

MEMORANDUMS OF UNDERSTANDING

Memorandum of Understanding

between the

Burbank Unified School District

and the

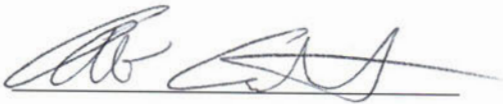
Burbank Teachers Association

May 3, 2024

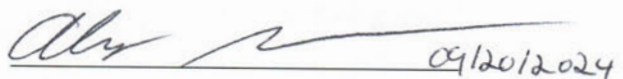
Adult School Class Coverage

- 1) Class coverage for Adult School classes shall be assigned in accordance with Article 9 section 9.11.8 of the parties' collective bargaining agreement with the following changes:
 - a. The additional hourly compensation for Adult School educators assigned class coverage shall be the "Other Hourly (Adult Education)" rate found in Exhibit F.
 - b. If an Adult School class must be divided into more than one class, students shall be divided equally, as much as possible, by the number of classes. The additional hourly compensation will be divided by the number of classrooms in which the students are placed.
- 2) The parties shall incorporate this memorandum into the collective bargaining agreement at the earliest opportunity.
- 3) This Memorandum of Understanding shall be effective immediately upon agreement and shall expire after Adult School class coverage is addressed in the parties' collective bargaining agreement.

For the District:



For the Association:



Burbank Teachers Association
and the
Burbank Unified School District

Memorandum of Understanding

Site-Specific Schedule Changes

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

This MOU is prompted by site-specific schedule changes that impact hours and working conditions including, but not limited to:

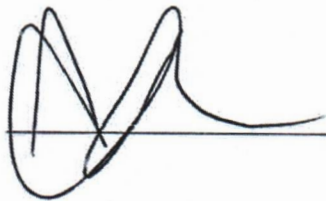
- a. addition or subtraction of instructional minutes within State requirements
- b. addition or subtraction of a class period
- c. repurposing of instructional time
- d. imposition of additional assessment or evaluation of academic grades, work habits, citizenship, attendance, etc.
- e. requirement to supervise an additional roster of students
- f. changes to the amount or frequency of teacher preparation time

Procedure

1. Any BTA member may submit a schedule change proposal after approval from site and district administrators. In addition, a site administrator may submit a proposal for BTA to review.
2. The schedule change proposal must be submitted to the BTA President and the site administrator by the end of the sixth (6th) week of the semester before the changes would go into effect. The BTA President will share the proposal with the BTA Executive Board. The BTA Site Rep(s) shall schedule a meeting date with all site bargaining unit members to discuss the application for proposed change to a schedule. This meeting will take place by the end of the ninth (9th) week of the semester before the changes would go into effect. The voting by BTA members will take place by the end of the twelfth (12th) week of the semester before the changes would go into effect.
 - a. The BTA Site Rep(s) will inform the BTA President of all scheduled meetings related to the schedule change proposal.
 - b. Due to privacy considerations, BTA will have the opportunity to meet with members one time without administrators present.

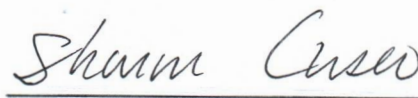
3. Administrators shall be responsible for consulting with other affected employee groups and stakeholders.
4. At least three work weeks prior to the site vote, all BTA members at said site shall be given a copy of the proposal. The BTA elections chair will conduct a secret ballot election among all BTA members at the work site online through Simply Voting and/or by secret paper ballot. For proposals that contain multiple changes to the schedule, all such changes will be placed on a single ballot. 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 percent (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. BTA members who are on leave have a right to vote on the schedule change. If a BTA member who is on leave chooses not to vote, they are not counted as an abstention but rather excluded from the vote total needed to reach sixty-six percent (66%).
7. All schedule changes shall be for one (1) semester or one (1) school year. Using the same voting method, sites will vote on whether to continue the schedule change upon its expiration. If the vote to extend the schedule change fails by not passing with a minimum of sixty-six percent (66%) the site will return to the original schedule. After the completion of the third vote, using the same voting procedures, the site will vote to keep the schedule permanent or to revert back to their original schedule.
8. Any bell schedule change proposal is subject to approval of the BUSD Board of Education before taking effect. The approval of the BUSD Board of Education shall be limited to ensuring the proposed change complies with applicable Federal and State law as well as Board Policy. Schedule changes shall be presented to the Board at the next opportunity after the site vote, accounting for the requirements of the Brown Act.
9. This MOU will remain in effect until the end of the 2027 – 2028 school year.

FOR THE ASSOCIATION:



2/20/2020

FOR THE DISTRICT:



2/20/2024

MEMORANDUM OF UNDERSTANDING
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
BURBANK TEACHERS ASSOCIATION
DEI LEAD TEACHERS
November 20, 2025

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 DEI Lead teachers at each school site for the 2025-2026 school year.

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

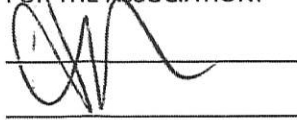
1. DEI Lead Teacher:

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

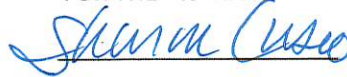
- The DEI leads will meet regularly with site administration to coordinate the work.
- Each school site should have measurable DEI goals.
- The leads are required to meet monthly with the district staff/consultants to plan the work to complete the DEI goals.
- DEI leads will be required to present/lead a portion of the monthly full staff meeting to move the work forward.
- DEI leads will present a report of progress in 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 at \$1,676 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:



FOR THE DISTRICT:



Memorandum of Understanding

between the

Burbank Unified School District

and the

Burbank Teachers Association

Lead School Nurse

September 5, 2024

- 1) The Burbank Teachers Association ("Association") agrees that the Burbank Unified School District ("District") requires a Lead School Nurse to meet the needs of its students and staff. As such the District has created a Lead School Nurse position with the attached job description, effective July 1, 2024.
- 2) The Lead School Nurse's work location shall be the District Office with the acknowledgement that travel to other worksites is a requirement of the job without further compensation beyond mileage.
- 3) The Lead School Nurse shall qualify for the District's cell phone stipend.
- 4) The Lead School Nurse shall be paid on a new salary table developed by taking Exhibit A-1 and applying a 42.5% increase in acknowledgement of the 222-day work year, extended workday (8 hours), and additional job duties.
- 5) The current Association bargaining unit member working as the Lead School Nurse shall be reassigned to the newly created Lead School Nurse position.
- 6) The newly developed salary table shall be incorporated into the contract at the earliest opportunity by the parties.
- 7) The District retains the right to not fill the Lead School Nurse position in the event that it may need to reduce the position in future years. Such right shall be subject to the applicable provisions of the parties' collective bargaining agreement, California Education Code, and California Government Code.
- 8) This Memorandum of Understanding shall supersede the references to the head nurse found in the parties' collective bargaining agreement in Article 9: Hours of Employment sections 9.2.2 and 9.10.6 and the references to the nurse stipend on the A-1 Certificated Salary Schedule. These superseded references shall be removed and updated by the parties' at their earliest convenience.

For the District:

Sarah Rudchenko

08/23/2024

For the Association:

Nicole M. Drabicki

8/23/24

Memorandum of Understanding between the**Burbank Unified School District****and the****Burbank Teachers Association****New Employee Orientation and Bargaining Unit Member Information****1) New Employee Orientation**

- a. Each time a person is newly employed in a position in the bargaining unit, the District shall inform them of their employment status, rights, benefits, duties and responsibilities, and other employment related matters.
- b. The District shall provide an annual new employee orientation for all newly hired bargaining unit members to take place no later than seven (7) days prior to the first day of classes, except when no new bargaining unit members are commencing employment at the start of the given year. ~~Any Bargaining unit member(s) hired after the start of the school year shall be provided an in-person orientation/onboarding within twenty-one (21) calendar days from the date of hire.~~ **The orientations after the start of the school year will be held in October, January, and April, if needed, for bargaining unit members hired after the start of the school year.** New bargaining unit members shall be paid the appropriate other hourly rate as found in Exhibit F, for the duration of these required orientation/onboarding meetings when orientations occur outside the contract year and/or day. The District may require completion of pre-hire paperwork as a condition of being paid for attendance at the annual new hire orientation prior to the first day of the contract year.
- c. The District and Association shall make best efforts to mutually agree on dates, times, and locations for new bargaining unit member orientations/onboarding. If the Association and District cannot agree on a date, time, and location for orientation/onboarding meetings, the District must provide no less than twenty-one (21) calendar days written notice in advance of the annual orientation meeting or ten (10) calendar days written notice in advance of other orientation/onboarding meetings that may occur throughout the year.
- d. For the annual orientation/onboarding meeting prior to the start of classes the Association shall be provided no less than three and a half (3.5) hours of uninterrupted time to communicate with bargaining unit members. Such time will not be provided at the end of the day unless the Association requests to be placed at the end of the agenda. District administration shall not be present during Association time, unless the Association requests specific administrators remain present. For other orientation/onboarding meetings that may occur throughout the year, the Association shall have no less than one (1) hour of uninterrupted time to communicate with the new bargaining unit member(s).
- e. If the annual orientation/onboarding meeting is not held on District property or is long enough to include a meal period, the Association and District may agree to a reasonable division of location and meal costs per past practice.

2) Bargaining Unit Member Information

- a. The District shall provide the Association with a list of all bargaining unit members' names and information on August 15, October 15, and February 15 of each year. The information will be provided to the Association via password protected Excel spreadsheet and shall include the following information, with each field listed in its own column:
 - a. First Name
 - b. Middle Initial (if provided)
 - c. Last Name
 - d. Suffix (e.g. Jr., III)
 - e. Home Street Address
 - f. Home City
 - g. Home State
 - h. Home Zip Code (5 or 9 digits)
 - ~~i. Home telephone number (10 digits)~~
 - j. Personal cellular telephone number (10 digits)
 - k. District Email Address
 - ~~l. Personal (non-District) Email Address~~
 - m. School Site
 - ~~n. Grade Level/Assignment~~
 - ~~o. Date of Hire Probationary Date~~
 - p. Birth date
 - q. Full Time Equivalent (FTE) Status
 - r. Employment Status (e.g. Probationary, Permanent, Temporary, etc.)
 - s. Last Four of SSN
- b. The District shall provide the Association the "BTA Information Sheet" for each newly hired bargaining unit member as they are hired, but in no case more than 7 calendar days from the date the new bargaining unit member signs their contract. "Newly hired bargaining unit member" shall include any bargaining unit member whether permanent, full time, part time, hourly, temporary, R.T.I., or long-term substitute, who either is hired by the District for the first time or reemployed by the District in the bargaining unit after a lapse in service.

3) Grievances Arising from This Agreement

- a. Any alleged violation, misinterpretation, or misapplication of the terms of this Agreement shall be subject to the grievance and arbitration provisions of Article 6: Grievance Procedure, except as follows:
 - i. "Grievant" will only be defined as the Burbank Teachers Association for the purpose of this agreement. No individual employee may grieve the terms of this Agreement.
 - ii. The grievance process will start at Article 6 Section 6.3.3 Step Two.

4) Duration of Agreement

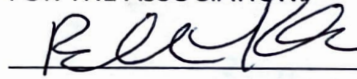
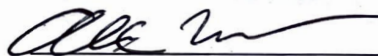
- a. This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2026 and shall be automatically renewed from year to year unless either

party serves written notice upon the other between March 1 and April 1, each year, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiate, either party can make a demand for interest arbitration.

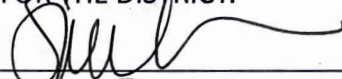
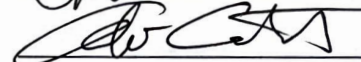
5) Separability & Savings

- a. If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by a competent governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

FOR THE ASSOCIATION:


04/02/2025

04/02/2025

FOR THE DISTRICT:


04/02/2025

04/02/2025

Memorandum of Understanding

between the

Burbank Unified School District

and the

Burbank Teachers Association

Summer School Pay Rate for Summer School TOSA's and Nurses

April 2, 2025

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) to have the Summer School Teachers' on Special Assignment (TOSA) and Nurses receive the Summer School Teacher rate of \$66.99 per hour on Exhibit F: Miscellaneous Salary Rates for the 2025 summer school session.

1. The Teachers on Special Assignment (Administrative Intern) work closely with the Directors of Elementary Education, Secondary Education and Special Education in preparing and planning the summer school programs.
2. The TOSA's all hold either an Administrative Credential, a Certificate of Eligibility for an Administrative Credential, or are currently in an administrative credentialing program.
3. The Summer School Nurses provide vital health care, medication administration, implementation of individual healthcare plans, emergency care, chronic condition management for students with disabilities, and compliance and documentation.

This agreement is effective through the 2025 summer school session.

For the Association:

 04/02/2025

For the District:

 04/02/2025

 04/02/2025

 04/02/2025

Tentative Agreement Between

between:

Burbank Teachers Association

and

Burbank Unified School District

May 15, 2019

Memorandum of Understanding

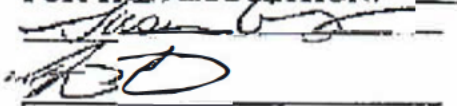
Joint Health Benefits Committee

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.

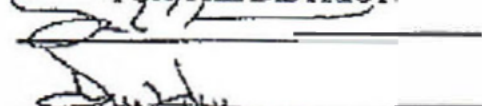
Committee members will participate in joint labor-management training on best practices for committee governance, health benefits purchasing and utilization.

FOR THE ASSOCIATION:



Date: 5/15/19

FOR THE DISTRICT:



Date: 5/15/19

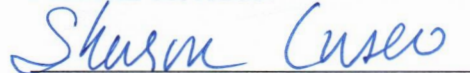
MEMORANDUM OF
UNDERSTANDING BETWEEN
BURBANK UNIFIED SCHOOL
DISTRICT AND
BURBANK TEACHERS
ASSOCIATION EARLY SEPARATION
NOTIFICATION INCENTIVE
November 20, 2025

- 1) The Burbank Unified School District (District) shall offer a onetime incentive of \$1,000.00 to permanent BTA members who submit a separation agreement prior to January 19, 2026.
- 2) The unit member must submit an irrevocable resignation effective the end of the 2025-2026 school year to Human Resources with original signature on the District's official separation form.
- 3) BTA members who separate prior to fulfilling their contractual year of service are not eligible for the incentive.
- 4) The incentive is intended for the 2025-2026 Fiscal year and shall not be viewed as precedent setting, nor be applied towards future retirement incentives.

FOR THE ASSOCIATION:



FOR THE DISTRICT:



Memorandum of Understanding
Between
Burbank Unified School District
And
Burbank Teachers Association

Purpose:

This Memorandum of Understanding (MOU) outlines the agreement between the Burbank Unified School District (BUSD) and the Burbank Teachers Association (BTA) regarding the use of a teacher's classroom by a BUSD-sponsored or out-of-district childcare organization after school hours.

Terms of Agreement:

1. Classroom Use:

- The classrooms will be selected by the site administrator based on the location of entrances/exits, proximity to restrooms, and the overall safety and integrity of the after-school childcare program.
- The BUSD or out-of-district childcare organization is permitted to use the designated teacher's classroom beginning 30 minutes after student dismissal.
- The childcare programs will operate until 6:00 p.m. each day that the program is open, including winter, spring, and summer breaks.

2. Compensation:

- The teacher whose classroom is used will receive a \$100 per month stipend.

3. Materials and Equipment:

- Any materials or equipment used by the educator to support their classroom program that are broken or taken while the room is in use by the childcare program will be replaced. The replacement will be suggested by the teacher and approved by the Director of the Child Care Programs. After agreement is reached on a reasonable replacement, the District shall order and deliver the replacement materials or equipment.
- Personal items such as eyeglasses, hearing aids, dentures, watches, personal electronic devices, or articles of clothing that the employee necessarily wears or carries shall be subject to Article 15.13, Property Loss Reimbursement of the parties' collective bargaining agreement. Educators whose rooms are being utilized by a BUSD or out-of-district childcare organization are encouraged to secure or remove personal items at the end of their instructional day.

4. Responsibilities:

- The BUSD or out-of-district childcare organization is responsible for ensuring the classroom is left in the same condition as it was found.
- The BUSD or out-of-district childcare organization will adhere to all school policies and procedures while using the classroom.
- The school will provide another workspace for the teacher if they want to work on campus and their classroom is being used for childcare purposes. The District shall arrange alternate space for childcare programs during elementary conference weeks to allow teachers and parents to meet in their students' classrooms for conferences.

- In inclement weather (winds, fires, rain, etc.), the school might not be able to provide a workspace or the half-hour transition time for classroom use.

5. Supervision:

- Qualified childcare staff will be present at all times to supervise children and ensure their safety.
- Staff-to-child ratios will be maintained in accordance with District and State regulations.

6. Health and Hygiene:

- Classrooms will be cleaned and organized before leaving.

7. Access Control:

- Only authorized personnel will be allowed in the classroom during childcare hours.

8. Behavior Management:

- Positive behavior management techniques will be used to maintain a safe and respectful environment.
- Clear rules and expectations will be communicated to children attending the childcare program.

9. Communication:

- Regular communication between childcare staff and school administration will be maintained to address any safety concerns.

10. Duration:

- This agreement is effective from July 1, 2025 to June 30, 2026, unless terminated earlier by mutual consent of both parties with 30 calendar days' notice.

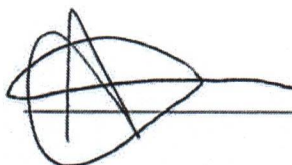
11. Termination:

- Either party may terminate this agreement with 30 days' written notice.

Signatures:

Sharon Cuseo 2/20/2026

Sharon Cuseo
Burbank Unified School District



2/20/2026

Sarah Schwartz
Burbank Teachers Association