



HAYWARD EDUCATION ASSOCIATION



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March 27, 2020 – Friday Follow-up!



Traditional Spring Break: March 30 - April 3
Year-Round Spring Break: March 30 – April 10

HEA members have done an OUTSTANDING job over the course of the last 2 weeks. We are doing what we do best - going above and beyond in responding to our students' needs and supporting the Hayward community. We have created enrichment activities, taught through varied formats, and gave our students and community a sense of stability and continuity in an unstable world. We have asked the right questions and made the right suggestions. HEA (which includes you!) has partnered with the district, so the district could incorporate, alter, develop, and improve the plans to meet the needs of the students, staff, and the community. None of this is a surprise. All of us deserve credit for what we have done! We are the front line for the district and for our students and community and we have responded meaningfully with heart and professionalism. In a phrase, job well done!!!

Frequently Asked Questions

When are grades really due?

- For traditional schools, grades will be due on April 8th. For year-round, they will be due April 15th. The distribution of the grades will either be completed through parent portal type access or, if the parent/guardian wants a hardcopy, they can contact HUSD's website and it will be mailed to them.

With the extension of the school closure, will we continue to be paid?

- Yes, we will continue to be paid. Clearly by the description above, we are and should be working. Refer to the attached [Memorandum of Understanding \(MOU\) agreement regarding COVID-19](#) that HUSD has with HEA which details our pay and responsibilities.

UPON OUR RETURN FROM SPRING BREAK:

What will we be doing after spring break until May 4th (our return date)?

- In a few words – more of the same. **HEA 's discussions with the district have resulted in a plan** upon our return that we believe will support teachers as well as maintain our contractual rights. In essence, we will be continuing the work, as we have been for the last 2 weeks, with a few additions regarding communications ("office hours" and weekly staff "check ins").

Highlights include:

- The district is, and should be, following the contract regarding our contractual rights of academic freedom to develop our lessons (including support of content/core curriculum), activities, and skills, as we deem appropriate to supporting our students' needs. The bottom line is that, as professionals, we can continue to pick and choose the format and teaching of our lessons to our students. **Clearly, there is no one way to present the information, and we continue to have the right to teach in the manner we choose (Zoom, not Zoom, etc.) At this juncture, the district is in full support of our efforts to teach using formats in which we are comfortable.** Where we may want to explore the use of other formats less familiar to us, the district will supply training to us. There is no commitment to one format/software. Continue to use your professional judgement and what is in the best interest of your students and you. That said, we are still waiting

to hear from the district about Google Hangout and should not be using it with our students right now in order to ensure privacy acts and liability issues. The district has told us they will let us know when we can use this with our students again. **Finally, the district does not expect you to hit the ground running - there will be time the first week back from your break to get access to get training, etc.**

- You are expected to continue communication with students and parents regarding supporting work/activities.
- There will be increased and concentrated PD to support software and means of presenting lessons, activities, etc. to provide clarity for teachers on how best to use the software provided and paid for by the district. If you are using video communication with students, you should use zoom (for privacy and security purposes). You can use other video sources with your peers.
- There will be regular weekly check-ins with admin/staff to ask questions and receive support (not to exceed 1 hour). The day of the week should be determined by SBDM or a like committee.

Will there be strong communication as to what communication tools and platforms are acceptable to use with students and families?

- In terms of communications with family and students, the hope is (and we have encouraged) the district will provide clarity on the "how to's", any parameters/guidelines, and what is the preferred method of communication. In addition, the district is planning to distribute new Acceptable Use Policy forms to be proactive in terms of distance learning, ensuring students and parents have a clear understanding of the intended and proper use of the programs from which students will be learning. With that said, we recognize that all too often HUSD comes up with policies, like students are required to sign the AUP (Acceptable Use Policy) including the use of a person's name, work, or image, or change their Infinite Campus passwords, but in reality, no one enforces it. In response to this concern, some teachers are considering only doing videos and letting students email questions to them directly. They are also considering doing a video response to questions and posting them online until there are more full assurances.

Will I need things from my classroom to institute District supplied lessons?

- The district is taking a survey of what folks have or need. Based on the results, they will be able to determine what is needed. They will need to determine if items from our classrooms are needed and how they get the supplies to us.

Is there any clarity or next steps for our students and families who do not have access to Wi-Fi or hotspots to access online resources or learning?

- The district is working to expand Wi-Fi/hotspots for purposes of access online resources and learning opportunities.

Is there any language in the MOU, or discussion with the district, that talked about the availability of teachers online to students and families or the number of hours that teachers are expected to be online daily/weekly for class meetings, lessons, office hours, etc.?

- See the [attached MOU](#). We are technically working to the extent that we can to maintain our students' learning opportunities within the hours of the contract. There may be a stipulation in terms of the length of the staff check-in once a week (an hour). It is understood that these are uncharted times and our priority is putting in the time and actions to do our job to the fullest extent possible. That said, the district recognizes that while our work takes priority, we also have the home responsibilities of taking care of our own families who would otherwise be in childcare or independent home care and there is and will be a balance of the work.

Do we need to do IEPs and/or assessments and maintain current timelines?

- It is our understanding that we do not have to do IEPs or assessments at this time to maintain current timelines. We also understand that some administration has shared the position that we should do them. We will wait to get definitive word from the district. Please hold off on doing any IEPs or assessments until such time as there is a definitive answer

OTHER QUESTIONS IN THE QUEUE

Will our calendar for next year still be negotiated?

- Yes, calendar negotiations are continuing.

What are we doing about 4th Quarter/3rd Trimester? Will grades count?

- The district is waiting to hear from the county regarding grades from this point forward. The Governor has stated that there cannot be harm to students, but the definition of harm has not yet fully been determined. There is the consideration for graduation, credits, and AP courses and ensuring that standards (perhaps newly defined) are met. There has been the question of retention as "harm". However, we are going to have to wait to hear next steps.

What about Cyber High and credit recovery?

- Cyber High will continue with the current enrollment and teachers/counselors. No new classes will be created at this time. HEA is working to establish protocols of integrity relevant to the students taking the tests and teachers monitoring responsibilities.

What about evaluations in general and if I have turned in my three peer-to-peer evaluation results? May we do a final wrap up on zoom or like platform?

- The next action within the evaluation timeline is in mid-May so we will be talking about the timeline as we approach the date. No evaluations will be occurring at this time. Any details or differences from following the contract timelines will be negotiated (including peer evaluations) and folks will know details.

Is there an update regarding involuntary/voluntary transfers information?

- The district is to provide HEA with updated information. When we learn the timeline, we will make sure that we share it.

If scheduled live instruction does come about, how will it be scheduled so there is no overlap in secondary schools due to the students' many teachers?

- HEA will put forth the question to HUSD and work through to resolution

Counseling Question: How do we plan for 7th grader schedules, electives, TAs, master schedule, etc.?

- HEA is working on this with HUSD.

As always, contact HEA if you have questions and/or your administrator is asking you to do work beyond the [MOU agreement](#).

Remember, you are part of the HEA Community that continues to stand up, stand strong, and stand together for staff and students.

Take a well-deserved break! Focus on your own well-being and health as well as that of your families and friends. Stay well!

HEA Election News

In light of the quarantine being extended until May 1st, the elections committee will revise the election timeline again and continue to investigate other possible means for conducting the NEA/RA and HEA Board election. Please look for further information after the Spring Break.

CTA Resources

We're all moving through radical changes in our lives and work during this COVID-19 outbreak. Updates and plans change rapidly as you continue to support students and each other in new and challenging ways. See this [short video](#) with the different ways CTA is supporting members beyond the bargaining table.

Resources listed in the video:

1. **Self-care information:** [self-care strategies and resources](#) for educators who are working from home

2. **Connecting members:**

- a) For [the latest statements and notifications affecting education](#), from state and federal mandates, to special sections for members, retirees, parents and more
- b) Join the CTA Teaching, Learning and Life during COVID-19 [Facebook Group](#)

3. **Professional development:**

- a) [CTA's webinar on Best Practices for Virtual Teaching](#)
- b) The [planning sheet for Special Education and Related Services During Distance/Independent Learning form](#) is based on guidance from the federal government, in some cases addendums, distance learning plans, or individual learning plans, will need to be created to be added to the IEP. In many cases, there will not be a need to change the IEP. Special Ed teachers should work with their peers to ensure that general ed teachers are able to provide the accommodations in the IEP. In other cases, IEP teams may need to decide if services need to be made up after school resumes. These are all case-by-case situations. We also know that it will more than likely not be possible for students in full-time special education to receive the same amount of hours via online/distance learning or independent instruction. Please review the [3/16 and 3/21 USDOE guidance](#) and the CTA guidance on these issues.

Also, take a look at the [Latest CTA Bulletin](#) with additional resources we've put together and let us know how you're doing!