

## Memorandum of Understanding

### Los Angeles Unified School District and United Teachers Los Angeles

#### Virtual Academy Welcome Centers at Host Schools

2024-2025

This Memorandum of Understanding (MOU) is to memorialize an agreement between Los Angeles Unified School District and United Teachers Los Angeles to address the impacts and effects of Virtual Academy teachers' return to physical school sites.

#### **Classroom Access and Support**

~~All classrooms for virtual educators will follow the California Ed Code and adhere to all OSHA rules and regulations, with a maximum of two employees per physical standard classroom assuming a proper partition/division is built to provide privacy and separation, minimize sound and disruption to instructional programs, and to ensure confidentiality. Classrooms will have sufficient storage for teachers, a working telephone, access to HVAC controls, and proper entrance and exit access.~~

#### **Workspace and Access to Facilities**

~~When necessitated by the work, access to a designated spaces for student-centered meetings including, but not limited to parent teacher conferences, counseling services, testing, IEP meetings, etc. will be made available for employee use upon request. IEP meeting rooms are to ensure privacy, have sufficient space and seating for all the IEP meeting participants, and can support the effective use of any equipment that may be required as required by district policy. Workspaces will have secure storage for employees to hold their personal and professional belongings.~~

#### Worksite Access

Classroom: To the extent possible, no more than two teachers will be assigned to a classroom. Classrooms will be equipped with partitions/dividers and equipment to minimize sound disruption. Classrooms will have sufficient storage including a secure space for teachers to store their personal and professional belongings.

Facilities: When necessitated by the work, access to designated spaces for student-centered meetings, that require privacy in accordance with District policy, will be made available for employee use upon request.

## ~~Encroachment on Host School~~ Shared Space at District Facilities

~~The district, in collaboration with the host school, shall develop a plan and exhaust all options before encroaching on any instructional or programmatic space being used by the host school.~~

Schools assigned to share a facility will work collaboratively to develop a plan that is conducive to the instructional and programmatic space being used by all schools.

## **Emergency Procedures and Safety Plans**

To support employee safety, Virtual Academy teachers will observe the emergency procedures and drills of the **site**. Training for Virtual Academy teachers regarding the emergency procedures of the site will occur as soon as practicable, ~~no later than the first week of the fall semester~~. Virtual Academy teachers may participate and provide input to the development of and/or annual review of the **site's** safety plan. The schools' governing bodies (LSLC) will work collaboratively to ~~ensure~~ encourage the input of all stakeholders ~~have input~~ in the development of these plans.

Access to the **site's** safety plan(s) will be made readily available to all bargaining unit members.

## **Instructional Equipment**

~~All classrooms will be equipped with the necessary equipment that is conducive to remote/online instructional delivery. This includes a computer/desktop/laptop for each classroom. This equipment should comply with OSHA recommendations. Any requests for additional and/or specialized equipment must go through the supervising administrator and/or when deemed necessary.~~

All classrooms will be equipped with equipment conducive to virtual instruction. This includes a desktop or laptop for each classroom.

## **Medical accommodations**

~~The district will make every effort to meet the requests for virtual employees in a timely, good-faith process, not to exceed 90 days.~~

## **Employee Placement at School Sites**

~~The district shall place members using a preference form that discloses all locations public and available for members to select from for the upcoming school year. Members will have the opportunity to appeal placement using the dispute resolution process.~~

In April of 2025, in preparation for the 2025-2026 school year, the District will provide Virtual Academy faculty with the physical locations/sites to be used by the school they are assigned to in the new school year. Faculty shall have the opportunity to request a change in location should space at another site in their assigned virtual academy becomes available.

## Parking

~~The district will ensure that all welcome centers have sufficient and equal access to onsite parking. In the event the district is not able to meet this need, solutions may include but are not limited to safe offsite street parking within reason (i.e, around the perimeter of the host school), permit parking that the district will provide if necessary, and/or contracted parking services.~~

As referenced in Article XXXI, Virtual Academy teachers shall have equal access to on-site parking spaces.

## Campus Access and Procedures

Virtual Academy teachers shall be assigned an appropriate [workspace](#) classroom to meet the requirements of the assignment, including but not limited to room and restroom keys, access to copiers, updated computers or a laptop along with internet access. Employees shall also have equal access to all ~~common areas,~~ [telephones and common areas such as the library,](#) restrooms, lounges and lunch areas with the understanding that such access rights must be exercised in a reasonable manner. Collaboration between ~~the host site and virtual academies~~ [all schools](#) will be facilitated by the District to determine campus entry and exit for Virtual Academy teachers. All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the district.

## Administration and Support

~~Virtual Academies will have access to support from specific personnel assigned to their academies. Support will include but not limited to parent conferences, personnel matters, emergencies, copies, telephone access, supplies and support with technological issues such as Wi-Fi connectivity and other IT-related concerns.~~

## Transition Services and Support

~~The district will provide all returning virtual educators a total of 12 hours of preparation and orientation time prior to the start of the 2024-2025 school year. A minimum of 6 hours will be used at the employee's discretion.~~

[The District will provide Virtual Academy faculty six hours of District initiated orientation and training on topics including but not limited to Independent Study requirements prior to the start of the 2024-2025 school year.](#)

## ~~Dispute process expedited~~ [Implementation Committee](#)

~~Both parties agree to developing an expedited process to address time sensitive issues included here and not already addressed in our CBA.~~

[Matters related to the implementation of this agreement may be reviewed by the Implementation Committee to provide recommendations to Virtual Academy administration for](#)

consideration. The committee will be comprised of three members from United Teachers Los Angeles and three members from the District who will meet up to three times during the Fall semester of 2024.

This is a non-precedent setting agreement for the 2024-2025 school year and will sunset on June 30, 2025.

---

UTLA

---

Date

---

LAUSD

---

Date