

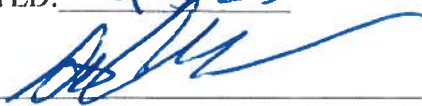
**Long Beach Unified School District
District Proposal
Teachers Association of Long Beach**

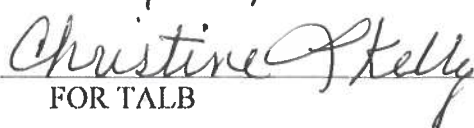
April 5, 2023

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 Administrators Reassignments.**

1. By February 15, the principal will survey staff to inquire about possible retirements, resignations, transfer requests, and requests for reassignment. A reassignment refers to a change in a teacher assignment within a worksite (grade level, subject matter, or other configuration).
2. Prior to a final decision regarding reassignment, the principal will meet with the teacher to discuss the reason for reassignment and solicit input.
3. Every effort will be made to notify teachers of the reassignment on or before May 1. In the event that notification is not possible, every effort will be made to notify teachers at least fourteen (14) days before the reassignment begins. During the period of leveling classroom enrollment at the start of the school year, reassignments will be made within the first twenty (20) days.
4. Once teachers are notified of their reassignment at their current site, the principal will meet with the teacher to discuss the transition plan and move, which may include:
 - a. Assistance from custodial staff if needed;
 - b. Acquisition of instructional material;
 - c. Collaboration, professional development, new-to-grade-level/subject coaching, or site support as needed.
5. In the event a unit member has concerns with the reassignment, the teacher will have ten (10) working days to request a review meeting with the Director of Employee Relations. This request must be presented in writing to the Employee Relations office with a clear, concise statement of the extenuating circumstances. Thereafter a review meeting will be held with the Principal’s Supervisor and Human Resources Administrator. Every effort will be made to schedule the review meeting within ten (10) working days of the written request.
6. This MOU shall remain in effect from the date of ratification by TALB and LBUSD Board approval and extend through June 30, 2025.

DATED: 4-5-23
By: 
FOR THE DISTRICT

DATED: 4/27/23
By: 
FOR TALB