

MEMORANDUM OF UNDERSTANDING for ACADEMIC YEAR 2020-21
Between LFSF and the Association-CFT

This Agreement is effective upon ratification through August 31, 2020 through June 30, 2021. The Parties may mutually agree to extend this Agreement as needed. This Agreement does not set precedent in future situations and applies only during the closure of LFSF campuses due to COVID-19 and related health orders.

1. During any period LFSF is required or chooses to close all or part of its campuses due to COVID-19 and related health orders, LFSF may require or permit employees to perform job duties remotely.
2. The following shall apply to bargaining unit employees for whom LFSF determines there is a lack of work available during a period of campus closure:
 - a. LFSF will meet with the impacted employee, and if desired by the employee, with a representative of the Association-CFT, to discuss alternative job assignments for which the employee is qualified, as determined by LFSF, if any such alternative job assignments exist. Alternative job assignments will first be offered to the most senior qualified employee for whom insufficient work is available during the closure, with seniority determined consistent with Section 8.8.3.4 of the Charter.
 - b. If the impacted employee rejects an offer of an alternative job assignment or there is no alternative job assignment available, the employee will be placed on an unpaid furlough. LFSF will maintain the employee's group insurance and tuition remission benefits during the unpaid furlough, and the employee may be eligible for unemployment benefits.
 - c. An employee's unpaid furlough will conclude no later than the date LFSF resumes normal operations. If there is reduced or no work, LFSF must follow layoff procedures as provided by the Charter.
3. Due to COVID-19 and related health orders, LFSF may require employees to perform different job duties than traditionally assigned.
 - a. LFSF will review reassignments with the Association.
 - b. Where reassignments are mutually deemed "out of class", employees will earn the full-time equivalent salary for the new classification for the duration of the temporary assignment.
4. Should the LFSF waiver application for K -6 campus operations permit a partial opening, LFSF may require some employees to perform job duties remotely, while requiring others report to an LFSF campus.
 - a. LFSF will provide supervised learning cohorts for the children of employees who are teaching on campus in connection with the K-6 waiver to allow the children engage in distance learning. The learning cohorts will be available to children in who are kindergarten-aged up to age 14.
5. Remote Instruction
 - a. LFSF will provide laptops/tablets for teaching staff and assistants, as needed.
 - b. The School will provide professional development/training to support online teaching and online platforms.
6. Number of Zoom Hours During On-Line Remote Learning: Hours listed below are mandatory. They will be the base of each teacher's timetable.

a. Weekly Zoom Hours

Sausalito and Ashbury Campuses

French Teachers:

- PK - 15 hours
- Grades 1 - 5: A maximum of 17 hours (includes welcoming time and open door)

English Teachers:

- A maximum of 15 hours (includes welcoming time)

Assistants/Support Staff:

- 15 hours

Ortega

All Teachers:

- Maintain traditional on campus schedule, replacing on site full hours with periods of 40 minutes

When Student Support hours are provided by Assistants or Support Staff, Teachers will ensure designated staff are able and prepared for student support time.

7. Teachers may be required to stream live classroom lessons to support distance learning for students who cannot attend class in person.
8. The parties agree to additional negotiations about staff evaluations in the event that modifications are required to the evaluation process due to COVID-19.
9. LFSF reserves the right to modify the School's calendar during this period to address student needs. Modifications which are subject to negotiation as required by law shall be implemented only after completion of bargaining obligations. The School will notify the Association in a timely manner of any required modifications in the academic calendar.

FOR THE ASSOCIATION:



[Name, Title]

DATE: _____

FOR LYCÉE:



[Cloris M. Henry, Ed.D.; COO]

DATE: _____