

MEMORANDUM OF UNDERSTANDING
BETWEEN LONG BEACH UNIFIED SCHOOL DISTRICT (LBUSD) AND
TEACHERS ASSOCIATION OF LONG BEACH (TALB)
Protocols for Collaborative Co-Teach (CCT) Programs

May 29, 2025

The Long Beach Unified School District (“District”) and the Teachers Association of Long Beach (TALB) enter into this Memorandum of Understanding (“MOU”) and agree to the following guidelines for the implementation of Collaborative Co-Teach Programs.

- A. **TEACHER SELECTION:** Teachers participating in Collaborative/Co-Teaching (CCT) classrooms, will first be comprised of volunteers from the respective school sites and/or CDC and Head Start locations. When there is an absence of sufficient volunteers determined qualified by the District, and there are no vacancies at the site, administrators can assign a qualified teacher to the vacant CCT position. In the absence of volunteers determined qualified by the District, and a vacancy at the site exists, the opening will be flown as a specialized position. In the event displacement at the site or program is necessary, the District agrees to follow the Collective Bargaining Agreement provisions outlined in Article VIII, Section C – Employer Initiated Transfer Requests.
- B. **EVALUATION:** All teachers assigned to CCT classrooms will be supervised and evaluated by the administrators of their respective school sites, Office of School Support Services, and/or CDC and Head Start locations.
- C. **TRAINING:** All teachers assigned to CCT classrooms will be provided professional development, as determined necessary by the District, to successfully implement an effective CCT classroom. Topics will include but not limited to: curriculum, safety, collaborative teaching, relationship building, and the use of technology.
- D. **ONBOARDING:** All new CCT teachers and/or new to a CDC and Head Start site or school site will receive onboarding training and support, as determined necessary by the District, regarding items including: program requirements, safety protocols, parent communication processes, and site and program specific needs.
- E. **PARTNERSHIP DEVELOPMENT AND SUPPORT:** Administrators and the Office of Special Education will provide ongoing training and support, as determined necessary by the District, to assist all CCT teachers in developing strong working partnerships that promote productive work environments and foster on-going student growth.
- F. **ASSESSMENTS:** All Education Specialists assigned to the CCT program must complete all required assessments including those mandated by CDC, Head Start, IDEA, as well as State and Federal program reporting requirements.

G. DAYS AND HOURS OF EMPLOYMENT:

1. **Workday:** On-site work hours for Education Specialists shall be seven and one quarter (7.25) hours inclusive of a 30-minute lunch period and the required 15 minutes before school arrival outlined in Article V, Section A, of the Collective Bargaining Agreement. Education Specialists will be expected to teach two (2), three (3) hour sessions daily.
2. **Work Year:** Education Specialists assigned to Head Start sites will follow their standard 184-day work year.
 - a. **Head Start:** Education Specialists assigned to Head Start will be paid their hourly rate to make required annual home visits and to volunteer work during pre-service weeks.
 - b. **CDC:** Education Specialists assigned to CDC will be required to carry out related duties assigned by administration during the last week of their duty year.

H. **LICENSING:** Education Specialists assigned to CDC and Head Start programs will be required to adhere to the licensing requirements and guidelines for each program. CDC and Head Start Offices will provide information to all teachers to ensure requirements are met prior to the first day of school. Teachers will be reimbursed, at their hourly rate, for approved time, outside their duty day/duty year, required to complete licensing requirements.

I. **BACK TO SCHOOL NIGHT/OPEN HOUSE:** Education Specialists assigned to the CCT program at CDC and Head Start sites are required to attend Back to School Night and/or Open House and will be paid their hourly rate.

J. CCT teachers shall not be subject to providing replacement service to other classrooms in order to ensure proper staffing ratios at all times and create consistent time for CCT teachers to collaborate.

K. **CCT Class Composition:** CCT classes shall not be combination classes. The district will provide written guidance and protocols for least restrictive environment (LRE) placement for IEP teams, which will include a description of the CCT program and factors to consider for placement or change of placement. IEP teams will use the guidance and protocols when making placement decisions. Every effort will be made to limit enrollment in a CCT class to ten (10) students with disabilities per class.

This MOU shall expire on June 30, 2028, and thereafter may be extended by mutual written agreement of the District and TALB.

SIGNATURES ON FILE:

FOR THE DISTRICT:

Steve Rockenbach
Director, Employee Relations & Ethics

FOR TALB:

Gerry Morrison
TALB President