

**SIDE LETTER OF AGREEMENT (SLA)**  
**BETWEEN**  
**SAN JUAN UNIFIED SCHOOL DISTRICT (District)**  
**and the**  
**SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)**  
*Re: 2022 Summer School Administrator Compensation Structure*  
Revised: July 14, 2022

**Background:**

During summer school programming in 2021, the use of time cards to compensate summer school administrators caused confusion and resulted in inconsistent application across the district. Additionally, the expansion of summer enrichment activities in 2022 has created the need to craft a compensation model more reflective of current and evolving programmatic needs.


**Statement of Intent:**


The District and SJPEC mutually agree that a clear compensation structure that accurately reflects the responsibilities of administrators overseeing different types of 2022 summer school programming is essential to educator and student success.

**Agreement:**

1. **Summer School Administrator Compensation Structure:** SJPEC members whose work year calendar is fewer than 12 months and who are selected to serve as summer school administrators during the term of this agreement shall be paid under the following model:
  - a. Summer school administrators overseeing sites with 400 or more total students (all programs combined): \$500 a day.
    - i. Administrators overseeing high school, seat-based credit recovery programs will receive the \$500 a day rate regardless of enrollment.
  - b. Summer school administrators overseeing sites with 100-399 students (all programs combined): \$400 a day.
  - c. Summer school administrators overseeing sites with 1-99 total students (all programs combined): \$350 a day.
  - d. **For time spent preparing for and closing summer school:** All summer school administrators will receive five additional days to their total stipend at the rate as outlined in section 1(a-c).
  
2. **Compensation timing and process:** Compensation will be as a stipend for total days served and will be paid to members during the regular monthly payroll cycle (August 2022 and September 2022).
  - a. SJPEC members will submit timecards to Payroll indicating total days worked including the five additional preparation/closing days.
  - b. The Division of Teaching and Learning will keep a master list of all summer school programs and total enrollment at each and provide to Payroll.
    - i. "Total enrollment" is defined as enrollment at the beginning of Day 4 after the start of each summer school program.

This Side Letter of Agreement is non-precedential and will sunset **on August 11, 2022**. This Side Letter may be revised and/or extended by mutual agreement between the District and Coalition.

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

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