

**Long Beach Unified School District  
District Proposal  
Teachers Association of Long Beach**

**March 25, 2021**

**MEMORANDUM OF UNDERSTANDING FOR K-12**

The Long Beach Unified School District (“District”) and the Teacher Association of Long Beach (TALB) enter into this Memorandum of Understanding (“MOU”) and agree to the following **Guidelines for Change of Assignment –Teacher Support**


1. Beginning with the 2020-2021 school year the principal will support a smooth adjustment period for affected teachers who are transitioning to a new content area/grade level, and/or moving schools.
2. Prior to the last day of work for teachers affected teachers will receive their new classroom assignment, dates when site support and access to carts or dollies will be available to help move materials into the room, and times administrators will be present to ask questions and provide support. In the event that classroom assignments are not available due to construction or other areas out of a site’s control, teachers will be provided access to their new classroom and support in moving materials at the earliest possible date.
3. Prior to sites closing for the summer, available resources including texts, supplemental materials, etc., will be made available to teachers moving to a new school, changing grade levels or teaching new content areas.
4. Training support for affected teachers:
  - a. **Specialized Classes:** Teachers who will be teaching specialized classes for the first time, such as AP, GATE, Accelerated (Middle School), and PLTW, will be provided training options. The goal is to provide training prior to the beginning of the new school year. In the event the placement occurs too late to provide summer training, the teacher will be provided the earliest available date for training.
  - b. **Elementary - Change of Grade Level:** OCIPD will provide change of grade level training dates to all impacted elementary teachers prior to the last day of work for teachers.
  - c. **New School Site Onboarding:** Site administrators will ensure all teachers new to a site have the opportunity to receive training and support with the transition to help teachers become familiar with site expectations, practices, etc.

5. **Placements Occurring Over Summer:** While the district makes every effort to place teachers prior to the end of the school year, it is understood some placements may occur after sites have closed for the summer. Every effort will be made to provide materials, room assignments, etc., to affected teachers as early as possible.
6. The District and TALB will meet in October of 2021 to review the data and evaluate the effectiveness of these Guidelines.

This MOU shall remain in effect from the date of ratification by TALB and LBUSD Board approval and extend through June 30, 2022.

Dated: 3-25-21

Dated: \_\_\_\_\_

By:   
FOR THE DISTRICT

By: \_\_\_\_\_  
FOR TALB