

**DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN LOS  
ANGELES LEADERSHIP ACADEMY SCHOOL DISTRICT AND  
LOS ANGELES LEADERSHIP UNITED**

**School Reopening for the 2020-2021 School  
Year Distance Learning MOU**

The **Los Angeles Leadership Academy** ("Academy") and **Los Angeles Leadership Academy United, CTA/NEA** ("Union") enter this Memorandum of Understanding ("MOU") regarding the school reopening for the 2020-2021 school year.

The Parties recognize there is a need to reopen schools based on the guidelines set forth by AB77 and the Department of Public Health and will implement Distance Learning for the first semester of the 2020-2021 school year.

I. Unit members' compensation and benefits shall not be reduced as a result of the changes of the reopening plans (Distance Learning or Hybrid Model) for the 2020-2021 school year. Unit members receive other stipends, shall be paid their full stipends in accordance with the collective bargaining agreement. Any changes or new teacher leader positions will be negotiated separately from this Agreement.

II. Unit member benefits will remain the same for the duration of the 2020-2021 school year.

III. Teachers are required to maintain work hours per current CBA for the 2020-2021 school year. Unit members shall check their emails at least once per day and respond to parents, students, and colleagues within 24 hours during the work week. Should parents or students need to speak to a unit member, they should contact them directly via email or school provided phone, and the unit member shall arrange to meet with them via telephone or video conferencing at a mutually agreeable time. Unit members are expected to utilize their school phones to communicate with families and staff during their contracted hours.

IV. Unit members including, but not limited to special education teachers, counselors, advisors, and College and Career counselors shall be provided specific professional guidelines as to how to provide safe and confidential services to students. This shall include protocols for addressing students in crisis.

V. Unit members shall provide standards based instruction via Distance Learning. Unit

members are required to utilize Google Classroom to provide access to grade level instructional materials.

- For ETK-5, unit members are required to provide daily live instruction of at least 30 minutes for ELA, at least 30 minutes of live instruction for SLA, and at least 30 minutes of live instruction Math. At the Primary, PE, Art and RTI unit members will be provided with a schedule by the site Administrator. Grade level teams and principals will collaborate to create student schedules.
- For 6-8 grades, unit members are required to provide at least 30 minutes of live instruction daily per core subject (Math, ELA, Science, Social Studies, ELD). Middle school instruction for Advisory and PE will alternate daily 4 times per week. Grade level teams and principals will collaborate to create student schedules.
- For grades 9-12, unit members are required to provide at least 45 minutes of live instruction daily per course, including Advisory. Schedules will be developed by the site Administrator in collaboration with unit members.

Unit members are required to participate in orientation, open house, conferences, professional development and other professional activities as per CBA through a virtual or digital format.

Teachers are expected to:

- Submit lesson plans at the beginning of the work week as per CBA. A uniform lesson plan template will be created by administrators in collaboration with teachers.
- Use the organization's Zoom account for the virtual conferencing platform.
- Post the following information on their Google classroom:
  - Teacher and Support Staff Contact Information (email/phone)
  - Zoom norms
  - FLT / Learning Objectives
  - Weekly Agenda- posted the first day of the work week:
    - Learning Targets (Content and Language)
    - Assignment and Project Due Dates / Assessment
    - Extra Support and Resources (includes resources for ELL, SPED, and Gifted students)
  - Adopted Curriculum
    - Digital access
    - Text access
  - Resource Links
- Follow virtual lesson delivery format created collaboratively between site administrator and unit members
- Provide Administration with full access to the online learning management systems

(such as Google Classroom, Class Dojo, etc.) so that Administrators may monitor student learning, and provide feedback to support teachers.

**\*\*AB77**-Distance learning offerings must adhere to various operational and instructional requirements, including daily and weekly documentation of student participation, curriculum that is substantially equivalent to in-person instruction and daily live interaction with teachers and peers. The Academy shall notify all parents/guardians that the use of the Zoom video-conferencing platform by unit members to interact with students may be required in order to facilitate their learning, and shall encourage parents/guardians to monitor the appropriate use of this medium with their student(s). The unit members shall contact families via various methods to ensure student participation and document attempts to communicate with families in accordance with the collaboratively developed (Administration and unit members) Distance Learning Attendance policy with tiered levels of support. Unit members are required to use the curriculum programs for their assigned curricula for Math, Science, English, Language Arts and Social Studies.

Unit members will follow the Distance Learning Discipline Matrix to address inappropriate use of the video conferencing platform by students. The Academy shall provide additional training for the use of technology for the purposes of distance learning as needed.

VI. Primary unit members shall be available to support students during scheduled small group support sessions. Secondary unit members agree to be available to students for 1 office hour per day. All unit members will collaborate with Administration to create office hours / study session/ small group support session schedules. During office hours teachers will be available via phone and online, ready to provide immediate support to students. Teachers should also request students who need support and teachers can arrange for meetings with students utilizing online platforms.

VII. Unit members will follow the grading policy outlined in the Student / Parent Handbook.

VIII. The parties agree to meet regularly to address implementing guidance from the California Department of Education as well as the Federal Department of Education in order to provide equitable and appropriate education for our students and those with special needs.

IX. Teachers are expected to deliver content appropriate to his/her grade/level. The Academy and LALA United will review the Evaluation article and make necessary revisions to adapt to Distance Learning.

X. If additional funds become available to remediate student loss of learning, unit members will be compensated at the rate of \$45/hour for work performed outside of their contracted hours. Positions would be posted internally for unit members to apply.

XI. The Academy shall comply with Cal-OSHA guidelines.

XII. This MOU resolves the negotiable effects of Distance Learning for the first semester of the 2020-2021 school year. The District and/or Association reserve the right to negotiate any additional impacts and/or additional impacts and effects.

XIII. The Parties understand the coronavirus (COVID-19) pandemic situation is very fluid and mutually agree to review the provisions of the MOU, as necessary.

XIV. In the event the State of California or other appropriate government agency deems alternative requirements for schools in response to COVID-19, the parties agree to negotiate the impacts and effects.

This MOU shall expire on December 18, 2020, but may be extended by mutual written agreement.

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Academy

KIRA CLAYTON  
LALA United

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Date

7-27-20  
Date