



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** School Waivers for Alternative Configurations  
**NUMBER:** MEM-6680.4  
**ISSUER:** George Bartleson, Executive Director  
 Office of School Design Options  
**DATE:** March 2, 2020

**ROUTING**  
 LD Superintendents  
 Administrators of Instruction  
 Administrators of Operations  
 Directors  
 School-Site Principals  
 Teachers  
 Chapter Chairs  
 Labor Relations  
 Employee Performance  
 Accountability Unit

**PURPOSE:** This memorandum is to explain the process to seek waiver(s) to certain sections of the Los Angeles Unified School District (LAUSD) / United Teachers of Los Angeles (UTLA) Collective Bargaining Agreements (CBAs) and/or District policy to accomplish improvements to the school-site learning culture.

**MAJOR CHANGES:** This memorandum replaces MEM-6680.3, *School Waivers for Alternative Configurations*, dated March 19, 2019. This revision updates the LAUSD/UTLA Waiver Request submission deadline and Single Track Instructional Calendar (Attachments A and C).

All Banked Time waivers should be held until the Online Bell Schedule Program becomes available for the 2020-2021 school year. No Banked Time waivers will be approved without the certified bell schedule that is approved by the school’s Instructional Director or designee.

For sites that have previously requested a side letter directly from Labor Relations, you must now follow the procedure listed in this memorandum to request waiver(s).

**GUIDELINES:** The following guidelines apply:

**I. WAIVER PROCESS OVERVIEW**

A. School completes LAUSD/UTLA Waiver Request (Attachment A) for each waiver being requested. Schools must use the Waiver Request form included in this memorandum; waiver requests received on outdated forms will not be processed. For an electronic pdf fillable version of the latest waiver request form, please access this memorandum from the LAUSD eLibrary, or visit our website <https://achieve.lausd.net/sdo> and click on the 2020-2021 *School Waivers* link.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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- B. Schools submit waivers and related documentation to the Local District director for approval. The Local District superintendent or designee reviews waiver(s) and affixes his/her signature to approve, approve with conditions, or deny the waiver(s).
- C. Local District forwards the signed waiver to:  
Office of School Design Options  
Beaudry Building, 11<sup>th</sup> Floor  
Attention: Elaine Kinoshita
- D. The Office of School Design Options collects and forwards all Local District approved waivers to Labor Relations for approval, then to UTLA. The Elementary or Secondary UTLA Vice President affixes a signature to approve, approve with conditions, or deny the waiver, and returns it to the Office of School Design Options (see section C above).
- E. Once signed waivers are returned to the Office of School Design Options, a copy of the fully executed waiver will be emailed to:
  - 1. Principal of the school submitting the waiver(s)
  - 2. Local District superintendent
  - 3. Office of Labor Relations

### II. ON-SITE APPROVAL PROCESS FOR SCHOOLS

- A. The following procedures are required for submission of all school waivers to the LAUSD/UTLA CBA and must reference applicable pages in the *Single Plan for Student Achievement (SPSA)*. All stakeholders must discuss the proposed change and approve the waiver(s) as follows:
  - 1. Two-thirds of UTLA bargaining unit members must approve the waiver in a formal voting process similar to that used for School Site Council.
  - 2. Formal approval by 50% + 1 of classified staff, in a formal voting process similar to that used for School Site Council, must be conducted.
  - 3. Formal approval by 50% + 1 of participating parent/community members, in a formal voting process similar to that used for School Site Council, must be conducted.
  - 4. Principal approval is required when submitting a waiver.
  - 5. School completes LAUSD/UTLA Waiver Request (Attachment A) for each waiver being requested.
  - 6. The school principal shall submit waivers and related documentation to the Local District director.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

## III. PROCEDURES FOR COMMON TYPES OF WAIVERS

### A. Banked-Time Waivers

1. Banked-Time is when the number of minutes in an instructional day is extended on certain days to accommodate an early release on other days, maintaining the overall compliance with total number of required instructional minutes in accordance with District's policy as outlined in the reference guide entitled *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules* (published annually). See Related Resources section (page 7) for a list of applicable bulletins and memorandums.
2. Many school communities pursue increasing the number of Banked-Days to provide for more professional development opportunities and ensure that the schedule is the same throughout the year. The following are guidelines for this waiver:
  - a. Attach a copy of the school's Local District-approved online bell schedule for the upcoming school year, reflecting all the planned Banked-Time days.
  - b. The number of days (e.g., Tuesdays) varies from year to year. For example, there may be anywhere from 34 to 39 Tuesdays available for Banked-Time. Please verify that the number of Banked-Time days referenced in the waiver are the same as the number of Banked-Time days (Professional Development days) indicated on the Online Bell Schedule. For your reference, the Single Track Instructional Calendar is in Attachment C.
  - c. Verify that the total number of instructional minutes listed in the Online Bell Schedule for the year meets or exceeds the State and District instructional minute requirements.
  - d. School communities that wish to "swap" or "switch" Banked Time days, but not add additional days, do not need to complete a waiver. See the annual *School-Site Professional Development Priorities – Banked Time Days for Elementary, Middle and High Schools* memorandums, published annually, for more information.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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3. Please note: Common Planning Time (Middle Schools only) does not necessitate banking time; however, the use of a Banked-Time Waiver can achieve the same desired outcome as Common Planning Time without the loss of instructional minutes. A copy of the Local District-approved online bell schedule must accompany waivers for Common Planning Time.

B. Staff Selection and School-Site Councils/Local School Leadership Councils Waivers.

For assistance with these types of waivers, please contact your Staff Relations field director in the Local District office.

## **IV. SPECIAL PROCEDURE - CLASS SIZE**

In accordance with the recently revised Article XVIII, Section 4.0 (c) of the LAUSD/UTLA CBA, a school may seek waivers to class size requirements. Such waivers may be sought prior to the beginning of a school year.

If you have questions regarding Class Size Waivers, please contact your Staff Relations field director in the Local District office.

## **V. ONLINE BELL SCHEDULE PROGRAM**

A. Banked-Time waivers or Common Planning Time waivers (in middle schools) must be submitted with a Local District-approved online bell schedule. Unapproved versions will be returned and will cause delay to the waiver approval process.

B. Bell Schedule Certification

1. Bell schedules must be submitted by school principals via the principals' portal, and approved by the Local District Instructional Director or designee prior to submitting a waiver.

2. A printed 2020-2021 Local District-approved online bell schedule must accompany waiver requests related to Banked-Time or Common Planning Time to notify the District that the number of instructional minutes in the school schedule referred to in the waiver request is in compliance with all District and State requirements.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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## VI. SCHOOL WAIVER DEADLINE

Waivers are required for changes from the bargaining unit agreements, District policies, or state regulations. Please contact the Office of Labor Relations for questions about waiver requests to any CBAs. For the 2020-2021 school year, schools are strongly encouraged to submit waiver requests to their Local District by May 1, 2020, to allow sufficient time for the Local District and UTLA to review the waiver, and for the Office of School Design Options to notify the principals as to the status of the request prior to the summer break.

Approved waivers will be implemented on July 1, 2020, and expire on June 30, 2021

Applications for all waivers must be approved by the Local District Superintendent, Labor Relations, and UTLA. The school may not implement any waiver changes until written approval has been received from the Office of School Design Options.

## VII. AUTONOMIES

For more information on autonomies, please visit the Local Options Oversight Committee (LOOC) website at <http://achieve.lausd.net/looc>.

Current autonomous schools, such as Expanded School Based Management Model (ESBMM), Pilot or Local Initiative Schools (LIS) do not necessarily need to apply for the annual waivers. For questions about whether or not a school needs to apply for an annual waiver, or for more information about adopting an autonomy model, please email [looc@lausd.net](mailto:looc@lausd.net) or contact Elaine Kinoshita at (213) 241- 8700.

## VIII. LOCAL DISTRICT CONSIDERATIONS FOR WAIVER APPROVAL

- A. Review submitted waivers for individual schools with the following considerations:
  1. The Local District superintendent or designee will



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

- review the waiver request in relation to how it will support student achievement and determine if the school may implement the waiver.
2. Verify that the applicable procedures listed in this memorandum have been followed for the type of waiver submitted (e.g., correct number of days, votes, signatures, etc.).
  3. Any costs associated with the implementation of a waiver must be funded by the school or Local District. A waiver that negatively impacts another school cannot be approved (e.g., schools sharing bussing patterns).
  4. Waivers that request a variance from bargaining unit agreements, District policies, and/or State regulations cannot be implemented until the approved waiver request is returned to the school with the appropriate signatures.
  5. Waivers that may have Districtwide impact or that may affect bargaining unit agreements should be reviewed by the Office of Labor Relations.
  6. Waivers cannot be implemented until the approved waiver request is returned to the school with the appropriate signatures. Final copies will be returned to the school by the Office of School Design Options.
  7. Banked-Time waivers (including waivers for Common Planning Time in middle schools) submitted with bell schedules reflecting instructional minutes less than that of the Minimum Day schedule (i.e., less than 249 minutes for elementary schools and 247 minutes for secondary schools) may not be approved.
  8. "LAUSD/UTLA Waiver Request" form requires a reason for denial or conditions for approval.

### **IX. LOCAL DISTRICT RESPONSIBILITY**

- A. The Local District will prepare waiver documents for submission:
  1. Separate approved waivers from waivers that are denied.
  2. Send all waiver forms to Elaine Kinoshita, Office of School Design Options, Beaudry Building, 11<sup>th</sup> Floor, no later than the first Friday in June (i.e., June 5, 2020).
  3. Maintain file and master list of waivers at the Local District.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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### X. APPEAL PROCESS FOR SCHOOL-BASED MANAGEMENT (SBM) SCHOOLS ONLY

According to the LAUSD/UTLA CBA, Article XXVII, Section 3.2:

- A. A waiver request approved at a school according to applicable District guidelines and policies, including approval of the site principal, that is subsequently denied by the Local District superintendent or designee may be reviewed/appealed. Attachment B must be used to file an appeal. Attachment B must be submitted by the school to the Office of School Design Options with a written rationale specifying why the decision to deny the appeal should be reversed, within 20 working days of receipt of the waiver denial.
- B. The appeal shall be forwarded to the Local District superintendent and the UTLA president or their designees. These two individuals shall select a third person, and this panel will convene within 10 working days of receipt of the appeal.
- C. The decision of this panel shall be final and binding on all parties.

#### **RELATED RESOURCES:**

REF-068500.1, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2020-2021 dated March 2, 2020*

MEM-5788.11, *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2020-2021) dated March 2, 2020*

MEM-6015.8, *School-site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2020-2021) dated March 2, 2020*

BUL-6144.1, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked Time, and Pupil-Free Days dated July 27, 2017*



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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**ASSISTANCE:** For information on the Single Plan for Student Achievement (SPSA), please contact Federal and State Education Programs at (213) 241-6990.

For questions about annual waivers or autonomy models, please email [looc@lausd.net](mailto:looc@lausd.net) or contact Elaine Kinoshita at (213) 241-8700.

Please contact the Local District Staff Relations field coordinator or the Office of Labor Relations at (213) 241-8322 for questions about waiver requests to any Collective Bargaining Agreements.

**ATTACHMENTS:** Attachment A: LAUSD / UTLA Waiver Request  
Attachment B: SBM Waiver Appeal Request  
Attachment C: Single Track Instructional Calendar, School Year 2020-2021



### LAUSD / UTLA Waiver Request

Please provide complete and detailed information for this waiver. (The electronic version will allow expanded responses in each textbox.) Schools must submit a *separate Waiver Request for each waiver being requested*.

**School:** \_\_\_\_\_ **Local District:** \_\_\_\_\_ **Date:** \_\_\_\_\_

all boxes that apply:

SBM School      Traditional School      Unknown      Other model (please identify) \_\_\_\_\_

<p><b>A. Waiver Description:</b></p>
<p><b>B. Current Procedures:</b> Briefly describe LAUSD District policy or LAUSD/UTLA CBA provision for which waiver is requested (attach supporting documentation).</p>
<p><b>C. Rationale:</b></p> <p>1. What evidence supports the need to change your school’s current practice or renew a previously granted waiver? (Attach SPSA page or Update page if applicable).</p> <p>2. How will going beyond current District policies or bargaining unit contract provisions allow your school to improve?</p>
<p><b>D. Accountability:</b> Evidence must exist in order for the waiver to be considered for future approval.</p> <p>1. What benchmarks will be used to measure the success of your waiver</p> <p>2. If the waiver has been granted in the past, what is the evidence of success?</p>

Los Angeles Unified School District  
OFFICE OF SCHOOL DESIGN OPTIONS

ATTACHMENT A

School Name: \_\_\_\_\_

**Certification for Approval**

(Stakeholders' signatures do not imply automatic District/UTLA Approval. Each waiver requested is judged on its individual merits.)

The undersigned certify that formal approval of this waiver request was obtained in accordance with LAUSD/UTLA guidelines including:

1. Two-thirds agreement of certificated bargaining unit members by formal vote.

UTLA Chapter Chairperson (Print Name)	UTLA Chapter Chairperson (Signature)	Date
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2. Formal approval of a majority of classified staff. An official meeting was held and a formal vote was conducted. The vote resulted in a least a 50% + 1 vote margin.

Classified Representative (Print Name)	Classified Representative (Signature)	Date
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3. Formal approval of a majority of attending parents. An official meeting was held and a formal vote was conducted. The vote resulted in at least a 50% + 1 vote margin.

Leadership Council Parent / Community Member (Print Name)	Leadership Council Parent / Community Member (Signature)	Date
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4. Principal Agreement.

(Print Name)	Principal (Signature)	Date
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**Return completed form to your Local District Superintendent by May 1, 2020.**

<b>AL DISTRICT ANALYSIS:</b> [Provide reason(s) if denied]		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied
Superintendent (Print Name)	Local District Superintendent (Signature)	June 30, 2021 Expiration Date
<b>Send <u>signed</u> Waiver Request to:</b>		
<b>Office of School Design Options Beaudry Building, 11<sup>th</sup> Floor Attention: Elaine Kinoshita</b>		
<b>LABOR RELATIONS ANALYSIS</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Labor Relations Representative (Print Name)	Labor Relations Representative (Signature)	Date Signed
<b>UTLA ANALYSIS:</b> [Provide reason(s) if denied]		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied
UTLA Representative (Print Name)	UTLA Representative (Signature)	Date Signed

### SBM Waiver Appeal Request

If denied by the Local District, an SBM school may appeal by forwarding this waiver request within 20 working days of receipt of the waiver denial to: Office of School Design Options, Beaudry Building, 11<sup>th</sup> Floor.

School: \_\_\_\_\_ LD: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide a detailed rationale for this appeal.**

.....  
This space to be used by appeals panel only.

Approved

Approved with Conditions

Denied

\_\_\_\_\_  
Local District Superintendent/Designee Printed Name

\_\_\_\_\_  
Local District Superintendent/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UTLA President/Designee Printed Name

\_\_\_\_\_  
UTLA President/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Third Committee Member Printed Name

\_\_\_\_\_  
Third Committee Member Signature

\_\_\_\_\_  
Date

Los Angeles Unified School District  
OFFICE OF SCHOOL DESIGN OPTIONS

ATTACHMENT C

**Single Track Instructional Calendar**

SCHOOL YEAR 2020-21																			Single Track					Days of Inst.
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
1	AUG 17	18	19	20	21	24	25	26	27	28	31	SEP 1	2	3	(4)	(7)	8	9	10	11	17			
2	SEP 14	15	16	17	18	21	22	23	24	25	(28)	29	30	OCT 1	2	5	6	7	8	9	19			
3	OCT 12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	NOV 2	3	4	5	6	20			
4	NOV 9	10	(11)	12	13	16	17	18	19	20	23	24	25	26	27	30	DEC 1	2	3	4	14			
Thanksgiving Break												JAN 11	12	13	14	15	(18)	19	20	21	22	19		
5	DEC 7	8	9	10	11	14	15	16	17	18	8	9	10	11	12	(15)	16	17	18	19	19			
6	JAN 25	26	27	28	29	FEB 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	20			
7	FEB 22	23	24	25	26	MAR 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	20			
8	MAR 22	23	24	25	(26)	29	30	30	APR 1	2	5	6	7	8	9	12	13	14	15	16	14			
Spring Break										MAY 3	4	5	6	7	10	11	12	13	14	20				
9	APR 19	20	21	22	23	26	27	28	29	30	31	JUN 1	2	3	4	7	8	9	10	(11)	18			
10	MAY 17	18	19	20	21	24	25	26	27	28	(31)	JUN 1	2	3	4	7	8	9	10	(11)	18			
<b>180</b>																								

Returning from Winter Break     
  Holiday     
  Unassigned Day     
  Pupil-Free Day

Distribution of Instructional Days	
<ul style="list-style-type: none"> <li>• 32 instructional Mondays</li> <li>• 38 instructional Tuesdays</li> <li>• 37 instructional Wednesdays</li> </ul>	<ul style="list-style-type: none"> <li>• 38 instructional Thursdays</li> <li>• 35 instructional Fridays</li> </ul>