

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
AND
SAN JUAN TEACHERS ASSOCIATION (Association)
Re: The Innovative Design of Woodside TK-8
Updated August 13, 2025

Preamble:

During the 2021-22 school year the District and Association agreed to approach school redesign in a new manner. The parties recognized that utilizing best practices in District schools creates a strong educational foundation, while also understanding that innovative approaches lead to “next” practices in education. A key component in the process was to select and train a team of practitioners to work in consultancy with an elementary or TK-8 school in Citrus Heights to build an instructional approach that would also be a hub for community input, participation and feeling of overall connectedness among families, students, staff and community members. This innovative school would offer an instructional model that is responsive to student needs now and into the future as those needs change. The design team was selected in the Fall of 2022, and trained throughout the school year. In the Spring of 2023 Woodside TK-8 was selected to become an innovative school.

Purpose Statement:

Woodside is a lively school where students, families, staff and the community work together to create meaningful connections. Students are encouraged to develop a mindset that helps grow their curiosities around academics and personal interests.

Definition of Innovation

Innovation is a purposeful, creative, and dynamic process that involves a cycle of problem-solving, experimentation, and continuous improvement to discover a new or better way of doing things. It requires a mindset that seeks out multiple perspectives and is flexible and adaptable.

Core Pillars of Woodside’s Innovation:

- **Belonging and Wellness:** cultivated through equitable practices that foster inclusion and positive relationships.
- **Experiential Learning:** using a design thinking approach, Woodside emphasizes problem solving and critical thinking through responsive teaching and input from our learners. Our indoor and outdoor instructional spaces allow students to grow within and beyond the school walls.
- **Leadership and Connections:** Woodside’s innovative process connects students and staff with leadership opportunities that provide a pathway to positively impact our community and beyond.

Expectations of Collective Responsibility:

In order to establish and sustain a professional culture of mutual respect, support, trust, and responsibility amidst vast change, practitioners shall adhere to the following expectations in order to successfully implement the innovative model that reflects Woodside's Purpose Statement and Core Pillars:

- Commit to participating in professional development, Consultancy Days, and implementing changes to improve instructional approaches.
- Take responsibility to foster the development of and support actions that will increase innovative approaches at Woodside TK - 8.
- Participate in Woodside's Professional Practices with the support of peers and practitioner leaders, as determined by the Site Leadership Team (SLT).

Compensation, Time, and Supports for Expanded Responsibilities:

- Two dedicated subs will be assigned to Woodside TK - 8 for the 2024-25 and 2025-26 school years only.
- The Woodside TK - 8 SLT will be provided monthly time embedded in the workday to plan upcoming PD, support other staff with prototyping and [design work](#) during the 2024-25 and 2025-26 school years.
- The District will provide a design budget not to exceed \$25,000 annually for the 2024-25 and 2025-26 school years only, [in alignment with the design work](#). Funding will support the staff's ability to:
 - purchase supplies and materials needed for increased prototyping
 - attend related workshops and conferences
- [All Woodside TK - 8 elementary practitioners will have a preparation period each day beginning in the 2024-25 school year, per the provisions of Article 8.01.7 of the collective bargaining agreement.](#)
- [Innovative School Facilitator:](#) The position of Innovative School Facilitator will be collapsed and, in its place during the 2025-26 school year, the responsibilities will be shared among four to eight existing Woodside practitioners.
- [Woodside Cougar Crew Coordinators:](#) These coordinator roles will collaborate and support the SLT in the implementation of the design work.
 - Cougar Crew Coordinators will focus on the site determined bodies of work:
 - Design chats (focused conversations with practitioners regarding design prototype ideas) and design related to the annual \$25,000 Design Budget
 - Expenditures for design work prototypes are to be approved through the design chat process prior to funding
 - Outdoor learning experiences
 - Community connections
 - Innovative curriculum

- These bodies of work are determined by site data; should the data shift, SLT in consultation with staff will come together to create and agree upon the necessary changes.
- **Compensation**
 - Each of the Cougar Crews will receive a pro-rata share of one Beyond Contract stipend (\$29,967) for the 2025-26 school year. Within each Crew the stipend should be split equally among the coordinators of that Crew. If there is no coordinator(s) for a Crew, SLT will determine how to best support the work of that Cougar Crew, including the distribution of the stipend.
 - Each Coordinator will have one additional prep period per week, as needed (a total of 6) for the 2025-26 school year.
 - This additional prep period is to perform the fulfill/meet responsibilities as a coordinator for the design work
 - This additional prep period will be taught by one of the dedicated guest teachers assigned to Woodside
 - The coordinators will collaborate with the SLT to create the schedule.
- The parties agree to revisit the role, structure and compensation of Cougar Crew Coordinators, and to determine whether to continue beyond the 2025-26 school year.
- The primary responsibilities of these coordinator positions will be to:
 - serve as a liaisons to the Design Team (where applicable)
 - support the SLT in the design and delivery of professional development
 - facilitate and support the design processes of iteration and prototyping
 - work as a thought partner to staff members on an individual or group basis
 - support student leadership capacity connected to innovation and the three core pillars of Woodside's innovation (i.e., Design Club)
 - develop staff capacity connected to innovation, prototyping and the three core pillars of Woodside's innovation
 - facilitate and strengthen community partnerships in collaboration with the site team and the District communication team
- **Consultancy:** During the 2025-26 school year:
 - Woodside Cougar Crew Coordinators may connect with Design Team members for consultation, as agreed to under the terms of a separate MOU outlining the roles, responsibilities and structures of the Design Team for the 2025-26 school year.
 - Number of consultation hours not to exceed what's written in the Design Team MOU.

- Woodside SLT, Cougar Crew Coordinators working in consultation with staff, will determine the Essential Question (How Might We?) for the design work for the 2025-26 school year.
- All practitioners assigned to Woodside with a 1.0 FTE shall receive a \$2,000 stipend for the 2024-25 and 2025-26 school years only. This compensation is for the additional time required to implement the innovative design of Woodside TK-8 (anyone working less than 1.0 FTE will receive a pro-rata share).
- The parties agree to revisit this arrangement and determine whether to continue beyond the 2025-26 school year.

Hiring Practices:

In order to attract and retain high-quality practitioners, parties agree to the following for the 2024-25 and 2025-26 school years:

- Certificated interviews shall include the following: Grade level practitioner, representation from the Site Leadership Team, and representation from the Administrative Team. In the absence of consensus, one grade level member, one SLT practitioner and one administrator shall each cast equally weighted votes leading to a majority decision. If this process does not result in a majority vote in favor of a candidate, the hiring process will begin again.
- For the 2024-25 and 2025-26 school years, TK - 8 assignments for Elementary Specialist and Special Education providers will be conducted in the same manner as all other practitioners at Woodside TK - 8 (due to the specialized skills and the expertise gained while a practitioner at Woodside). By March 30, 2025, the parties agree to revisit this provision and evaluate its effectiveness.
 - Given the specialized skill-sets Woodside TK - 8 has gained through extensive professional development around the innovative approach and the experience they've gained through their practice of prototyping, Article 4.03 (Involuntary Transfer) shall not be utilized for filling vacancies at Woodside TK - 8 during the life of this MOU.
- All other new hires, including classified and administration, at the site shall interview with available representation from the Site Leadership Team, the Administrative Team, as well as a volunteer from the impacted bargaining unit. In the absence of consensus, the Administrative Team will have final authority over hiring.
 - In the case of placement of a new staff member, the above may be waived in accordance with collective bargaining agreements.

Site Budget: The use of annual site budget allocations will be planned and developed jointly between the site leadership team members (practitioners and administrators) in consultation with the staff.

This Memorandum of Understanding begins with the 2024-25 school year. ~~The parties agree to gather feedback from staff and revisit the terms of this MOU by March 30, 2025 to reflect new learning from the previous school year.~~ Adjustments to practice, proposed

by SLT and in consultation with the staff during the school year will be made as needed by agreement between the District and the Association. All other revisions and updates to this document will be captured annually.

All provisions of the collective bargaining agreement, including the grievance process, remain in force unless otherwise stipulated in this Memorandum of Understanding.



Amberlee Townsend-Snyder
Assistant Superintendent
Elementary and K-8 Schools
San Juan Unified School District

8/13/25
Date



Barry Roth
President
San Juan Teachers Association

8/3/25



Daniel Thigpen
Chief of Human Resources
San Juan Unified School District

8-13-25
Date