

**MEMORANDUM OF UNDERSTANDING  
VIRTUAL ACADEMIES  
2022/23 SCHOOL YEAR**

All elements of the 2019-2022 Agreement shall remain in effect for UTLA members assigned to the LAUSD Virtual Academies, with the exception of Article IX: Hours, Duties and Work Year, which will be modified for the Virtual Academies as follows:

- 1.0 Bargaining unit members assigned to Virtual Academies shall have an 8-hour workday, with the expectation that the Virtual Academy employee is available (via Zoom, email and/or phone) for 6 hours. Virtual Academy employees work remotely.
- 2.0 Master Agreements
  - a. The District shall ensure that Master Agreements (MA) are signed and returned to the school before the student is enrolled in the Virtual Academy.
  - b. Teachers shall not be responsible for MA collection.
  - c. The MA shall include a line for the Virtual Academy administrator's signature.
  - d. During IEP meetings for students in Virtual Academies, parents/guardians and IEP team members shall sign the MA, and IEP team leaders shall clearly explain all expectations in the MA expectations to students and parents/guardians.
- 3.0 Virtual Academy teachers shall complete a Record Of Assignment (ROA) for each student on their class roster. Teachers shall complete ROAs for all students on a weekly basis. Teachers must upload ROAs for all students each month.
- 4.0 The District shall offer optional trainings for ROAs, MAs, curriculum and other paperwork/platforms required for the Virtual Academies. These trainings shall occur during the summer and after school, and teachers attending these trainings shall be compensated.
- 5.0 Virtual Academy Work Day
  - a. Morning Duties: Live Instruction
    - (1) Elementary teachers shall provide live instruction Monday-Thursday for 3 hours each day, with 20 minutes of break time scheduled at the teacher's discretion. During this time, teachers are expected to have Zoom cameras on, but may turn cameras off during break time.
    - (2) Secondary teachers shall provide live instruction Monday-Thursday for 3.5 hours each day. This time shall be divided into 3 "periods," with 40 minutes for direct support ("synchronous instruction") and 30 minutes for drop-in questions ("asynchronous instruction"). Teachers are expected to have Zoom cameras on during synchronous time. While teachers are not required to have their cameras on during asynchronous time, they are expected to keep the Zoom room open to allow for drop-in students who may have questions during asynchronous time.
    - (3) On Fridays, all teachers shall provide 1 hour of live instruction in the morning. This instruction should be focused on SEL. During the remainder of the morning, teachers

will complete paperwork and collaborate as needed. Secondary teachers who work collaboratively on direct instruction will use this time to collaborate on ROA completion.

b. Afternoon Duties:

- (1) Teachers shall be required to attend no more than 1 mandatory Professional Development session per week. Mandatory Professional Development shall not exceed 1 hour in duration, and must take place within the 6 hours of the Virtual School Day.
- (2) Teachers will be required to attend no more than one Faculty, Grade Level, Staff Development or Committee meeting per week. No employee shall be expected to attend more than 30 such meetings per school year (but not more than 4 in any month). These meetings shall not exceed 1 hour in duration.
- (3) On afternoons without Professional Development meetings, teachers shall conference with students and parents, plan lessons, grade assignments and complete ROAs and other necessary paperwork.

c. Daily instructional schedules shall be approved by a staff vote.

d. Unlike traditional schools, Virtual Academies do not have shortened or minimum days.

- 6.0 No more than 24 students shall be assigned to Virtual Academy teachers. For Special Education classes, class size shall not exceed in-person class size caps.
- 7.0 Consistent with Article XXVII, LSLC shall have purview over all calendar activities. LSLC shall also collaborate to develop procedures and schedules for all mandated standardized testing within each Virtual Academy.
- 8.0 Consistent with Article IX-A, Virtual Academy teachers shall participate in a matrix process and follow all timelines outlined in the Article.
- 9.0 The District shall create a task force with 4 UTLA-appointed members (representing elementary, middle and high school levels) and 2 LAUSD Virtual Academy Administrators to develop a fair evaluation process for Virtual Academy educators. The task force shall meet no less than 10 times during the 2022/23 school year. Formal evaluations for Virtual Academy teachers shall begin in the 2023/24 school year, after an appropriate evaluation system has been developed and administrators are appropriately calibrated.
- 10.0 The District shall create a task force with an equal number of UTLA and LAUSD appointees to develop IEP protocols for the Virtual Academies. UTLA appointees shall include at least 1 RSP teacher, 1 general education teacher, 1 special day teacher and 1 alternative education teacher.
- 11.0 All duties required of each employee shall meet the test of reasonableness, and shall be assigned and distributed by the site administrator in a reasonable and equitable manner among the employees at the school or center.