

**SIDE LETTER OF AGREEMENT (SLA)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
and the  
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)  
Re: Administrative Mentors for Cultivating Leaders Pilot Program**

**Background:**

SJUSD and SJPEC believe that our collaborative culture is an essential component for attracting and retaining diverse quality staff and for engaging in deeper work of supporting all students. For the 2022-23 school year, as part of this partnership and shared belief, the District will offer pathways to building leadership capacity through the Cultivating Leaders Seminar Series. A major component of this program will be to pair SJPEC unit members who are newly hired in the role of vice principal and/or principal with experienced administrators for support and mentorship.

**Statement of Intent:**

In order to assist developing leaders and further solidify our collaborative culture across San Juan Unified, SJUSD and SJPEC have a shared interest in providing mentorship and support to aspiring leaders while also working to attract and retain a diverse staff. The parties strive to build leadership capacity in our SJUSD community in order to partner effectively and respectfully with all members of our educational community.

**Agreement:**

The parties agree that during the 2022-23 school year the District will select a cohort of experienced current administrators to serve as Cultivating Leaders Mentors.

**Eligibility:**

- Administrative Services Credential
- Minimum three (3) years' experience as a site administrator/principal, with a minimum of one year of in-district experience
- Three (3) consecutive positive evaluations

**Duties and Responsibilities:**

- Mentor site principals new to SJUSD or site principals new to the position.
- Provide advice and guidance to new administrators.
- Coordinate and facilitate support systems for new or novice administrators.
- Coordinate and facilitate weekly check-in meetings.
- Maintain a meeting log.
- Be available for support during crisis situations for new administrators.
- Meet with and provide input to district office personnel in regards to how to enhance and improve upon matters directly impacting site level administration.
- Maintain confidentiality with members.

**Compensation:**

- \$2,500 per assigned mentee.
- Administrators will have no more than two (2) assigned mentees at any given time
- The stipend will be paid in monthly installments during the 2022-23 school year.

**Selection Process:** Interested SJPEC members will submit a Letter of Interest to Assistant Superintendent Debra Calvin, Ed.D. stating:

1. Their qualifications
2. Their experience
3. Their interest and ability to address the duties and responsibilities noted in this side letter

This Side Letter of Agreement is non-precedential and will sunset on June 30, 2023. The parties agree to revisit the terms of this Side Letter and assess future needs during the school year. This Side Letter may be revised and/or extended by mutual agreement between the District and Coalition.

Daniel Thigpen 7-14-2022  
Daniel Thigpen Date  
Senior Director, Labor Relations  
San Juan Unified School District

Damon Smith 7/14/22  
Damon Smith Date  
President  
San Juan Professional Educators Coalition