

Memorandum of Understanding

Between Long Beach Unified School District (LBUSD) and
Teachers Association of Long Beach (TALB)

Dual Enrollment

June 10, 2024

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 the District Wide Implementation of Dual Enrollment beginning with the 2024-2025 school year.

The District has entered into agreements with Long Beach City College ("LBCC") to provide classes for college courses on the District's campuses. Students are more successful in Dual Enrollment courses when there is a counselor and Teacher of Support Services ("TOSS") who provides wrap-around services for students and families.

The following guidelines will be used to support the implementation of Dual Enrollment on the District's campuses.

1. The District is committed to secure in-person, synchronous courses for onsite Dual Enrollment courses. In the event that an asynchronous course is the only option, the TOSS will earn hourly additional pay to facilitate the connection to the online courses that occur outside the regular teaching assignment.

Teachers acting as a TOSS in an asynchronous course are not expected to plan lessons or create materials. Their role is to provide basic classroom management and facilitate/guide student progress through the provided course materials. This role and responsibility is assigned to a TOSS in place of a regularly assigned class period that includes planning, preparing materials, daily instruction, and grading assignments.

If a student needs additional support with an asynchronous course, the TOSS will support the student in leveraging the existing LBCC resources such as: writing labs, tutoring, office hours, and counseling support. LBUSD Dual Enrollment staff and LBCC staff will work together to ensure a TOSS has this information available each semester.

2. Students with IEPs are not excluded from Dual Enrollment. The District and LBCC will work together to maintain compliance with the student's IEP. The Case Carrier will notify The District and TALB of the number of IEPs needing amendments based on Dual Enrollment by the end of Quarter 1 to improve future inclusionary practices in Dual Enrollment programs.. All parties including the TOSS should update the student's Case Carrier on progress in enrollment, achievement, and grades regularly.

3. Teachers are not responsible for creating lessons when the college professor is absent or the school's schedule does not align with the college professor's teaching schedule. The teacher will facilitate learning in those instances through presenting what the college professor has sent, engaging students in study skills and time management.
4. TOSS will be compensated at their hourly rate for any additional mandated meetings related to Dual Enrollment outside of their regular duty day.
5. If a TOSS observes patterns in a dual enrollment course from the professor that does not properly serve students, they should notify administration within the first 4 weeks of the semester. This allows the District to work with LBCC to address issues in a timely manner.

When pairing between the teacher and the college professor is not producing a productive work environment, the teacher will notify the site administrator by December 1 for the fall semester and April 1 for the spring semester in consideration of a new pairing the following year.

SIGNATURES ON FILE WITH ERS:

FOR TALB:

Corrin Hickey 06/11/2024
TALB Lead Negotiator
Gerry Morrison 06/12/2024
TALB President

FOR DISTRICT:

Steven Rockenbach 06/10/2024
Director, Employee Relations and Ethics