

**MEMORANDUMS
OF
UNDERSTANDING**

Memorandum of Understanding
between the
Burbank Unified School District
and the
Burbank Teachers Association
June 28, 2023

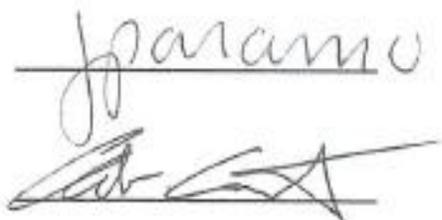
Additional 2022-2023 Wage & Elementary Physical Education Agreement

- 1) Effective January 1, 2023, the following salary schedules and associated stipends shall receive a one (1) percent on schedule increase.
 - A-1 Certificated Bargaining Unit
 - A-2 Non-credentialed Certificated Bargaining Unit
 - A-3 Retired Certificated Bargaining Unit Members
 - B-1 Around the Bell Teachers Monthly
 - C Coaching Services
 - D-1 Adult Education Certificated Hourly Program Coordinator
 - D-2 Adult Education Resource teacher and Evening Program Coordinator
 - E Career Technical Education Teacher
 - F Miscellaneous Hourly Rate
 - G Extra Compensation for Co/Extracurricular Activities
 - H Certificated Pay Schedule for Hourly or Special Assignment

- 2) In exchange for the ongoing wage increase in section 1 of this Agreement the Burbank Teachers Association ("BTA") shall waive the one (1) percent off-schedule trigger agreed to in section 2 of the parties' May 11, 2023, Side Letter of Agreement.

- 3) Burbank Unified School District ("BUSD") shall fund the elementary school physical education program through June 30, 2025, including all certificated and classified positions associated with the program.

For BUSD:


A handwritten signature in black ink, appearing to read "Joarano", written over a horizontal line. Below the line is another handwritten signature in black ink.

For BTA:


A handwritten signature in blue ink, appearing to read "Belte", written over a horizontal line. Below the line is another handwritten signature in blue ink.

BURBANK TEACHERS ASSOCIATION
AND
BURBANK UNIFIED SCHOOL DISTRICT

Memorandum of Understanding
Class Coverage by TOSAs

Effective November 8, 2021, ~~and for the remainder of the 2021-2022 school year,~~ the Parties agree to the following addition to Exhibit F of the BTA Collective Bargaining Agreement.

When class coverage by Curriculum Specialists and Teachers on Special Assignment (including but not limited to, ELD Coordinators and Title 1 Coordinators) is necessary, the following rates shall be used for compensation:

½ day rate: \$139.80
Full day rate: \$279.60

For the purposes of determining rate and eligibility, the following criteria will be utilized:

Elementary:

½ day - at least three hours in the same teacher's classroom, a full day - at least five hours in the same teacher's classroom ,

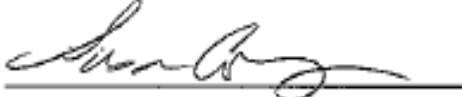
Secondary:

½ day - at least three sections in the same teacher's classroom, a full day - at least five sections in the same teacher's classroom

This rate only applies to the full coverage of a teacher's classroom in which the bargaining unit member is expected to fulfill the teaching duties in the absence of a teacher.

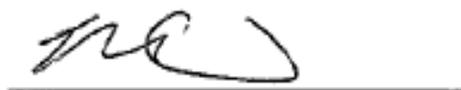
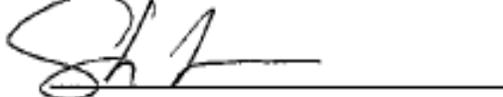
~~The MOU is not precedent setting and will expire at the end of the 2021-2022 school year.~~

FOR THE ASSOCIATION:



Date: 3/28/23

FOR THE DISTRICT:



Date: 3/28/23

MEMORADNUM OF UNDERSTANDING
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
BURBANK TEACHERS ASSOCIATION
DEI LEAD TEACHERS
February 8, 2023

The Burbank Unified School District (District) and the Burbank Teachers Association (Association) jointly known as the Parties (Parties) enter into this Memorandum of Understanding (MOU) regarding a stipend as it pertains to the implementation of ~~need for~~ DEI Lead teachers at each school site for the 2022-2023 school year.

The provisions of this MOU shall be in addition to the compensation already outlined in the Collective Bargaining Agreement.

1. DEI Lead Teacher:

The site leads will be tasked with facilitating (with site admin. direction) the work based on the site DEI goals.

- The DEI leads will meet regularly with site administration to coordinate the work.
- Each school site should have measurable DEI goals.
- The leads are required to meet monthly with district staff/consultants to plan the work to complete the DEI goals.
- DEI leads will be required to present/lead a portion of the monthly full staff meeting to move the work forward.
- DEI leads will present a report of progress on site goals at the end of the school year and information on the DEI plan for the following year.

The Parties understand the need for teacher leaders at each school site to assist in helping each school develop DEI goals and implement those goals with the staff. The leads will be selected by the school site, will facilitate site conversations and will work with the DEI consultant for trainings. Each lead will be compensated \$1,550 per semester of the school year and the stipend may be prorated if the lead is unable to serve in this capacity all year.

FOR THE ASSOCIATION:

Diana Spartz

3-8-23

FOR THE DISTRICT:

[Signature]

3-8-23

Tentative Agreement Between

between

Burbank Teachers Association

and

Burbank Unified School District

May 15, 2019

Memorandum of Understanding

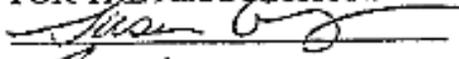
Joint Health Benefits Committee

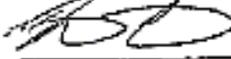
The Burbank Unified School District's Joint Benefits Committee is comprised of representatives from BTA, CSEA, and BASA. BTA, CSEA and BASA may each appoint up to three (3) members to the committee and guests may also be permitted to attend committee meetings. Meetings shall begin no later than the end of September, 2019.

The purpose of the Committee is to become educated on health care and the options for school districts and to serve as a collaborative body that will work to educate the employees of Burbank Unified School District. The Committee may meet with the District's insurance broker and the various insurance carriers to evaluate coverage options and make policy recommendations to the Board of Education and the three employee associations. The Committee's recommendations will be based upon providing employees with a quality Health and Welfare Benefits package at a competitive price.

Committee members will participate in joint labor-management training on best practices for committee governance, health benefits purchasing and utilization.

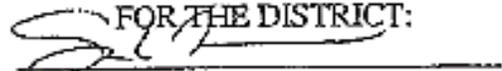
FOR THE ASSOCIATION:





Date: 5/15/19

FOR THE DISTRICT:





Date: 5/15/19

MEMORANDUM OF UNDERSTANDING
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
BURBANK TEACHERS ASSOCIATION
Kinder Transition
April 13, 2023

The 23/24 school year shall be a transitional year for kindergarten teachers to prepare for full day kindergarten beginning in the 24/25 school year. By Dec. 31, 2023, principals will meet with their Kinder teams to continue assessing the physical needs for Extended Day Kindergarten, including but not limited to, classroom space, kinder yard space, Cafeteria or other eating space for students, yard supervision and other related logistical issues. A list of needs shall be provided to the District. If Kinder teams desire, they can request a meeting with District personnel to express their needs and concerns. All kindergarten teachers shall be entitled to up to 10 hours of pay at the Curriculum Writing rate during the 23/24 school year to work on the transition, for meetings done outside of the school day.

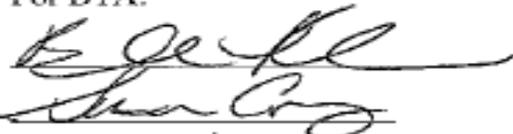
At individual school sites kindergarten teachers will meet periodically throughout the year to plan for the transition with their site principals. Teachers may plan during the contractual day if they choose, or after the contractual day if they choose and receive the Curriculum Writing rate of pay as part of their 10 hours. For kindergarten teachers currently at sites with full day kindergarten they can voluntarily meet with kindergarten teachers at other sites to help them plan for implementation and receive the Curriculum Writing Rate up to 10 hours, provided it is after contractual hours, and in coordination with their principal and teachers and principals at other sites making the transition. A list of these teachers shall be provided to kindergarten teachers at the other sites.

The Parties agree to meet and confer prior to March 15, 2024 to discuss the effects on ATB.

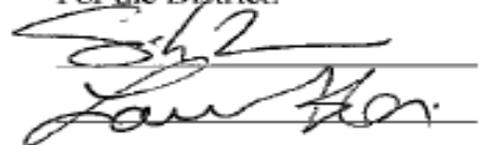
For the 2024 - 2025 school year, ATB teachers will be offered their current number of hours of employment. Priority for ATB assignments may be given to assisting kindergarten teachers.

This MOU will expire at the end of the 2023-2024 school year and is not intended to set precedent.

For BTA:


4/13/23

For the District:



BURBANK TEACHERS ASSOCIATION

AND

BURBANK UNIFIED SCHOOL DISTRICT

Memorandum of Understanding

Middle School Minimum Days

The Burbank Teachers Association and the Burbank Unified School District agree to allow the middle schools to implement two additional minimum days during the school year.

The instructional minutes have been verified by Dr. Paramo and the District is in support of this additional time for all three middle schools.

The additional time provided by these two minimum days will be as follows:

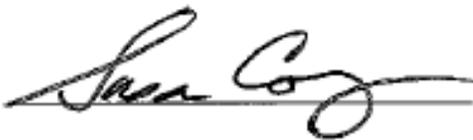
1. One day for teachers to work in their departments at their site.
2. One day for teachers to work with departments from other school sites with the agendas to be determined solely by the department chairs.

The dates of the minimum days will be determined each year by the Calendar Committee.

The MOU for this program will expire at the end of the 2024 – 2025 school year and does not in any way set precedent for any other minimum days at any of the other schools.

FOR THE ASSOCIATION:

FOR THE DISTRICT:



Date: 5/24/27

Date: 5/24/23

BURBANK TEACHERS ASSOCIATION
AND
BURBANK UNIFIED SCHOOL DISTRICT

Memorandum of Understanding
Nurses

The Parties recognize the need to address the recruitment and retention of nurses.

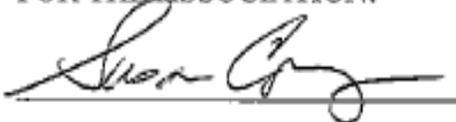
This MOU for the purpose of rating in nurses:

Fully licensed Nurses (credentialed or credential-pending***) will receive credit for all years of prior verified professional Nurse experience working in a school, hospital or clinic, or licensed private practice setting at the time of initial placement.

***Applicants must have begun the process for credentialing at the time he or she begins work.

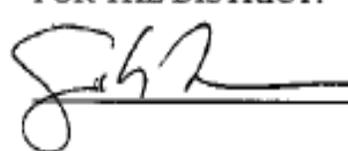
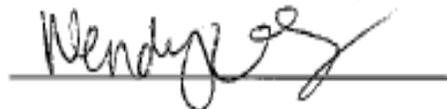
At the completion of the school year, all Nurses will receive a \$10,000 retention bonus (prorated for part-time employees). This is a once per school year bonus. Nurses must work the full year to receive the bonus. For nurses hired mid-year, the amount may be prorated for the number of months worked. Nurses who resign midyear or who take unpaid leave during the year will not qualify for this retention bonus.

FOR THE ASSOCIATION:




Date: 3/28/23

FOR THE DISTRICT:

Date: 3/28/23

BURBANK TEACHERS ASSOCIATION

AND

BURBANK UNIFIED SCHOOL DISTRICT

Return Rights for TOSA's and PE

May 25, 2023

For the 2023-2024 school year, the District created and hired 4 new assistant principals as well as elementary PE positions. After current district employees accepted the promotions or assignments, the money for those positions was reduced and funding is not guaranteed beyond the one year.

As a way to protect the employees in their current positions, the Parties agree to hold their spots for the 2024-2025 school year and to allow the teachers to have return rights. This MOU does not extend beyond the 10 (ten) employees. If the District finds a way to fund the positions beyond 2023-2024, the MOU will expire and the District will not hold the positions beyond the school year.

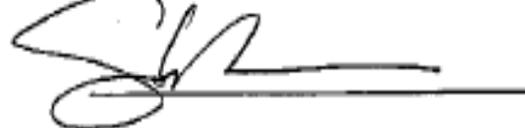
The MOU is not precedent setting and will expire at the end of the 2024-2025 school year.

For BTA:



5/26/23

For the District:



5/26/23

Burbank Teachers Association
and the
Burbank Unified School District

Memorandum of Understanding

Schedule Changes

This agreement is meant to standardize procedures and ensure significant support for potential full year, daily bell schedule and master schedule site schedule changes. Any BTA member working full time at a Burbank Unified School District (BUSD) site may apply to the Burbank Teachers Association for a site schedule change waiver(s) to the existing Collective Bargaining Agreement (CBA).

Procedure

1. Any BTA member may submit a Waiver Proposal after approval from site and district administrators. In addition, a site administrator may submit a proposal for BTA to review.
2. BTA Site reps shall schedule a meeting date with all site bargaining unit members to discuss the application for proposed change to a schedule. The waiver must be submitted by the middle of February to the site and BTA. This meeting will take place by the end of February. The voting will take place by April 1.
 - a. Site reps will inform the BTA Executive Board so that Site reps or their designee shall attend such a meeting.
 - b. Due to privacy considerations, BTA will have the opportunity to meet with members one time without administrators present.
3. At least three work weeks prior to the site vote, all BTA members at said site shall be given a copy of the proposal or can go to the BTA website to see a copy of the waiver and there shall be a separate vote on the proposed schedule through Simply Voting or other secure online system chosen by BTA.
4. Administrators shall schedule meetings with CSEA members and parents to discuss the application for proposed changes to the schedule. These meetings will take place by the end of February. Site administrators will survey CSEA and parents. The survey will take place no later than March 7.
5. The elections chair will conduct a secret ballot election among all BTA members at the worksite online through Simply Voting or other secure online system chosen by BTA. For proposals that contain multiple changes to the schedule that each serve a fundamentally different purpose, each schedule change must be voted on separately. Only the changes that receive the necessary number of yes votes will take effect. The results of the vote must be provided to site administration no later than one (1) school day after the voting window ends.
6. A minimum of sixty-six per cent (66%) approval or vote of yes of the total BTA membership at the site is required to pass the proposal. Less than 66% voids the application for a proposed change in schedule. If a member is on a leave, they have a right to vote on

the MOU. If a member on leave chooses not to vote, then they are not counted in the vote total.

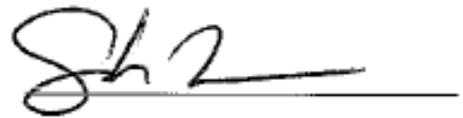
7. All waivers shall be for one (1) school year. Using the same voting method, sites will vote yearly on continuing the schedule change. The schedule change MOU will be mailed to BTA and the elections chair at least two weeks prior to April 1st in order to schedule a vote by April 1st. After the completion of the third year, using the same voting procedures, the site will vote to keep the schedule permanent or to revert back to their original schedule.
8. Any such proposal is subject to approval of both the BTA Executive Board and BUSD Board of Education before taking effect. Schedule changes shall be presented to the Board no later than the first board meeting in May.
9. This MOU will remain in effect until the end of the 2024 – 2025 school year.

FOR THE ASSOCIATION:




Date: 5/24/23

FOR THE DISTRICT:



Date: 5/24/23

Memorandum of Understanding

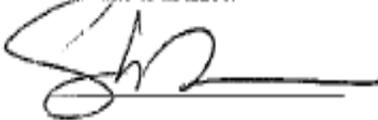
Between Burbank Teachers Association and Burbank Unified School District

SLP Work Distribution Committee

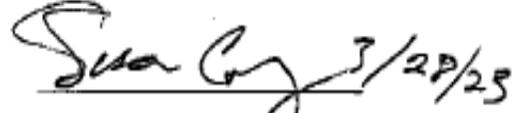
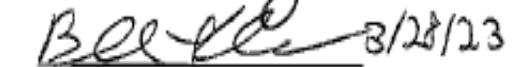
March 28, 2023

For the 2023-2024 school year, the parties agree to meet in a committee with the SPED Director and another SPED Admin and 3 BTA SLP representatives to do a work distribution analysis within the first month of school. This work case analysis shall be done to determine an appropriate case distribution. This work distribution shall be relative to the needs of students' receiving services.

For the District:



For BTA:

 3/28/23
 3/28/23

BURBANK TEACHERS ASSOCIATION
AND
BURBANK UNIFIED SCHOOL DISTRICT

Memorandum of Understanding
Voluntary Middle School Zero Period

The Burbank Teachers Association and the Burbank Unified School District agree to a flexible schedule in order to incorporate elective classes as a zero period in the rotating schedules in middle school and is limited to eighth grade students.

A voluntary zero period assignment, with work hours from 6:50 am to 3:00 pm, shall be offered to interested teachers whose elective courses will be offered for zero period. By May 1st of each year, the site administrator, in collaboration with the Association and the site representative, will determine the elective courses to be offered the following year.

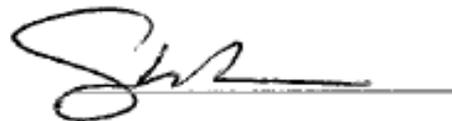
In order to avoid requiring the teacher to dedicate five (5) extra hours on campus per week, the teacher will collaborate with administration to determine five (5) conference periods and five (5) duty free periods when the master schedule is developed. An attempt will be made to maximize the alignment of the free period with lunch or the end of the day. During the free period, the teacher will be allowed to leave campus. The teacher may be required to cover another class during his/her conference period but not during his/her duty-free period per current practice. The teacher will be required to attend all faculty meetings, professional development, and teacher workdays.

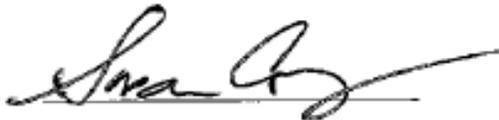
This MOU for this program will expire at the end of the 2024 – 2025 school year and does not in any way set precedent for any other zero period classes at the middle schools.

FOR THE ASSOCIATION:

FOR THE DISTRICT:







Date: 5/24/23

Date: 5/24/23