

Memorandum of Understanding Between Las Lomita Elementary School District and Las Lomitas Education Association

2021-22

The District and the Association are jointly committed to maintaining open lines of communication to facilitate prompt discussion and resolution of issues (including during days of school recess as necessary) that may arise as schools reopen for the 2021-2022 school year to best serve their shared interests.

Definitions

1. **Independent Study:** All remote, all year program for students not returning to in person instruction for the 2021-22 school year. See details below.
2. **Synchronous Instruction:** Direct instruction and learning activities that occur online at a scheduled time with live facilitation by LLESD teachers.
3. **Asynchronous Instruction:** Independent learning and practice that has been assigned by LLESD teachers but takes place without the direct facilitation or supervision of an LLESD teacher.

Student Dismissal

1. Student dismissal refers to a school closure, where students are not present on campus for instruction at an individual school. In the case of a student dismissal at the cohort, school or district level, the District and LLEA members will work together to deliver instruction virtually. In the case of a student dismissal, LLEA members shall continue to fulfill responsibilities necessitated by the California Government Code, in which members are classified as Disaster Service Workers (DSW).
2. In the case of a student dismissal, LLEA members shall continue to fulfill responsibilities necessitated by the California Government Code, in which members are classified as DSW.

In-Person Instruction

1. California Department of Public Health (CDPH) does not currently require any specific social distancing in classrooms or out of doors. Leadership will work with the association to facilitate 3 ft social distance wherever possible.

2. Students and staff will be required to wear face coverings at all times, inside and outside (unless they can present written request signed by a doctor), and wash hands regularly.
3. Prep time - Per contract, see below.
4. The instructional day will follow the bell schedules listed below:
 - a. LL: Kindergarten (8:20-1:35), Grades 1-3 (8:20-2:25)
 - b. LE: Grades 4-5 (8:45-3:05), Grades 6-8 (8:45-3:15)
 - c. Wednesday early release day
 - i. LL: 8:20-1:35
 - ii. LE: Grades 4-5 (8:45-2:15), Grades 6-8 (8:40-2:25)
 - d. Minimum Days
 - i. LL: 8:20-11:45
 - ii. LE: Grades 4-5 (8:45-12:25), Grades 6-8 (8:40-12:25)
5. Duty - The duty schedule for certificated staff will adhere to the regular contract contract.
6. Administration and teachers will work together to both minimize the number of adults entering into the classroom and the number of classrooms that each adult will enter. Non essential visitors will not be allowed on campus for at least the first month of the school year. This decision will be revisited by the Pandemic Recovery Plan Committee on a regular basis throughout the school year.
7. Adults chaperoning and/or volunteering to interact with students in person must demonstrate proof of vaccination before any interaction.
8. Re-introduction of students from independent study will be implemented per AB130. Administration will give teachers at least 48 hours notice before the student will enter the classroom.
9. In the event of a shelter in place order for all or the direction to keep windows and doors closed (such as a fire), school may flip to remote learning for all students. In such cases, classroom teachers will conduct synchronous lessons on zoom adhering to the regular school schedule to the extent possible. Teachers will have 24 hours or one school day to prepare for remote learning.
10. In the event that a teacher is not at school and no substitute is available administrators will cover the class or find coverage. Students will not be disbursed to other classrooms.

Virtual Learning/Classroom - Independent Study

1. The district is required to offer a fully remote independent study (IS) program during the 2021-22 school year.
2. The IS program requires daily synchronous contact K-5 and weekly 6-8.
3. The IS program may be outsourced to another district via an interdistrict agreement per student assigned to the program.
4. Students who are required to quarantine due to a positive case (not ill) will be provided a homeschool/short term independent study program prepared by their classroom teacher.

Recording/Privacy/Streaming/Distribution/Safety

1. Independent study may require a dual instruction instructional program that will require the use of synchronous and asynchronous instruction.
2. Synchronous instruction will require the use of technology that will allow students to engage via live video.
3. Asynchronous instruction will require the use of technology that will allow for video recordings provided by content publishers and/or faculty videotaped lessons.
4. Live and video access are only available to cohort participants. Administration will convey this message to students and their families.
5. For students who have an excused absence, teachers have the discretion to either meet with the student or allow the student to watch the video recording of the missed class. Video recordings will not be shared with a student who has an unexcused absence.
6. No distribution or recording of live instructional sessions or video products is allowed. Administration will convey this message to students and their families.
7. Students who require additional privacy constraints will work with their teacher and/or a site administrator to accommodate reasonable requests.
8. Acceptable use for parents, students and teachers to be flushed out with each staff team, K-3, 4-5, and 6-8. A site administrator will facilitate these discussions.
9. Breakout room protocols/agreements Teachers will instruct students in appropriate online behavior. When students are in breakout rooms, if a student violates the district's Acceptable Use Policy, the teacher will not be held responsible or penalized.
10. Recording is intended for the safety of students and teachers. It is illegal to view or monitor a recording for any reason besides educational purposes. (Ed code citation) CA Ed Code 51512. Recordings are not for families to monitor or

evaluate a staff member's performance. Should someone violate this agreement, an administrator will address the issue with the student's family.

* (CA Educ Code § 51512 (2018) The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action.

Assignment Process 10.6 - 10.13

This section of the MOU has been moved to another document:

<https://docs.google.com/document/d/1qSqJuH8MxPXt8-KrQBss4nmqr0vsWj7rmiQKTpivjBs/edit?usp=sharing>

Teachers who were reassigned from the 2019-20 school year and did not have the opportunity to go back to their prior assignment will have the opportunity to show interest in newly open positions for the 2022-23 school year first.

Communication

The administration will make a good faith effort to share communications directed to families and the larger community with teachers at least 24 hours in advance of public release.

For example, teachers will receive:

- important notices or information at least 24 hours before it is presented publicly or publicly at a Board meeting
- Powerpoint presentations before Board meetings and parent meetings

Site administration will make every effort to communicate non-instructional meetings/events each Friday for the following week.

Every facilitated meeting that teachers are required to attend will include an agenda provided by the facilitator to teachers at least 24 hours before the meeting when possible.

Teachers should set a schedule for communications with families and be supported by administration in adherence to said schedule.

Preparation, Collaboration, Planning, and Meetings

Daily prep time has reverted back to pre-pandemic contractual minutes.

Kindergarten	daily early release
1st, 2nd grade teachers	130 minutes per week
3rd	145 minutes per week
4th, 5th	200 minutes per week
6-8th	400 minutes per week

Teachers who teach on both the K-5 and 6-8 schedule will qualify for the average of the two different number of minutes of guaranteed preparation time. This preparation and planning time shall not include recesses, lunch, brunch, or the time before the student instructional day (9.4.1).

Early release Wednesdays will be utilized for individual, site and district work.

- Wednesday #1 District directed
- Wednesday #2 Site Meeting/Site Directed
- Wednesday #3 Self-Professional Directed
- Wednesday #4 Flex/Default Site Directed

Student and faculty meetings will be scheduled around protected preparation, planning, and collaboration time whenever possible.

Teachers are guaranteed 15-minutes after the dismissal of all students to wash their hands and complete optional classroom disinfection when teaching in-person. This time does not count as preparation time or as duty-free lunch time.

All meetings will be held in-person unless otherwise directed by your site leader. Meetings may be scheduled as early as 15 minutes after the end of the teaching day. Teachers are expected to fully participate in all meetings. Teachers participating in zoom meetings are expected to have their cameras on and be able to see and interact with materials being shared. Staff members who need to seek accommodations for in-person meetings must contact human resources to initiate the process.

Site administration will communicate these parameters for meeting times to the school counselors and the Special Education department.

Preparation time will be used for self-directed activities. Collaboration and meeting time will be planned in collaboration with site administration.

Professional development will be delivered on early out and no-student days whenever possible. Committee meetings will largely take place on Wednesdays.

Collaboration Efforts -

Grades/Assessment/Report Cards/Progress Reports/Homework

Any changes to past practice (2018-19 and prior) for assessment, grading, or reporting student progress, will be developed by teachers and site administrators, with all impacted teachers having the opportunity to give feedback at multiple points in the development.

Board policies regarding homework and assessment will be reviewed collaboratively to determine best practices in the current landscape.

Professional development

see Articles 15 + 10.9

In the event that you are a reassigned teacher-

The district will work with LLEA to determine a plan of support and training for those teachers.

Any unit member who is reassigned will receive a complete set of all books and equipment necessary for instruction. Such unit members will also receive support for technology, and acquisition of all necessary in-person and VL/C supplies.

Leaves and Compensation -

Process for utilizing leaves

1. Unit member's compensation and benefits, as defined in the existing CBA, shall not be reduced as a result of Student Dismissal (defined above), as of Monday, March 16, 2020.
2. In the event of a Federal, State or Bay Area agency declaration of quarantine, all unit members shall receive full compensation and benefits, as defined in the existing CBA, without deduction of personal or sick

leave, as defined in Ed Code 44964, subject to the direction of Executive Order of the Governor. *Assuming updated language for 20-21*

3. Unit members who are unable to work, as a result of COVID-19, shall remain on District paid leave, in accordance with Senate Bill 95 (SB95), pending documentation of symptoms and treatment, including, but not limited to, correspondence with a medical professional. Such paid leave shall extend through September 30, 2021.
 - a. Upon a member's absence, the site administrator(s) shall work with teacher teams and the assigned substitute teacher to implement Virtual Learning plans.
4. Catastrophic Leave is made available to unit members via an association process that solicits donated sick days from the unit as a whole. LLEA leadership will work with district staff to determine a decision-making process for the distribution of catastrophic leave days while in Pandemic. (17.5.5.5.3)
5. Medical/Family Leave will be made available to all unit members per the CBA section, 17.5.
6. The district will compensate members for pre-approved extra work performed during the summer related to the pandemic recovery plan.
7. Hourly compensation will be made available to teachers who are completing tasks during the summer to prepare for school reopening and have administrative approval prior to the working of those hours.
8. Teachers who need to be considered for accommodations should reach out to the District HR regarding the interactive process.

Essential/Non-Essential - In Person or Virtual

Site staff will review events and activities that occur outside of instructional time to consider format for delivery. Those recommendations will be shared with Leadership for final decision.

Evaluation (14.5)

- There shall be no use of recorded instruction in the evaluation process unless requested by the teacher

Teacher Responsibilities for Family Care -

Recognizing that school districts in the area will not all have the same schedules during the 2021-22 school year, that those schedules may change during the school year, and that having their children on different schedules may pose significant childcare challenges for LLESD teachers, the school district will

- guarantee children of teachers may transfer (per Board Policy and LLEA Collective Bargaining Agreement, Article 7) into the Las Lomitas ESD at any point during the 2021-22 school year,
- If an employee's child is enrolled in a TK program and transfers into LLESD during the 2021-2022 school year, the employee and the school district will collaborate to determine if the child should enroll in the second year of K for the 2022-2023 school year.
- work with on-site childcare provider Champions to ensure that childcare and/or preschool spaces are available for children of school staff at the beginning of the school year
- The district and LLEA will continue to work together to anticipate childcare needs in the event of another shelter in place.
- commit to allowing students who are children of teachers be on the same schedule (if available) as the parent, even if the parent is reassigned during the school year

**Health Parameters -
Staff Health and Safety Handbook Link**

Transitions

Whenever possible, transitions from IS to in person instructional format or vice versa will be pre-planned in terms of expectations for staff, students, and families. Administration will give teachers at least 48 hours notice before the student will enter the classroom.

Communications will be pre-planned, and the new instructional format will be supported by preparation time.

The foregoing list of potential areas/issues is not intended to be exhaustive; additional subjects may arise as events unfold and governmental entities issue more guidance.

PPE and Testing

The district will strive to follow current best practices in order to protect students and teachers by providing for teachers:

- Personal protective equipment
- Regular testing - as response to symptoms and for surveillance purposes
- Facilities and equipment that promote and support a healthy environment

All LLESD staff are expected to follow health and safety protocols at all times while on campus, including wearing a mask that fully covers the nose and mouth whenever a

person is in any room or office space other than their own classroom or office or in any common area (including the hallways, parking lots, and other outside spaces).

Ongoing response to work conditions in response to COVID

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