

**SIDE LETTER OF AGREEMENT (SLA)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
and the  
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)  
*Re: Human Resources Coordinator of Summer Programs***

**Background:**

The District and SJPEC agree there is a need in the system to provide additional leadership and professional growth opportunities for SJPEC members who have an interest in District leadership, coaching and mentoring. In recent years, the volume and variety of summer programs in San Juan Unified has continued to increase. Due to this, a need has surfaced to establish a central point of oversight and coordination of all Human Resources components of summer program staffing.

**Statement of Intent:**

The District and SJPEC mutually agree that summer programs are an essential function of providing educational opportunities for our students. Creating clear oversight and coordination of all summer program staffing ensures high quality staff are hired to meet the needs of students. By creating a short-term, stipend-based position to meet this need, the District can offer a new leadership opportunity for interested SJPEC members while maintaining existing Human Resources capacity and focus on districtwide recruitment and retention efforts for the upcoming school year.

**Agreement:**

The parties agree that during the 2023-24 and 2024-25 school years the District will hire one SJPEC member to serve as Human Resources Coordinator of Summer Programs.

**Roles and Responsibilities:** The SJPEC member selected for this position will:

- Serve in this role from February through August each year
- Collaborate with Assistant Superintendent and directors in the Human Resources Department, as well as other District management directly responsible for summer school programs
- Oversee all Human Resources functions of hiring and placing staff for summer programs throughout the District
- Maintain and update the Human Resources Summer School vacancies directory online (Frontline website)

**Compensation:** stipend of \$15,000 per year.

**Selection Process:** The Human Resources Department shall post the vacancy by Jan. 31 of each year on the District's Frontline website and announce the opportunity to SJPEC members. Interested SJPEC members shall submit an application through Frontline by the posted deadline. The Assistant Superintendent of Human Resources will review applications and make a selection.

This Side Letter of Agreement is non-precedential and will sunset on June 30, 2025. The parties agree to revisit the terms of this side letter and assess future needs during the term of this agreement. This sideletter may be revised and/or extended by mutual agreement between the District and Coalition.

*Daniel Thigpen* 3-8-24

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

*Damon Smith*    3-8-24

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Damon Smith    Date  
President  
San Juan Professional Educators Coalition