

**M-DCPS / UTD  
LETTER OF UNDERSTANDING  
INSTRUCTION DURING AN EMERGENCY  
CLOSURE OF SCHOOLS RELATED TO COVID-19**

This Letter of Understanding (LOU) confirms the collaborative agreement held between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD) regarding procedures during the emergency closing of schools. The parties, along with representatives from the Office of Human Capital Management and the Office of Labor Relations and Compensation Administration, met to discuss modifications to the contract provisions referencing Article XI, Planning for Teaching and Learning and other employee expectations in the event of an emergency closure of schools.

In order to provide continuity of instruction during the emergency closure of schools, or in the event of the possibility of a teacher's prolonged absence due to mandatory quarantine, the parties agree to the following:

Lesson Plans

Both parties recognize the importance of continuity of instruction in the educational process of students and the subsequent need to provide emergency lesson plans and consultative support for temporary instructors. Therefore, school site administrators will survey all instructional personnel to determine if they have a need for a mobile device, and if so, one will be provided that can be utilized at home to provide continuity of instruction.

As such, the parties agree teachers who are under quarantine as a result of Covid-19 protocols, shall be required to submit ten (10) days of current lesson plans to be followed by the temporary instructor.

Teacher Preparation

In order to effectively implement a distance learning platform in the event of an emergency closure of schools, Miami-Dade County Public Schools is offering an online course titled *Transform Learning with Microsoft Teams* for instructional personnel to use to facilitate online learning.

- *Transform Learning with Microsoft Teams* will provide teachers with a platform to converse with students, share files and websites, and design online, personalized content modules to optimize instructional time and ensure the continuation of high-quality instruction.
- The Office of Professional Development and Evaluation (OPDE) will provide all schools with a course template to propose on My Learning Plan for four (4) Master Plan Points (MPPs) using the *School-based Technology Component*.
- School-site administrators and Professional Learning Support Teams will receive an email with the course template and instructions on the facilitation of this course at their locations and the required guiding questions and online evaluation in the Team Room.


Distance Learning

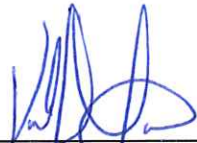
As teachers will continue to be compensated during an emergency closure of schools, it is expected that teachers will provide no less than three (3) hours per day during their regular work hours so they can be available for student interaction via email or an online platform and accessing the Instructional Continuity Plan for available resources at [icp.dadeschools.net](http://icp.dadeschools.net).


This LOU will sunset on Friday, June 5, 2020 for elementary, K-8, middle, and senior high schools; on August 3, 2020 for Adult/Vocational; and on August 14, 2020 for the Juvenile Justice Center. Both parties agree to revisit the LOU for the 2020-2021 school year, if needed, based upon Center for Disease Control and Prevention Updates.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**UNITED TEACHERS OF DADE**

  
\_\_\_\_\_  
Mr. Jose L. Dotres Date  
Chief Human Capital Officer  
Office of Human Capital Management

  
\_\_\_\_\_  
Ms. Karla Hernandez-Mats Date  
President 3/11/2020

  
\_\_\_\_\_  
Ms. Marie L. Izquierdo Date  
Chief Academic Officer  
Office of Academics and Transformation 3/11/2020

  
\_\_\_\_\_  
Ms. Tricia Fernandez Date  
Assistant Superintendent  
Office of Human Capital Management 3/11/2020

  
\_\_\_\_\_  
Ms. Vivian M. Santiesteban-Pardo Date  
Assistant Superintendent  
Office of Labor Relations and  
Compensation Administration 3/11/20