

**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 – Junior High School

The Department Chairpersons will serve as the representatives from their respective departments to the site shared decision-making committee under Article 10 of the Collective Bargaining Agreement.

The Department Chairpersons shall be elected to represent their respective departments from:

1. Math
2. Social Studies
3. English
4. Science
5. Physical Education
6. Special Education
7. Electives

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 the Association Site Director, 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 tenure.

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.

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 junior high school shall be paid a stipend of \$1500.00.

APPENDIX Department Chairpersons

I. Department Chairpersons will support the operational, logistical, and communication needs of their respective departments, including the development of the master schedule. They will serve as a liaison between the department and school administration. 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 development process of the master schedule is to be discussed each semester with the Department Chairpersons with sufficient time as to have any concerns addressed prior to the start of each semester.

III. 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. Maintain an active file of curriculum guides and outlines
3. Upon unit member request, assist unit members with planning and implementing collaborative meeting time
4. Lead the periodic evaluation of the department's operation
5. Coordinate the examination and evaluation of new texts, teaching materials, and equipment with department members

Operations

6. Conduct department meetings
7. 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
8. Facilitate discussions of department policies and procedures
9. Disseminate and collect department assessment materials
10. Coordinate co-curricular activities, including contests, awards, etc.

11. Process requests for supplies and instructional material and equipment
12. Be responsible for department budgetary expenditures and assist unit members with purchases
13. Participate in the selection and orientation of new unit members in their respective departments

Liaison

14. Act as an advocate and spokesperson for the department
15. Act as a liaison between the administration and the members of the department
16. Maintain communication with the school's Academic Leads
17. Act as a liaison with same Department Chairpersons or other appropriate personnel in district secondary schools.
18. Assist substitute teachers assigned to the department

This MOU shall sunset June 30, 2024. ***Upon expiration of this MOU, these additions to the CBA will cease to be in effect unless otherwise negotiated by the parties.***