

Proposed Memorandum of Understanding  
Between  
Sacramento City Unified School District (SCUSD)  
&  
Sacramento City Teachers Association (SCTA)  
**Special Education Assessments While in a Distance Learning Model**

February 26, 2021

This Memorandum of Understanding (MOU) is between the Sacramento City Unified School District (“District” or “SCUSD”) and the Sacramento City Teachers Association (“SCTA”), collectively “the Parties” regarding in-person special education assessments while the District is in a distance learning model.

1. The District is responsible for providing Special Education assessments as required by state and federal law.
2. Legally required special education assessments that cannot be effectively, reliably, or otherwise conducted virtually will be provided in-person on a one-to-one basis, that is, one teacher or service provider and one student, unless a student’s needs specifically requires an additional staff person.
3. Staffing may include a teacher/service provider, and including but not limited to program specialist, school psychologist, school nurse, school social worker, speech therapist, behavior specialist.
4. Participation by District employees represented by SCTA shall be on a voluntary basis. If there is an insufficient number of qualified unit member volunteers available to conduct the required, in-person special education assessments set forth in #2, above, to conduct in-person special education assessments to meet the District’s goal of completing 20% of overdue assessments per month through June 30, 2021, the District may seek outside contractors or retirees to conduct the in-person assessments. The District will provide SCTA with the number of outside contractors or retirees hired to conduct such in-person assessments, and any and written agreements between the District and such service providers. Additionally, the use of outside contractors or retirees in this extraordinary, temporary situation, shall not constitute a waiver of the District’s prior agreement with SCTA that prohibits subcontracting of bargaining unit work.
5. Participating SCTA-represented employees who commence providing assessment may elect to withdraw from participation. Employees who withdraw will be make reasonable efforts to provide at least 48-hour notice to the District prior to withdrawing.
6. In-person assessment will be conducted during the regular work hours of the employee. The District agrees to adjust the workload for those staff who are conducting the assessments during regular hours to accommodate the extra time required to conduct the assessments.
7. In order to minimize the disruption to student instruction and meet the District’s goal of completing 20% of overdue Special Education assessments each month, the District will authorize, as needed, additional hours outside of the employee’s workday (up to a total of ten hours per week for full-time employees with part time employees provided a pro-rata amount) to conduct assessments of students with suspected disabilities or disabilities, write IEP reports and complete other IEP paperwork, effective upon the execution of this agreement. Such additional hours will be paid at the employee’s Hourly Contractual Rate. For purposes of this paragraph, the employees eligible for additional hours are those on the IEP teams for the overdue Special

Education assessments. The total amount to be paid to bargaining unit members on those IEP teams pursuant to this paragraph shall not exceed \$4 million for the remaining four months of the 2020-2021 school year (March, April, May, and June).

8. In-person Special Education assessments will occur only by appointment.
9. For assessments conducted outside of the employee's regular workday, if the scheduled student is absent without providing at least a six-hour notice, the SCTA-represented employee shall be paid for assessing another available student or for completing assessment reports.
10. In-person assessment will occur either outdoors (when confidentiality can be maintained) or in an approved room or area with sufficient space for full compliance with state and county health and safety guidelines and agreed-upon social distance protocols and appropriate ventilation, air filtration and air circulation. Standards for classrooms to be approved for in-person Special Education assessments are set forth below.
11. Within ten (10) days of the execution of this agreement, each group of professionals (i.e. Psychologists, Speech Specialists, Behavior Intervention Specialists, School Nurses, Social Workers, Special Education Teachers, and other affected job classifications ) who may be conducting in-person assessments under these circumstances, will use existing paid time provided by the Collective Bargaining Agreement designated to meet to collaboratively discuss appropriate and valid assessment batteries under current assessment conditions and develop a list of needed materials and supplies. This will include consideration of assessments that are conducted virtually.
12. The District will provide the needed assessment supplies and materials to provide appropriate and safe virtual and in-person special education assessments. This may include alternative tools or technologies to facilitate social distancing as appropriate to each discipline; separate testing materials to eliminate cross contamination; and additional test kits, and other materials.
13. While the District and SCTA continue to discuss the filtration and ventilation standards for the rooms to be used for in-person Special Education Assessments, the District will commence in-person special education assessments only in those classrooms or other alternative spaces that are equipped with a centralized HVAC system that provides air filtration with a minimum efficiency reporting value (MERV) 13 or better. The assessments may be provided in locations other than the home school of the student if classroom or workspace that meets this standard is not available at the student's home school. The District will provide a verification form signed by Assistant Superintendent for Facilities that identifies which classrooms by worksite are equipped with a centralized HVAC system that provides air filtration with a minimum efficiency reporting value (MERV) 13 or better.
14. The District expects to reduce the District's overdue assessments by twenty percent (20%) per month in addition to completing any assessments that are due in a given month.

In addition to abiding by Cal-OSHA standards and guidelines established by the California Department of Public Health and the Sacramento County Department of Public Health (SCDPH) regarding school re-openings, in-person Special Education assessments may commence when the following health and safety conditions and protections have been met and verified:

A. COVID Testing, Daily Screening, Contact Tracing:

1. COVID TESTING: Used in combination with other mitigation strategies, COVID testing is an additional strategy to support safer in-person instruction. Testing may allow for early identification of cases and exclusion from school to prevent transmission. A negative test

provides information only for the moment in time when the sample is collected. Individuals may become infectious shortly after having a negative test, therefore the District must maintain all other public health strategies already in practice. Before students return to school sites for in-person assessments, the District shall provide voluntary COVID testing to all students and staff assigned to return to any school or worksite. The District shall continue to make free voluntary asymptomatic COVID testing available to students and staff during normal work hours with every effort made to ensure result turnaround time within forty-eight (48) hours of testing. The District shall continue asymptomatic testing students and staff at least every two (2) weeks while Sacramento County remains in the “red tier” (or more frequently as indicated in the CDPH School Guidance testing cadence when community case rates are higher). Non-District staff shall be tested at the same cadence as District staff for so long as non-District personnel are providing services at the school or District site where District personnel will come into contact with non-District personnel. The District shall also adhere to Cal-OSHA testing requirements during an “outbreak” (3 or more COVID cases at a Cal-OSHA defined exposed workplace per 14-day period) and a “major outbreak” (20 or more COVID cases at a Cal-OSHA defined exposed workplace per 30 days) that call for immediate testing and weekly tests for employees during an outbreak, and immediate testing and twice weekly testing for employees during a major outbreak, among other measures.

2. **CONTACT TRACING:** In coordination with the Sacramento County Department of Public Health, SCUSD will provide comprehensive contact tracing and on-going communication to staff and school community to communicate the risk and minimize the spread among students, staff and their families.
3. **DAILY SCREENING:** Site-based, daily screenings will be verified by identified staff trained in screening protocols.

**B. Participant Protections:**

1. The District will provide daily health screenings for all staff, students and parents or guardians who enter a campus, classroom, and meeting space that has been verified by the Assistant Superintendent for Facilities, as set forth in paragraph 13 above.
2. All students, staff and parents/guardians are required to wear face coverings at all times.
3. If a child refuses to keep a mask or face covering on when testing, the assessor will reschedule the assessment. In situations where a student is not able to wear a face covering due to a developmental delay, medical condition, mental health condition or disability, each student’s needs will be considered in consultation with their health provider and parent/guardian, ensuring health and safety regulations are followed for the safety of all participants. If a medical recommendation is made for a student not wearing a mask, the assessment shall be provided using staff PPE, including but not limited to face covering and face shield.
4. Social distancing will be followed, and guidelines will establish no less than six (6) feet separation.
5. Hand sanitizer will be provided for all staff, students and parents/guardians.
6. Each facility will have a pre-designated drop-off and pick-up location for students.
7. Each classroom will be sanitized on at least a daily basis, and after each assessment.
8. Individuals may wear a face covering of their own choosing that meets the state and county guidelines, however, face coverings will be available to individuals if needed. The District will provide each SCTA-represented employee, parent/guardian and student with mutually-approved Face Coverings sufficient to accommodate the specific assessment being administered.
9. Face Shields will be provided for staff and student upon the request of the staff person or student.

10. Classrooms will be equipped with Plexiglass barriers or shields, or both.
11. The District will provide hand sanitizer or hand washing stations at each location, as well as disinfectant, which may be wipes or sprays.
12. The District will provide enough assessment materials and school supplies (e.g. pens, pencils and paper) so that materials will only be used once per day. The District will sanitize materials after each use, as necessary.
13. Students and parents will be directed to use the public restroom.

This MOU addresses only the in-person Special Education assessments set forth in this MOU for the 2020-21 school year and does not preclude continued discussion between the District and SCTA on additional in-person assessments and other working conditions related to the reopening of schools.

This MOU expires on June 30, 2021 unless the Parties mutually agree, in writing, to extend it.

**For the District:**



Superintendent  
Jorge A. Aguilar

Date: 2/27/21

**For SCTA:**



President  
David Fisher

Date: 2/27/21