

Memorandum of Understanding
Between the Torrance Teachers Association and the Torrance Unified School District

The Torrance Unified School District (TUSD) and the Torrance Teachers Association (TTA) enter into this Memorandum of Understanding (MOU) regarding work hours and assignments for the LAUNCH Preschool Program for the 2023-2024 school year.

The District and the Association agree as follows:

Dedicated Assessment Team

- LAUNCH will establish two dedicated assessment teams each consisting of a School Psychologist, a Speech and Language Pathologist (SLP), and an Early Childhood Special Education Teacher (ECSET). The Assessment team will be responsible for conduction all initial special education assessments for the LAUNCH program.
- Unit members assigned to an assessment team will not have a teaching assignment or caseload beyond the initial assessment.
- ECSET and SLP Assessment Team members will be selected to serve on the team for a one year assignment.
- Assignments will be for a one year term, but may continue if mutually agreeable for up to three one year terms.
- Team members will be surveyed for their assignment preferences for the upcoming year and every effort will be made to honor their first or second choice in the making of tentative assignments before the end of the school year.
- If more than the required number of team members choose the assessment team as their first or second choice on the preference form, the administrator will assign members to the team. The remaining members who are not selected will be put on a rotation list to be considered for the assignment in subsequent years. Priority for the positions will be determined in the following order:
 - Assessment team members who wish to remain part of the assessment teams up to the end of their three one year terms, may continue with proficient evaluations.
 - The names on the list will be ordered by first assignment preference, then second assignment preference.
 - The names on the rotation list then will be listed by seniority date in each of the first assignment preference and second assignment preference lists.
 - A member must be proficient in all areas of their current evaluation to have their name added to the rotation list.
 - Members who have served on the assessment team in the past will *also* earn “points.” These points will accrue one point for one year, and one point will be deducted from accrued points for every subsequent year in which the member is not on the assessment teams. Member(s) with fewer points will be placed higher priority on the list.
 - Teachers who are not selected will have the right to a consultation to discuss the rationale for not being selected.
 - In subsequent years, the preference forms may alter the list.
 - Members have the right to remove their name from the list.
 - Any member who wishes to maintain and develop their assessment skill sets will be provided professional development pertaining to assessment upon the member’s request.

- Any member serving on the assessment teams identified to “needs improvement” will be provided professional development pertaining to the area of growth. A plan for improvement with measurable support and goals that follows Article VII of the Collective Bargaining Agreement (CBA) will be created.
- If a member needs to be removed from an assessment team due to needing improvement or unsatisfactory performance, they will be provided with the necessary support and professional development and their name will be added to the rotation list if they wish to remain in consideration for future assignment to the team once they have completed their plan for improvement.
- If fewer than the required number of team members choose the assessment team as their first or second choice on the preference form, the administrator will create a rotation list created from least senior to most senior, noting that all assignments are involuntary assignments to the team and team members would have priority right back to a teaching assignment after serving their one year term.
 - The remaining members who are not placed on the assessment teams involuntarily will be put on a list for rotating into the assignment in subsequent years unless the involuntarily selected team member(s) wish to remain part of the assessment teams.
 - Teachers will have the right to a consultation to explain why they have been involuntarily placed into an assignment and how the site administrator will provide professional development and support for any member pertaining to assessment upon member’s request.
- If tentative assignments need to be changed to meet the terms of this MOU, these members will be notified as soon as possible via a positive contact by phone call and email (with read receipts). If no positive contact can be made in quick order, then the member shall be notified via certified mail to the member’s current mailing address on file with the District.
- Members of the assessment teams will serve and take on Lead duties with a stipend. Currently, Lead Teacher and Lead Psychologist receive Lead stipends. Lead Speech Language Pathologists will receive the stipend as well. These Leads will be provided adequate time to complete their Lead duties and will represent LAUNCH faculty/staff at Lead meetings throughout the year.

LAUNCH Teachers (not on the Assessment Team)

- Teachers not on the Assessment Team will no longer be responsible for initial assessments of students.
- LAUNCH teachers will be assigned cases to manage only after the student meets eligibility criteria by the Assessment Team.
- Teachers of mild-moderate classes will have morning (AM) and afternoon (PM) rosters.
- Teachers of moderate-severe classes will have either an AM or PM roster and serve as a rotating specialist or as an itinerant teacher opposite of the rostered classroom.
- Unit members assigned to classrooms at LAUNCH will have no less than 6 hours of release time weekly for preparation, collaboration, and caseload management.
 - Mild-moderate classes will have a rotating specialist in their am and pm class once a week in order to have the 6 hours of release time.
 - Moderate-severe classes have two 3-hour blocks of time in their schedule opposite of their rostered moderate-severe class for a total of six hours.

- The workday for teachers at LAUNCH will be 8:00 am - 3:00 pm, *or 7 hours depending on the work location/assignment.
- Teachers will have a minimum of a 30-minute duty-free lunch.
- LAUNCH classified staff will support the classroom teacher and assist with student pick up procedures in the event that a parent is late picking up their child.
- In alignment with 5 CCR § 5570, teachers will be present in their rooms to open the rooms for the instructional session (preparation, admission of students) 15 minutes prior to the start of instruction for each session (AM session 8:00 am - 8:15 am and PM Session 11:45 am - 12:00 pm).
- TUSD will make every effort to limit the case management for mild-moderate classes up to 14 students with Individualized Education Programs (IEPs).
 - TUSD will make every effort to limit caseloads for mild-moderate classes up to 7 students with IEPs in the morning classes and up to 7 students with IEPs in the afternoon classes
- TUSD will make every effort to limit the classroom roster for moderate-severe classes with up to 10 students with IEPs.
 - TUSD will make every effort to limit the total case management of the ECSET to no more than 14 students (up to 10 on the classroom roster) plus itinerant case management of mild-moderate cases of up to 4 students, depending on the number of students on the roster for the Moderate - severe class.
- No case manager will have more than 14 total students on their caseload unless they are a completely itinerant teacher (without classrooms rosters).

This MOU will expire June 30, 2026. The terms of this MOU are not intended to be precedent setting and do not apply to any bargaining unit members outside of the LAUNCH program. The terms of this MOU are to be reviewed throughout September, October, and November of each year with any proposed changes being brought forward beginning in December for an end of semester one implementation. Terms of subsequent year agreements will be finalized by June 1st of each year of the duration of this MOU. Final language will be voted upon in a subsequent contract ratification vote once any permanent program changes have been finalized.

 Dylan Farris, Ed. D.
 Chief Personnel Officer, TUSD

 Date

 Deborah Tabush
 President, TTA

 Date

 Keith Butler, Ph. D.
 Chief Business Officer, TUSD

 Date

 Julie Shankle
 Executive Director, TTA

 Date