

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

**May 29, 2025**

**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. Factors impacting reassignment decisions include teacher requests for reassignment, credentials, teaching experience, outside training, site vacancies, grade level and/or site level needs. Prior to a final decision regarding reassignment, the principal will meet with the teacher to discuss the reason for reassignment and solicit input.
3. For reassignments made for the 2026-2027 school year, class assignment adjustments will be assigned based on a number of factors including site needs, credentialing, experience, seniority and druthers. 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 the 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.

For reassignments made after the close of the school year, every effort will be made to not adjust the impacted teacher's classroom assignment.

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, 2026.

**SIGNATURES ON FILE:**

**FOR THE DISTRICT:**

Steve Rockenbach  
Director, Employee Relations & Ethics

**FOR TALB:**

Gerry Morrison  
TALB President