

**SIDE LETTER OF AGREEMENT (SLA)**  
**BETWEEN**  
**SAN JUAN UNIFIED SCHOOL DISTRICT (District)**  
**and the**  
**SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)**  
*Re: Leadership Development Coordinator*  
**Updated August 7, 2025**

**Background:**

Members have identified a need in the system to provide additional leadership and professional growth opportunities for principals who have an interest in District leadership, coaching and mentoring. Due to significant retirements, departures, and promotions, the San Juan Unified Division of Teaching and Learning has restructured its support model, which presents new opportunities to foster a leadership pipeline, offering principals a chance to expand the depth and breadth of their leadership experience while supporting the professional growth of their peers.

**Statement of Intent:**

The District and SJPEC mutually agree that members are critical to supporting high quality instruction and providing services and support, particularly as they relate to principal leadership and professional development.

**Agreement:**

The parties agree that during the **term of this agreement the** District will hire five SJPEC Principals (one high school, one middle school, two elementary and one K-8) to serve as Leadership Development Coordinators.

The Leadership Development Coordinators will provide mentorship, coaching, and support to principals by:

- Collaborating with Assistant Superintendent and directors to plan and lead regular Professional Development meetings utilizing data evaluation and the Continuous Improvement Cycle
- Assisting with administrative coaching, goal setting and needs assessment
- Providing onboarding support to new hires
- ~~Coordinating West End collaboration~~

**Hours, Support, and Compensation:**

Up to 100 hours of pay at the hourly administrative Additional Assignment Rate of Pay:

- Weekly/monthly hours may vary depending on needs, but will not exceed 100 hours in any given school year.
- Leadership Development Coordinators should generally expect to devote, on average, 8-10 hours a month.
- Leadership Development Coordinators will log and report hours to Assistant Superintendents to manage and adjust scope of work.

Members will be entitled to mileage reimbursement consistent with IRS rules and regulations.

Should the hours logged by any Leadership Development Coordinator exceed 50 on or before January 1, of any year of this agreement, the Assistant Superintendent supervising this position will meet within 10 days to discuss scope of work.

Together, the coordinator and Assistant Superintendent will mutually agree on a remaining scope of work that does not exceed the remaining balance of hours within the 100 total authorized for this position during the school year.

Term Limits: In order to offer multiple principals 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.
- Members may serve up to two consecutive terms. After completing two consecutive terms, members must take a break of at least one term before reapplying. Members who reapply and are selected may then serve an additional two consecutive terms.

**Selection of Leadership Development Coordinators:** The Division of Teaching and Learning shall solicit interested SJPEC members each year and communicate a selection timeline and process. In general, interested SJPEC members will submit a Letter of Interest to either Kristan Schnepf (middle and high school positions ) or Amberlee Townsend (elementary and K-8 positions) stating:

1. Their qualifications
2. Their experience
3. Their interest and ability to address the duties and responsibilities noted in this side letter

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. Absent an agreement to renegotiate the terms of this SLA , all of its provisions will remain in place until a successor Collective Bargaining Agreement that includes this language is ratified.

 8-7-25  
 Daniel Thigpen Date  
 Chief of Human Resources  
 San Juan Unified School District

 8/7/25  
 Melanie Allen Date  
 President  
 San Juan Professional Educators Coalition