

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**Between**  
**The Solana Beach School District (SBSD)**  
**and**  
**The Solana Beach Teachers Association (SBTA)**

**Administrative Designee Stipend**  
**April 27, 2026**

This memorandum of understanding is entered into between Solana Beach School District ("District") and the Solana Beach Teacher Association (SBTA) concerning a one-time, non-precedent-setting agreement to create a stipend for services rendered as an Administrative Designee. The District and SBTA are referred to collectively herein as the Parties.

1. The Parties recognize the need for sites to enlist the services of SBTA staff to serve as Administrative Designees as described herein.
2. An Administrative Designee will generally be in place for the following types of Principal absences:
  - a. The Principal and/or Assistant Principal are off campus and unavailable (outside district boundaries, may or may not be on district business)
  - b. The Principal and/or Assistant Principal is off campus but still available (within district boundaries on district business).
3. The Parties recognize that the Administrative Designee will be generally responsible for addressing discipline issues, student issues requiring parent/family notification, parent/family issues, and general administrative duties as needed.
4. The District will create up to seven (7), \$500 stipends to compensate for these services, one per site. The Administrative Designee role is intended to be filled by one staff member per site.
5. All certificated staff, including the incumbent from the previous year, will be provided the opportunity to apply for this role annually. A valid administrative services credential is preferred but not required to serve in this role.
6. The site administrator will make the final decision as to who shall serve for the current year. Site administrators may consider the following when making their selection: staff who are aspiring administrators, experience in the role, professional experience, past leadership experience, staff strengths as they relate to the role, and other criteria associated with the overall goals of the role.
7. Staff selected will be expected to attend up to eight (8) hours of paid (task-force rate of pay) professional learning designed to support their efforts in this role, performed outside of contract hours. Topics will include but are not limited to student discipline, investigation basics, effective communication strategies, addressing emergencies, and general problem-solving through a site administrative lens. The topics and training hours may be differentiated for Administrative Designees who have already received training.

This MOU shall expire on June 1, 2027, or may be extended by mutual agreement for an additional year.

Approval:

Dated: 4/28/26

By:   
Neva Magalhick, SBTA President

Dated: 4/28/26

By:   
Michael Reed, Assistant Superintendent, Personnel Services