

PLEASE POST

PLEASE POST

09-01-20

WOLCOTT BOARD OF EDUCATION
WOLCOTT, CONNECTICUT

MEETING NOTICE

SPECIAL MEETING
BOARD OF EDUCATION

DATE: Wednesday, September 02, 2020

PLACE: Google Meet – Virtual Meeting

Join by Phone: 1 502-547-4581

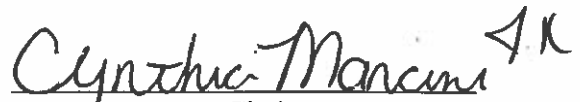
PIN: 597 741 912#

Live Stream: <https://sites.google.com/wolcottps.org/wps-distance-learning/home-click-on-pages-below/wps-boe-meetings>

TIME: 6:00 P.M.

AGENDA

1. Nominations
2. Consent Agenda
3. Executive Session
Recommended Motion: "that the Board go into executive session for the purposes of discussing the Memorandum of Agreement for the Wolcott Education Association."
4. Action on Item 3, if necessary
5. Adjournment


Cynthia Mancini, Chairman
Wolcott Board of Education

Special Meeting of the Board of Education – September 02, 2020

RESOLUTION: NOMINATION(S)

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPOINT THE FOLLOWING PERSON(S) AS INDICATED:

1. **Simone Duryea**- to the position of Special Education Teacher at Tyrrell Middle School effective September 03, 2020;
2. **Christine Killion**- to the position of Special Education Teacher at Wakelee School effective September 04, 2020;
3. **Taylor Meccariello**- to the position of Interim Athletic Director at Wolcott High School effective August 26, 2020;
4. **Frank Parafati** – to the position of Food Service Manager at Wakelee School effective September 04, 2020;
5. **Dana Durant** – to the position of Bus Monitor for the District effective September 04, 2020;
6. **Maureen Brown** - to the position of Bus Monitor for the District effective September 04, 2020;
7. **Mark Daniels** – to the position of Special Education Paraprofessional at Tyrrell Middle School effective September 08, 2020.

(See attached)

Wolcott Public Schools

Superintendent of Schools

Anthony J. Gasper, Ed.D.

1488 Woodtick Road · Wolcott, Connecticut 06716

TELEPHONE (203) 879-8183 · FAX (203) 879-8182

Business Manager

Todd W. Bendtsen, C.P.A.

Assistant Superintendent

Shawn Simpson



Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Simone Duryea

Position: Special Education Teacher

Location: Tyrrell Middle School

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Printout of Talent Ed application | <input checked="" type="checkbox"/> At least three reference check forms |
| <input checked="" type="checkbox"/> Cover letter or letter of interest | <input checked="" type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were 2 external candidates who applied for the position. The committee chose to interview 2 candidates. One candidate was recommended to the Superintendent. She was clearly the strongest candidate in our interviews for the position.

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview team included the Director of Student Services, the Tyrrell Middle School Principal,, and the Supervisor of Special Education.

IV. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

This candidate has 14 years experience as a special education teacher in a New York public high school. She also has experience as a co teacher and case manager for students with disabilities.

Revised 5.7.2020

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Business Manager

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Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Christine Killion
Location: Wakelee Elementary School

Position: Special Education Teacher

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Printout of Talent Ed application | <input checked="" type="checkbox"/> At least three reference check forms |
| <input checked="" type="checkbox"/> Cover letter or letter of interest | <input checked="" type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were 6 applicants for this position. First round involved 4 candidates. One candidate was recommended to Superintendent.

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview team included the principal, supervisor and director of special education.

IV. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

This candidate is an experienced teacher and also holds her administrative certificate. She has experience with using data to inform her practice and write appropriate goals and objectives. She has experience with IEP Direct and various testing tools. She was clearly a strong candidate.

Wolcott Public Schools



REFERENCE CHECK

This form is to be used for all applicants applying for positions within Wolcott Public Schools.

Name of Candidate: Christine Killion

Name of Reference: Daniel Sonstrom

Contact number(s) for reference: 860-584-7839

Relationship of reference to the candidate: Supervisor

Length of time reference has known candidate: 1 Year

Ask the reference to speak about the candidate in relation to the following:

Would you provide a general overview of Christine’s performance, including personal and professional strengths and target areas for growth?

Christine came in from a different district a month into the school year. She did an excellent job of coming into a difficult situation with the parents. Her experience came from a different environment. I thought she handled her situation well. It turned out not to be a good fit for her.

Would you describe Christine’s relationship with colleagues, students, parents, and community members?

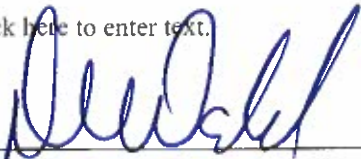
Christine had a great rapport with students and staff alike. She is a person who is easy to connect with.

Would you hire/rehire Christine if you were in a position to do so?

Yes, without reservation

Yes, with reservation (reason provided): Click here to enter text.

No (reason provided): Click here to enter text.

Interviewer’s Signature: 



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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Educator Search Information

*Last Name: meccariello

*First Name: tyler

OPTIONAL(Search Within A District)

District: ALL

AND

*Requestors Email: mpatchkofsky@wolcottps.org

Clear

Search

* Indicates Required Field

Educators Found

#	LastName	FirstName	District	
1	MECCARIELLO	TYLER	WOLCOTT SCHOOL DISTRICT	Select

Summary of Selected Educator Active And Expired Certificate Info:

Name	District	Endorsements Held	Certificate Type	Status	Valid From	Valid To
MECCARIELLO, TYLER	WOLCOTT SCHOOL DISTRICT	600-INTERSCHOLASTIC/INTRAMURAL COACH	FIVE YEAR RENEWABLE COACHING PERMIT	ACTIVE	3/24/2020	3/23/2025
MECCARIELLO, TYLER	WOLCOTT SCHOOL DISTRICT	026-HISTORY AND SOCIAL STUDIES, GRADES 7 THROUGH 12	PROVISIONAL EDUCATOR	ACTIVE	8/31/2017	8/30/2025

Disclaimer

Certification Verification Information: Information concerning an educator's certification is available to the public pursuant to the Freedom of Information Act, Conn. Gen. Stat. § 1-200 et seq. (FOIA). The Bureau of Educator Standards and Certification has made the information on this web page available to provide immediate access to individual educators' certification information. The certification information provided serves as the official record of certification; however, this information is subject to change due to pending applications or other educator actions.

Requests for individual names may produce more than one person. Additional information that should be entered to narrow the search, if known, is the school district within which the individual is employed. Please submit all other FOIA requests in writing to: Bureau of Educator Standards and Certification, P.O. Box 150471, Hartford, CT 06115-0471.

165 Capitol Avenue, Room-243, Hartford, CT 06106 / Phone: 860-713-6969

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Wolcott Public Schools



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Superintendent of Schools
Anthony J. Gasper, Ed.D.

Business Manager
Todd W. Bendtsen, C.P.A.

Assistant Superintendent
Shawn Simpson

Director of Student Services & Alt Programs
Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Frank Parafati Position: Food Service Manager

Location: Wakelee Elementary School

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- | | |
|---|--|
| <input type="checkbox"/> Printout of Talent Ed application | <input type="checkbox"/> At least three reference check forms |
| <input type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were 4 qualified applications for the position. The interviews involved all 4 candidates. One of the four did not show. After much consideration, one candidate was recommended to the Superintendent.

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview team consisted of Todd Bendtsen, Business Manager, and Nicole Maxellon, Food Service Director.

IV. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

The candidate distinguished themselves through his experience throughout his career. He also is very knowledgeable in inventory, food service, leadership, and training.

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Director of Student Services & Alt Programs
Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Dana Durant Position: Bus Monitor

Location: Various Bus routes as needed in Wolcott.

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Printout of Talent Ed application | <input type="checkbox"/> At least three reference check forms |
| <input type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were two candidates for the position of bus monitor. I am recommending both candidates to the Superintendent

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview team consisted of the Business Manager and one representative from the HR/Payroll Department.

IV. CANDIDATE PROFILE: HE IS A VERY FRIENDLY INDIVIDUAL, WITH A POSITIVE ATTITUDE AND A LOVE FOR CHILDREN. HE HAS THREE GROWN CHILDREN AND THREE GRANDCHILDREN.

Revised 5.7.2020

- V. HE IS ACCUSTOMED TO RESOLVING PROBLEMS AND INTERACTS WELL WITH PEOPLE. HE IS FLEXIBLE AND WILLING TO WORK WITH CHILDREN OF ALL AGES.

He is a strong candidate for the position.

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Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Maureen Brown Position: Bus Monitor

Location: Various Bus routes as needed in Wolcott.

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- | | |
|---|--|
| <input type="checkbox"/> Printout of Talent Ed application | <input type="checkbox"/> At least three reference check forms |
| <input type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were two candidates for the position of bus monitor. I am recommending both candidates to the Superintendent

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview team consisted of the Business Manager and one representative from the HR/Payroll Department.

IV. CANDIDATE PROFILE: SHE IS A VERY FRIENDLY INDIVIDUAL, WITH A POSITIVE ATTITUDE AND A LOVE FOR CHILDREN. SHE HAS WORKED IN MANAGEMENT FOR OVER 24 YEARS.

Revised 5.7.2020

Wolcott Public Schools



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Director of Student Services & Alt Programs
Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Mark Daniels. Position: Paraprofessional.
Location: Tyrrell Middle School.

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

Printout of Talent Ed application
Cover letter or letter of interest
Résumé

At least three reference check forms
Copies of all pertinent licenses and certifications

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were four applicants for the three posted positions. All four candidates were interviewed. Selection was based off of interview scores, as well as prior experience (i.e. this candidate possessing a teacher certification and having taught at the middle school level for 14 years before retiring this past June).

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview committee consisted of principal Joe Norcross, assistant principal Dan Caetano.

IV. CANDIDATE PROFILE:

Special Meeting of the Board of Education – September 02, 2020

RESOLUTION: CONSENT AGENDA

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPROVE THE CONSENT AGENDA AS PRESENTED:

1. Resignation(s):

- a. **Emily Nichols** from the position of Food Service Worker at Wolcott High School, effective immediately;
- b. **Margaret Santone** from the position of Food Service Worker at Wolcott High School effective immediately;
- c. **Erich Urban** from the position of Senior Desktop Technician for the district effective August 25, 2020;
- d. **Kim Tatro-White** from the position of Lunch Aid at Wakelee School effective immediately;

2. Transfer(s):

- a. **Andrew Bundock** from the position of Desktop Technician for the District to the position of Senior Desktop Technician for the District;
- b. **Tyler Japs** from the position of Paraprofessional to the position of 1-year Special Education Teacher pending DSAP;
- c. **Jennifer Sullivan** from the position of Reading Specialist at Alcott School to the position of Grade 2 Classroom Teacher at Alcott School.

(See attached)

From: Emily Nichols <cally_m@hotmail.com>

Sent: Friday, August 28, 2020 12:10 PM

To: Treen, Tammi <TTreen@wolcottps.org>

Subject: Resignation

Good afternoon,

Due to the current covid situation, and the hybrid schooling in wolcott, I am writing to resign my full time position as a food service worker at Wolcott high school. My children will be attending wakelee in group 1 (Mon and Thurs on regular weeks), and I am available to sub in that school on those days. I hope to reapply when schools reopen full time.

Thank you -Emily Nichols

Margaret Santone

General Worker WHS

08/25/2020

Dear Nicole,

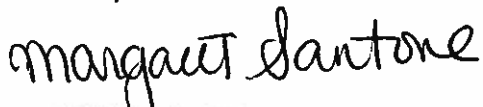
Through this letter, I hereby announce my Resignation from my position as a General Worker at WHS effective today.

It has been a pleasure working with you and the entire staff at WHS the past 3 yrs. In my time here, I have grown professionally and made life-long friends. In particular, I would like to Thank you for providing me with Learning experience and a warm working environment during my time at WHS.

You have a full commitment for a smooth transition of responsibilities.

Please let me know if I can be of further assistance. Also I am not leaving on bad terms I'm just advancing in my life to provide for my granddaughters future.

Thank you

A handwritten signature in black ink that reads "Margaret Santone". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Margaret Santone

From: Gasper,Anthony <AGasper@wolcottps.org>
Sent: Tuesday, August 25, 2020 10:23 AM
To: Treen, Tammi <TTreen@wolcottps.org>
Subject: Erich Urban

Hi Tammi,

Erich Urban voluntarily resigned verbally as of 10:00 AM this morning. Please let this serve as his letter of resignation and address accordingly.

Thank you,
Tony

Tony Gasper, Ed.D.
Superintendent
Wolcott Public Schools
203-879-8183
@DrTonyGasper

From: Kim <kimtatrowhite@gmail.com>
Sent: Wednesday, August 26, 2020 12:13 PM
To: Gasper,Anthony <AGasper@wolcottps.org>
Subject: Lunch Aid

Good morning

I am writing to let you know that I will not be returning as lunch room aid. I started out as a substitute Paraprofessional and then took on the position lunch room aid thinking it would help me get to my desired position as full time paraprofessional. I have applied for many paraprofessional jobs through my eight years working at Wolcott Public schools and am always passed over. It is very disheartening to be so undervalued as an employee. I have even been passed over for people who don't even have their paraprofessional certification.

So, with this said I am giving notice that I will not be returning.

Kim White

Wolcott Public Schools



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Superintendent of Schools

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Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR INTERNAL CANDIDATES:

Name of Candidate: Jennifer Sullivan Position: 2nd Grade Classroom Teacher

Location: Alcott Elementary School

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- Cover letter or letter of interest
- At least three reference check forms *(only necessary if changing units, i.e. from paraprofessional to nurse, teacher to coach)*
- Copies of all pertinent licenses and certifications

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

From the pool of applicants, the team interviewed 4 qualified candidates.

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview team included three Alcott school members: the principal, one regular education classroom teacher, (2nd grade teacher / Alcott Lead Teacher), and one Special Education teacher.

IV. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

This candidate is currently a Reading Specialist at Alcott School. She has twenty years experience as a Reading Specialist (In Wolcott and another district). Prior to this, she taught grade three for three years. She has a very strong background in literacy and knows what skills a second grade student will need to possess in order to be successful in the third grade. It is the belief of the interview team that she is the strongest candidate for the position.

Elementary Teacher AES

Sullivan, Jennifer <jsullivan3@wolcottps.org>

Fri 8/21/2020 2:11 PM

To: Patchkofsky, Megan <MPatchkofsky@wolcottps.org>

Hi Megan,

Please be advised that I would be interested in applying for the elementary teaching position at Alcott Elementary School. Thank you, in advance, for your consideration.

Jennifer Sullivan

Jennifer Sullivan

Reading Specialist

Alcott Elementary School

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

1. The Wolcott Board of Education; (the "Board") and the Wolcott Education Association (the "Association") hereby enter into the following Memorandum of Agreement ("MOA") regarding remote work due to school closures, hybrid work week models, and/or other such work arrangements and working conditions related to COVID-19 for the July 1, 2020 - June 30, 2021 work year only:

2. The parties understand and acknowledge that, during the 2020-2021 work year, the schools may be closed for an unknown period of time, and during a period in which school otherwise would have been in session, for reasons related to COVID-19, and that such closure(s) may be directed by the Board and/or the Superintendent, or by an authority outside the District.

3. In the event of remote work due to school closures, a hybrid work week model, and/or other such work arrangements during the 2020-2021 work year, each member of the bargaining unit shall, if so directed by the Superintendent and/or his designee(s) (the "Administration"), perform work as described in this Memorandum of Agreement in accordance with the parties' collective bargaining agreement.

Accommodations, Unpaid and/or Paid Leaves

4a. If a member requests workplace accommodations while the Wolcott Public Schools are in a full in-person or hybrid instruction model, the Board will comply with its legal obligations under federal or state law or executive order, such as the ADA, FFCRA, FMLA, and its obligations under the parties' 2018-2022 collective bargaining when responding.

4b. The member may be provided with remote work only if all other reasonable accommodations fail to address the member's documented disabling condition. If remote work is available, appropriate to the member's certification, experience, and qualifications, and such work can be reasonably regarded as equivalent in usefulness to students and the Board, the Superintendent may choose to assign such. Such assignment is not permanent or binding and can be changed or rescinded at the Superintendent's discretion but will not be changed or rescinded in an arbitrary manner.

4c. If no remote work is available and no reasonable workplace accommodation can be provided that would enable the member to provide in-person instruction to Wolcott Public School students, the member may take an unpaid leave of absence. If the member's disabling condition is also a serious health condition, as that term is defined under the FMLA, the member may substitute his/her accumulated personal sick leave days for the entirety of the approved unpaid leave of absence during the 2020-2021 work year, or until he/she exhausts the accumulated sick leave days.

Notwithstanding any member's approved unpaid leave of absence from an in-person or hybrid instruction model, the member shall be expected to return to his/her teaching assignment if the

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

Wolcott Public Schools reverts to a full remote instruction model during the 2020-2021 school year, unless a serious health condition precludes the member from teaching students remotely.

4d. If no remote work is available and no reasonable accommodation can be provided, and the member does not qualify for any federal leave entitlement, the member is free to request an unpaid leave of absence in accordance with the parties' 2018-2022 collective bargaining agreement.

Quarantine Leaves of Absence

5a. If a member is eligible for emergency sick leave under Families First Coronavirus Relief Act ("FFCRA") because he/she is following a mandatory federal, state or local quarantine, or stay-at-home order, or is quarantined by a health care provider, the member shall be eligible to receive up to 10 work-days of paid leave at his/her regular per diem rate. The member shall provide appropriate documentation to the Board regarding the mandatory quarantine.

For any additional time that the member is mandated to self-quarantine beyond the initial 10 work-days covered by the FFCRA during the 2020-2021 work year, the member shall be entitled to utilize his/her accumulated paid sick leave through the duration of the mandatory quarantine. The member shall provide appropriate documentation to the Board regarding the mandatory quarantine.

5b. If a member is eligible for paid leave under FFCRA because he/she must care for someone under a federal, state or local quarantine, or stay-at-home order, or is quarantined by a health care provider, the member shall receive up to 80 hours of paid sick leave at 2/3 of his/her regular per diem rate or \$200 per day, whichever amount is lower. The member may request supplementation of the per diem rate, if he/she has access to accumulated personal sick leave days. The Board shall reduce the member's personal sick leave balance by a fixed number of hours for each day that is supplemented during the leave of absence until the member's balance is exhausted. The Board's calculation of the fixed number of sick leave hours to be deducted shall be based on the individual teacher's salary, and any fraction of a sick leave hour will be calculated at a full hour. A sample calculation for supplementing MA 2020-2021 salaries is illustrated in Appendix A to this Agreement.

5c. The Board shall comply with its obligations under federal law with regard to a member's use of paid sick leave if the member is quarantined at home and unable to work (in-person or remotely) because of the member's voluntary out-of-state travel to a state or territory that is covered by the Governor of Connecticut's Executive Order.

** The above paid leave benefits are limited to the term of the FFCRA, which currently expires on December 31, 2020.

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

Child Care Leaves of Absence

6a. The Board and the Association shall consider child care issues for members on a case-by-case basis to the extent that such consideration is required by state or federal law or executive order. Unless specific accommodations are provided for and due under law or executive order, the Board is not obligated to provide any additional leave or accommodation. As has been past practice, members may apply to the Board for unpaid leaves of absence but the Board is not obligated to approve unless by law or executive order.

6b. If a member is eligible for expanded FMLA benefits under the FFCRA because he/she must care for his/her child whose school, child care provider, or place of care is closed and/or unavailable due to COVID-19, the member shall receive up to 60 days of paid expanded FMLA leave at 2/3 of his/her regular per diem rate, or \$200 per day, whichever amount is lower.

The member may request supplementation of the per diem rate for up to the entirety of the leave period, not to exceed 60 work days, if he/she has access to accumulated personal sick leave days. The Board shall reduce the member's personal sick leave balance by a fixed number of hours for each day that is supplemented during the leave of absence until the member's balance is exhausted. The Board's calculation of the fixed number of sick leave hours to be deducted shall be based on the individual teacher's salary, and any fraction of a sick leave hour will be calculated at a full hour. A sample calculation for supplementing MA 2020-2021 salaries is illustrated in Appendix A to this Agreement.

** The above paid leave benefits are limited to the term of the FFCRA, which currently expires on December 31, 2020.

Illness Reporting

7. Any member who shows signs of COVID-19 symptoms shall not report to work on the day in question and shall use his/her available sick leave, unless the member qualifies for paid sick leave under the Families First Coronavirus Response Act (FFCRA), as evidenced by medical documentation from a licensed physician, in order to receive remuneration for the day.

Additionally, members are required to advise the Superintendent of Schools or his designee if he/she is showing any signs of COVID-19 symptoms.

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

Teaching Conditions / Expectations

8. As determined by the Board, school buildings may be open to members during remote work periods. School administration shall notify members if buildings are open. Members who are comfortable reporting to an open school building may perform remote work or other work as necessary to fulfill job responsibilities in the building according to the hours set forth in the collective bargaining agreement. Custodial need to sanitize and maintain school buildings will take precedent over teacher requests.
9. Members performing work from a remote location shall be required to be available to students and parents during that teacher's regular school hours. Teachers shall have at least one school day to respond to parent and student inquiries. During the implementation of a hybrid schedule, no students will report to school on one day per week (currently scheduled for Wednesday but subject to change). On these days, members are expected to spend at least 90 minutes virtually conducting check-in meetings with students in need, parent communications, and virtual small group instruction. The remainder of this day is reserved for teacher preparation, collaboration, and communications with school administration.
10. Members assigned to work remotely who do not have access to a computer at home and who cannot work from a school building shall be provided with appropriate equipment, such as a Chromebook or applicable computer, to perform expected work responsibilities. Members will not be reimbursed for internet services for remote work.
11. Members working from a remote location shall be available to students and parents through existing district-based electronic platforms, including but not limited to email, Google Classroom, or telephone. In no event shall teachers be required to use personal cell phones or other personal electronic devices for communication with students and parents.
12. The Board will strive for uniform workload equity to the extent possible under current conditions. The Association may not file any action to enforce this provision.
13. Teachers assigned mixed in-person teaching and/or remote teaching via live stream will only do so during the 2020-2021 school year under COVID-19 and
 - a. Will be provided training to include in-person modeling, which will be conducted during regular work hours
 - b. Will not be responsible for any privacy violations, including FERPA. This does not include any willful teacher action resulting in the release of confidential personally identifiable information about students.
 - c. The Board will inform parents/guardians and students that they are not permitted to record live streamed lessons. Recordings will only occur as a necessary accommodation implemented in consultation with the affected teacher.

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

Teaching Conditions / Expectations

- d. Will have the right to mute a student's incoming livestream audio if remote students are a distraction to in-person students. Administration will provide a form for teachers to complete if a teacher is forced to mute a student's incoming livestream audio.
 - e. Will not be expected to be in camera view for the length of the class but will be expected to be in audio range for remote learners.
 - f. When the district is operating under the hybrid model, classroom teachers shall make assignments to all of their students, whether learning in -person or remote, in the same manner as occurs in a traditional classroom setting, including differentiated instruction and accommodations for students with special needs. Students learning from home will be expected to complete work/assignments that are substantially similar to those students who are attending the same class in person.
 - g. The Board reserves the right, in accordance with Article XXXI of the parties' 2018-2022 collective bargaining agreement, to reduce FTE due to student enrollment and/or budgetary constraints. The Board shall act in good faith with respect to any staffing reduction resulting from the unavailability of current teachers and substitute teachers for said assignments.
14. In general, members shall not be required to record for students who are not present in the classroom during the time in which the bargaining unit work is occurring. Recordings will only occur as a necessary accommodation implemented in consultation with the affected teacher.
15. Should members need assistance with troubleshooting technical issues while working from a remote location, they should contact Wolcott Public Schools IT personnel by filing a work ticket in the established way.
16. Should a student demonstrate a pattern of absenteeism and/or a pattern of failure to complete assignments during remote work due to school closure, the hybrid work week model, and/or other such work arrangements, members shall first communicate with parents regarding the lack of participation. If the pattern of truancy continues, the member shall inform the building Principal or designee(s) and/or the school counselor via an email to address the issue accordingly.
17. In the event a member requires absence from work responsibilities during remote work, the hybrid work week model, and/or during other such work arrangements, the member shall report such absences through normal means and the contractual requirements and restrictions relating to such absences shall apply. The member will be responsible for informing parents of the absence, to the extent possible, via a post or an out-of-office reply.

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

Teaching Conditions / Expectations

18. Members required to learn new technology, curriculum, teaching methods, or otherwise prepare for remote work due to school closure, a hybrid work week model, or other such work arrangement shall be afforded professional development time during the normal workday. The Board of Education has adopted a calendar providing nine (9) non-teaching days at the beginning of the school year. New technology, curriculum, and teaching methods will be trained as part of these day. Members who feel that they need additional training, may request such from their principal. The principal and district will endeavor to honor all such requests.

19. Parent conferences, open houses and curriculum nights may occur from a remote work location if the Board deems it in the best interest of parents', students', and staff members' safety and during the timeframes as set forth in the collective bargaining agreement. If such programs occur remotely, such remote work will fulfill the work requirements set out in the collective bargaining agreement.

20. All meetings involving members may occur utilizing remote technology unless all applicable social distancing protocols, as set forth by CDC guidelines and state and local regulations can be followed. If collaboration times, team meetings, department meetings, and faculty meetings can be conducted in person in accordance with CDC requirements/executive orders, principals may choose to do so.

21. Each building principal will make himself/herself available to work with a small team of school building members to determine / find spaces within the building that may provide members with safe spaces - in accordance with health and safety guidance as set forth by local health officials - for lunch and for preparatory time activities.

22. Members shall be compensated their full salaries for work done. Stipend positions will be paid for the percentage of required work that is completed, in accordance with the provisions of the collective bargaining agreement.

23. The Board will utilize any flexibilities for evaluation as provided by the State Board of Education during the 2020-2021 work year. School Administration shall provide advance notice of any formal observation conducted of the member during his/her remote instruction or provision of services, or of any formal observation conducted when instruction occurs in the Wolcott Public School setting during the hybrid instruction model. Non-evaluative visits to observe a member's remote teaching and/or provision of services shall not occur surreptitiously. This provision shall not preclude administrators from providing support and feedback to members as appropriate.

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

Face Coverings / COVID-19 Protocols

24. Members are required to comply with the Board's rules regarding the wearing of masks or face coverings as set forth by the Superintendent of Schools. The Board will provide masks to those members who choose not provide their own as a means of addressing Personal Protective Equipment (PPE) required to be worn by the state of Connecticut, local health department or the Board.

Certain members may be required to wear additional PPE specific to their assignments, in which case, such PPE shall be provided by the Board. Member shall not be required to reuse masks beyond guidance recommended by the Center for Disease Control (CDC), state, federal and/or local authorities.

25. Administration will address students who repeatedly refuse to wear PPE, refuse to comply with social distancing, or who repeatedly engage in behavior likely to spread the virus as allowed by Board policy and applicable laws.

26. Members shall not be responsible for daily cleaning or sanitizing of classrooms or other equipment that would typically be performed by a custodian and/or a cleaner.

27. Members shall not be responsible for organizing, packing, or distributing materials from students' desks, cubbies, and/or lockers.

28. Members shall not be responsible for taking students' temperatures.

General Conditions

29. All days of remote work due to school closure, the hybrid work week model, and/or other such work arrangements, shall be applied to the teacher work year as outlined in the collective bargaining agreement between the Board and the Association.

30. All provisions of the collective bargaining agreement between the Board and the Association shall remain in effect except to the extent such provisions have been modified by this Agreement.

31. Notwithstanding the foregoing, the Board and the Association agree that they may revisit the terms of this Memorandum of Agreement in the future if circumstances related to COVID19 and/or its impact on the Wolcott Public Schools change or otherwise evolve following the execution of this Agreement by both parties.

32. This Memorandum of Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Agreement.

Memorandum of Agreement Between the Wolcott Board of Education and the Wolcott Education Association

33. This Agreement shall terminate either upon the full reopening of schools for regular classes or June 30, 2021, whichever is earlier.

SIGNATURES/DATES

**For the Wolcott Board
of Education**

**For the Wolcott Education
Association**

Date

Date