinue livestream if remote students are a distraction to in-person students. Will not be expected to be in camera view for the length of the class, but will be expected to be in audio range for remote learners.
- e. Classroom teachers shall make assignments to all of their students, whether learning in-person or remote, in the same manner as occurs in a traditional classroom setting, including differentiated instruction and accommodations for students under IDEA or Section 504. Teachers shall not be expected to present a different curriculum to students learning remotely.

The Board agrees livestreaming should not be used to reduce the number of classes offered or the number of FTE positions for the 2020-2021 school year.

- 11. Should bargaining unit members or students need assistance with troubleshooting technical issues while working from a remote location or with remote learners. If it's beyond the member's ability, or "quick fix" they should contact their district's IT/ET personnel. Parents will be directed to complete a help desk ticket (or similar process) for technological assistance.
- 12. During remote work due to school closure, hybrid work week models, and/or other such work arrangements, if administration determines that a bargaining unit member does not have teaching responsibilities that can be accomplished via an electronic platform, those bargaining unit members shall be required to engage in student support, specific job-related responsibilities, and/or professional development activities as set forth by the Board.
- 13. Should a student demonstrate a pattern of absenteeism and/or a pattern of failure to complete assignments during remote work due to school closure, the hybrid work week model, and/or other such work arrangements, bargaining unit members shall first communicate via an email or phone call to parents regarding the lack of participation. If the pattern of truancy continues, the bargaining unit member shall inform the building Principal or designee(s) and/or the school counselor via an email to address the issue accordingly.
- 14. In the event a bargaining unit member requires absence from work responsibilities during remote work due to school closure, the hybrid work week model, and/or during other such work arrangements, the bargaining unit member shall report such absences through normal means and the

contractual requirements and restrictions relating to such absences shall apply. The bargaining unit member will be responsible for informing parents of the absence, to the extent possible, via a post or an out-of-office reply.

16a. In accordance with the Board's Operation Plan, any bargaining unit member who shows signs of COVID-19 symptoms shall not report to work on the day in question and shall use his/her available sick leave, unless the bargaining unit member qualifies for paid sick leave under the Families First Coronavirus Response Act (FFCRA), as evidenced by medical documentation from a licensed physician, in order to receive remuneration for the day.

Additionally, bargaining unit members are required to advise the Superintendent of Schools or his designee if he/she is showing any signs of COVID-19 symptoms.

b. If a bargaining unit member is required to self-quarantine and he/she qualifies for paid sick leave under the FFCRA, he/she shall receive such paid sick leave under the FFCRA or may utilize existing sick days to be paid in full. Any additional time that the bargaining unit member is required to self-quarantine will be considered paid time off, without the need for the use of his/her paid sick leave (for up to an aggregate of fourteen (14) workdays), unless the employee is self-quarantining due to traveling to a state that requires self-quarantine as set forth in an Executive Order issued by Governor Lamont. Under such circumstances, the bargaining unit member will be required to use his/her own sick leave after the use of paid sick leave under the FFCRA.

17. Bargaining unit members shall not be subject to any disciplinary action for lesson planning, implementation, delivery, and/or student assessment associated with remote work due to the unique circumstances surrounding this Agreement as long as they fulfill the requirements of this Agreement. Any willful misconduct will be subject to disciplinary action.

18. All days of remote work due to school closure, the hybrid work week model, and/or other such work arrangements, shall be applied to the teacher work year as outlined in the collective bargaining agreement between the Board and the Association.

19. Bargaining unit members required to learn new technology, curriculum, teaching methods, or otherwise prepare for remote work due to school closure, a hybrid work week model, or other such work arrangement shall be afforded professional development time during the normal workday. All training required per the State of Connecticut Reopen Plan shall occur within the work day and work year as set forth in the collective bargaining agreement.

20. Parent conferences shall only occur during the dates and times as outlined in the 2020-2021 BOE approved school year calendar.

21. All meetings involving bargaining unit members shall occur utilizing remote technology or in-person following all applicable social distancing protocols, as set forth by CDC guidelines and state and local regulations can be followed. We will follow all appropriate guidelines established by the State concerning reasons a staff member may not be able to attend in-person meetings

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

22. The number of students assigned to an individual bargaining unit member shall be no greater due to COVID-19 work arrangements than those currently in existence per past practice between the Board and the Association except as necessitated by exigent circumstances. The Association reserves the right to negotiate over the impact of any such change. Such negotiations shall be conducted in an expedited manner. The Board agrees to meet with the Association within one week of a formal demand to bargain.

23. All Personal Protective Equipment (PPE) required by the state of CT, local health department, municipality, or BOE shall be provided by the BOE. Teachers shall not be required to reuse PPE beyond guidance recommended by the Center for Disease Control (CDC), state, federal and/or local authorities. Members shall be responsible for the care of their own district-provided PPE.

24. All bargaining unit members shall be provided district selected cleaning supplies as recommended by CDC for use at their discretion.

25. Bargaining unit members shall not be responsible for daily cleaning or sanitizing of classrooms and/or equipment. Bargaining unit members will be required to teach students on how to enact cleaning protocols. The BOE shall retain appropriate personnel to clean computers, desks, teaching materials, science equipment, or other educational-related tools on a daily basis or as required by protocols set forth for repeated student use.

26. In the event of prolonged school closure, bargaining unit members shall not be required to organize, pack, or distribute materials from students' desks, cubbies, and/or lockers.

27. Bargaining unit members shall not be responsible for taking students' temperatures, Teachers shall not be required to teach students who repeatedly refuse to wear PPE or who repeatedly refuse to comply with

social distancing except for teaching young children and children with special needs, in which case additional PPE will be made available.

28. Bargaining unit members shall be afforded time to prepare, organize, or otherwise utilize their work spaces within the teacher work year and teacher work day in accordance with health and safety guidance as set forth by local health officials.

29. Bargaining unit members shall be compensated their full salaries, including stipend positions, in accordance with the provisions of the collective bargaining agreement between the Board and the Association. Teachers receiving a stipend for clubs should hold club meetings in-person or virtually in accordance with the 2019-2020 completed B-4 Summary forms. Coaching stipends are subject to further discussion once CIAC has finalized their recommendations.

30. The district PDEC team will consider SDE flexibilities for the 2020-21 school year. The revised plan shall be shared with all certified staff.

31. The Board shall provide education and training on COVID procedures while at school during the first week of professional development in August, 2020 and on an on-going basis, as information is updated.

32. The Board shall ensure that appropriate spacing ("social distance") is provided between each student in a classroom in accordance with CDC and Department of Public Health guidelines. Social distancing shall be adhered to in "moderate" or "high risk" in accordance with the Indicators for Consideration for Learning Models. If CDC and Department of Public Health guidelines for appropriate spacing cannot be accommodated, the district will adjust class sizes accordingly. Should the Indicators for Consideration for Learning Models place us in "low risk", the Board shall provide appropriate social distancing protocols when feasible.

33. The Board shall not require teachers who are diagnosed with COVID to provide lesson plans, conduct teaching and/or communicate with parents/students beyond one working day.

34. Given the current recommendations for ventilation as outlined in SDE Reopen Plan, the district will promptly repair any ventilation systems that are not working as intended. Bargaining unit members will be relocated to a properly ventilated space for their work if the situation is not resolved in a reasonable amount of time to ensure safety.

35. If a bargaining unit member is assigned to remote learning, such teacher shall be assigned a number of students not to exceed the average

in-person class size or will be provided with additional adult support. The association reserves the right to negotiate class size impact.

36. If teachers must be reassigned positions for the 2020-21 school year due to the change in teaching/learning situations, those reassignments will be done in accordance with the collective bargaining agreement. However, every effort will be made to return all bargaining unit members to their original position prior to reassignment for the 2021-22 school year or upon the full re-opening of schools for regular classes, whichever is earlier.

37. All provisions of the collective bargaining agreement between the Board and the Association shall remain in effect except to the extent such provisions have been modified by this Agreement.

38. The Superintendent and the NTA will consult on a weekly basis to monitor and determine continued needs. Notwithstanding the foregoing, the Board and the Association agree that they may revisit the terms of this Memorandum of Agreement in the future if circumstances related to COVID-19 and/or its impact on the District change or otherwise evolve following the execution of this Agreement by both parties.

39. This Memorandum of Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Agreement.

40. This Agreement shall terminate either upon the end of the COVID-19 health emergency as determined by the Board in consultation with public health officials or June 30, 2021, whichever is earlier.

  
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Newington Teachers' Association

9-2-2020  
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Date

  
\_\_\_\_\_  
Newington Board of Education

9/2/20  
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Date