

## **General Membership Meeting August 24, 2020**

The meeting of the General Membership was called to order at 12:07 p.m. through Zoom. Over 522 members approved and 370 are on Zoom.

**THE MEETING IS NOT BEING RECORDED; MINUTES ARE BEING KEPT BY REA SECRETARY AND WILL BE SENT OUT WITH MONDAY MESSAGE**

Purpose of the meeting:

- **Relay Valuable Information**
  - **Survey results REA**
    - Over 600 members responded in regard to interest in delivering instruction from classroom. 67% of those who completed the survey said they would like to instruct from home, while 32% who completed the survey said they would like to instruct from the classroom.
    - District survey results were pretty congruent
    - Teaching in the classroom would be a 5 day or none; there cannot be flexibility. This is due to the cleaning of the buildings. The custodial staff needs to know who is in the building and which rooms would need to be cleaned.
    - If members would be given the option to come back, it would be on a voluntary basis and must be a Monday-Friday option.
  - **Personal Day MOU**
    - The district sent an MOU to REA about personal days to prevent members from losing days.
    - Members who had a balance of 5 personal days had one carried over and got paid for 3 so they lost a day. This affected a minority of our members and the district interpreted the wording in the CBA (Collective Bargaining Agreement) differently than in the past.
    - The district held over a day for the 20-21 for the retirees. All of the retirees got paid for the balance of their personal days.
    - If you had 5 personal days – 1 was carried over and 1 was lost; if you had 4 personal days – 1 was carried over and members were paid for 3; if you had 3 personal days – 1 was carried over and you were paid for 2; if you had 2 personal days – 1 was carried over and you were paid for 1; if you had 1 personal day - 1 was carried over and you were paid for none.

- **Exec. Board discussed this issue, voted 8-2 to sign the MOU.**
- **Pay/Salary schedule**
  - 1<sup>st</sup> pay for 20-21 school year is Sept. 11. We are paid for the days we work but our pay is prorated over 26 pays. Last pay for 19-20 school year is August 28<sup>th</sup> and we are paid for the two weeks prior. Our pay period for tomorrow is for Sept. 11 pay.
  - This year we go from numbers to letters on the salary schedule. The salary schedule is in the CBA and Rebecca will also send the salary schedule with the Monday message. If you were on step 10 this year you go directly across and see where you move on the letter system. If you have any questions, please contact Rebecca and not Linda Pelker.
  - Tuition reimbursement deadline is November 15<sup>th</sup>.
  - Payout for column movement is granted retroactively. Documentation must be received by HR NO later than September 15<sup>th</sup>.
- **Lesson Plans**
  - Lesson Plans for virtual teaching
    - District has created a template with the new lesson plan policy and principals will share out the template this week.
    - You do not need to use district created template; however, it does have the new lesson plan policy.
    - This year teachers must have 3 full days and 2 skeletal days for lesson plans.
    - Each teacher will be creating a Google folder in which lesson plans will be uploaded. One day of asynchronous plans must be in that folder as well.
    - If a teacher needs a substitute, the administration can push out live plans or asynchronous plans to substitute.
    - Teaching online and your child
      - ❖ Child should not be sitting next to you as you are pushing out instruction, but they can be sitting in the same room as you.
      - ❖ If you receive an anecdotal note or disciplinary meeting for this issue, please contact building rep so it can be addressed.

- **Emails**
  - If members are not getting the Monday Message or emails during the school year, the information from the Monday message is located in the Members Only section on the REA website.
- **Questions received prior to meeting**
  - **FERPA and online learning**
    - Critical alert from PSEA will be sent out
    - If you would not say something in classroom, you should not be saying it virtually.
  - **Is it ok to be alone with students in google meets? Can we record ourselves if it is only one student?**
    - If the meet is only the teacher and one student – request parent to sit in on the meeting.
      - District is working on things for paras to do; this would be a great time for a para to progress monitor students.
    - It is not recommended for teachers to be one-on-one with students.
    - It is not recommended to record Google meets
  - **What measures being taken to make sure there is equity amongst the teachers?**
    - Daily schedule for each grade level is consistent across the board
    - Non classroom teachers expectations will look different
    - Stick to contractual hours
    - If being requested to do things outside contractual hours contact Rebecca so she can look into this expectation further.
  - **Must cameras be on the entire time you are teaching?**
    - Teachers are not expected to deliver synchronous instruction for the entire time.
      - 20 minutes of the time should be synchronous
      - rest of the time can be asynchronous (when students would be completing activity assigned) but teacher must be available for students.
        - ❖ This is the time teacher can turn of camera and get a snack; check on own children; use bathroom, etc.
      - Faculty meetings and PD is the principal's discretion if they want the camera to be on the entire time.

- **What criteria does the district have when it is safe to return?**
  - District is following guidance of Governor Wolf, PDE and the Health and Safety Plan.
    - Rebecca will include document from PDE in Monday message tomorrow.
- **Questions from meeting today**

### **SPECIALISTS**

#### ***Elementary specialists reach out to department head***

- **What information is for specialists?**
  - Specialists schedule is different in K-8 than 9-12.
  - Rebecca would be willing to have an off-line discussion with Specialists.
- **What will specialists be doing during instructional time?**
  - K-8 Specialists will deliver a lesson in their content and will be used for small group instructional time during the day.
  - 9-12 Specialists will be following their schedule like they normally do
  - K-6 teachers are certified to teach all specials (art, music, library, gym)
    - The fear is the district will eliminate these specialist positions in the future if there is an issue.
    - The district could say there would be one elementary specialist in the areas of Library, Art, Music and Gym and eliminate the rest of the positions.
    - Specialists can contact Rebecca personally with any questions.

### **Furloughs**

- **If furloughs happen does seniority count?**
  - Furlough laws changed
    - Seniority only counts with what you are currently teaching and not certifications you hold.
    - Moving from grade level to grade level does not change your seniority; only when moving from something like ESL teacher to grade level teacher.
    - Teachers cannot bump into other positions
- **is furlough a real threat?**
  - It is a threat to everyone right now

### Google Meets/Virtual Questions

- **What if only one student only shows up for synchronous session?**
  - Teacher should continue to have the live session.
  - Send an email to administration and say I have a small group and only one student showed up.
  - Request that an administrator or other staff member join live session.
  
- **What if we are required to record live sessions to show to absent students?**
  - according to FERPA it is acceptable.
  
- **Can paras run groups on their own?**
  - Paras can run groups but not to be delivering new instruction
  
- **If there is more than one student in a live meeting, do we need to have another adult with us?**
  - No, as long as there is more than one student
  
- **How long are we full virtual?**
  - until the board decides to change the plan
  - they cannot force us to go into our classrooms
  
- **What should we do with disciplinary concerns of students while virtual?**
  - Talk to building administration
  
- **Should google meet be kept live after meetings?**
  - You can turn off video but keep Google Meets up

### Lesson Plans/teaching from classrooms/8 hour time

- **Where do we find the district lesson plan template?**
  - Ask your principal – it should be sent out this week
  
- **Are the small group expectations similar to what we teach in the classroom (teach for a small amount of time and then assign activities)?**
  - Ask building principal
  
- **Are all teachers able to teach from their classroom?**
  - No – the district is working on a plan where they would slowly open it up to cohorts.

- The first cohort is School Psychologists; ESL testers and school nurses
- **Will we still be expected to give 8 hours above our contracted day?**
  - Administration did not require this in the Spring so Rebecca does not know if it will be expected in the Fall. As she receives information on this issue, she will pass it on.
- **Are there any safeguards in regard to lesson plans in google folder?**
  - In regard to lesson plans it can be discussed
  - This is non-precedented in regard to virtual teaching

### **HS Lunches/RKAA**

- **Lunch time for HS**
  - personal email was sent.
- **Duty Free lunch – for RKAA staff is 9:30 AM. RKAA staff is supervising 6 hours strait without a break**
  - After the district created the schedule, they did not allot for students to pick up their lunches at the HS
  - District is checking to see if they can provide lunches for HS and satellite campus between 12:00 and 1 pm.
  - During your day it is not synchronous instruction for 6 hours; a portion is synchronous, and a portion is asynchronous.
  - Duty free scheduled lunch can be scheduled at beginning or end of day.
  - Duty free lunch at the end of the day – there is enough flexibility throughout the day; additionally they are trying to change the schedule so the lunch block can be changed
  - one prep period a day equals one teaching period
  - Rebecca is willing to talk offline to RKAA staff with individual questions.

### **Tuition Reimbursement/Column Movement**

- **If we completed 12 credits and submitted transcripts when will we receive credit?**
  - Tuition reimbursement is November 15<sup>th</sup>
  - Column movement is end of October.
  - Official transcripts are due downtown by September 15<sup>th</sup>.

- **Has there been any change to the number of grad classes we can take due to budget issues?**
  - No – it is in the contract
- **Is there a way to add more to tuition reimbursement?**
  - This has to be bargained

### **Personal Days**

- **If I have 5 personal days – I am losing one?**
  - This year yes members lost one day
  - That is why the MOU outlines the pay out and carry over procedure with the amount of personal days a member could have.

### **Content Planners**

- **Are there contact planners for self-contained classrooms?**
  - Rebecca is not sure of this answer so she will find out
- **We have received content information will we receive more information for the first 30 minutes of the day?**
  - Reach out to building principal
- **Will there be any content planners for ESL?**
  - Reach out to Wanda Crespo
- **What is the role of the content planner and how will this affect the teacher?**
  - The content planner will record themselves doing whole group instruction and teachers will do small group instruction based off of that.

### **Schedules/District Calendar/PD**

- **Could members get a copy of all schedules (specialists, non-classroom teachers; classroom teachers) to review the expectations and responsibilities of each group?**
  - everyone is different
  - There is consistency across grade levels.
  - If you have a different expectation from a fellow grade level member, that is a contractual issue.
    - ❖ If one building is asked to work after contractual hours and one is not that is an issue

- ❖ If there is a violation of the contract, contact your building rep who will contact the correct officer.
- **Has the district calendar changed?**
  - No it has not
- **Will we be required to log in for Friday being it is the clerical day?**
  - **No**
  - We can enter buildings on Friday
  - there should be a sign-up sheet, so principals know how many people are in the building.
- **Will we be required to do PD monthly like we had to in the Spring?**
  - Rebecca has not heard anything in regard to PD and is not sure what it will look like. As she gets information, she will pass it on.
- **Start time for MS?**
  - MS start time for students is 8:10

#### **Building Concerns**

- **Will district fix all building HVAC before we return?**
  - not enough money to fix all buildings
  - Many different leave options available at this time
    - The district will engage in the ADA process if you are a high risk individual based on your medical documentation.
- **If classes have over 30 students now and we go back to Face to Face in November, will these classes be reduced to follow CDC social distance guidelines?**
  - Rebecca thinks yes, but it depends on guidelines at the time
  - Masks, face shields, etc. are available in all buildings
- **Upon return to school will we be given time to set up our rooms?**
  - In the Health and Safety Plan, the only things allowed in the classroom are teacher and student desks, so there will not be anything to set up.
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### Observations

- **Will formal observations occur this semester?**
  - administration will be doing virtual walkthroughs
  - regarding Danielson module – not sure

### Miscellaneous

- **If we were on maternity leave during the pandemic, can we require to stay remote?**
  - this is a case by case basis
- **Do you need the actual paper for the google certification?**
  - Ask supervisor or teaching and learning department
- **Will we need plans for orientation time?**
  - Ask building administration
- **What is happening with induction pay and paperwork from last year?**
  - Contact building principal
- **If we are required to work with exposure to Covid, can we ask for hazard pay?**
  - This has not been discussed
- **Has anything been discussed for September Open House?**
  - This is a discussion to have with building principal
- **Are student service staff considered essential and will be required to work from school?**
  - All voluntary
- **Accommodations for students and staff if we are face to face?**
  - On a case by case basis. Will follow the procedures for ADA accommodations.

### **\*\*REMINDERS**

- if you have not received links for PD contact building administration.
- if you are a specialist or member and have not received information – reach out to your building administration
- Please reach out to building rep and allow them to reach out to officers and them to reach out to Rebecca.

- If you still have questions, reach out to Rebecca and she will get the answer for you. If you do not hear from her within 48 hours check junk email.

**Meeting adjourned at 1:17**

**Respectfully submitted,**

**Deb Redcay  
REA Secretary**