

**Memorandum of Understanding Between
Sweetwater Education Association Adult School and
Sweetwater Union High School District
Regarding Adult School Division Operating A Hy-Flex Program for Students**

Parties recognize that there is a common interest between Adult educators and administration to offer hybrid instruction to increase the number of adult learners able to engage in SUHSD programs. For this reason, the District and SEA are entering into an agreement impacting only the Adult Education program to provide hybrid instruction:

For the purpose of this agreement, Hy-Flex is understood to be a scenario in which the teacher works and instructs from their assigned campus classroom, while students are able to elect whether to attend in person or virtually, with the understanding that some predetermined activities (demonstrations, assessments, labs, etc) will require in-person attendance for all students. District and SEA are committed to determining collaboratively the courses where adult learners would benefit from online coursework as part of a Hy-Flex model.

A. Starting the second semester of 2021-2022, any adult educator who is interested in providing Hy-Flex instruction shall meet with their site administrator to discuss their plan. Areas will include:

1. How will Hy-Flex instruction be provided? (OWLs, TEAMS, ZOOM or other platforms used to broadcast class, a period of synchronous instruction for all students in both modalities and then asynchronous time focused on those learners in class, etc).
2. How often will Hy-Flex instruction occur?
3. What portions of the class will in-person instruction be required (e.g. tests, portfolio presentation, practicums, clinicals)?
4. What areas of support would the educator be looking to administrators or other Hy-Flex colleagues to provide?

B. Pilot for Online Coursework: At this time, pilot online courses with online coursework including weekly student appointments (virtually or in-person) may occur in the following subject/program areas: high school subjects, Microsoft applications. Instructors will be limited to 4 appointments per hour, and can provide instruction synchronously and/or asynchronously. Parties agree to assess requests for other courses to be considered for online coursework as part of the Hy-Flex model, but such additions will require District administrative approval.

1. By mutual agreement between the adult educator and administration, courses can be developed and provided in a distance learning model in which the adult educator is synchronously teaching from their worksite while the adult learner is accessing the curriculum virtually. Parties will agree on whether office hours and assessments will take place virtually or in person.

Dec. 7th
10:45

C. All educators who opt in to Hy-Flex will be provided one hour weekly of preparation time. The parties have agreed to provide no less than 60% of the weekly prep time to be teacher directed and no more than 40% of administration directed time (where administration will provide trainings on how to improve their on-line teaching skills (how to use the OWL, online platform assistance) and directed preparation time will be available to assist in planning for their hybrid instruction.) A schedule will be developed between administration and participating teachers at the beginning of each semester.

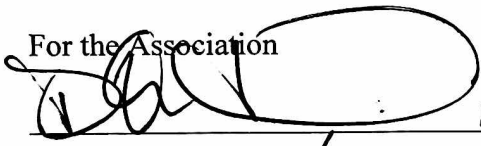
D. Parties agree when using OWLS on campus, only the teacher may control when to turn on/off the OWL for use in their classroom. The Administrator or IT staff will not have the ability to control turning the OWL on or off without teachers' knowledge or consent. OWL feeds for this school year (2021-22) will not be used for evaluative purposes (except where the feed is used in a discrimination, harassment, or civil/criminal).

E. All educators who opt in to Hy-Flex may determine during the second semester/third quarter only that they do not wish to continue hybrid instruction, and may inform their students as such.

On or about three weeks before class assignment for the subsequent quarter/semester, educators will make decisions for the coming quarter semester regarding opting into Hy-Flex, with no opt out provisions for that term.

F. This will be a pilot program through the effective date through June 30, 2023.

For the Association


12/21/21
Dalisay Quitlen, Chairperson

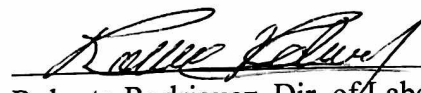
Leo Hsu


12/17/21
Lourdes Renteria

John Cox


Chad Cooper, Executive Director STCU,
CTA/NEA


For the District:


Roberto Rodriguez, Dir. of Labor Relations

Jenny Salkeld, CFO

Vernon Moore, Chief of Ed. Equity Support


Eduardo Reyes, Chief Human Res. Officer


Jennifer Carbuccia, General Counsel