SIDE LETTER OF AGREEMENT BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
and the
SAN JUAN TEACHERS ASSOCIATION (Association)
Re: Early Childhood Education (ECE) Teacher on Special Assignment (TOSA) and Content Specialists
Updated October 18, 2022

Background:
Providing supervision support/subbing is part of the described responsibilities of TOSAs and Content Specialists. San Juan Unified and San Juan Teachers Association recognize the impact on the workload for TOSAs and Content Specialists when they provide significant time on supervision support/subbing in classrooms. Further, health guidelines recommend reducing the crossing of classrooms and schools by adults when possible.

Intent:
San Juan Unified and San Juan Teachers Association recognize that when professionals are pulled from their everyday work to provide supervision support, it impacts their ability to complete their other responsibilities. The parties have a shared interest in acknowledging the increased workload and, when possible, minimizing it. It is also a shared interest to reduce staff and student exposure to the virus and minimize outbreaks.

Agreement:
The parties agree that for the remainder of 2022-23 school year:

• TOSAs and Content Specialists may be required to provide supervision support/subbing in classrooms for up to 8 hours per week.
• Staff will be reached via email or phone call to check their availability to sub. After a member has provided 8 hours of supervision support/subbing in a week, and more time is needed, the district will seek willing participants from the ECE TOSAs and Content Specialists for the additional needed time.
  o The member who agrees to provide the supervision support/subbing time beyond the weekly 8 hours will receive additional compensation.
  ■ The additional pay will be paid at their hourly rate.
  ■ Pay will also be retroactive to the beginning of the 2022-23 school year.
  ■ Prior to a member being offered the opportunity twice, the opportunity will be offered to other ECE TOSAs and Content Specialists.
  o If there are no willing participants, it may be necessary for members to be required to provide supervision support/subbing beyond the weekly 8 hours.
  ■ The member who is required to provide the supervision support/subbing time beyond the weekly 8 hours will receive additional compensation.
• TOSAs and Content Specialists may be asked to sub across all programs in ECE.
In the event of an emergency, a member may be required to provide supervision/subbing at more than one site on the same day.

- Mitigation Efforts in place in each classroom and school site:
  - Physical distancing: while there is not a required distance, it is recommended that staff utilize spacing between students when possible
  - Face coverings may be worn by staff, but are not required.
  - PPE is available in each classroom and/or at each site (adult masks, gloves, alcohol wipes, face shields, hand sanitizer, disposable gowns, child size masks)
  - Sanitizing and Cleaning:
    - Healthy Hygiene: Each site and classroom promotes healthy hygiene practices: appropriate wearing of face covering, washing hands, etc.
    - Each site has established cleaning protocols and schedules.
  - Daily Health Screenings:
    - Each classroom has sign in/out procedures which will continue to occur and will include COVID health screener questions.
      - All staff have been provided with a training video and screening questions.

This Side Letter of Agreement is non-precedential and will sunset on June 30, 2023. This Side Letter may be revised and/or extended by mutual agreement between the District and Association.

Amberlee Townsend-Snider  Date
Assistant Superintendent, Elementary Education
San Juan Unified School District

Shannan Brown  Date
Executive Director
San Juan Teachers Association

Daniel Thigpen  Date
Senior Director, Labor Relations
San Juan Unified School District