

APPENDIX K – Shared Campus Agreement Template

SHARED CAMPUS AGREEMENT XXX XXXXX SCHOOL CAMPUS

INTRODUCTION

This is a Shared Campus Agreement (“SCA”) executed on the DATE day of MONTH, YEAR, to be effective immediately, by and between the Los Angeles Unified School District (“the District”), NAME OF SCHOOL 1, and NAME OF SCHOOL 2, (collectively “the Parties”).

The purpose of this SCA is to provide agreed upon rules for the operation of SCHOOL 1 and SCHOOL 2 (collectively, the “Schools”) on the common campus of the NAME OF SCHOOL CAMPUS (the “Facility.”)

The parties agree and understand that this SCA will be binding upon the Parties, their successors and agents. This SCA exists to facilitate the cooperative work of the Parties to operate the facility located at FULL ADDRESS OF SCHOOL CAMPUS (hereafter referred to as the “Facility”).

This SCA will remain in effect for one school year, with the intention that the Parties will meet annually to renew, review and revise its terms to best meet their needs. It is the intent of the Parties that this SCA articulates the decision-making process for the adoption and revision of agreements, policies and procedures for the successful operation of SCHOOL 1 and SCHOOL 2 on the Facility. All such agreements, policies and procedures will be attached to this SCA and incorporated herein.

Further, it is the intent of the Parties to clarify the decision-making authority of the Joint School Committee, the Schools and the Parties. It is hereby noted that Los Angeles Unified School District, Office of the Superintendent (“LAUSD”) and Los Angeles Unified School District, APPLICABLE LOCAL DISTRICT participated in the development of this SCA.

GUIDING PRINCIPLES

Due to the large size of many existing facilities in Los Angeles, and due to the fact that more small schools are being created and more organizations are being located in schools to provide service to schools, schools often must share a Facility.

We believe that facility sharing can have positive benefits, and need not distract from every school’s primary goal of educating every child regardless of what school they attend.

APPENDIX K – Shared Campus Agreement Template

We are committed to the success of each student attending SCHOOL 1 and SCHOOL 2 and therefore, we are committed to the success of each School and will use these guiding principles in the implementation of this SCA.

We believe that the autonomy and identity of each individual School is important to the success of that school and the Facility as a whole.

We believe it is to the mutual benefit of the Parties to contribute jointly to the administration of the facility and to work cooperatively in its operations.

We believe that each student, family and community member connected to a School should have appropriate access to the publicly owned building facility.

OWNERSHIP, Shared Campus History

LAUSD owns the Facility, and retains final authority to determine how it is used. The Parties must abide by the rules established by the LAUSD and outlined in this SCA.

On MONTH, DATE, YEAR the Superintendent of LAUSD approved the applications of SCHOOL 1 and SCHOOL 2 to operate schools on the shared NAME OF SCHOOL CAMPUS.

ENTER ONE BRIEF PARAGRAPH PER SCHOOL TO PROVIDE AN OVERVIEW/DESCRIPTION OF THE SCHOOL. INCLUDE ALTERNATIVE GOVERNANCE (if applicable) AND NUMBER OF STUDENTS EACH SCHOOL WILL ENROLL. (Worksheet A)

In MONTH, YEAR NAME OF SCHOOL CAMPUS officially opened as NUMBER schools on the shared facility. For several months prior to the opening of the shared facility, representatives from SCHOOL 1 and SCHOOL 2 met to collaboratively determine operational issues affecting the opening of the NUMBER of schools including, among other topics, allocation of space for instruction, administration and other activities, enrollment policies and procedures, funding and shared budgets, and school schedules. All decisions jointly made between SCHOOL 1 and SCHOOL 2 form the foundation for this SCA.

TERM OF AGREEMENT, AMENDMENTS & MODIFICATIONS

This SCA becomes effective upon the signature of both Parties and will remain in effect until the end of the 2020-21 school year or unless terminated earlier by the mutual written agreement of the Parties. It is the intent of the Parties that this SCA be renewed annually by the mutual written agreement of the Parties no later than June 1.

All agreements, policies and procedures will similarly remain in effect for one year and are automatically renewed upon the renewal of this SCA, unless modified or terminated, in writing, by the Parties, up to a term of five years.

APPENDIX K – Shared Campus Agreement Template

Either Party may request that an agreement, policy or procedure be reviewed, revised or deleted. Once the request is made, the existing agreement, policy or procedure will remain in effect until the Parties have met and agreed upon any revisions. Both Parties commit to exercising good faith in resolving raised issues quickly. In the event that no mutually satisfactory resolution can be reached, the issue will be resolved in accordance with Section IX Dispute Resolution Process.

COMMITMENT TO REGULAR MEETINGS

We believe in the importance and utility of regular communication between school leaders for the purpose of sharing information, making decisions and resolving differences that will assist with the safe and orderly operation of the Facility and each School. The Principals of the Parties will strive to meet at least once a week, but not less than twice per month to address issues that arise because of the co-location of the Schools. The Principals may bring other people to these meetings as needed and as appropriate. Issues to discuss include but are not limited to:

- Enrollment and registration procedures (Worksheet B)
- Usage scheduling for common areas
- Arrival and departure times of students and staff of each school (Worksheet C)
- Security issues
- Bell schedules
- Custodial issues and maintenance responsibilities
- Procedure for appropriate communication between parties
- Budget
- Calendar
- Review of e-Cast numbers
- Shared staff
- Student body associations
- Fundraising
- Afterschool and summer school
- Any other issues, challenges, or problems that may arise

JOINT SCHOOLS COMMITTEE

We believe that the collaborative governance is essential to the success of the Schools and the Facility as a whole. We further believe that it is important to ensure that clarity exists with respect to the allocation of the various responsibilities associated with facility governance. Therefore, we agree to the creation of a Joint Schools Committee (Worksheet D).

At a minimum, the Parties and members of the Joint Schools Committee will meet monthly to discuss matters pertinent to this SCA, and facilitate the adoption of agreements, policies, and procedures.

APPENDIX K – Shared Campus Agreement Template

DOCUMENTATION OF AGREEMENTS, POLICIES & PROCEDURES

The Parties acknowledge that they will be making policy and operational decisions, consistent with applicable laws and policies, on an on-going basis that will impact school operations. The Parties are committed to documenting their agreements, policies and procedures and ensuring that all stakeholders are aware of them. The Parties agree to place all agreements, policies and procedures, including all revisions into binders which shall be placed in each administrator's office and available to all stakeholders with a copy in the main office of each School. In addition, each Party shall inform its governing council, school staff and others of approved agreements, policies and procedures.

All Agreements and Policies, once adopted, shall remain in effect until revised or rescinded by the term of this SCA or by provision of the Agreement, Policy or Procedure.

PHYSICAL SPACE

We believe in an equitable division of physical space within the Facility according to the specific needs of each School. Prior to the opening of the Schools, the Parties met and allocated all available Facility space based upon the fidelity to the applicable <Autonomy Model> plan(s), the available space and maximum enrollment capacity of SCHOOL 1 and SCHOOL 2 (Worksheet A & E). Because space needs may change on a yearly basis, the Parties agree to meet twice per year, once in the Spring and once in the Fall to ensure that the needs of each school are being equitably addressed. An Annual Physical Space and Operational and Staffing Agreement will be adopted each year and attached to this SCA in accordance with Section VI and VII (Worksheet E and Worksheet F). These annual agreements will outline the specific allocation of common spaces, classrooms, resource areas, offices, and entrances within the facility and the staff that will oversee and maintain these spaces.

DECISION MAKING AND DISPUTE RESOLUTION PROCESS

The parties have outlined the process for making decisions when both schools are affected by the outcome. The process is articulated in the attached Worksheet H and is incorporated herein as the mutually agreed upon decision making process. Further, we understand that no agreement can anticipate every contingency that may arise with respect to the operation of multiple schools and/or organizations within one facility. However, we are hopeful that unanticipated contingences can be resolved using the Dispute Resolution process and that matters can be resolved at the Facility level. The Parties also acknowledge the benefits of bringing a neutral mediator to assist them with resolving disagreements and differences of opinion as a preferred dispute resolution method before requesting a decision from LAUSD.

FILING OF SCA AND AMENDMENT WORKSHEETS

All amendments to this SCA must be in writing and must be signed and dated by the Parties. This SCA and any subsequent amendments must be filed in accordance with Section VII of this SCA with an additional copy filed in the Office of the Superintendent and <APPLICABLE LOCAL DISTRICT>.

APPENDIX K – Shared Campus Agreement Template

SIGNATORIES

Principal, SCHOOL 1

Principal, SCHOOL 2

LOCAL DISTRICT Superintendent

LAUSD Superintendent

APPENDIX K – Shared Campus Agreement Template

Worksheet A

Summary of School Design Proposals

The following chart summarizes all schools and Small Learning Communities (SLC), if applicable, in each design proposal for the site. Complete the chart by providing descriptions of all schools and SLCs on the site; include the respective maximum student enrollment.

Summary of Schools and Small Learning Communities			
No.	School/SLC Name	Description	Maximum Student Enrollment
1	School 1		
2	School 2-SLC A		
3	School 2-SLC B		
4			
5			

APPENDIX K – Shared Campus Agreement Template

Worksheet B

Enrollment: Equity and Access

Describe the student recruitment and enrollment policies and procedures for each school and SLC if applicable. Include a process for transfer and admitting new students during the middle of the school year. Attach the enrollment form that will be completed by students.

School 1

	Description of Policy and Procedure
Recruitment	
Enrollment	

School 2

	Description of Policy and Procedure
Recruitment	
Enrollment	

Describe the process for students to transfer between schools.

APPENDIX K – Shared Campus Agreement Template

Describe the process for enrolling new students during the middle of the school year.

Describe the process for students to enroll in athletic programs.

Other:

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APPENDIX K – Shared Campus Agreement Template

Worksheet C

Planning and Scheduling

Include a master school site calendar that includes holidays, pupil free days, back to school nights, student performances, etc. Agree to post the calendar in a public place and provide regular updates to each school office.

Bell Schedules

Insert every planned Bell Schedule for each school.

School 1

School 2

Explain how different start and end times, and different lunch breaks will be accommodated.

APPENDIX K – Shared Campus Agreement Template

Outline student movement and traffic patterns during the school day that avoid disrupting other school's schedules and classes.

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APPENDIX K – Shared Campus Agreement Template

Worksheet D

Joint Schools Committee

Describe the composition of the Joint Schools Committee and outline their responsibilities such as the annual review of this SCA, resolving issues around shared common spaces, etcetera.

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APPENDIX K – Shared Campus Agreement Template

Worksheet E

Annual Physical Space Sharing Agreement

I. Classrooms

- A. School 1 will be housed in the following classrooms:
- B. School 2 will be housed in the following classrooms:

II. Common Areas

- A. The Parties will share the following common areas:

- Cafeteria
- Gymnasium
- Library
- Auditorium
- Playground
- Parking lot
- Welcome center
- Other _____

- B. The Parties agree to the following process to reserve common areas: _____

- C. A central schedule detailing the specific use of the common areas for each month will be agreed to, posted publicly and distributed to each school office by the first school day of the month.

III. Entrance and Exits

APPENDIX K – Shared Campus Agreement Template

- A. School 1 students will enter and exit from:
- B. School 2 students will enter and exit from:

IV. Office Space

- A. School 1 will use ___as their office space.
- B. School 2 will use ___as their office space.

V. Additional items:

- A. Teachers' work area
- B. Storage Closets
- C. Other:_____

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APPENDIX K – Shared Campus Agreement Template

Worksheet F

Annual Operational and Staffing Agreement

I. Physical Plant

- A. _____ will open the building each weekday morning.
- B. _____ will close the building each weekday evening.
- C. _____ will be in charge of turning on and off the lights.
- D. _____ will be in charge of the HVAC system.

II. Plant Manager, Buildings and Grounds Workers

- A. _____ (*administrator*) will be responsible for overseeing plan operations at the school.
- B. An administrator has been designated to oversee each shared space. Operations concerns regarding each space should be directed to the assigned individual. The individual and their respective areas are:
 - a. _____ is responsible for _____.
 - b. _____ is responsible for _____.

III. Security

- A. Security for the entire school will be provided by the LAUSD Police Department.
- B. _____ (*administrator*) will have the security codes to the electronic security system. He/She will disengage the system each morning and set the system each night.
- C. Emergency calls (e.g., break-ins) should be directed to _____ (*administrator*).
- D. The school safety plans have been updated to reflect new evacuation plans, reunion gates, and any other safety procedures.

APPENDIX K – Shared Campus Agreement Template

IV. Pupil Support Staff

The following agreements shall be made regarding pupil support staff, including nurses, librarians, counselors, financial managers, and any other shared positions (list all):

V. Absence

If any of the individuals identified above are absent or unavailable on a particular day, _____ (*administrator*) will be notified and responsible for that function.

VI. Map of School

Attach a map of the school detailing the space to be utilized by each individual school or SLC when applicable.

VII. Other (may include uniforms, etc.)

Worksheet G

Proposed Alterations to Facilities

Discuss any facilities alterations that are required to accommodate your school and SLC, if appropriate. Provide as much information as possible, such as costs and timelines. Clarify the source of the resources to have the work done.

SAMPLE

Worksheet H

Dispute Resolution

Explain the process your school, and SLCs if applicable, will utilize to resolve decision disputes and negotiate conflicting resource needs.

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APPENDIX K – Shared Campus Agreement Template

Worksheet I

Professional Development and Technical Support

Design Teams are entitled to receive professional development and technical support. What are the greatest challenges that you can foresee in the implementation of your plan and first year of operation? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> School Culture/Climate | <input type="checkbox"/> Student Outcomes |
| <input type="checkbox"/> Data Analysis | <input type="checkbox"/> Master Schedule |
| <input type="checkbox"/> Bell Schedule | <input type="checkbox"/> Career Readiness |
| <input type="checkbox"/> Academic Requirements (A-G) | <input type="checkbox"/> Project-Based Learning |
| <input type="checkbox"/> Assessments/Evaluations | <input type="checkbox"/> Student Outreach |
| <input type="checkbox"/> Best Practices | <input type="checkbox"/> Parental Engagement |
| <input type="checkbox"/> Advisories | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Staff Development/Training | <input type="checkbox"/> Contract issues/waivers |
| <input type="checkbox"/> Articulation | <input type="checkbox"/> Budget |
| <input type="checkbox"/> Pilot Governance | <input type="checkbox"/> ESBMM Governance |
| <input type="checkbox"/> Local Initiative School (LIS) | <input type="checkbox"/> Working with Education Service |

APPENDIX K – Shared Campus Agreement Template

Governance

Center

Working with District Central Offices

Other _____

Other _____

SAMPLE