

**LETTER OF UNDERSTANDING  
BETWEEN  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
AND  
LAKE WASHINGTON EDUCATION ASSOCIATION**

The District and the Association agree that because of the coronavirus pandemic, there are necessary changes to support educator readiness for the 20-21 school year. In order to support Lake Washington educators as they prepare for the coming challenges associated with the shift in teaching in a hybrid remote/in person model, the following changes to the bargained calendar and LEAP day schedule will be as follows:

**I. Calendar changes**

- a. The LWSD school year will end one day earlier, June 16, 2021.
- b. The May 28 LEAP day will become a student day.
- c. Teachers will end their workday early on the 3 designated LEAP Wednesdays, per section III.

**II. Trainings**

- a. Multiple asynchronous training sessions will be offered between August 10 and 21 for a total of 4 hours of required MS Teams training.
- b. Asynchronous eLearning training sessions will be available between August 10 and October 1 to complete 4.5 hours of Annual Mandatory training and 1 hour of Safety and Health training.
- c. An additional 2 hours of asynchronous learning, planning and application time for remote instruction using Teams will be completed between August 10 and October 1.

**III. LEAP changes**

- a. A minimum of twelve hours of Individual Teacher work time will be maintained during August LEAP week; however, for the 20-21 school year, four (4) hours of individual teacher work will be scheduled on the first day of August LEAP. A minimum of eight (8) more hours of will be decided collaboratively at the building level by the Building Leadership team in block of no less than 2 hours.
  - i. This does not reduce the overall individual teacher prep time during August LEAP and will maintain the minimum 12 hours of individual work time.
- b. 3 LEAP Wednesdays will be deducted from the LEAP Wednesday calendar, per section I.
  - a. These days will be determined by LWSD and LWEA before Aug 1.
  - b. On these LEAP Wednesdays, the teacher workday will end 90 minutes before the staff end time.
  - c. There will be no scheduled staff meetings on these days.

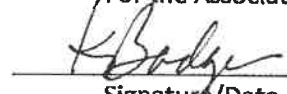
For the District

Signature/Date

 7/16/2020

For the Association

Signature/Date

 7/15/2020