

**Memorandum of Clarification between
Seattle Education Association and Seattle Public Schools
Regarding Scheduling for Elementary Instrumental Music and Seesaw Usage**

Special circumstances in the placement and function of EIM teachers require the following adjustments to the MOU with respect to scheduling and work expectations.

BACKGROUND: Elementary Instrumental Music (EIM) teachers will have their own, non-co-teacher Seesaw class populated with their students at each school. This is an exception to the Seesaw co-teacher model due to this agreement with SEA and SPS specifically for EIM teachers. The workload for teachers in this program is complex as they serve 2-8 schools across the district with students pulled from up to 8 classrooms at each school. Additionally, some EIM teachers work in both Seesaw and Schoology due to building-based decisions. Another element to this situation is that creating classes and schedules in elementary schools is usually done once a year and the expectations of this MOC will require additional support to administrative secretaries.

ACTION: The Department of Technology Services (DoTS) needs all students to be assigned to EIM teachers before they open the classrooms in Seesaw for all 73 schools at one time. **Please share the timeline below and actions with your Administrative Secretaries as we need their support. The district agrees to provide technical support to Administrative Secretaries as needed.**

Timeline & Actions for Implementation:

- 10/26 By this date, EIM teachers have given student names to Administrative Secretaries.
- 10/28 By this date, students have been assigned to EIM teachers by Administrative Secretaries in PowerSchool. This is not a new practice for the program.
- 10/28 Seesaw overnight sync by the Department of Technology Services.
- 10/30 By this date, EIM classes have shown-up in Seesaw.
- 11/4 Training for EIM teachers with the Digital Learning team on how to set-up classes and activities in Seesaw. A Quick Reference Document will accompany the training.

Critical Information:

- All EIM classes will be called, "Instrumental Music" in Seesaw. This is to align the naming convention across 73 schools.
- A Quick Reference Document will be created by the district for families, so that they know how to navigate on Seesaw between their homeroom class and EIM class. EIM teachers will also model how to do this with students.

Attachments:

- Attached modified Work Expectations for EIM

This agreement remains in place until replaced by a new agreement or until August 31, 2021, whichever comes first.

Agreed to by the parties on October 27, 2020:



For Seattle Education Association



For Seattle Public Schools