

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
and the
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)
Re: Correcting SJPEC salary schedule errors

Background:

As the District prepares to implement a new Financial Information System (FIS), which will go into effect July 1, 2023, the District has uncovered errors in how several SJPEC members have been placed on the SJPEC Salary Schedule. The purpose of this agreement is to resolve these errors while mitigating any potential impacts to affected employees.

Agreement:

1. This agreement covers the following six SJPEC members:
 - a. Kim Callender, Vice Principal, Elementary
 - b. Philip Clemmer, Vice Principal, High School
 - c. Katie Knifton, Administrator on Special Assignment
 - d. Chad Lyon, Vice Principal, Middle School
 - e. Christine Teachout, Vice Principal, Elementary
 - f. Meghan Wilson, Vice Principal, High School
2. Members outlined in Section 1 of this agreement will receive 150 hours of Continuing Education Units (CEUs) upon completion of a clear Professional Administrative Services Credential.
3. Members outlined in Section 1 of this agreement will advance to the next column of the SJPEC Salary Schedule on July 1, 2023. Once in Column F:
 - a. Members shall remain in Column F for one year and will then move the following year to the Continuing Education column if they hold a cleared Professional Administrative Services Credential.
 - i. Verification of cleared credential must be submitted to Human Resources by September 1 of the fiscal year in which the member is anticipated to move into the Continuing Education column. **For example:** if a member is anticipated to move into the Continuing Education column in the 2024-25 school year, the member must submit their verification of cleared credential to Human Resources no later than September 1, 2024.
 - b. Members who have not completed and/or cleared their Professional Administrative Services Credential will remain in Column F until they submit verification of completion and clearing the credential.
4. It is determined that the members outlined in Section 1 of this agreement have been overpaid in up to three previous fiscal years due to the District's error. California Education Code section 44042.2 requires the District to attempt to recoup overpayment. The District will work with each individual member to develop a mutually agreed upon plan to meet this legal requirement in a way that is fair and equitable and minimizes impact to the employee.

Term: This MOU is effective upon signing and may be revised by mutual agreement between the District and SJPEC.

Daniel Thigpen

6-9-2023

Damon Smith

6-9-2023

Daniel Thigpen Date
Executive Director
Labor Relations and Government Affairs
San Juan Unified School District

Damon Smith Date
President
San Juan Professional Educators Coalition