

**Memorandum of Understanding  
Between  
The Upland Unified School District  
And  
The Upland Teachers Association**

The District and Association agree to implement the following as a Memorandum of Understanding.

Department Chairpersons – Comprehensive High School

The function and purpose of the Department Chairperson Team does not diminish the role, function, or authority of the site shared decision-making committee under Article 10.

The Department Chairperson Team will be composed of one site administrator, the Association Campus Director or designee and ten bargaining unit members who have been elected to represent their respective departments from:

1. Math
2. Social Studies
3. English
4. Science
5. Visual and Performing Arts
6. World Languages
7. Career Technical Education (Industrial Technology, Business and Home Economics)
8. Physical Education
9. Special Education
10. Counseling

The department chairpersons will be elected by the end of April for the following school year. The term shall be two years. The principal, working with a site director of the Association, shall conduct the election. Department chairpersons cannot serve as a representative without being duly elected.

A unit member with assignments in more than one department shall vote in the department in which he or she is assigned for the majority of the day. In the event that a unit member's assignment is evenly divided into more than one department, the unit member shall choose in which department to vote. In no case may a unit member vote in more than one department.

In order to be a nominee from their respective department as defined above, a unit member must have at least three assignments in the department that they are to represent, be highly qualified in the subject area according to ESEA standards and have five years of teaching experience.

In the event that a department has no unit members with three assignments in that department at the time of the election, a unit member may be nominated with only two assignments in that department. A unit member with only two assignments in that department may not be nominated as a department chairperson unless no other member of the department has more than two assignments within the department, or no other member of the department desires to be the department chairperson.

If a vacancy develops after the initial election, the department shall hold a special election to fill the vacant seat. The same election procedures will apply as outlined in this article.

Department chairpersons are not eligible for any additional release periods, including those unrelated to being a department chairperson.

Meetings will be held once a month and more often by mutual agreement as deemed necessary.

The individual teaching assignment of teachers is the responsibility of the administration. Department chairpersons may be asked for their input on the master schedule; however, department chairpersons shall not make the assignments.

#### Appendix A XIV\*

- G. Any unit member that assumes the duties and responsibilities of a Department Chairperson at the comprehensive high school shall be paid a base stipend of \$4500.00 for chairing a department that includes up to seventy (70) sections. A Department Chairperson chairing a department that includes more than seventy (70) sections shall be paid an additional stipend amount of \$25.00 per section for each section over the seventy (70) section base.

Stipends are based on the number of sections in the department as of the annual CBEDS date, including those of the department chair.

\* The additional sections (one [1] per FTE) added in 2020-2021 for the purpose of decreasing class size shall not be included as sections above seventy (70) in the 2020-2021 school year for purposes of calculating the stipends.

### APPENDIX DEPARTMENT CHAIRPERSONS

- I. Department Chairpersons will provide leadership in building and maintaining a learning environment that promotes the intellectual development of all students at Upland High School. They will assist teachers in their work by acting as department instructional leaders discussing curriculum and instruction issues that directly affect the school, including the development of the master schedule. They will support the implementation of the school's shared purpose, mission, vision,

goals and objectives. They will represent the views of the unit members in their department. This work will require time above and beyond the regular teaching assignment.

- II. The Chairperson of the team shall be elected from within the body by a majority vote of the members of the Department Chairperson Team at the beginning of each school year. The Association Representative is not eligible to be the chairperson and serves without compensation.
- III. The elected Chairperson of the Department Chairperson Team will prepare the agenda in advance, however, any member of the Team may add to the published agenda at any time up to the day before the meeting.
- IV. Any member of the Team may invite resource people to attend meetings from time to time as necessary.
- V. A person mutually selected by the team shall record minutes of the Team meetings. Published minutes shall be distributed to all staff members and posted on the school's internal use web site as soon as possible following the completion of the meeting. The person responsible for distribution of the minutes will endeavor to distribute the minutes of the previous meeting at least five duty days prior to the next meeting.
- VI. The development process of the master schedule is to be discussed each semester by the Team with sufficient time as to have any concerns addressed prior to the start of each semester.
- VII. The duties and responsibilities of Department Chairpersons shall be as follows:

#### Curriculum

1. Provide leadership and assist unit members in the development of new course offerings and/or new programs for presentation to the site shared decision-making committee
2. Coordinate the development of course outlines and curriculum maps
3. Maintain active file of curriculum guides and outlines
4. Assist with analysis and dissemination of student achievement data to members of the department
5. Upon unit member request, assist unit members with planning and implementing collaborative meeting time
6. Assist unit members with the implementation of curriculum alignment with State Content Standards, Common Core Standards, department benchmarks and other articulation efforts
7. Lead the department in evaluating the impact of school and district policies related to curriculum and instruction
8. Lead the periodic evaluation of the department's program
9. Study modern trends in curriculum for possible discussion
10. Coordinate the examination and evaluation of new texts, teaching materials, and equipment with department members

Operations

- 11. Conduct contractual department and interdisciplinary meetings
- 12. Consult with and provide assistance to the school administration in the scheduling of classes and teaching assignments and in the development of the master schedule
- 13. Facilitate discussions of department policies and procedures
- 14. Disseminate and collect department assessment materials
- 15. Coordinate co-curricular activities including contests, awards, etc.
- 16. Process requests for supplies and instructional material and equipment
- 17. Be responsible for department budgetary expenditures and assist unit members with purchases

Professional Leadership

- 18. Participate in the selection and orientation of new unit members in their respective departments
- 19. Assist with staff development
- 20. Encourage professional growth through advanced education, in-service training, and participation in professional associations related to the discipline
- 21. Inform the department of new methods, techniques, materials, program opportunities, workshops, etc.
- 22. Inform the department of new trends, legislation, etc., affecting the instructional program or discipline

Liaison

- 23. Act as an advocate and spokesperson for the department
- 24. Act as a liaison between the administration and the members of the department
- 25. Maintain a liaison with the department's representative to the school's shared decision-making committee
- 26. Act as a liaison with same department chairpersons or other appropriate personnel in District feeder schools.
- 27. Assist substitute teachers assigned to the department

This MOU shall sunset June 30, 2019. ***Upon expiration of this MOU, these additions to the CBA will cease to be in effect unless otherwise negotiated by the parties.***

For the District

For the Association

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Date

Date

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