

Memorandum of Understanding

Los Angeles Unified School District and United Teachers Los Angeles

Virtual Academy Welcome Centers at Shared District Sites

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 shared District sites.

Worksite Access

Classroom: To the maximum 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.

Shared Space at District Facilities

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. 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 encourage the input of all stakeholders 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 equipment conducive to virtual instruction. This includes a desktop or laptop for each teacher. Virtual Academy classrooms will be equipped with the same communication system as classrooms at the shared District site.

Employee Placement at School Sites

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. Requests will be considered in seniority order.

Parking

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 or 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 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 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. Examples of support include, but are not limited to, parent conferences, personnel matters, emergencies, copies, telephone access, supplies and technological issues.

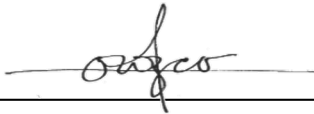
Transition Services and Support

The District will provide Virtual Academy faculty six hours of voluntary 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.

Implementation Committee

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 three times during the Fall semester of 2024 and one time in the spring semester of 2025.

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



UTLA

8/2/2024

Date



LAUSD

08/02/2024

Date