

**SIDE LETTER OF AGREEMENT (SLA)
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
and the
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)
Re: *2024 Summer School Administrator Compensation Structure*
Updated: May 1, 2024**

Background:

During previous years of summer school programming, the use of time cards to compensate summer school administrators at a flat hourly rate caused confusion and resulted in inconsistent practices across the district. Additionally, the continued expansion of summer enrichment activities has created the need to craft a compensation model more reflective of current and evolving programmatic needs.

Statement of Intent:

The District and SJPEC mutually agree that a clear compensation structure that accurately reflects the variety of responsibilities of administrators overseeing different types of 2024 summer school programming is essential to educator and student success.

Agreement:

1. **Eligibility:** Only SPJEC members whose work year calendar is fewer than 245 days and who are selected to serve as summer school programming administrators during the term of this agreement are eligible to receive compensation **under terms outlined in Section 2 of this SLA.**

2. **Compensation:** SJPEC members eligible under Section 1 of this SLA will receive compensation for specific assignments as outlined below:

a. High school seat-based program	\$550 per day
b. High school Newcomer program	\$440 per day
c. Special Education Extended School Year (ESY)	\$440 per day
d. Title I summer programs	\$440 per day
e. Expanded Learning Opportunities (ELO) programs*; High School Credit Recovery Independent Study program; High School Extended School Year program; Math Camp; Camp Kinder; K-1st Summer Boost Camp	\$380 per day
f. Oversight of concurrent programs on a single school site**	additional \$40/day***

**Section 2(e) includes administrative oversight that does not require the administrator to report to an individual school site.*

***any combination of Section 2(a-e) above on a single school site.*

****maximum additional compensation regardless the number of concurrent programs*

3. **For time spent preparing for and closing summer school: The following SJPEC members will receive up to 40 hours at the “Summer School/Special and Additional Assignment Rate of Pay” listed on the SJPEC Salary Schedule:**
- a. **SJPEC members who meet the criteria outlined in Section 1 of this agreement**
 - b. **SJPEC members on a 245-day calendar who are required to perform additional duties and responsibilities for the planning and coordination of Extended School Year (ESY).**
 - i. **SJPEC members described in Section 3(b) of this agreement are not eligible for compensation under Section 2 of this agreement.**
 - c. **If there is a negotiated increase to the “Summer School/Special and Additional Assignment Rate of Pay” prior to the start of summer school, that rate shall be applied at the start of summer school. This is true even if the effective date of the agreement is July 1.**
4. **Compensation timing and process:** Compensation will be as a stipend for total days served and will be paid to members during the supplemental monthly payroll cycle **(July-September 2024).**
- a. SJPEC members will submit timecards to Payroll indicating total days worked including **the additional preparation/closing hours.**
 - b. The Human Resources Department will keep a master list of all SJPEC members **overseeing programs as outlined in Sections 2 and 3** of this SLA.

This Side Letter of Agreement is non-precedential and will sunset **on August 15 , 2024.**
This side letter may be revised and/or extended by mutual agreement between the District and SJPEC.

Daniel Thigpen 5-1-2024

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

Damon Smith 5-1-2024

Damon Smith Date
President
San Juan Professional Educators Coalition