



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: School Waivers for Alternative Configurations

NUMBER: MEM-6680.6

ISSUER: Derrick Chau, Senior Executive Director,
Strategy and Innovation
Office of School Design Options
Office of the Chief Strategy Officer

DATE: May 13, 2022

ROUTING

LD Superintendents
Administrators of Instruction
Administrators of Operations
COSA/Directors
School-Site Principals
Teachers
Chapter Chairs
Employee Support &
Labor Relations

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-6680.5, School Waivers for Alternative Configurations, dated May 24, 2021. This revision updates the process on how to submit a LAUSD/UTLA Waiver (Attachment A), the submission deadline, and the Single Track Instructional Calendar (Attachment C).

Starting with school year 2022-2023 the waiver process submission for schools and approval from Local Districts and Labor Relations office will be handled online.

All Banked Time waivers should be held until the Online Bell Schedule Program becomes available for the 2022-2023 school year. No Banked Time waivers will be approved without the certified bell schedule that is approved by the school's Local District Superintendent or designee.

GUIDELINES: The following guidelines apply:

I. WAIVER PROCESS OVERVIEW

- A. School completes LAUSD/UTLA the online Waiver Request for each waiver being requested. Waiver requests received on outdated forms will not be processed. Please follow the steps on the provided Principal Online Waiver Job Aid (Attachment A) to submit your waiver.



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- B. The school's waivers and related documentation will be submitted electronically to the Communities of Schools Administrator (COSA)/ Local District director for approval. The Local District superintendent or designee reviews waiver(s) and approve, approve with conditions, or deny the waiver(s) online.
- C. If the waiver is approved or approved with conditions by the Local District office, then the waiver will be routed electronically to Labor Relations for review and approval. The Office of School Design Options will then forward all approved waivers 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 via email. In the event that the waiver is denied the principal will need to resubmit the waiver if he/she still wants it to get approved with the requested modifications.
- D. Once signed waivers are returned to the Office of School Design Options, a copy of the fully executed waiver will be available on the portal for the principal of the school submitting the waiver. Waiver will be also emailed to:
 - 1. Local District superintendent
 - 2. Office of Labor Relations

II. 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 online for each waiver being requested.



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- 6 The school principal shall submit waivers and related documentation to the COSA/Local District director.

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.
 3. Please note: Common Planning Time (Middle Schools only) does not necessitate banking time; however, the use of a Banked-Time Waiver



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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 COSA/Local District Instructional Director or designee prior to submitting a waiver.
 2. A printed 2022-2023 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.



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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 2022-2023 school year, schools are strongly encouraged to submit waiver requests to their Local District by **June 17, 2022**, 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, 2022, and expire on June 30, 2023

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

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 or contact Office of School Design Options 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 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



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- 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. 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.



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RELATED RESOURCES:

REF-068500.3, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2022-2023 dated May 13, 2022*

MEM-5788.13, *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2022-2023) dated May 13, 2022*

MEM-6015.10, *School-site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2022-2023) dated May 13, 2022*

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*

ATTACHMENTS:

Attachment A: Principal Online Waiver Job Aid
Attachment B: SBM Waiver Appeal Request
Attachment C: Single Track Instructional Calendar, School Year 2022-2023

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 or contact Office of School Design Options 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.

PRINCIPAL ONLINE WAIVER JOB AID

Part I: Accessing the Waiver Form

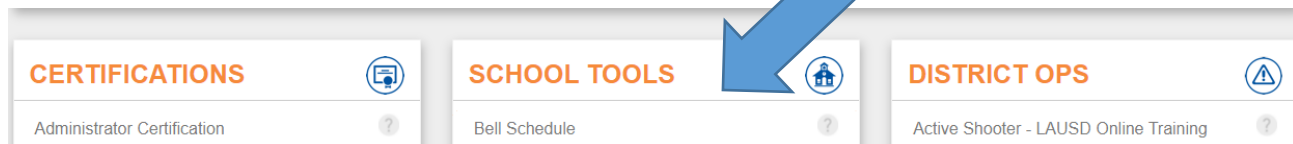
Please go to the principal portal website: <https://principalportal.lausd.net/> and after you sign in, look for Waiver Request Form link under section “School Tools”



Sign in with your organizational account

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)



Part II: Completing Waiver Form Request

- 1) In order to create your waiver request, please click on the icon titled “Create New Request” located on the top right corner of the screen:



Clear search filters

ID

School

LD

- 2) Once you click on the “Create New Request”, a blank waiver form will open. Your school and Local District information will automatically populate as well as today’s date.

Los Angeles Unified School District
OFFICE OF SCHOOL DESIGN OPTIONS
ATTACHMENT A
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.

* Indicates required field

School: *

Local District: *

Date *

all boxes that apply: *

- SBM School Traditional School Unknown Other model

Type of Waiver:*

- Banked Time/Common Planning Time
- Staff Selection (Staff Selection Teacher/Staff Selection Principal)
- Local School Leadership Councils/ School-Site Councils
- Other

A. Waiver Description:*

3) Next complete the waiver information making sure that you complete all the sections of the waiver form.

Los Angeles Unified School District
OFFICE OF SCHOOL DESIGN OPTIONS
ATTACHMENT A
LAUSD / UTLA Waiver Request

[Download](#)

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.

* Indicates required field

School: * Local District: * Date *

all boxes that apply:
 SBM School Traditional School Unknown Other model

Type of Waiver:*
 Banked Time/Common Planning Time
 Staff Selection (Staff Selection Teacher/Staff Selection Principal)
 Local School Leadership Councils/ School-Site Councils
 Other

A. Waiver Description:*

B. Current Procedures:*
Briefly describe LAUSD District policy or LAUSD/UTLA CBA provision for which waiver is requested (attach supporting documentation).*

C. Rationale:*
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).*

2. How will going beyond current District policies or bargaining unit contract provisions allow your school to improve?*

D. Accountability: Evidence must exist in order for the waiver to be considered for future approval.*
1. What benchmarks will be used to measure the success of your waiver*

2. If the waiver has been granted in the past, what is the evidence of success?*

4) Once you are done entering your waiver information, proceed to enter the email addresses for your school:

- UTLA Chapter Chairperson**
- Classified Representative**
- Leadership Council Parent / Community Member**

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) *

Date *

UTLA Chapter Chairperson Email *

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) *

Date *

Classified Representative Email *

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) *

Date *

Leadership Council Parent / Community Member Email *

5) Next type your name (this will be considered your electronic signature) and select the date the waiver is completed

4. Principal Agreement.

Principal (Print Name) *

Date *

6) Attached any supporting documents (e.g. online bell schedule per cost center) by going to the bottom of the page under the section “Supporting Documents”, and click on “Choose File”

LABOR RELATIONS ANALYSIS
 Approved Denied

Labor Relations Representative (Print Name) *

Date Signed *

UTLA ANALYSIS: [Provide reason(s) if denied]
 Approved Approved with Conditions Denied

UTLA Representative (Print Name) *

Date Signed *

OSDO Staff Email *

Supporting Documents

Please upload any documents you have related to this request

No file chosen

Once you located your file and attached it, type a description of the document that you just attached and click on upload document

Supporting Documents

Please upload any documents you have related to this request

Belmont HS ...Schedule.pdf

Description

Your document will display like this after successfully attached it to your waiver request:

Supporting Documents

Please upload any documents you have related to this request

Choose File No file chosen

Belmont HS 2020-21 Bell Schedule.pdf Online Bell Schedule	12/3/2021	remove
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Submit

You will repeat the same steps if you need to attach more documents to your waiver request.

7) Once you have successfully attached all your supporting documents, you can click on the “Submit” icon located below the “Supporting Document” section to begin the review process of your waiver

Supporting Documents


Please upload any documents you have related to this request

Choose File No file chosen

Belmont HS 2020-21 Bell Schedule.pdf Bell Schedule	12/2/2021	remove
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Submit

The system will confirm the submission of your waiver request form and ask you to download a copy of your request. Please remember that this copy is still a work in progress (the required signatures have not been acquired yet).

 You have successfully completed your waiver form. You can download a copy, but remember that this copy is still a work in progress.

Los Angeles Unified School District
OFFICE OF SCHOOL DESIGN OPTIONS
ATTACHMENT A
LAUSD / UTLA Waiver Request

Download

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.

OTHER SCHOOL STAFF

Your school staff (UTLA Chapter Chairperson, Classified Representative and Leadership Council Parent / Community Member) will each receive the following email with the instruction on how to proceed to review your school waiver:



Mon 3/7/2022 4:17 PM

noreply@lausd.net

LAUSD / UTLA Waiver Request Approval

To Oral [REDACTED]

Retention Policy LAUSD 2 Year Deletion - Default Folders (2 years) Expires 3/7/2024

- 1) Please click on the link below to go to the website to access our school waiver.
- 2) To access the waiver, you will need to sign in. (For District employees, please use your District email and password. For Parent Representative, you will need to use the email and password associated with your parent portal account)
- 3) Once you are in, please review our school (WILBUR CEA (1777401)) waiver and if you agree please type your name and date (by typing this information, this will be considered your electronic signature).
- 4) Finally, please click the "submit" button at the bottom of the page of the online waiver form to save your information and complete the process.

Link to waiver:

https://myapps.lausd.net/test_utlaw waiver/en-US/Home/WaiverRequestEdit/1064/?role=UTLA Chair

When they click on the link, they will be taken directly to the website to access the waiver. In order to view it, they will need to sign it with their District Single Sign On (SSO) and in the case of your parent representative, they will use the email and password associated with their parent account (parent portal). Once they log in, they will see your waiver and will need to click on the edit option to access the waiver:

Clear search filters

ID School LD

Result: 8 [Sort by: Submitted date](#)

ID	School	Waiver Type	Description	Current Status	Submitted	
1050	WILBUR CEA (1777401) LD - NORTHWEST	Banked Planning Time	Type your information here	All Signatures Pending	12/2/2021 7:06 PM	edit



Once they open and review your waiver, they will type their name (this will be considered their electronic signature) and select the date the waiver was reviewed and then they will click on submit.

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

UTLA Chapter Chairperson (Print Name) *

Date *

UTLA Chapter Chairperson Email *

Supporting Documents

Please upload any documents you have related to this request

No file chosen

[Belmont HS 2020-21 Bell Schedule.pdf](#) 12/2/2021 [remove](#)

The system will generate a message to let them know that they successfully completed their review process:



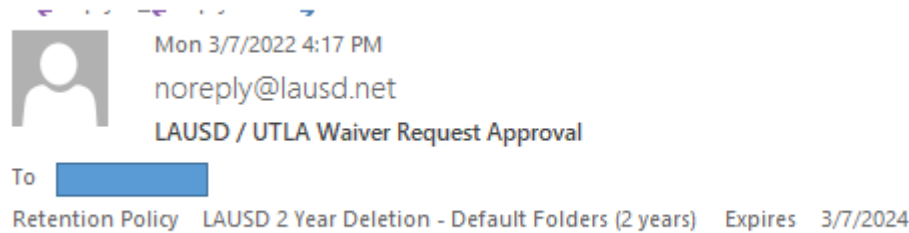
Los Angeles Unified School District
OFFICE OF SCHOOL DESIGN OPTIONS

Download

Once all 3 signatures are processed from the school site, your Local District Superintendent or designee will review your waiver and approve or denied it.

The same steps will be followed until all the signatures are collected.

You will get an email notification once your waiver has been approved:



Congratulations your waiver is completed, please click on the link below to access the waiver and to download a copy of it for your records.

You will find your approved waiver under the supporting document section

Link to waiver:

https://myapps.lausd.net/test_utlawaiver/enUS/Home/WaiverRequestEdit/1050/?role=Class_Rep

Thank you,

Supporting Documents

Please upload any documents you have related to this request

No file chosen

Online Bell Schedule	12/3/2021	remove
Broadous ES (BT)- Approved Waiver.pdf Broadous ES- Approved Waiver	12/10/2021	remove

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, Attention: Elaine Kinoshita (elaine.kinoshita@lausd.net).

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



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ATTACHMENT C

INSTRUCTIONAL CALENDAR SCHOOL YEAR 2022-23																				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 15	16	17	18	19	22	23	24	25	26	29	30	31	SEP 1	(2)	(5)	6	7	8	9	18				
2	SEP 12	13	14	15	16	19	20	21	22	23	(26)	27	28	29	30	OCT 3		(5)	6	7	18				
3	OCT 10	11	12	13	14	17	18	19 ★	20	21	24	25	26	27	28	31	NOV 1	2	3	4	19				
4	NOV 7	8	9	10	(11)	14	15	16	17	18	21	22	23	24	25	28	29	30	DEC 1	2	14				
											Thanksgiving Break														
5	DEC 5	6	7 ★	8	9	12	13	14	15	16	JAN 9	10	11	12	13	(16)	17	18	19	20	18				
6	JAN 23	24	25	26	27	30	31	FEB 1	2	3	6	7	8	9	10	13	14	15	16	17	20				
7	FEB (20)	21	22	23	24	27	28	MAR 1	2	3	6	7	8	9	10	13	14	15 ★	16	17	18				
8	MAR 20	21	22	23	24	27	28	29	30	(31)	APR 4	5	6	7	10	11	12	13	14		14				
											Spring Break														
9	APR 17	18	19 ★	20	21	(24)	25	26	27	28	MAY 1	2	3	4	5	8	9	10	11	12	18				
10	MAY 15	16	17	18	19	22	23	24	25	26	(29)	30	31	JUN 1	2	5	6	7	8	9	23				
	JUN 12	13	14	15	(16)															180					

▶ Returning from Winter Break ○ Holiday ◡ Unassigned Day ★ Acceleration Day ◊ Pupil-Free Day

Distribution of Instructional Days	
• 33 instructional Mondays	• 39 instructional Thursdays
• 39 instructional Tuesdays	• 35 instructional Fridays
• 34 instructional Wednesdays	