

**MEMORANDUM OF UNDERSTANDING**  
between the **NEWARK UNIFIED SCHOOL DISTRICT**  
and the **NEWARK TEACHER ASSOCIATION**

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 Musick Elementary School, Junior High classroom reassignments, and Sixth Grade transition to Newark Jr. High School for the 2021-2022 and 2022-23 school years. This MOU shall be non-precedential and shall expire on August 30, 2022.

**I. Hours Allocated for Move**

Unit members affected shall be allowed up to (16) sixteen hours, at the hourly rate of pay, to prepare for the move.

Preparation includes:

1. Packing, unpacking and classroom set up.
2. Hourly rate of pay is \$40.00.
3. Hours are to be recorded on a timecard and submitted to the Human Resources (HR) department.
4. Timecards for packing completed in June, 2022 must be submitted by June 30, 2022. Timecards for work upon summer return for unpacking/setup must be submitted to the Human Resources (HR) department by September 16, 2022.

**II. Affected Unit Members**

The following NTA members are included in the terms of this MOU:

- a. Musick teachers, including certificated support staff who are housed at Musick;
- b. Current sixth grade teachers who are transferring to middle school;
- c. Involuntary transferred teachers (displaced from current site due to reduction in FTE or program reassigned to a new site);
- d. Certificated staff transferred to middle school;
- e. Teachers displaced from current classroom to another classroom within the site due to program changes such as special education classes, reconfiguration of middle school, Musick consolidation, etc.; and,
- f. Unit members who remain at their current school site, and receive notification of assignment to a new classroom at the same location (internal site move).

The following NTA members are not included in the terms of this MOU:

- a. Elementary PE and SRTs not at Musick and not impacted by a mandatory involuntary transfer;
- b. Resignations, retirements, non re-elects; and
- c. Voluntary reassignments.

**III. Packing and Moving Supplies**

Affected Unit members will receive the following moving supplies:

1. Boxes,
2. Packing tape,
3. Labels, and
4. Labeling directions.

**IV. 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.
- E.. 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.

V. Timelines

- A. Materials and guidelines for moving will be provided after board approval on May 19, 2022. Receipts for reimbursement of moving materials will not be accepted.
- B. Notices of class assignments, including new classroom numbers, will be provided by May 17th, 2022 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 Thursday, June 9, 2022. Sites will be accessible over the weekends on dates that are determined between the unit member(s) and the administrator 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 site for the 2022-2023 year may access their classrooms on August 3, 2022, pending completion of summer cleaning.
- E. The District will make every effort to complete the summer cleaning at Newark Jr. High School first before cleaning any other site.

Newark Unified School District

Newark Teachers Association

DocuSigned by:

*Mark Triplett, Ed. D.*

BB190CACC6F374E1  
Mark Triplett, Ed.D.

DocuSigned by:

*Sean Abruzzi*

02788ABB7AF14D7  
Sean Abruzzi, President, NTA

Date: 5/3/2022

Date: 5/4/2022