

**Amendment to the Memorandum of Understanding between
the Sweetwater Education Association and the Sweetwater Union High School District
regarding the Launch Virtual Academy Pilot Program
May 26, 2021**

On July 8, 2020, the Parties entered into a pilot program for Launch Virtual Academy. At the end of the first year, the parties were to meet to discuss data and any modifications needed, and determine if a continuation of the program was needed.

The parties have met and determined to extend the pilot program for the 2021-2022 and 2022-2023 school year under the modified terms below:

1. Launch Virtual Academy Joint Committee

Existing MOU language shall continue as to composition and purpose, with the modification of date to meet and gather data and discuss potential changes from “March 1, 2021” to “March 1, 2023”. Parties acknowledge SCGA has also negotiated inclusion of a counselor on this committee. As such the composition shall include eight (8) members: three (3) administrators selected by the District, two (2) Launch teachers selected one by the Association and one by the Launch teacher team, one (1) Association bargaining team member, and one (1) Executive Board member, and one (1) SCGA member. Parties commit to meet quarterly in this role beginning at the start of the 2021-2022 school year.

2. Work Day

Existing MOU language shall continue, with particular emphasis on flexibility of scheduling to best meet the needs of Launch Virtual Academy Students and families.

Modify final section of existing MOU language to read: **“Consistent with existing practice, all Launch Virtual Academy teachers will be provided at least three (3) hours a month of common time for in-service/staff meetings.”**

3. Allocation

Existing language shall be replaced as follows:

“The allocation of full-time equivalent 7-12 school classroom teachers, for staffing purposes only, shall not exceed **twenty-five to one (25:1), down from twenty eight to one (28:1) to assist with the additional work needed to establish the program.”**

4. Total Student Counts

Existing MOU language shall be modified as follows:

“Total Student Contacts: With the exception of physical education teachers, fine arts teachers, music, band, dance, chorus, drama, study hall and teachers teaching a sixth period; no teacher shall be required to have a total daily student contact beyond **seventy five per quarter, without additional compensation. This shall not include the caseload of no more than 25 for which they serve as a supervising teacher, however**

whenever possible these students will be incorporated into the daily class count.”

5. Return Rights

Existing MOU language shall remain except the phrase “and up to one extension year of the pilot in the MOU” shall be modified to cover the two year extension set forth herein.

Additional language shall be added to reflect: If a teacher wishes to return to the classroom during the pilot program, so long as they notify the district by June 4, 2021 or March 15, 2022, they may return to their previous site for the following school year.

6. New School Status

Existing MOU language shall be extended through the term of this MOU.

7. Duty Statement

A. Approve attached duty statement for Launch Virtual Academy teachers (Supervisory teacher and Credentialed teacher). This duty statement can be modified by the Launch Virtual Academy FAC during the term of this MOU.

B. Gathering student and parent signatures on Master Agreement and Proctoring Agreement shall be a joint responsibility of the Supervisory Teacher and the LVA administrative team.

8. 2021-2022 Caseload

As set forth above in Modified Total Student Counts Section 4, Teachers will have no more than 75 contacts per quarter.

A. Supervisory teacher responsibilities, incorporated into your content courses whenever possible, will not exceed 25 students.

B. Credentialed teachers will have an average of 25 contacts in each of their three academic courses per quarter (75 over three courses). Additional time will be added to support the work of the supervisory role within a content period.

C. Credentialed teachers will continue to work with students who reached 70% of course completion the following quarter and see students during office hours for a period not to exceed three weeks (may be shorter as discussed with FAC). District may also offer a teacher with the VPSS certification monitoring blocks as one of their three classes or some combination thereof.

D. Special Education teacher shall be assigned special education classes as a priority. Special education teacher with more than 18 special education students on caseload will only be assigned two course blocks per quarter. Special Educator will have all students with IEPs as part of their Supervisory teacher caseload.

- E. PE teachers may have up to 40 contacts per course, or 120 per quarter.
- F. Should a teacher have a caseload above 75 (or 40 for PE) for a period of more than 2 weeks they will be compensated an additional \$50 a week for students who are in one of their content courses and \$100 a week for students who are requiring a class not being offered on the master schedule/in the teachers content courses for the semester. Student cap shall be 5 over 75 (80 or 125); courses will be resolved by the end of the quarter.
- G. Students may be added to a teacher's class throughout the quarter so long as the teacher is under the caseload of 75 students (PE teacher at 120, or as a supervisory teacher so long as it is not more than 25).

9. Extra Time to Build Program

Given the need to create courses and programs, for the 2021-22 school year teachers will be provided the following optional time:

- A. One (1) additional duty day per quarter (scheduled collectively), paid at the curriculum rate, to work on creating and converting courses from APEX into Canvas courses.
- B. An equivalent of 5 days of curriculum pay rate will be provided for staff to participate in professional development specific to online teaching.
- C. Given the transition to the new LMS system (CANVAS), teachers will be provided one additional day in the 2021-22 school year to learn the system and transition their work, paid at the curriculum rate.
- D. The Launch Academy Joint Committee will consider the need for additional time to build the program for the 2022-2023 school year during their meetings and make recommendations.

10. Duty Day/Schedule

- A. Supervisory teachers will meet with their caseload during the content period students are enrolled.
- B. Credentialed teachers will hold space for students for direct instruction in "Live Academic" sessions, twice per week for each course.
- C. As necessary, teachers will reach out to parents to communicate progress during office hours.
- D. As set forth in Existing MOU and Section 2 above, LVA must recognize that

alternative education programs need flexibility in day and times they establish their class times and duty hours. Staff will work with administration on a case by case basis to determine duty hours, and specifically which hours they need to be working in person on site.

11. Documentation

- A. Master Agreement (MA) – Academic Coach reviews MA with student; acts as the signatory of the document; monitors progress of course completion through quarters.
- B. Proctor Agreement Letter – To be handled by administration during enrollment.
- C. Course Contract – Credentialed teacher initiates course contract at the start of instruction within the specified quarter and obtains student signature. Credentialed teacher monitors the student’s progress, providing intervention/tutorial support for the student as needed for the respective course.
- D. Parties will work to establish in person session(s) with parents to bundle collection of all documents to ease signature collection process.

12. Location

Launch Virtual Academy is in the process of establishing a permanent home. Teachers will be assigned classroom and/or office space from which to work during the 2021-2022 school year until a permanent location can be established. Staff and administration will work to establish standards for optimal yet fiscally responsible teaching spaces as the permanent locations are configured (separate space/sound barriers for virtual teaching, confidential space for student meetings)

13. Technology

Joint technology committee will be established to determine what technology is needed to ensure minimal standards for learning tools available for Launch Teachers. Discussion will include such classroom set ups (such as Multiple screens, Camera, Card to push multiple screens, Microphone, Headset, Long period of sitting time chairs, Ergo desk).

14. Preparation Periods

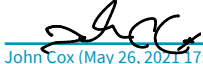
Existing MOU language will continue throughout the duration of the pilot extension period.

For the Association:



May 26, 2021

Dalisay Quitlen, SEA Bargaining Chairperson



[John Cox \(May 26, 2021 17:41 PDT\)](#)

May 26, 2021

John Cox

Leo Hsu

Tere Harris



[Lourdes A Renteria \(May 26, 2021 17:29 PDT\)](#)

May 26, 2021

Lourdes Renteria



[Chad Cooper \(May 26, 2021 17:56 PDT\)](#)

May 26, 2021

Chad Cooper, Executive Director STCU, CTA/NEA

For the District:



5/26/2021

Jennifer Carbuccia, General Counsel



[Dr. Ana Maria Alvarez \(May 26, 2021 19:38 PDT\)](#)

May 26, 2021

Ana Maria Alvarez, Asst. Supt, Teaching & Learning

Maribel Gavin, Principal SUHI

Eduardo Reyes, Chief Human Resources Officer



May 26, 2021

Jenny Salkeld, CFO

Michelle Sturm Gonzalez, Director of Special Services



[Daniel F Winters \(May 26, 2021 18:23 PDT\)](#)

May 26, 2021

Daniel Winters, Chief of System Improvement & Innovation



[Richard Vernon Moore \(May 26, 2021 17:59 PDT\)](#)

May 26, 2021

Vernon Moore, Chief of Ed. Equity

DUTY STATEMENT
Teacher
Launch Virtual Academy

The position of Teacher at Launch Virtual Academy has two roles:

- Supervising Teacher
- Credentialed Teacher of Course

The supervisory teacher will have a caseload of 25 students already assigned in his/her role as credentialed teacher during Quarter One.

The role of Supervising Teacher shall perform the following tasks:

Tasks	Document
<ul style="list-style-type: none"> ● Serve as the signatory of the Master Agreement to initiate the independent study program and facilitate the student’s course progression. ● Regularly communicate with the student’s parent and other content teachers regarding progress. ● Serve as the signatory of the Master Agreement Close-Out form which records the student’s performance over the course of the year. 	Master Agreement Master Agreement Close-Out Form Weekly Student Planner

The role of the Course Credentialed Teacher shall perform the following tasks:

Tasks	Document
<ul style="list-style-type: none"> ● Serve as the signatory of the Course Contract which initiates a course; obtain student’s signature; post course contract in student’s electronic file. 	Course Contract
<ul style="list-style-type: none"> ● Select “representative” student work products. <ul style="list-style-type: none"> ○ Two (2) total student work samples per quarter per course teacher <ul style="list-style-type: none"> ■ Sample 1 - Between Week#3- Week#5 per quarter [Partial grade book, Student Authentic work, etc.] ■ Sample 2 – At the completion of the course [FINAL grade book report that includes assignments, points, dates, etc.] 	Example of Student Work Sample
<ul style="list-style-type: none"> ● Weekly, translate the student’s work performance into hours and record appropriately. 	

- Complete and be the signatory of the Course Completion Form or Percentage of Work Completed Form at the end of each quarter based on student progress.

[Course Completion Form](#)

[Percentage of Course Completion Form](#)

Students who reach 70% of course completion will continue to stay with the current content teacher for the next quarter and the teacher will see these students during office hours until completion of course.

Seniors entering the program who require a class not on the master schedule will be placed with a content teacher so long as the teacher is under the caseload of 75 students. Should a teacher have 75 students already, additional compensation will be provided for time the student spends under caseload.