

**Memorandum of Understanding
(MOU) between the
San Juan Unified School District
(District)
and the
San Juan Administrators Association
(SJAA)**

The purpose of this Memorandum of Understanding (MOU) is to represent good faith commitments between the San Juan Unified School District (District) Superintendent and the San Juan Administrators' Association ("SJAA"), to ensure that district-level management employees have meaningful opportunities for voice in the shared decision-making process and to facilitate transparent, two-way dialogue. This MOU acknowledges that the Superintendent and SJAA members rely upon each other for continued progress, and recognizes the significant roles and contributions they play in strengthening student achievement.

All board policies and/or administrative regulations related to management employees remain in effect. The applicable board policies and administrative regulations supersede this MOU.

While this MOU represents a set of commitments between the Superintendent and SJAA, it is not a collective bargaining agreement. SJAA is defined as a voluntary association of at-will, unrepresented district-level management employees having significant responsibilities for formulating district policies and/or administering district programs. SJAA is not an exclusive representative of any District employee, and as such the employees who choose to become members of SJAA are not afforded the rights outlined in Chapter 10.7, Sections 3540-3549 of the Government Code ("Educational Employment Relations Act").

Employee classifications covered by this MOU are listed on the Board-adopted salary schedule titled "San Juan Administrators Association" (Attachment A). Members of the Superintendent's Cabinet are individually contracted District employees who serve as the Superintendent's designees and cannot be members of SJAA.

The parties to this MOU agree as follows:

- I. The District shall adhere to all Board-adopted policies and regulations pertaining to management.
- II. When practicable, the District shall notify in writing in a timely manner to the SJAA President and, upon request, hold informal and non-binding, dialogue with the Superintendent concerning the District's intent to:
 - a. Reorganize district departments or reassign SJAA positions
 - b. Eliminate SJAA positions
 - c. Revise, add, or eliminate any policy, procedure and/or practices directly impacting SJAA positions

- d. Close a school or consider a reduction of workforce directly impacting SJAA members.
 - e. Make any other direct changes in the working conditions of SJAA membership.
- III. SJAA members may be given the opportunity to participate on District committees or panels, or to participate in the planning of major district initiatives, if determined appropriate by the Superintendent or designee, when other employee organizations are represented.
- IV. Vacation: See BP/AR 4313.9 for specifics related to vacation and vacation sell back.
- V. Dispute Resolution: See BP/AR 4344 for specifics related to the dispute resolution process.
- VI. Continue financial support for professional growth activities for both classified and certificated management covered by this MOU (i.e., professional conference, in-service activities,), when budgetary resources are available and with approval by their supervisor.. Professional growth shall be aligned whenever possible to the District's Strategic Plan. The District will contribute 50% of the professional membership dues annually for all SJAA employees who, with supervisor approval, request to join a professional association that is aligned with the employee's primary job role and responsibilities. This District contribution is limited to one professional association membership per SJAA employee. Examples of eligible professional associations include but are not limited to, the Association of California School Administrators (ACSA).
 - i. The District agrees to provide \$5,000 annually to the SJAA organization for professional development aligned to the District's Strategic Plan.
 - a. The annual allocation, or any unused portion, cannot be rolled over into future years.
 - b. The approval of courses/workshops/learning teams, in advance of participation, is subject to approval by SJAA leadership.
- VII. Continue with the following meetings:
 - c. Quarterly Administrative Forum meetings held with the Superintendent and SJAA officers or designated representatives
 - d. Participation on the District Joint Benefits Committee
 - e. Monthly informal meetings between the Superintendent or designee and the SJAA President, President-Elect and/or executive board members
- VIII. At least once during the term of the MOU, the District shall review compensation, schedules, and work year calendars to ensure that the compensation remains at a competitive level.
 - a. The SJAA salary schedule shall be adjusted commensurate with any bargained

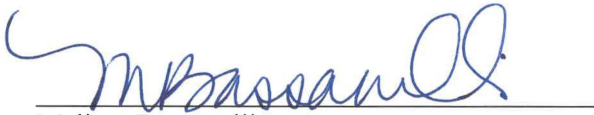
increases to certificated management salary (excluding those serving pursuant to individual contracts).

- a. The District shall provide a benefits package that is commensurate to the benefits package offered to any other administrators in the District, excluding those serving pursuant to individual contracts.

IX: Evaluations: SJAA members will be annually evaluated under the provisions of BP/AR 4315.

X. Nothing in this MOU shall limit the Board of Education, the Superintendent or the Superintendent's designees the ability to establish policy or to act within their legal authority.

XI. This MOU is effective January 1, 2025 and expires June 30, 2026. This agreement may be extended or/or revised by mutual agreement between the District and SJAA.



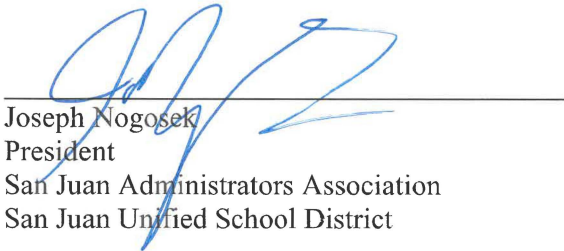
Melissa Bassanelli
Superintendent
San Juan Unified School District

5/13/25
Date



Daniel Thigpen
Acting Chief of Human Resources
San Juan Unified School District

5-9-25
Date



Joseph Nogosek
President
San Juan Administrators Association
San Juan Unified School District

5/8/2025
Date