SIDE LETTER OF AGREEMENT (SLA)
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
and the
SAN JUAN TEACHERS ASSOCIATION (Association)

Home School Program for the 2022-23 School Year

Background:

The District and the Association hold the shared belief that the SJUSD K-8 Home School program offers a high quality educational experience for students and is an important option for families. The California legislature created specific requirements for Independent Study programs that impacts the service delivery within the SJUSD homeschool program.

Intent:

- To comply with state requirements for Independent Study
- To create a workload that is reasonable to manage for practitioners
- To continue the Homeschool Lead positions for the 2022-23 school year

Agreement:

- In compliance with state law, Home School teachers will:
  - Send parents and students the master agreement to review and ask questions.
    - No later than the first 30 days of the start of the year or enrollment (if after the start of the year), meet with parents and students to review and collect the signed master agreement.
    - In the first meeting, review program expectations and lesson pacing.
  - Offer 20 minutes of daily synchronous time for students in grades TK-3 and track participation and offer 20 minutes of weekly synchronous time for students grades 4-8 and track participation.
  - The homeschool teachers will have the discretion to determine how synchronous instruction is provided. Examples include:
    - Model 1: Each teacher creates and offers their own synchronous lessons to the same students each week. Student caseloads per teacher 22 (with leads at 12).
    - Model 2: All homeschool teachers help to create lessons and then rotate who offers the synchronous instruction each week. Student caseloads per person 23 (with leads at 13).
    - Model 3: One teacher creates and offers synchronous lessons to all students in the homeschool program. Student caseloads would be per teacher 25 (with leads at 15). The teacher who agrees to this role would have a max caseload of 17 (10 if a lead)
    - Model 4: One teacher creates and offers synchronous lessons to all students in the homeschool program. Student caseloads would be
25 per teacher (with leads at 15). The teacher who agrees to this role would receive a pro rata share of the daily rate (not to exceed 3 hours per week). If the teacher regularly exceeds 3 hours per week, the parties agree to meet to discuss potential solutions

○ In the event that the homeschool team is unable to reach an agreement on the model to use for the 2022-23 school year, representatives from SJTA and SJUSD will assist in determining the model

○ Offer a daily live interaction for students in grades 4-8 for the purpose of maintaining school connectedness. This interaction may take place in person, or in the form of internet or telephonic communication. Teachers track participation.

○ Collect evidence of ‘total time value’ of assignments for each week for verification.

○ Verify student work completion (at least once every two weeks)

○ Collect student work samples (at least one per subject every grading period)

○ Communicate with families when there are concerns about attendance/lack of student work (tiered reengagement) and document outreach.

  ■ Refer families to administration if no improvement occurs.

○ Include students in meetings with families (and document date of meeting- at least once every grading period)

● To address the workload impacts for the homeschool teachers, their caseloads will be based on the synchronous instructional model identified above.

○ If requests for homeschool instruction exceed current staffing, the following will occur:

  ■ If the homeschool teachers are already at their caseload maximums, the student will stay at their current school until a space opens up in the program or until the wait list is large enough to warrant hiring another homeschool teacher (as determined by the District).

  ■ The parties agree to review the waitlist monthly. During that review, the parties agree to meet and discuss whether any existing homeschool teachers would be willing to exceed their caseload maximum in exchange for contractual compensation.

○ In the event additional staff needs to be hired, and homeschool teachers are over their caseloads, students will be moved from current teacher caseloads with the following considerations:

  ■ Homeschool teachers are assigned to families, which may result in multiple students being in one family; therefore, a teacher’s caseload may not be able to be increased/reduced one student at a time.

    ● Considerations for reducing caseloads may include (but are not limited to):

      ○ Reviewing the percentage by which the homeschool teacher is over their caseload:

        ■ Teachers with the highest percentages over should be reduced to bring them in alignment with their colleagues.
Once all homeschool teachers are near the same percentage of overage, every effort should be made to make corresponding reductions for all homeschool teachers.

- Input from the teacher the students are currently assigned to.
- Consideration for the incoming teacher’s caseloads.
- Advisement from the lead homeschool teachers.

Homeschool leads: The intent of continuing homeschool leads will be:

- To utilize the skills, knowledge and expertise of the veteran home school teachers to support the expansion of the program
- To identify the program needs, outline support to be provided to the incoming teachers and establish collaboration time for the Home School program
- To create a workload that is reasonable to manage

1) Collaboration Time:
   a) Utilizing the intent of Article 24 within the CBA, the homeschool teachers may utilize up to one hour each Thursday for collaboration and/or professional development.

2) Continuation of ‘Lead’ positions for Home School:
   a) Cami Cordell and Laura Avera will each act as ‘Lead’ for the home school program for the 2022-2023 school year
      a. Beginning in the spring of 2023, the selection of Home School Lead(s) for future school years will follow the process outlined in the Collective Bargaining Agreement for lead positions (Article 24.07).
   b) The Leads’ student caseload shall be capped based on the synchronous delivery model (identified above) as collaboratively determined by the staff.
   c) The Leads will collectively support colleagues.
   d) The duties for the Lead role are as follows:
      i) Training/launch of the school year:
         (1) Provide two 3 hour trainings to their new colleagues
         (2) Assist with resource and material distribution to enrolled families throughout August
         (3) Support each colleague with their initial meetings for up to two families
      ii) Provide job embedded on-going training and support for colleagues:
         (1) Home school instruction and assessment
         (2) Resource and material procurement and distribution
         (3) Supports for parents/guardians
            (a) May include co-hosting a meeting with families to discuss supports
         (4) Work sample guidelines and criteria
         (5) Grading, recording attendance
iii) Providing guidance for the program such as: ordering materials, identifying the subscriptions, etc.
   (1) In the event there is a change in supervisors in the homeschool program, leads will receive a stipend of $1,500 per month for each month (up to 5 months) to offset the increase in workload.

iv) Supporting Preparations (in case of audit):
   (1) Providing high quality examples for work sample collection and process for filing/storing samples
   (2) Along with the program administrator, creating guidelines for grading and share with colleagues
   (3) Along with the program administrator, creating guidelines for recording attendance and share with colleagues

3) Ongoing training will be provided at the request of the Leads in order for them to complete the tasks identified in this SLA.

The oversight of the program will remain with the supervisor of the program.

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 Association.

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