

Memorandum of Understanding

Between the

St. Johns County School District

And

St. Johns Education Association

2020-2021

TA
MV
9-16-2020

This memorandum is written to serve as an agreement between the St. Johns County School District and the St. Johns Education Association. The purpose of this agreement is to recognize the needs of the St. Johns Virtual program. The virtual school program will be subject to all the information disclosed in the articles of the collective bargaining agreement and will include the following:

Virtual Full Time

1. Based on student need and teacher discretion, full time SJVS teachers will host a minimum of 3 office hours per week using a district approved platform. Teachers are strongly encouraged to use a platform that allows multiple students to participate simultaneously in office hours such as Blackboard Collaborate. Training will be provided.
2. Full time SJVS teachers will be expected to report to the SJVS office a maximum of 3 times per month to attend necessary meetings such as; open houses, orientations, faculty meetings, lab visits, and to address any other program needs that require the teacher's physical presence. Virtual meetings will be held periodically to reduce teacher travel.
3. Full time SJVS teachers will receive supplements for sponsoring existing clubs and organizations that extend beyond the workday. Approved sponsors of these types of activities will meet both virtually and face to face, and will submit a final product.
4. When determining class size for full time virtual teachers, the teacher work load, the number of preps and the number of touch points associated with the course will be taken into consideration. Either the teacher or leadership can request a review of these factors. Although not mandatory, the target ranges for core and elective courses are:

Active student load (core)

150 – 200 students

Active student load (electives)

175 – 250 students

5. A SJVS teacher on an approved leave of absence will have their students reassigned by the school administration. Reassignments of these students to current full time SJVS teachers is at the discretion of the school administration. This does not prevent the administration from assigning students to part time as needed instructors.
6. A current full-time teacher who is assigned additional students (temporary teacher of record) above the maximum target ranges identified in #4, will be compensated as follows:
 - a. Administration will identify by date students of record that are assigned to the "temporary teacher of record" for compensation purposes after the maximum load is reached.
 - b. Compensation will be calculated based on the tier of the course multiplied by the percentage completed by the student from the date assigned to the full-time teacher of record or the date of 100% completion of the course whichever comes first.

The language shall be applied to summer courses when full-time virtual teachers are assigned to complete SJVS students when they continue beyond the SJCS school year.

7. Full Time teachers will let the SJVS Program Coordinator know of their intent to participate in the summer program by February 1st of the current school year to allow for proper planning and student placement.
8. During the ~~2019-2020~~ 2020-2021 school year, a virtual school committee will be established consisting of four (4) full-time virtual school employees selected by the association and four (4) members selected by the superintendent/management. The purpose of this committee will be to review the current funding, payment and staffing models along with the student load for courses for the SJCS virtual program. This committee will work collaboratively to provide a recommendation to the negotiating teams for the ~~2020-2021~~ 2021-2022 school year whether it be to change or maintain the language of this memorandum of understanding. The first meeting of this committee shall take place in ~~September 2019~~ December 2020, and each month thereafter throughout the ~~2019-2020~~ 2020-2021 school year.


Virtual Part Time

1. Part Time positions will meet all Full Time responsibilities in accordance to their percentage of obligation. Leadership will adjust student load and salary according to percentage. [Example: 40% equals 40% of core and elective student load.]

Virtual Second Job

1. Based on student need and teacher discretion, SJVS Virtual Second Job teachers will host a minimum of 1 office hour per week using district approved platform. Teachers are strongly encouraged to use a platform that allows multiple students to participate simultaneously in office hours such as Blackboard Collaborate. Training will be provided.

2. Virtual Second Job teachers will be paid by course completion. Courses are broken into three tiers: Tier 1 courses pay \$110 per completion; Tier 2 courses pay \$125 per completion; Tier 3 courses pay \$150 per completion.
3. Hospital Homebound Virtual Second Job teachers will be paid for course completion at the rates identified in #2 if the assigned student remains in the course for a minimum of four weeks whether the student completes the course virtually or returns to their brick and mortar school for course completion.
4. When determining class size for Virtual Second Job teachers, the teacher work load, the number of preps and the number of touch points associated with the course will be taken into consideration. Either the teacher or leadership can request a review of these factors.
5. Virtual Second Job teachers will let the SJVS Program Coordinator know of their intent to participate in the summer program by February 1st of the current school year to allow for proper planning and student placement.
6. Virtual Second Job positions will be posted on the district website.
7. Virtual Second Job teachers will be paid in the second paycheck of the month for those students who complete a course within the prior calendar month.



Cathy Weber
Chief Negotiator
St. Johns County School District

Date



Justin Vogel
Chief Negotiator
SJEA

Date