MEMORANDUM OF AGREEMENT

This memorandum of agreement is made on September 17, 2020, by the Washington Teachers' Union, Local #6, **AFT**, **AFL-CIO** ("WTU" or "Union"), and the District of Columbia Public Schools ("DCPS" or "Agency") (hereinafter collectively referred to as "the Parties"), to **outline changes in working conditions for WTU members** during the COVID-19 pandemic until normal operations resume at both DCPS and WTU under DC Phase 4 governance.

I. General Expectations

- 1. DCPS shall comply with all CDC, OSSE and DC Health policy guidelines for reopening and operating schools.
 - 2. Teachers shall not be required to engage in in-person learning.
- 3. All Teachers shall have the option to choose between three options
 - a. Conducting their job via distance learning for the school year.
 - b. Conducting their job in person if all Health Protections are met at the jobsite.
 - c. Schools shall work collaboratively with individual Teachers to determine schedules in cases in which teachers are engaging in a hybrid model where they teach both in person and remotely. Teachers shall not be mandated to work in person and online simultaneously in the school day.
 - The following terms and definitions will be used throughout this document.
 - a. Distance learning shall be defined as work that the employee shall do from the location of their choice utilizing online or virtual instruction. This work will not be conducted in the physical presence of students and can be done asynchronously or synchronously.
 - b. Asynchronous work shall be defined as work that the employee can do without the real time participation of another person.

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- c. Synchronous work shall be defined as opportunities to engage in real time with another person that is not in the same physical location as the employee (e.g. on a call/video conference/chat).
- d. Hybrid work shall be defined as when a teacher is engaging in a combination of in person and online learning throughout the week. Teachers shall not be mandated to work in person and online simultaneously in the school day. [i.e., On days that teachers deliver in person instruction, they are not required to also hold synchronous sessions online and vice versa.]
- 5. DCPS shall suspend IMPACT and high-stakes testing (including, but not limited to PARCC) until at least one year after the District enters Stage 4 of the recovery. However, Teachers may opt-in to the IMPACT evaluation system.
- 6. ___All standardized tests shall be used strategically for education and diagnostic purposes only as determined by school site leaders and teachers as needed.
- 7. Teachers shall not be required to teach outside of their licensed discipline.
- 8. DCPS shall provide all Teachers with technology that fully supports delivering instruction on all required platforms.
- 9. DCPS shall treat teacher and school-based staff as essential employees and provide hazard pay during Stage 1, Stage 2, and Stage 3 of the recovery if they conduct in-person instruction.
- 10. Teachers on a Leave of Absence as of the date of the closure, who have not ended their leave prior to the execution of this agreement, shall remain on leave as scheduled, except that an employee desiring to terminate their leave and resume their duties prior to a previously scheduled return date shall give the Employer at least two (2) days advance notice thereof and provide the usual documentation (medical or otherwise, as applicable) clearing them to resume working, if not in conflict with any other laws or regulations governing leaves of absence.
- 11. Teachers shall receive, at minimum, the required duty-free planning time per week as outlined in the current CBA. DCPS shall also provide all Teachers additional planning time per week beyond what is required in the CBA.
- 12. Teachers shall be provided prior notice and professional development before Teachers are required to perform new work requirements.

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- 13. DCPS and the WTU recognize that while Teachers provide instruction remotely, there may be occasional interruptions to instruction. Teachers shall not be subject to discipline if and when instruction is occasionally interrupted beyond the Teacher's control.
- 14. DCPS shall collaborate with local school sites and consult with teachers and school-based staff in the development of individual teaching schedules.
- 15. Work schedules shall be developed that emphasize best practices based on students' needs and safety (age, special education, ELL, subject, etc.)
- 16. Teaching schedules shall be developed that limit exposure to a maximum of 9 students or less for Teachers and do not expose teachers to multiple groups of students via in-person learning.
- 17. Each classroom and/or meeting space shall accommodate at least six (6), feet of social distancing between students and Teachers.
- 18. Schools shall reopen for in-person instruction contingent upon approval from a School Inspection Team that includes Teachers, LSAT, School Nurse(s), and a DCPS representative(s) (e.g. administrators).
- 19. The School Inspection Teams shall receive a checklist of protective measures developed in collaboration between DCPS and the WTU. All provisions of the checklist must be met.
- 20. Teachers shall not be required to enter a building where a DC Health Inspector has not confirmed that all OSSE guidelines regarding reopening buildings are met and shall continue working remotely.
- 21. Teachers shall not be required to enter a building where unannounced health inspections have not been completed by a DC Health Inspector after a suspected contamination takes place and Teachers shall continue working remotely.
- 22. DCPS shall ensure that all Teachers have access to computers and internet access to facilitate distance learning.
- 23. DCPS will provide guidance on the roles and responsibilities for each staff position for in person and virtual models. DCPS will provide professional development to teachers in support of adopting new distance learning tools and platforms.

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- 24. DCPS shall provide ongoing training and support for Teachers whenever mandated to engage in virtual learning.
- 25. DCPS shall provide Special Education Teachers time, unfettered by paperwork unrelated to developing the IEP(s), to deliver individualized instruction for the time specified in the IEP(s).
- 26. DCPS shall adhere to all standards set forth by the Mayor's administration as it pertains to phased reopening.
- 27. DCPS shall provide all Teachers with sustained professional development on COVID-19 prevention and response protocols, and
- 28. All teachers are to be trained by recognized experts on instructing and enforcing social distancing guidelines.
- 29. Teachers and students shall have their temperature checked at least twice per day at the beginning of the school day and at the end of the school day.
- 30. Teachers shall not be required to enter any building where ventilation systems are not operating properly with clean filters and shall continue working remotely.
- 31. Bathroom doors shall have a "no touch" option for opening and closing without using hands. Install no-touch fixtures including: automatic faucets, toilets and touchless trashcans.
- 32. Bathroom toilets shall have lids that can close before being flushed and clear signage shall indicate this requirement.
- All bathrooms shall be fully supplied with "no-touch soap", water and paper towels. Air dryers shall be disconnected.
- 24. Physical barriers, such as plastic flexible screens, shall be placed between bathroom sinks especially when they shall not be at least six feet apart.
- 35. Desks will be separated and face in the same direction.
- 36. Physical, transparent barriers shall be placed at Teacher desks.
- 37. DCPS shall designate an area for students or Teachers who exhibit symptoms and keep those individuals separate from the area used for routine healthcare.
- 38. DCPS shall close communal-use spaces such as staff breakrooms, dining halls and playgrounds if possible; otherwise, stagger use and clean and disinfect between use.

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- 39. DCPS shall provide appropriate signage and distancing markers outside and throughout the building.
- 40. DCPS shall provide personal protective equipment (PPE) to all individuals entering a school building.
- 41. New masks shall be provided daily to all individuals entering a school building.
- 42. Teachers and students shall be provided with face-shields as necessary and upon request.
- 43. Those who do not agree to wear PPE or practice social distancing during Stage 1 and 3 shall not be allowed to participate in in-person learning.
- 44. Classrooms shall be furnished with fascial tissue, sanitizing wipes, sanitizing spray, paper towels, hand sanitizer, and additional PPE.
- 45. DCPS shall ensure that face-coverings are available at all times at the school sites and during transportation pick up, and drop offs.
- 46. The facility shall follow existing procedures for reporting communicable disease. In the event of a confirmed case of COVID-19 in a student, Teacher member, or any individual who has entered the building, schools shall notify DC Health.
- 47. All staff, families and school community members shall be contacted before the start of the next school day in the event of an exposure.
 - a. Notification to those staff and families of students in close contact with the individual and shall state the requirement to quarantine for 14 days; and
 - b. Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with shall be cleaned, sanitized, and disinfected.
 - c. DCPS shall shut down the building immediately, within 24 hours after the notification of the positive case, for a minimum of 7 days to conduct thorough cleaning, quarantine procedures, and testing of all potentially affected parties. Building sites shall only be reopened if all affected parties test negative and a health inspection checklist has been fulfilled.
- 48. Students who are exposed to coronavirus shall revert to distance learning for a period of at least 14 days as health circumstances allow. Schools must work with SCAC

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to fairly determine caseloads for students who must stay home for extra time due to contracting the virus.

- 49. After any major holiday where travel is likely, all Teachers (staff) will receive a test and test negative before reentering the school site.
- 50. DCPS shall work with DC Health to ensure that contract tracing protocols are immediately implemented by non-WTU Member trained professionals.
- 51. Teachers who contract COVID-19 during the academic year are subject to a 14 day quarantine and shall not be required to use their sick leave during the 14 day quarantine period. Distance learning, if available, may be allowed, on a case-by-case basis.
 - a. ____Teachers who have to miss work because a child or other family member contracts COVID-19 during the school year shall be referred to the Leave of Absence (LOA) team. _
- 52. WTU Members who are required to quarantine or self-isolate, because of a positive COVID-19 test or the recommendation of a healthcare provider, shall be referred to the LOA team.
- 53. Teachers shall stay home, or not be admitted into school sites, if:
 - a. Teacher has had a temperature of 100.4 degrees or higher or any of the symptoms associated with COVID-19.
 - b. Any member of their household is confirmed to have COVID-19.
 - c. Any member of their household is awaiting COVID-19 test results.
- 54. Students/parents/guardians and staff shall call their health care provider for further directions.
- 55. If a Teacher reports any of the above symptoms, or is confirmed to have COVID-19, the Teacher shall not return to school until:
 - a. 72 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved;
 - b. AND At least ten days after symptoms first appeared, whichever is later; OR Per their health care provider or DC Health instructions. Teachers who contract

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COVID-19 during the academic year are subject to a 14 day quarantine and shall not be required to use their sick leave during the 14 day quarantine period. Distance learning, if available, may be allowed, on a case-by-case basis.

- Teachers who have to miss work because a child or other family member contracts COVID-19 during the school year shall be referred to the Leave of Absence (LOA) team.
- 56. WTU Members who are required to quarantine or self-isolate, because of a positive COVID-19 test or the recommendation of a healthcare provider, shall be referred to the LOA team.
- 57. If any teacher reports that they have been exposed to a person who is positive for COVID-19, the teacher shall not enter the facility until cleared by their healthcare provider or they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.
- 58. If any teacher reports that they have been exposed to a person who is awaiting a COVID-19 test result, then the teacher shall not enter the facility until cleared by their healthcare provider or have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.
- 59. Dismissal Criteria: If a student or staff member develops a fever or other signs of illness; the school shall follow the above exclusion criteria regarding the exclusion and dismissal of students and staff.
 - a. For students, the school is to immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
 - b. For staff, the school is to send the staff member home immediately and follow cleaning and disinfecting procedures for any area, materials and equipment with which the staff member was in contact.
- 60. DCPS shall limit the total number of people inside of any room inside a school juilding in accordance with DC and CDC guidelines.
 - a. Stage 1 Up to 10 people

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b. Stage 2 – Up to 50 people	Formatted	[96]
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61. DCPS shall ensure a licensed nurse is present at all times when students are present.	Formatted	[99]
a. All staff shall be administered a test by a licensed medical provider and	Formatted Formatted	[101]
required to test negative for the coronavirus prior to taking part in in-person	\	[100] Ion-negotiable, management right31
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learning and shall be required to be routinely tested every two weeks. Clear	Formatted	[102]
protocols need to be in place, with determinations made by health care staff, for	Formatted	[102]
those who have signs of illness.	Formatted	[105]
b. All students shall have a current health form on file with a negative COVID	Formatted	[107]
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test prior to attending in-person classes.		: WTU restores language for the [1]
62. DCPS shall provide guidance to school sites about operating schools. DCPS shall	Formatted	[108]
provide clear direction and assistance to schools in developing site-specific protocols for	Formatted	[112]
Entering and Exiting School in accordance with OSSE guidelines.	Formatted	[113]
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a. Each school site may consult the LSAT to determine how to implement	Formatted	[114]
guidance where needed.		lon-negotiable, management right 6]
63. Clear protocols shall be established to govern the entry and exit of parents,	Commented [CJ(95R94	I]: WTU restores language for the 7]
community members, and guests.	Formatted	[115]
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64. DCPS shall provide enhancements to DCPS cleaning protocols and facilities.	Formatted	[119]
a. DCPS shall ensure facilities are staffed, supplied and funded appropriately for	Formatted	[120]
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enhanced daily cleaning.	Formatted	[122]
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b. All protocols and cleaning schedules, for both daily cleaning and the replacement		[]: WTU restores language for the
of air filters, are public and available to all teachers and school community	Formatted	[124]
members.	Formatted	[124]
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c. All common areas shall be sanitized regularly and any classroom utilized for	Formatted	[129]
multiple groups of students shall be sanitized between groups.	Formatted	[130]
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d. Any rooms where food is provided shall be cleaned daily to prevent rodents and	Formatted	[132]
insect infestations.	Commented [PD(98]: #	21 and subparts (a) – (m) are npp34]
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- e. DCPS shall ensure cleaning supplies, as well as soap and hand sanitizer, is available and it is recommended that schools that are without adequate supplies shall be immediately closed.
- 65. The WTU recommends that air filters are changed prior to reopening schools. In cases where air circulation issues have been reported, DCPS shall prioritize repairs prior to reopening a school building. DCPS shall not require any Teacher to enter a classroom until classrooms have been approved for use by the School Inspection Team.
- 66. A/B scheduling may expose more students and staff to the coronavirus and effective protocols need to be created by DCPS with the WTU and put into place between groups of students entering a classroom or using educational supplies.
- 67. WTU members shall not have to cover classes, in order to maintain grouping and decrease the risk to the spread of COVID-19.
- 68. DCPS shall first utilize the pool of substitute teachers available in the event that a teacher cannot perform their duties.
- 69. Schedule half day of in person learning for early childhood and early elementary.

 Only allow for AM/PM in person shifts if there is adequate time for deep cleaning after

 AM shift by non-WTU personnel.
- 70. DCPS Shall provide space and time for students to safely engage in developmentally appropriate activities outside of the classroom.

II. Early Childhood Education / Elementary Education

- 71. DCPS shall strictly adhere to all guidelines laid out in the DC Department of Health's School Health Surveillance and Disease Reporting document,
 - a. In the event a child does have an accident (urinating, defecating, or vomiting in/on clothing), all Pre-K and self-contained classrooms shall be furnished with additional PPE including but not limited to gloves, wipes, pull-ups, and bleach.
 - b. ECE bathrooms are to be deeply cleaned at least twice per day by a non-WTU member.

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- DCPS shall supply ECE and Elementary classrooms with necessary supplies and materials in order to abide by no-sharing guidelines in "activity centers".
 - DCPS shall supply additional hand soap to be used in order for students to clean their hands between changing centers.
- ECE and lower elementary educators are to be provided clear face masks and shields as students rely on gestures and facial expressions for social emotional learning. These masks shall also be provided to educators in self-contained classrooms or educators who teach students with specific disabilities, such as students with Autism or students who are non-verbal.
- All ECE and elementary students are to be required to wear masks or recommended alternatives such as a face shield or loose-fitting scarf.
- 75. DCPS shall provide clear, science-based expectations for inner core, library media specialists, related service providers and departmentalized educators as they teach across grade bands.
- DCPS shall provide expert training on age appropriate routines and procedures to implement and how to instruct and enforce social distancing guidelines,

III. Middle and High School

- School communities, teachers and LSATs, shall have decision-making authority relating to the school's schedule.
- DCPS shall not eliminate or reduce the availability of elected classes during the middle years. These courses, which include visual art, music, PE (including dance), theatre arts, library, robotics and world languages, are critical to a students' development and preparation for high school.
- Clear communication and expectations, aligned with other similar learning environments, is required, both for in-person and distance learning environments.
- DCPS shall collaborate with the WTU to provide training for teachers and staff for online synchronized learning; usage of the same online platforms for all students; and physical space for multiple classes to occur,
- 81. Teachers shall only be required to teach one day in person and other days remotely during a hybrid teaching model.

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IV. Opportunity Acadamies,

- 82. Utilize a hybrid instructional model that focuses distance and in-seat learning with the most challenged, tier two-three students receiving in seat instruction.
- 83. Continue to use or incorporate a co-teaching model and align teacher schedules to those of students, to minimize exposure for both groups.
 - a. Limit the amount of time students and teachers are only in the building to no more than four hours per day.
 - b. Limit the time teachers are in the building rotating between a teacher of record and a co-teacher.
- 84. Incorporate a staggered schedule with less than 50% of the subject areas in the building at one time and limit the number of students to no more than six students per room to receive in seat instruction per subject area.
 - a. Students shall be notified and held accountable for attendance, including full participation in classes.
 - b. In addition, in-seat attendance taken by the Teacher shall be the priority evidence of attendance.
- 85. DCPS shall work to stabilize enrollment by providing support for the Opportunity

 Academies. Opportunity Academies traditionally receive students throughout the year. In order to properly on-board students, Opportunity Academies shall either:
 - a. Receive students quarterly so that the students can be properly on-boarded. Or:
 - b. Receive students in four (4) week cycles according the DCPS calendar.
- 86. DCPS shall ensure accommodations or additions to DCMRA Chapter 25 are made for students in the Opportunity Academies.

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87. Opportunity Academies shall continue to make childcare available during times students are attending in-person courses. Evening classes shall continue to be made available for students who cannot attend school during traditional hours.

V. Inner Core & Librarians

these courses and resources

- 88. All students shall continue to receive instruction and support in traditional courses such as Art, Music, Library/Media, Physical Education, World Language, and Computer/Technology, These classes are needed to support digital citizenship, research methods, physical/mental health, creativity, literacy (as required in leisure reading) appreciation and skill (financial, computer/technology, reading and writing, numerical, health, media, cultural, and physical and mental); problem-solving skills, make new connections, support cognitive/physical skills for graduation requirements. Library Media Specialists specifically support students' use of digital literacies and applications for success while participating in virtual learning lessons, research for college options, creation of academic resumes/biographies, scholarship research and submission.
- 89. School Librarians and Inner Core Teachers shall be included in all training modules of DCPS digital applications, tools, and programs. Clear protocols need to be established for how School Librarians and Inner Core Teachers are expected to deliver instruction with limited space and resource restrictions.
- 90. Protocols shall be established for School Librarians and Inner Core teachers to ensure limited exposure to coronavirus if they are required to push into classrooms, thereby interacting with all students. They shall be provided with a Ultraviolet (UV) sanitizer and gloves to clean and sanitize any supplies that are needed for multiple groups of students. Materials and books shall be quarantined between uses for at least one week or any guidelines set out by the CDC and/or American Association of School Librarians.

 91. Libraries and gymnasiums, and other common facilities, shall not be repurposed as general education spaces in a manner that shall undermine the access of students to
- 92. If the School Librarians shall 'push in' to classrooms for instruction, protocols need to be established for the delivery/pick up of books. These protocols shall continue

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to support the school's literacy program, as well as provide for the sanitary and separate retrieval of materials. These protocols shall provide adequate time within the Teacher's tour of duty to disinfect materials as well as for retrieving / reshelving books.

VI. Special Education

- 93. The joint Special Education Committee (24.5.7) shall develop specific guidelines for all Special Education environments during the hybrid in-person learning model immediately upon agreement of this document.
- 94. No Teacher shall be required to enter any school building until all guidelines, approved by the School Inspection Team and inclusive of the joint Special Education Committee guidelines, are strictly adhered to and communicated in writing to Teachers.
- 95. DCPS shall not require educators to document services or hours outside of SEDS and Aspen.
- 96. DCPS shall support teachers in managing their workload by providing additional time for planning and paperwork, as well as increased flexibility to conduct assessments and programming, including IEP evaluations, virtually when appropriate within the workday.
- 97. DCPS shall provide professional development to support teachers before
 Teachers are required to conduct distance learning lessons for students with Special
 Needs and on providing FAPE (Free and Appropriate Public Education).

VII. English Language Learners (ELL)

- 98. DCPS and the WTU shall, immediately upon the agreement of this document, establish a joint English Language Learners Committee to develop specific guidelines reflecting best practices for ELL students and Teachers during in-person hybrid learning including but not limited to technology, language access concerns, outreach to families, delivery of service models, and culturally responsive instruction.
- 99. ESL teachers shall be afforded extra planning time to prepare and deliver on-line language lessons as well as support content teachers.

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100. DCPS shall not require ESL Teachers to perform in ancillary, nonteaching roles such as translators or technology support.

ESL Teachers shall not be required to work outside the normal tour of duty.

DCPS shall provide face masks for teachers and students at WIDA Levels 1 and 2 that are transparent so that mouth and facial expressions are visible.

This MOA may be extended by mutual agreement of the Parties.

104. The parties agree to continue bargaining the impact and effects of an eventual hybrid or full in-person return to on-site instruction. Any agreement between the parties that may result from such bargaining shall be formalized in a separate document.

All components of the current DCPS Collective Bargaining Agreement shall remain in full effect except for those provisions modified by the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Agreement by their duly authorized representatives.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS **WASHINGTON TEACHERS' UNION** LOCAL #6, AMERICAN FEDERATION OF TEACHERS, AFL-CIO

Lewis Ferebee	Elizabeth A. Davis
Chancellor	<u>President</u>
<u>District of Columbia Public Schools</u>	Washington Teachers' Union, Local #6
	American Federation of Teachers,
	AFL-CIO

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However, Work Expectations are being provided to staff as DCPS did at the start of virtual learning and at the end of the school year.

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Non-negotiable, management right to determine operation, employees needed, tour of duty and budget.

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Non-negotiable, management right to determine operation, employees needed, tour of duty and efficiency of government resources.

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Non-negotiable, management right to determine operation, employees needed, tour of duty, budget and efficiency of operations

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Non-negotiable, management right to determine operation. This also places requirements on how/what is communicated to persons not subject to the CBA.

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Non-negotiable, management right to determine mission, operation, budget, and employees needed. Potential impact on Federal funding and obligations under Federal/District law to provide free education to residents.

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Non-negotiable, requires agency to the Student Fair Access to School A	change law/regulation that is outside their authct.	ority. Chapter 25 is based on
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