

**SIDE LETTER OF AGREEMENT (SLA)**  
**BETWEEN**  
**SAN JUAN UNIFIED SCHOOL DISTRICT (District)**  
**and the**  
**SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)**  
*Re: Administrative Mentors for Cultivating Leaders ~~Pilot~~ Program*  
**Updated: June 12, 2025**

**Background:**

The District and SJPEC believe that our collaborative culture is an essential component for attracting and retaining diverse quality staff and for engaging in deeper work of supporting all students. As part of this partnership and shared belief, the District will offer pathways to building leadership capacity through the Cultivating Leaders Seminar Series. A major component of this program will be to pair SJPEC unit members who are newly hired in the role of vice principal and/or principal with experienced administrators for support and mentorship.

**Statement of Intent:**

In order to assist developing leaders and further solidify our collaborative culture across San Juan Unified, the District and SJPEC have a shared interest in providing mentorship and support to aspiring leaders while also working to attract and retain a diverse staff. The parties strive to build leadership capacity in our San Juan Unified community in order to partner effectively and respectfully with all members of our educational community.

**Agreement:**

The parties agree that during the term of this agreement the District will select a cohort of experienced current administrators and program specialists to serve as Cultivating Leaders Mentors.

**Eligibility:**

- Administrative Services Credential
- Minimum three (3) years experience as a site administrator/principal or program specialist, with a minimum of one year of in-district experience
- Three (3) consecutive positive evaluations

**Duties and Responsibilities:**

- Mentor site principals, vice principals, program specialists, and other administrators who are new to San Juan Unified or new to the position.
- Provide advice and guidance to new administrators and program specialists.
- Coordinate and facilitate support systems for new or novice administrators and program specialists.
- Coordinate and facilitate **regular** check-in meetings.
- Maintain a meeting log [that will be submitted on a regular basis](#).
- Be available for support during crisis situations for new administrators and program specialists.
- Meet with and provide input to district office personnel in regards to how to enhance and improve upon matters directly impacting site level leadership.
- Maintain confidentiality with members.

**Compensation:**

- \$2,500 per assigned mentee.
- Administrators will have no more than two (2) assigned mentees at any given time
- The stipend will be paid in monthly installments.

Term Limits: In order to offer multiple SJPEC members a chance to expand the depth and breadth of their leadership experience, this position shall be a one-year term. Members interested in serving more than one term must re-apply.

Selection Process: The Division of Teaching and Learning shall solicit interested SJPEC members each spring and communicate a selection timeline and process. Interested SJPEC members will submit a Letter of Interest to the Assistant Superintendent of Educational Services stating:

1. Their qualifications
2. Their experience
3. Their interest and ability to address the duties and responsibilities noted in this side letter [by responding to specific questions related to these areas](#).

This Side Letter of Agreement is non-precedential and will sunset on June 30, **2026**. The parties agree to revisit the terms of this Side Letter and assess future needs during the school year. This Side Letter may be revised and/or extended by mutual agreement between the District and Coalition.

*Daniel Thigpen*

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Daniel Thigpen  
Chief of Human Resources  
San Juan Unified School District

*Melanie Allen*

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Melanie Allen  
President  
San Juan Professional Educators Coalition