

**BOARD OF EDUCATION, YONKERS CITY SCHOOL DISTRICT (“District”)
AND YONKERS COUNCIL OF ADMINISTRATORS**

WHEREAS, on March 7, 2020 the Governor of the State of New York issued an Executive Order declaring a state disaster emergency for the entire state due to travel related cases and community contact transmission of the Novel Coronavirus (“COVID-19”) occurring in New York State; and

WHEREAS, on March 13, 2020 the Mayor of the City of Yonkers declared a state of emergency in the City due to emergency conditions produced by COVID-19 that threaten or imperil the public safety of its citizens;

WHEREAS, on March 16, 2020 the Westchester County Executive declared a state of emergency in the County due to the emergency conditions produced by COVID-19 that threaten or imperil the safety of its citizens;

WHEREAS, due to the exceptional circumstances caused by the COVID-19 pandemic and resultant state of emergency, the parties wish to enter into an agreement setting forth the procedures that will be followed during school closures related to COVID-19;

THEREFORE, it is hereby stipulated and agreed by and between the parties that:

1. During times when schools are mandated to be closed for reasons related to COVID-19, all YCA members who are facilitating opportunities for

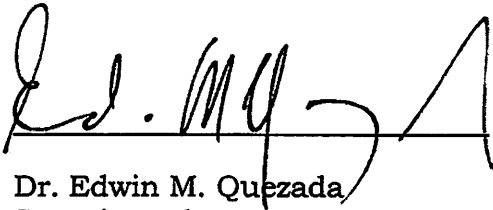
continuity of learning as provided for herein, will continue to receive all salary and benefits that they are entitled to under the CBA between the YCA and the Yonkers Board of Education.

2. The parties agree that , YCA members will follow the “Guidance and Expectations for Continuity of Learning for Administrations” attached hereto as an addendum.
3. All absences will be reported to the YCA member’s direct supervisor. YCA members who are absent will post on their school webpage that the they will not be available that day.
4. This agreement will expire and have no further force and effect upon the re-opening of schools or as of June 26, 2020, whichever is sooner, unless extended by written agreement.
5. This agreement will expire and have no further force and effect as of the re-opening of schools or June 26, 2020, whichever is earlier, unless extended by written agreement.
6. This agreement shall not establish precedent or a past practice between the parties.

7. This agreement shall be effective upon approval by the Board of Education.

Date: 4/1/2020

Date: April 1, 2020



Dr. Edwin M. Quezada
Superintendent
Yonkers Public Schools

Jane Wermuth

Jane Wermuth
President
YCA



Guidance and Expectations for Continuity of Learning for Administrators

The guidance and expectations below are in support of schools, families and other stakeholders. The goal is to provide opportunities for students and teachers to remain connected and engaged with their course content while working from locations outside of the physical school environment. These distance-learning opportunities are intended to support continuous student learning. It is essential that our students continue to learn in order to prevent the loss of learned skills. The best remedy to avoid loss of learned skills or to continue to grow is to prevent it from happening. Providing opportunities for continuous learning can keep students on track in their academics.

This document provides guidance about the expectations for school administrators.

Guidance and Expectations in Providing Opportunities for Continuity of Learning Administrators Responsibilities

Administrators are responsible for setting the overall expectations for the school's implementation of these distance-learning opportunities and ensuring that these expectations are clearly communicated to teachers, students, families and other involved school staff. Central Office provided guidance that will support administrators in setting these expectations. The principal delegates the below responsibilities to assistant principals and other staff as needed. These responsibilities include:

- Designate roles and responsibilities for administrative school staff with respect to distance-learning, so that the following decisions and tasks are implemented effectively.
- Follow schools and district protocols for checking in with the teachers and staff responsible for supporting distance-learning.
- Revisit School goals for the rest of the academic year and set priorities.
- Administrators must communicate daily with staff through emails.
- Make daily robocalls to all families keeping in mind Multilingual Learners, using mobile applications, email, videos, etc. Utilize the Language Access document for translation and interpretation applications to support communication across languages.
- In accordance with the guidance of the Special Education Department, ensure that a plan is developed for all students with IEPs.
- Establish a mechanism for teachers to track student participation in the form of tracking contacts with students on a daily basis. Assign staff to conduct outreach in cases of no participation.
- Review materials and resources submitted by teachers and provide feedback.

- Monitoring student and teacher schedules for distance-learning and teacher-student communication. Student schedules will assist parents to support students in their learning.
- Determine subject area priorities and identify resources for teachers to support distance-learning.
- Continue to hold parent and students conference meetings as needed.
- Assign work to clerks for 4 hours of work daily.
- Grade 12 administrators must follow up daily with 12 grade students to ensure they are on track for graduation utilizing the Supporting Graduation Senior –FAQ Document
- Administrators must communicate daily with 8th grade students to be on track
- Keep school Website current
- Administrators must maintain a record of all interactions with students and families. Such record shall include the date, time, name of student/guardian/teacher, topic and form of communication (e.g. date: 3/30/20, time: 9:45 a.m., name of student/guardian/teacher: John Doe, student and Jane Doe, teacher, topic: ELA, Math, form of communication: via email).
- It is understood that guidance regarding annual review will be provided for further discussion.

Reviewed and accepted.

Jane Wermuth

President, YCA

April 1, 2020