

MEMORANDUM OF UNDERSTANDING
between the NEWARK UNIFIED SCHOOL DISTRICT
and the NEWARK TEACHER ASSOCIATION
5/19/21

The Newark Unified School District (District) and the Newark Teachers Association (NTA or association) agree that the following procedures will be implemented to address the physical staffing moves for Snow, Graham, and Musick Elementary Schools for the 2021-22 school year. This MOU shall be non-precedential and shall expire on August 30, 2021.

I. Hours Allocated for Move

A. Unit members at Snow Elementary School, who receive notification of transfer to Graham Elementary School, shall be allowed up to (15) fifteen hours, at the hourly rate of pay, to prepare for the move. With the written approval of the Principal, which shall not be unreasonably withheld, a unit member may be granted additional preparation time, one time only, not to exceed two (two) hours. The approval or denial of additional preparation time shall not be subject to the grievance process. Teachers in job share assignments shall split between them a maximum of seventeen (17) hours, unless additional hours of preparation time are approved by the Principal. Additional hours approved by the Principal shall be split between the job share partners and shall not exceed nineteen (19) hours.

Preparation includes:

1. Packing, unpacking and classroom set up,
2. Hourly rate of pay is \$40.00, and
3. Hours are to be recorded on a timecard and submitted to the Human Resources (HR) department.
4. Timecards for packing completed in June, 2021 must be submitted by June 30, 2021. Timecards for work upon summer return for unpacking/setup must be submitted to the Human Resources (HR) department by September 15, 2021.

B. Unit members at Graham Elementary, who remain at their current school site, and receive notification of assignment to a new classroom at the same location (internal site move), shall be allowed up to (15) fifteen hours, at the hourly rate of pay to prepare for the move. With the written approval of the Principal, which shall not be unreasonably withheld, a unit member may be granted additional preparation time, one time only, not to exceed two (two) hours. The approval or denial of additional preparation time shall not be subject to the grievance process. Teachers in job share assignments shall split between them a maximum of up to seventeen (17) hours, unless additional hours of preparation time are approved by the Principal. Additional hours approved by the Principal shall be split between the job share partners and shall not exceed nineteen (19) hours.

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C. Unit members transferring from Snow or Graham to a different site other than Graham shall be allowed up to (15) fifteen hours, at the hourly rate of pay to prepare for the move. With the written approval of the Principal, which shall not be unreasonably withheld, a unit member may be granted additional preparation time, one time only, not to exceed two (two) hours. The approval or denial of additional preparation time shall not be subject to the grievance process. Teachers in job share assignments shall split between them a maximum of up to seventeen (17) hours unless additional hours of preparation time are approved by the Principal. Additional hours approved by the Principal shall be split between the job share partners and shall not exceed nineteen (19) hours.

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D. Unit members at Musick Elementary who receive notification of a transfer to Kennedy Elementary School or Birch Grove Primary Elementary School shall be allowed up to (15) fifteen hours, at the hourly rate of pay to prepare for the move. With the written approval of the Principal, which shall not be unreasonably withheld, a unit member may be granted additional preparation time, one time only, not to exceed two (two) hours. The approval or denial of additional preparation time shall not be subject to the grievance process. Teachers in job share assignments shall split between them a maximum of up to seventeen (17) hours unless additional hours of preparation time are approved by the Principal. Additional hours approved by the Principal shall be split between the job share partners and shall not exceed nineteen (19) hours.

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II. Packing and Moving Supplies

- A. Unit members at Snow, Graham, and Musick Elementary Schools who receive notification of reassignment or transfer will receive the following moving supplies:
 1. Boxes,
 2. Packing tape,
 3. Labels, and
 4. Labeling directions.

III. Furniture, Materials, and Curriculum

- A. All curriculum materials and books will be packed by the teacher and labeled for its destination (IMC or the new classroom).
- B. The District will move teachers' personal teaching materials and packed boxes to the new location.
- C. The district will move teachers' desks, file cabinets, student cubbies, teacher storage or furniture, and bookcases only if the receiving classroom does not already have these items available in the classroom set up.
- D. Teachers will be responsible for documenting the number of boxes and pieces of furniture to be moved from one site to the other and giving a copy to their administrator.
- F. Guidelines for expectations on how classrooms vacated need to be left will be under the direction of the site administration. At the request of the unit member, times may be set up with the site administration to preview their new classroom space.

IV. Timelines

- A. Materials and guidelines for moving will be provided after the Board of Trustees votes on the bid award for the moving company at the May 20 board meeting. Receipts for reimbursement of moving materials will not be accepted.
- B. Notices of class assignments, including new classroom numbers, will be provided by May 19 by site administrators.
- C. All displaced unit members who received a notice of reassignment, transfers, or internal site move must have their classrooms completely packed and boxes

labeled by the end day Tuesday, June 8, 2021. Sites (Snow, Graham and Musick) will be accessible over the weekends of May 22, May 29, and June 3 for packing. Site availability hours, sign-in and sign-out procedures will be reviewed with staff by site administration.

- D. Unit members assigned to the new Graham/Snow site for the 2021-2022 year may access their classrooms on August 3, 2021, pending completion of summer cleaning.
- E. The District will make every effort to complete the summer cleaning at Graham Elementary School first before cleaning any other site.

Newark Unified School District

Newark Teachers Association

_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
Date: _____	Date: 5/20/21