

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

July 29, 2020

**REOPENING SCHOOLS AND DISTANCE LEARNING**

**2020-2021**

This memorandum is agreed between Lancaster School District (District) and the Teachers Association of Lancaster (TAL) concerning the reopening of schools for the 2020-2021 school year.

The Lancaster School District District and the Teachers Association of Lancaster 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**

- All schools throughout the district will follow 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.
- During this season of Distance Learning, the attached schedules will be followed.

**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 later than August 21, 2020, all teachers will provide 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 provide administrators with all links so administrators can observe virtually. (Google Classroom, Webex, Zoom, etc.)
  - During the first two weeks of instruction with devices, administrators will visit TK-1st grade classrooms during the beginning of lessons, to the extent possible, excluding situations which require immediate follow up.
- 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, Counselors, Psychologists, Instructional Coaches, and Administrators, in implementing progressive intervention plans.
- Certificated unit members will be provided the option of working from school or home and will communicate with their principal their work location plans.
  - 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 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 all attend school during both the AM and PM blocks of time for both Core and Intervention.
- Middle School SDC teachers will follow their regular 8 period day schedule.

- 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, and all other safety precautions and procedures.
- 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 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 complete the tracking system used during the emergency closure utilized March through June.
- PPE and all district safety protocols will be followed. Any concerns will be reported to site administrators immediately.

## **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.
- Teachers, Counselors, Speech/Language Pathologists, and Instructional Coaches will provide their administrator with their schedules.
- Elementary school music teachers will collaborate with their site administrators to develop a plan to provide students with music experiences.
- Educational Services will provide a calendar with one (1), one (1) hour Staff Meeting per month and one (1), one (1) hour Planning and Collaboration meeting per month
  - At the elementary school these meetings will alternate between the AM Intervention Block and PM Intervention Block.

- Other Meetings/PD: PD/PLC's 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.
- PD/PLC meetings, other than staff meetings and instructional assistance, will commence after September 22nd, to allow teachers to adjust to teaching with the Distance Learning model. Meetings will be rotated between the AM and PM Intervention blocks for elementary schools. Meetings at middle school will start no later than 1:25.
- 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. Every effort will be made to balance AM and PM sessions in the elementary school. Additionally, parents will be offered virtual placement at other schools should all classrooms at a grade level in a school reach the class size cap.
- 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 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.
- Back To School Night will be conducted virtually and teachers will be responsible for one (1) hour of parent meeting time. Additionally, that event will occur on Wednesday, August 19, 2020, for elementary schools and Thursday, August 20, 2020, for middle schools.
- Parent/Teacher Conferences will be held virtually and will follow the regular schedule. For October 21, 2020, the minimum day schedule will be followed for students and teachers will use the afternoon for Parent/Teacher Conferences as indicated on the Student Calendar.
- 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 school.

## TK-6 Distance Learning Schedule Staff Overview

| Transitional Kindergarten & Kindergarten   | Grades 1-6   |
|--|--|
| <p><b>8:00-9:50: Morning Group</b><br/><b>Teacher Led Live Online Instruction</b></p> <ul style="list-style-type: none"> <li>● SEL- 25 min wkly; can be integrated</li> <li>● English Language Arts- 40-45 min daily</li> <li>● English Language Development &amp; Language Development- 15 min &amp; 15 min in Asynchronous daily</li> <li>● Math- 40-45 min daily               <ul style="list-style-type: none"> <li>○ Block includes includes 20 minutes for breaks as needed</li> </ul> </li> </ul> <p><i>Afternoon Group begins Asynchronous work- 60 minutes, Teacher Directed</i><br/><i>Examples:</i><br/><i>20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required</i><br/><i>20 minutes: iReady Reading or Math</i><br/><i>20 minutes: PE</i><br/><i>Etc- all asynchronous minutes documented on the weekly report</i></p> | <p><b>8:00-10:05: Morning Group</b><br/><b>Teacher Led Live Online Instruction</b></p> <ul style="list-style-type: none"> <li>● SEL- 25 min wkly; can be integrated</li> <li>● English Language Arts- 45-50 min daily</li> <li>● English Language Development &amp; Language Development- 15 min &amp; 15 min in Asynchronous daily</li> <li>● Math- 45-50 min daily               <ul style="list-style-type: none"> <li>○ Block includes includes 15 minutes for breaks as needed</li> </ul> </li> </ul> <p><i>Afternoon Group begins Asynchronous work- 100 minutes, Teacher Directed</i><br/><i>Examples:</i><br/><i>20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required</i><br/><i>20 minutes: iReady Reading or Math</i><br/><i>20 minutes: PE</i><br/><i>Etc- all asynchronous minutes documented on the weekly report</i></p> |
| <p><b>9:50-11:00: Intervention Block</b></p> <ul style="list-style-type: none"> <li>● Small group intervention</li> <li>● Assessments (1:1, small grp, etc)</li> <li>● Parent/Student Support hours</li> <li>● Teacher Planning</li> </ul>   | <p><b>10:05-11:00: Intervention Block</b></p> <ul style="list-style-type: none"> <li>● Small group intervention</li> <li>● Assessments (1:1, small grp, etc)</li> <li>● Parent/Student Support hours</li> <li>● Teacher Planning</li> </ul>  |
| <p><b>11:00-11:50</b><br/><b>Lunch</b></p>   | <p><b>11:00-11:50</b><br/><b>Lunch</b></p>   |

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

| <b>TK-6 Minimum Days Schedule (9/22, 12/18, 6/3)</b>            |   |
|---|---|
| <b>Minimum Day TK/K</b>   | <b>Minimum Day Schedule 1-6</b>                                 |
| <b>8:00-9:50<br/>Morning Group; Online Live Instruction</b>     | <b>8:00-10:05<br/>Morning Group; Online Live Instruction</b>    |
| <b>9:50-10:15 Break</b>   | <b>10:05-10:15 Break</b>  |
| <b>10:15-12:05<br/>Afternoon Group; Online Live Instruction</b> | <b>10:15-12:20<br/>Afternoon Group; Online Live Instruction</b> |
| <b>12:05 Lunch</b>  | <b>12:20 Lunch</b>  |
| <b>Independent work time</b>                                    | <b>Independent work time</b>                                    |

## 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 pm                          | 5   |
| 11:20-11:55 pm                          | 6   |
| 12:00-12:35 pm                          | 7   |
| 12:40-1:15 pm                           | 8   |
| 1:15-1:35 pm<br>Wednesday SEL           | Tied to 8th period  |
| 1:15-3:00 pm<br>1:35-3:00<br>Wednesdays | Parent/Student Support Hours,<br>Small Group Support, Teacher<br>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 (9/22, 12/18, 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 55min; Middle School 1 Hour

Planning and Collaboration 1 per month

Elementary 55min; Middle School 1 Hour

- Support personnel including counselors, psychologists, Speech /Language Pathologists, and other itinerant teachers will also provide services during asynchronous time.

- 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.
- 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, we agree to return to the table to discuss amendments.
- In the event that schools reopen in a non-traditional manner, we agree to meet to develop a new MOU prior to reopening.
- 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 will inform TAL immediately when a waiver to reopen is applied for.
- It is agreed that this MOU is a one-time, non-precedent setting agreement and will expire on December 31, 2020, or, upon authorization by the Governor, Los Angeles County Department of Public Health or appropriate State of California officials. Should Distance Learning continue beyond December 31, 2020, this MOU can be reauthorized with the agreement of both parties.

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Kym Hickman, TAL Negotiations Chair

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Lexy Conte, Deputy Superintendent HRS

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Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gina Whipple  
TAL President

\_\_\_\_\_  
Dr. Michele Bowers  
Superintendent

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Date

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Date