

FAQ for Specific Work Groups

- Even though I am working with students in remote learning, could I be required to work/meet with staff or students in person during remote learning? **This is a reminder that if you are asked to come onto campus and your primary work assignment is working with students in remote learning, a request for in-person work needs to come to LWEA and LWSD administration first.** We are trying to keep staff and students safe and minimize people coming together as much as possible. We have ongoing labor management to support requests from staff and admin to work in person.
- Where are the links for these specific work groups LOUs?
 - For [Counselors](#)
 - For [Elementary PE and Music Specialists](#)
 - For [Librarians](#)
 - For [ELL and SN](#)
 - For [Highly Capable](#)
 - For [TOSAs](#)
- Where can I find the districts safety plan?
 - Find the safety plan PDF [here](#).
 - And the district website information [here](#).

Counselors

- Setting schedules: how much discretion do I have?
 - It is assumed that you communicate your work schedule to your administrator. You do need to set break and lunch times in your workday and work a 7.5 hour day.
 - If you need to consistently shift your hours from 8-4 to instead work 9-5, you would need to collaborate with your admin to set this schedule.
- Extended days: have those changed?
 - Previously secondary counseling teams used 3 days before the start of school to work on scheduling. To help meet the demands of scheduling, we have allowed an additional 3 days to be used at the secondary counselor discretion and 3 (instead of 6) will be scheduled collaboratively with the admin.
 - If secondary counselors do not use all 6 days prior to the start of the school year for scheduling, those are days that will go back into your 'bank' of days and you will collaboratively schedule with your admin.
 - Elementary counselors will still maintain their 3 extended days per FTE as outlined in the CBA 13.1.6.1.
- August LEAP calendar – what is expected of counselors?
 - To best use resources and utilize the counselor time, the counseling team should have reviewed the August LEAP schedules to see what does or does not match their job description.
 - Once this review has happened, a consensus-based agreement needs to be made between the counseling team and admin about which meetings should be mandated for the staff. Consensus means that there is mutual agreement from both admin and counselors about which activities to attend.

Elementary PE and Music Specialists

- What is the expectation around the number of sections?
 - Specialists will be responsible for two thirty-minute asynchronous lessons per grade per week.
- Why are elementary PE and Music asynchronous?
 - There were multiple reasons for specialists to be asynchronous. Specialists class sizes will be larger since they are working with larger groups of students and we wanted to be mindful of student screen time.

- What should their Wednesday look like?
 - Specialists will have the additional prep time that all elementary educators receive and be responsible for IEE time. However, we do not want specialists to be competing with general education staff and trying to connect with the same students all at once. The following could be used to avoid the connection cross over: specialists could connect with students while teachers are prepping in the morning and then specialists could prep when the teachers are connecting with student's mid-day.

Librarians

- Can we check out books or arrange curbside checkout programs?
 - Librarians can check out books to students, only if they opt to and if they are following all safety guidelines. **Please be mindful that some librarians may be in a high-risk category and may not be able to safely come onto campus to arrange book check out.**
 - Our Gen Ed LOU is very clear that if staff are to go onto campus, LWEA and LWSD must meet first to discuss the request. Safety of staff and students is paramount while a pandemic is ongoing.
- Do librarians still have an allocation of clerical time?
 - Clerical time will be maintained to support the collections of librarians. If a librarian does not need this time, they can opt to release it for general building use.

ELL and SN

- Sections: Do I have to do 8 by 45?
 - If a staff member were to host 8 groups for 45 minutes, which would be 6 hours straight. There would not be time for passing periods, breaks, preps, and lunch. Additionally, the contract still holds elementary teachers to 5 hours of teaching a day and doing 8 groups of 45 would push you way past this boundary.
 - We kept 8 groups because if you only have your groups going for 15 minutes, then that is only 2 hours. The SN and ELL administration will work with staff on their schedules to ensure they are balanced, within the contract, and meet student need.
- How should part-time staff organize their workday?
 - If you are a part-time or less than 1.0 FTE, you should prorate your work time.
 - A 1.0 FTE is contracted for 37.5 hours a week under our contract. That means a .5 FTE staff member works 18.75 hours a week or 3.75 hours a day.
 - You should host 2.50-4 groups a day if you are a half time FTE EL or SN.
- Can we flex our schedule on Wednesday?
 - EL and SN staff will still need to work a 7.5-hour day on Wednesday. This will need to follow the LEAP schedule and include the additional prep per the Gen Ed LOU. However, if staff want to start their day later, (e.g., for elementary they begin their day at 10:30 a.m. and prep until 1:30 p.m., have a 30-minute lunch, then do their LEAP day responsibilities from 2-3:30 pm. Following this time, they could work to meet with families and students from 3:30 - 6:30 pm to finish out their 7.5-hour day.
- Does the EL program at the secondary level still have an allocation of IA time?
 - Secondary IA time should be allocated to the EL program. If you are having your IA time reduced or not allocated to supporting the EL program, please reach out to the EL program director or LWEA for support.

TOSAs

- Set a work calendar now.
 - Many of our TOSAs spent an enormous amount of time working over the summer to help prepare teachers for remote learning this fall.
 - They put in a lot of work over the summer and may have already started to use their 21-day contract. Each TOSA group should have clarity on how their 21 days should be spent and how each department will offer flex or additional pay for any approved work outside of the 21-day contract.

- Work schedules
 - The TOSA workday does not need to be continuous, but you should work with your supervisor on setting that work schedule.
 - Your schedule should be mindful of work time, meetings, and collaboration. If you need more time to get all your work done, ensure that you are communicating this to your supervisor.