

MEMORANDUM OF UNDERSTANDING
BETWEEN THE LANCASTER SCHOOL DISTRICT AND THE TEACHERS
ASSOCIATION OF LANCASTER

March 11, 2021

DISTANCE, HYBRID, TARGETED SUPPORT and RETURN to
IN-PERSON LEARNING

March 11, 2021 - June 30, 2021

This memorandum is agreed between Lancaster School District (District) and the Teachers Association of Lancaster (TAL) concerning the reopening of schools for the period of March 1, 2021 – June 30, 2021.

The Lancaster School District (District) and the Teachers Association of Lancaster (TAL) are committed to providing students with a rigorous and engaging learning experience. Additionally, the District and TAL recognize the importance of prudent measures to limit potential exposure of district employees, students, their families, or other people using district facilities to COVID-19.

To these ends, the District and TAL agree as follows:

**DISTANCE LEARNING SCHEDULES/TRANSITION TO HYBRID
MODELS/TARGETED SUPPORT**

- All schools throughout the District will continue to follow our Distance Learning education model with a common elementary and common middle school schedule for start and end times of 8:00 a.m. - 2:55 p.m. for elementary schools and 8:00 a.m. - 3:00 p.m. for middle schools. TK-2nd grade general education and TK-6th grade elementary school special education students (M/M and M/S) and staff will return to in-person learning and teaching based on the attached schedule.
- The District will bring back additional students and staff (hybrid models and targeted support) as permitted by and consistent with AB 86 guidance and health orders from the Los Angeles County Department of Public Health (LACDPH). Teachers will be given at least one (1) week notification if there are changes to their teaching assignment, e.g., returning to in-person instruction or providing supplemental targeted in-person support. (More notice will be provided if information is available sooner). Elementary school, middle school 6th grade teachers, and ECE - 6th grade SDC teachers will receive two optional days of prep, on either Saturday, March 20, 2021 and Monday, March 22, 2021 or Friday, March 26, 2021 and Saturday, March 27, 2021 @ daily rate of pay.

Additionally teachers will receive two hours of required safety training @ regular rate of pay per hour on Monday, March 29th from 3:00 - 5:00 pm.

- The TAL President will be paid to attend the March 29th inservice.
- Should the District decide to offer in-person or virtual after school and/or Saturday targeted in-person support, this extra duty assignment will first be made available to teachers who will be paid \$35.00 per hour. In the absence of sufficient site volunteer teachers, substitute teachers will be enlisted.
- In-person instruction and supplemental targeted in-person support will consist of no more than 14 students and 2 adults or 16 people total (based on current guidance), unless these limitations are modified by the LACDPH, at which time, cohorts will not exceed the new thresholds.

- Distance Learning schedules will continue in place as attached.

PROFESSIONAL EXPECTATIONS

- Grading expectations are the same during Distance Learning as they are during traditional learning.
 - Grades TK-K: every 6 weeks
 - Grades 1 - 8: every 2 weeks
- Certificated staff will provide principals/administrators with lesson plans. No new lesson plan requirements will be added for the remainder of the 20-21 school year.
 - All teachers have provided their principal with a stand-alone, one-day lesson plan, which can be used by a substitute in an emergency situation. Once used, the teacher will provide a new day's lesson plan to their principal.
- Certificated unit members will continue to provide administrators with the following links so administrators can observe virtually. (Google Classroom, Webex, Zoom, and Go Guardian. Administrators will not make any changes to teacher's groupings, plans, platforms, or posts unless unexpected technology issues arise.
- In addition to regular attendance taking, teachers will maintain weekly engagement logs of asynchronous time which is required for the district to receive ADA funding.

- Support will be provided for students who experience challenges with student attendance, academics, and behavior. Teachers will make initial contact with families and a follow up contact, should things not improve. Teachers will then refer the situation to their administrator who will enlist the support of additional personnel including, but not limited to: Office Assistants, Counselors, Psychologists, Instructional Coaches, Family Community Ambassadors, and Administrators, in implementing progressive intervention plans.
- All teachers will be allowed to teach remotely from home or their work site during their remote instruction period and will communicate with their principal their work location plans. Certificated unit members who work remotely will be allowed to check out classroom technology if available.
- There will be no additional expense to the district if unit members opt to work from home.
- Certificated unit members will work with site administrators to check out classroom technology.
- The administrator may direct Certificated unit members who are working remotely only to work from their school/site/department if they are unable to effectively perform their duties from home and will be provided support to remedy the concerns. Once remedied, the Certificated unit member may opt to return to working remotely.
- All staff members are expected to present a professional experience for students. This includes, but is not limited to, maintaining professional dress, grooming, and background during virtual learning as well as when engaging with families, colleagues, and the community.
- If a student misses time in their assigned block, administrators will not direct teachers to take students in another block but this will be left to the discretion of the classroom teacher.

SPECIAL EDUCATION

- Elementary SDC students will follow the same schedule as TK-2. The number of adults and students will not exceed the capacity based on the guidance above. Students will be required to comply with safety measures as identified in the COVID-19 Response Plan.
- Unless a student with an IEP has a specific behavior plan that prevents them from being disciplined as their same age general ed peers, safety for all students and staff as well as the child necessitates stronger protocols. In the event that a student physically vacates the classroom setting, without permission, the following steps will be taken to ensure the student's safety:

1. Classroom teacher intervenes
 2. Administration/Counselor intervene
 3. Parent/guardian notified to pick up the student
 4. The student will attend virtually and an IEP will be held immediately.
- Middle School SDC teachers will follow their regular 8 period day virtual schedule until they return to school if a middle school general education grade level or levels return. Combination classes will return with their 6th grade counterparts.
 - ECE SDC students will follow the ECE general education schedule. A hybrid schedule for SDC ECE in-person instruction will be determined based on the number of families interested in returning to in-person instruction and will be prioritized based on student need, and class size will adhere to the CDPH guidelines.
 - No in-person classes will exceed a total of 16 students and staff with in-person sessions limited to 10 students for M/M and 8 students for M/S. Hepa filters will be placed in all restrooms. Due to diapering needs, additional PPE will be provided as requested. ECE SDC staff will not supervise the isolation room. After the dismissal period, remaining SDC ECE students will follow the same site procedures for late student pick-up. Students will have their own kits and individual center materials.
 - Testing that is federally required to be conducted in person, will be done in testing centers with appropriate safety measures in place. In the event the federal restrictions are lifted and testing does not have to be done in person, the testing can be done virtually.

SAFETY

- All District safety protocols will be followed whenever a Certificated unit member is on campus or District grounds, including but not limited to temperature checks, mask wearing, social distancing, hand washing or hand sanitizing, and all other safety precautions and procedures.
- The District will follow the recommended testing guidelines as outlined in the following CDPH chart:
- The district will follow the recommended testing requirements according to the most current CDPH and AB 86 information. Below is the information as of January 14, 2021.

	Yellow	Orange	Red	Purple	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

- Each site will provide the union with their site-specific plan for safe return two (2) weeks prior to opening, as well as, train, and review with staff their Department of Public Health “Reopening Protocol for K12 Schools: T-1 Appendix” in addition to protocols for student arrival, departure, bathroom cleaning rotations students not picked up promptly after school, interventions for students who are challenged wearing a face covering or maintaining social distancing, how to request PPE and isolation room location and operational procedures. In the event all safety measures are not in place, concerns should be reported to the site administrators. If the district is unable to remedy the situation, reopening will be pushed back until they are addressed. The union president or designee will be given the opportunity to inspect the PPE that is provided by the district and visit sites to view the set up.
- Certificated unit members who work on campus will inform their principal if they have been in any location other than their classroom, office, restrooms, or work room, each day to ensure that these areas are properly cleaned at the end of the day. Family and friends of all staff members are not permitted on campus.
- Certificated unit members who work from home, but desire to come on campus, will first notify their administrator and will utilize the health screening and tracking system established by the district.
- PPE and all district safety protocols will be followed. Any concerns will be reported to site administrators immediately.
- Staff safety is a top priority and the District agrees to comply with all LACDPH safety requirements.

- Mobile hand washing stations will be located in common areas near classrooms without running water.
 - Masks, disposable gloves, minimum 60% alcohol-based hand sanitizer (not expired), teacher plexiglass and student clear acrylic dividers will be provided. Face shields, or face shields with drapes will be provided upon request.
 - Classrooms that don't have adequate air flow will receive portable HEPA filters until air flow can be brought up to standards.
- Certificated unit members who work on campus with students, agree to follow and enforce all student safety requirements including, but not limited to, wearing masks, social distancing, limit sharing of items, limit gatherings, and other district/school required safety precautions and procedures.
 - In the event a certificated unit member is exposed to COVID at work and must be quarantined or the teacher contracts COVID at work, and that teacher is able to teach virtually, the class will be moved to virtual instruction until the quarantine has ended.
 - In the event a certificated unit member contracts COVID at work and is unable to teach, the district will provide up to 10 additional paid days of COVID-19 leave.
 - For unit members who go through the Interactive Dialogue process with a current doctor's note and are provided the accommodation of working remotely, a substitute teacher may be provided for in-person instruction. If teachers agree, students may be reassigned to an in-person teacher's classroom and an equal number of students would be transferred from remote learning to the other classroom.

RELATED ISSUES

- Evaluations - Certificated staff will be evaluated during the 2020-2021 school year if they are probationary, on PAR, or have finished their 5 year cycle and are due to be evaluated this school year. The regular evaluation process will be followed with all meetings conducted virtually. In the event that the State alters the requirements for teacher evaluations, we agree to meet to discuss the new guidelines. In the event we return to school before the evaluation process is complete, teachers who have been reassigned class, grade level or sites will continue the process with their original evaluator.
- Speech/Language Pathologists, Resource Teachers, OI, VI, APE, OT, PT, and Site Instructional Coaches will provide support virtually and may work remotely until Los Angeles County reaches the orange tier at which point they will return to their job site.

District Instructional Coaches will work from their job sites and will not enter classrooms without the teacher's invitation. Counselors will continue virtual sessions with students and will work from campus to provide support in crisis situations until Los Angeles County reaches the orange tier.

- Elementary school music teachers will continue to collaborate with their site administrators to provide students with music experiences.
- Educational Services will provide a calendar with one (1), 55 minute Staff Meeting per month and one (1), 55 minute Planning and Collaboration meeting per month.
 - At the elementary school, once teachers return to in-person teaching, all mandatory after school staff meetings, PD, and planning and collaboration will be virtual and paid at the daily rate, not to exceed one (1) hour per teacher per week. Any of the above meetings at Middle School, held after 3:00, will be paid at this rate, as well.
 - Other Meetings/PD: PD/PLCs should be purposeful, meaningful and targeted and are often most effective in small groups, grade levels and department groups. Meetings will be scheduled by the Thursday of the prior week. Principals will utilize other delivery methods for PD/PLC Meetings other than whole staff and will keep them as short as possible. These meetings will remain virtual.
 - Teacher-produced videos are left to the discretion of each individual teacher and will not be mandated. Counselor-created videos will not require the counselor's personal appearance or image.
- Contract language regarding class size remains in effect.
- Teachers will only teach their own students, allowing for continuity of instruction and to maintain personal connection between student and teacher. The District will bring back additional students and staff (hybrid models and targeted support) as permitted by and consistent with AB 86 guidance and health orders from the Los Angeles County Department of Public Health (LACDPH). Based on current guidance, in-person instruction will be limited to 14 students. The district will make every effort not to move students from one class into a different teacher's class. Any change in class will require mutual agreement between the administrator and the teachers involved.
- ISI teachers will be responsible for providing instructional support, help with independent studies and follow-up with identified students as determined by the teachers and principals as a district group. ISI teachers will continue to receive their 1/7th compensation.

- The District will provide alternative options for families who cannot participate in the virtual or in-person programs.
- The Leadership Academy teachers will continue to perform the extra duties associated with their assignment and they will receive pay according to the 2020-2021 Community School Teacher MOU. They will follow the same schedule as their grade level counterparts and will participate in no more than one (1), one (1) hour long meeting weekly to be held at the end of their scheduled work day.
- Counselors will work their regular eight (8) hour work day.
- In addition to their regular duties, Instructional Coaches will support classroom teachers with Independent Study.
- IEPs and SSTs will be conducted before or after school. Pre-SST meetings may be conducted during the Intervention Block.
- All Chair positions (EL, GATE, SST, AVID, Assessment, PBIS, and PBIS Committee members) will continue at the regular rate of pay. Chair responsibilities will be consistent with current job descriptions, and will look different in a virtual environment.
- Until sports are again offered at the middle school level, no athletic coach positions will be available.
- The ninety (90) minutes of para support for 12 days at the beginning of the year for TK/K will be provided when students return to in-person learning. This will also be provided for first grade teachers. This support will only be provided for teachers who do not currently have an MTSS para or overload para.
- Open House 2021 is cancelled.
- ILT/District classroom walkthroughs will be conducted virtually. Site administrator/support staff visits will not exceed fifteen minutes in a 24 hour period. These visits will not involve circulating around the room.

Elementary School Return to In-Person Instruction Timeline

	TK/K GE and SDC ECE (GE)	1 & 2 GE	3 & 4* ECE (SPED)	1-6 SDC m/m Elem & M.S.t	1-6 SDC m/s Elem & M.S.t	5 & 6* Elem & M.S.	Targeted Support for 7 & 8^
3/29							Return
4/5	Return						
4/12		Return		Return	Return		
4/19			Return			Return	
4/26							

* Grades 3-6 will return to In-Person learning once Los Angeles County has been in the Red Tier for one week. This return will include 6th grade at the middle school level. 7th and 8th grades will remain virtual for the remainder of the 20/21 school year, unless we are required to bring them back as a result of entering a new colored tier and receiving new direction from the State, with the exception of targeted support and combination SDC classrooms.

^Targeted in-person support will be provided with substitute teachers and support staff as needed and to be determined by the district. Instruction will be provided by permanent teachers for in-person and distance learning.

t 6th grade middle school SDC will return to In-Person learning once Los Angeles County has been in the Red Tier for one week or any SDC combination class involving 6th graders (6th-7th, 6th-8th).

TK-6 Distance Learning Schedule Staff Overview

Transitional Kindergarten & Kindergarten	Grades 1-6
<p>8:00-9:50: Morning Group Teacher Led Live Online Instruction</p> <ul style="list-style-type: none"> ● SEL- 25 min wkly; can be integrated ● English Language Arts- 40-45 min daily ● English Language Development & Language Development- 15 min & 15 min in Asynchronous daily ● Math- 40-45 min daily <ul style="list-style-type: none"> ○ Block includes 20 minutes for breaks as needed <p><i>Afternoon Group begins Asynchronous work- 60</i></p>	<p>8:00-10:05: Morning Group Teacher Led Live Online Instruction</p> <ul style="list-style-type: none"> ● SEL- 25 min wkly; can be integrated ● English Language Arts- 45-50 min daily ● English Language Development & Language Development- 15 min & 15 min in Asynchronous daily ● Math- 45-50 min daily <ul style="list-style-type: none"> ○ Block includes 15 minutes for breaks as needed <p><i>Afternoon Group begins Asynchronous work-</i></p>

<p><i>minutes, Teacher Directed Examples: 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading or Math 20 minutes: PE Etc- all asynchronous minutes documented on the weekly report</i></p>	<p>100 minutes, Teacher Directed Examples: 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading or Math 20 minutes: PE Etc- all asynchronous minutes documented on the weekly report</p>
<p>9:50-11:00: Intervention Block</p> <ul style="list-style-type: none"> ● Small group intervention ● Assessments (1:1, small grp, etc) ● Parent/Student Support hours ● Teacher Planning 	<p>10:05-11:00: Intervention Block</p> <ul style="list-style-type: none"> ● Small group intervention ● Assessments (1:1, small grp, etc) ● Parent/Student Support hours ● Teacher Planning
<p>11:00-11:50 Lunch</p>	<p>11:00-11:50 Lunch</p>
<p>11:55-1:45: Afternoon Group Teacher Led Live Online Instruction</p> <ul style="list-style-type: none"> ● SEL- 25 min wkly; can be integrated ● English Language Arts- 40-45 min daily ● English Language Development & Language Development- 15 min & 15 min in Asynchronous daily ● Math- 40-45 min daily <ul style="list-style-type: none"> ○ Block includes includes a 20 minute break as needed <p><i>Morning Group begins Asynchronous work- 60 minutes, Teacher Directed Examples: 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading 20 minutes: PE Etc- all asynchronous minutes documented on weekly report</i></p>	<p>11:55-2:00: Afternoon Group Teacher Led Live Online Instruction</p> <ul style="list-style-type: none"> ● SEL- 25 min wkly; can be integrated ● English Language Arts- 45-50 min daily ● English Language Development & Language Development- 15 min & 15 min in Asynchronous daily ● Math- 45-50 min daily <ul style="list-style-type: none"> ○ Block includes includes a 15 minute break as needed <p><i>Morning Group begins Asynchronous work- 100 minutes, Teacher Directed Examples: 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading 20 minutes: PE Etc- all asynchronous minutes documented on weekly report</i></p>
<p>1:45-2:55: Intervention Block</p> <ul style="list-style-type: none"> ● Small group intervention ● Assessments (1:1, small grp, etc) 	<p>2:00-2:55: Intervention Block</p> <ul style="list-style-type: none"> ● Small group intervention ● Assessments (1:1, small grp, etc)

<ul style="list-style-type: none"> • Parent/Student Support hours • Teacher Planning 	<ul style="list-style-type: none"> • Parent/Student Support hours • Teacher Planning
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TK-6 Minimum Days Schedule (6/3) VIRTUAL ONLY	
Minimum Day TK/K	Minimum Day Schedule 1-6
8:00-9:50 Morning Group; Online Live Instruction	8:00-10:05 Morning Group; Online Live Instruction
9:50-10:15 Break	10:05-10:15 Break
10:15-12:05 Afternoon Group; Online Live Instruction	10:15-12:20 Afternoon Group; Online Live Instruction
12:05 Lunch	12:20 Lunch
Independent work time	Independent work time

TK-6 and Elementary & SDC Schedule
Staff on campus at 8:00. Instructional day ends at 2:55

IN-PERSON AM/REMOTE PM	REMOTE AM/IN-PERSON PM
<p>8:00 - 8:20 On Campus</p> <p>8:20- 10:50 In Person (2.5 hours)</p> <ul style="list-style-type: none"> • English Language Arts • English Language Development • Routines • Math • SEL <p>TK-6 10 minute non-teacher supervised break & 10 minute stretch break</p> <p>10:50-11:00 Dismissal</p> <p>11:00 -11:55 Lunch (55 minutes)</p>	<p>8:00- 11:00 Remote with Intervention (3 hours) Same as current including:</p> <ul style="list-style-type: none"> • Small group interventions at least 20 min based on current practices • Assessments (1:1, small grp, etc) • Teacher Planning <p>11:00-11:55 Lunch (55 minutes)</p> <p>11:55-12:15 On Campus</p> <p>12:15 - 2:45 In Person (2.5 hours)</p> <ul style="list-style-type: none"> • English Language Arts • English Language Development • Routines • Math • SEL

<p>11:55 - 2:55 Remote with Intervention (3 hours) Same as current including:</p> <ul style="list-style-type: none"> • Small group interventions at least 20 min based on current practices • Assessments (1:1, small grp, etc) • Teacher Planning <hr/> <p>8:00-11:00 Remote Group begins: Asynchronous work 60 minutes, <i>Teacher Directed Examples:</i> <i>20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required</i> <i>20 minutes: iReady Reading or Math</i> <i>20 minutes: PE</i> <i>Etc- all asynchronous minutes documented on the weekly report</i></p> <p>11:55-2:55 In-Person Group begins asynchronous work as assigned</p>	<p>TK-6 10 minute non-teacher supervised break & 10 minute stretch break</p> <p>2:45-2:55 Dismissal</p> <hr/> <p>8:00-11:00 In-Person Group begins: Asynchronous work 60 minutes, <i>Teacher Directed Examples:</i> <i>20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required</i> <i>20 minutes: iReady Reading or Math</i> <i>20 minutes: PE</i> <i>Etc- all asynchronous minutes documented on the weekly report</i></p> <p>11:55-2:55 Remote Group begins asynchronous work as assigned</p>
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* The above schedule reflects In-person learning in the AM block and remote learning in the PM block.

**Middle School Distance Learning Schedule
Staff Overview**

Time	Period
8:00-8:35 am	1
8:40-9:15 am	2
9:20-9:55 am	3
10:00-10:35 am	4
10:40-11:15 am	5

11:20-11:55 am	6
12:00-12:35 pm	7
12:40-1:15 pm	8
1:15-1:35 pm Wednesday SEL	Tied to 8th period
1:15-3:00 pm <i>1:35-3:00 Wednesdays</i>	Parent/Student Support Hours, Small Group Support, Teacher Planning

Middle School Notes:

PE Plan- Daily Split Class Check in. Every Period will be split in half. Group A will check in at the start of the start of the Period. Group B will check in at the 2nd half of the period. Teachers will take attendance and direct students to assignments. Assignments will be asynchronous allowing students flexibility in completion time.

Middle School Minimum Days:

On minimum days for middle school (6/3) teacher work day ends after 8th period and teachers will not be responsible for the 1:15-3:00 block.

All Teacher Notes:

Staff Meeting 1 per month

Elementary 55 min; Middle School 1 Hour

Planning and Collaboration 1 per month

Elementary 55 min; Middle School 1 Hour

- Support personnel including counselors, psychologists, Speech Language Pathologists, and other itinerant teachers will also provide services during asynchronous time.
- Elementary SDC students will all attend school during both the AM and PM blocks of time for both Core and Intervention.

MISCELLANEOUS ITEMS

- In the event that issues occur outside this MOU or current contract language, the parties agree to return to the table to discuss amendments.
- Both parties agree to return to the table should any direction/guidance from the Governor of the State of California, the California Department of Public Health, or the Los Angeles County Department of Public Health so dictate.
- The District and TAL will meet prior to March 19, 2021, to develop an addendum to this

MOU as it relates to the effects of 6th grade middle school returning to in-person instruction on April 19, 2021.

- It is agreed that this MOU is a one-time, non-precedent setting agreement and will expire on June 30, 2021 or, upon authorization by the Governor, Los Angeles County Department of Public Health or appropriate State of California officials.

Kym Hickman, TAL Negotiations Chair

Lexy Conte, Deputy Superintendent HRS

Date: _____

Date: _____

Gina Whipple
TAL President

Dr. Michele Bowers
Superintendent

Date: _____

Date: _____