

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,  
AND ITS SAN JUAN CHAPTER NO. 127 (CSEA)  
Re: FTE increases for Special Education instructional assistant positions**

This Memorandum of Understanding (MOU) is between the California School Employees Association and its San Juan Chapter No.127 ("CSEA") and San Juan Unified School District ("District") concerning the impacts of FTE increases for Special Education instructional assistant positions. The parties have met and agreed to the following:

**Agreement:** The District and the CSEA, hereby agree to the following:

1. Any classified instructional assistant with a regular assignment to a self-contained, special day class (SDC) at an elementary school site in the District at an FTE that is less than .8125, will be moved to a .8125 FTE (6.5 hours).
  - a. Classifications shall encompass the following: IA II, IA III, IA DHOH, IA MSH, and IA O/VI
  - b. All newly created instructional assistant positions assigned to a special day class at an elementary school site (excluding preschool) will be a minimum of .8125 FTE.
2. Any classified instructional assistant with a regular assignment to a self-contained special day class (SDC) at a secondary school site in the District at an FTE that is less than .875, will be moved to a .875 FTE (7 hours).
  - a. Classification shall encompass the following: IA II, IA III, IA DHOH, IA MSH, IA O/VI
  - b. All newly created instructional assistant positions assigned to a special day class at a secondary school site will be a minimum of .875 FTE.
3. Any classified instructional assistant with a regular assignment to a self-contained special day class (SDC) at a special education center in the District at an FTE that is less than .875, will be moved to a .875 FTE (7 hours).
  - a. Classification shall encompass the following: IA II, IA III, IA DHOH, IA MSH, IA O/VI
  - b. All newly created instructional assistant positions assigned to a special education center will be a minimum of .875 FTE.
4. One on one (1:1) Instructional Assistants, those assigned to an RSP setting, and those assigned to preschool settings are not eligible for the increase in FTE.
5. FTE increases outlined above are effective Aug. 13, 2025. Retroactive compensation for impacted employees will be paid no later than Oct. 31, 2025.
  - a. Instructional Assistants who worked additional hours beyond their current assignment between Aug. 13 and the effective date of this MOU - but whose positions were not eligible for a permanent FTE increase - will be eligible for retroactive payment upon

