

**SIDE LETTER OF AGREEMENT (SLA)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
and the  
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)  
*Re: Extended Learning Opportunities (ELO) Coordinators*  
Updated August 8, 2022**

**Background:**

Due to significant retirements, departures and promotions, the San Juan Unified Division of Teaching and Learning has restructured their support model.

**Statement of Intent:**

The District and SJPEC mutually agree that members are critical to supporting high quality instruction and providing services and support particularly as they relate to ELO grant funds and actions.

**Agreement:**

The parties agree that during the 2021-2022, **2022-2023 and 2023-24** school year, the District will hire one secondary and one elementary principal to serve as an ELO Coordinator for their respective division. These ELO Coordinators will:

- Provide leadership, oversight and support in the deployment of centralized services provided through the ELO grant such as tutoring and intervention programs.
- Work with division and department supervisors in providing support to principals in the implementation of ELO actions, by:
  - Planning and leading regular Professional Development meetings utilizing the Continuous Improvement Cycle
  - Working with schools in identifying metrics and key data points related to ELO actions for the purposes of progress monitoring and continuous improvement
  - Assisting with interactions with departments (HR, Budget, etc)
- Engage in progress monitoring and continuous improvement related to the monies being spent on ELO related actions

**Hours and Compensation:**

In acknowledgement of additional time and supervision of after-hours tutoring services a stipend of \$5,000 per year per coordinator will be provided.

Principals hired to be the ELO Coordinator will:

- be provided an additional full-time vice-principal on their campus
- be entitled to mileage reimbursement consistent with IRS rules and regulations

Interested SJPEC members should submit a Letter of Interest to either Kristan Schnepf (secondary) or Amberlee Townsend (elementary) by 5pm on July 9th, 2021 stating:

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

This position is a three-year commitment.

- If the SJPEC member is unable to fulfill their commitment, either due to extenuating circumstances or because the member has determined that they can no longer remain in the role, the member will give at least four weeks notice.
  - Within one week of receiving notice, the Division of Teaching and Learning will notify Principals and Vice Principals of the vacancy and solicit Letters of Interest.

This Side Letter of Agreement is non-precedential and will sunset on **June 30, 2024**. This Side Letter may be revised and/or extended by mutual agreement between the District and the Coalition.

*Daniel Thigpen*      8-8-2022  
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Daniel Thigpen                      Date  
Senior Director, Labor Relations  
San Juan Unified School District

Damon Smith                      8-8-2022  
\_\_\_\_\_  
Damon Smith                      Date  
President  
San Juan Professional Educators Coalition