



## **Expectations of Certified/Licensed Staff as of April 6, 2020, during Covid-19 Closures**

### **Working Conditions:**

#### **Hours**

All certified/licensed staff should be available for prescheduled meetings during contracted hours and professional flexibility will be necessary to meet the needs of students and families. Staff should respond within 24 hours of being contacted Monday-Friday.

#### **Staff/Faculty or High School Department Meetings**

Administrators/department chairs/BLTs may hold weekly meetings up to 60-minutes in length during the contract day with at least two-days prior notice. Email is recommended as the best way to maintain on-going communication with staff members.

#### **Professional Learning Communities (PLCs)**

Professional Learning Communities play an important role in the District's learning environment as well as professional development activities throughout the school year. PLC agendas should be collaboratively developed. PLCs are agenda driven and focused on student learning. Policy GBZEA offers more information on PLCs. During this time of distance learning, educators are provided an opportunity to engage with co-workers in a way that might not have been possible before. Teachers may use the time allotted in a block or divided into separate meetings during the week.

PLCs should be educator led. Administrators may attend.

High School PLC – minimum of 90 minutes per week with 30 of the 90 minutes used to individually address student contracts and coursework requirements for students.

Elementary and Middle School PLC – minimum of 90 min per week

## **Appraisals**

All appraisals of certified staff for the 2019-20 school year shall be completed by the statutorily required date using data and information gathered and currently available prior to school closures. For New Educators (NE1, NE1 Ext, and NE2) Standard 6 data will not be included. Appraisers will mark it as “Accomplished” and include the following statement in comments for Section 6 of the appraisal:

- Due to School Buildings closed during Covid-19, Standard 6 information is incomplete.

A final conference between the appraiser and the educator shall occur in accordance with the negotiated evaluation process, though such conference will occur remotely and not require a face-to-face meeting.

## **Continuous Learning Plan (CLP)**

Certified/licensed staff will support students/families with the continuous learning plan. No one should provide additional resources except for high school teachers with students under contracts and/or enrolled in College Now, AP Courses and Quick Step courses. Some teachers providing additional work creates inequities in services to students.

## **District-Level Meetings**

Coordinators and others may use previously established committees to continue the necessary work related to district-wide needs such as textbook adoptions and future professional development. Participation in committee work will continue to be voluntary.

## **Tutoring**

Board Policy GBRGB should be followed during the building closure orders. No tutoring during instructional day. Individual tutoring of students currently enrolled in a class taught by the educator is discouraged.

**Approved 4/3/20 by Professional Council**