

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
and the  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND IT'S SAN JUAN CHAPTER NO. 127 (CSEA)**

*Re: Discovery Club Program Alignment – Staffing Ratios, CDA Work Hours, and Job Classification Updates*

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") regarding program alignment and Child Development Assistant (CDA) compensation and working conditions. The parties have met and agreed to the following:

**Background:**


The Expanded Learning Opportunities Program (ELO-P) has expanded significantly, requiring the District to align staffing structures, job classifications, and qualifications with state requirements and program needs. Through collaboration with CSEA, the District has identified the need to adjust staffing to ensure consistent supervision, adjust Child Development Assistant (CDA) - School Age work hours to better support expanded programming, and update job descriptions to reflect the reduced adult-to-student ratios and additional roles and responsibilities reflected in ELO-P compliance guidelines. In addition, ELO-P guidelines require updated staff qualifications, and a phased approach will support current employees in meeting these requirements while maintaining continuity of services. The changes outlined in this MOU are intended to strengthen program quality, ensure compliance with ELO-P requirements, and support ongoing program expansion.

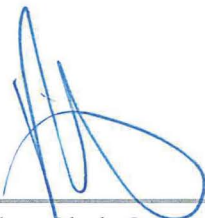
**Agreement:**

1. Changes outlined in this MOU will be effective July 1, 2025.
  - Staffing alignment and implementation as outlined in this agreement will be effective July 1, 2026.
  - To acknowledge the impact on working conditions during the 2025-26 school year, members shall receive retroactive payment effective July 1, 2025. The payment will be the difference between a member's current pay and the newly implemented pay range, as set forth in Section 4 of this agreement, for any member who was employed in this classification between July 1, 2025 and June 30, 2026.
    - Retroactive payment is contingent upon the member passing a proficiency exam as outlined in Section 5 of this agreement. Retroactive payment will occur no later than Jan. 31, 2027.
2. Increase CDA - School Age Hours
  - Any current members employed as of the date of this agreement as a classified CDA- School Age with a regular assignment in a Discovery Club (DC) setting in the District at an FTE that is less than .75, will be moved to a .75 FTE (6 hours) effective July 1, 2026.
    - Hardship Opt-Out Provision: Existing staff who cannot accommodate increased hours due to hardship may opt out of this change, with approval from DC Program Administrator by July 31, 2026. The District reserves the right to transfer employees under Article 11.2 of its collective bargaining agreement with CSEA.
  - Any newly created CDA - School Age position assigned to or supporting a Discovery Club program after July 1, 2026 will be established at an FTE level determined by the District to meet the purposes of the program.

3. Job Description Revisions
  - CDA - School Age job descriptions will be revised to align with program needs and ELO-P requirements.
  - Preschool and Infant/Toddler CDA job descriptions will be updated to remove School Age responsibilities, which will be incorporated into the new CDA - School Age job description.
4. Salary Adjustment
  - CDA - School Age will move from Range 12 (\$18.11–\$20.65 per hour) to Range 19B (\$18.58–\$24.47 per hour).
5. Qualification Changes
  - Phase-in plan for existing staff:
    - Staff currently employed who do not meet the new unit/degree requirements may continue in their roles under a phase-in plan.
    - Staff must pass the free IA proficiency exam by Dec. 31, 2026 or complete the required units or degree in order to remain in the position. Members who do not complete the requirement may be subject to involuntary transfer under Article 11.2 or layoff under Article 13 of the CSEA collective bargaining agreement.
6. Monitoring and Review
  - The District and CSEA will continue to meet and collaborate in good faith to evaluate potential classified staffing needs to support our Discovery Club programs.

This MOU is non-precedential and may be revised by mutual agreement between the District and CSEA. Should the District’s ELO-P budget ever experience a hardship, including but not limited to a reduction or elimination of ongoing revenues, the parties agree to reopen this agreement.

 6-12-26  
 Daniel Thigpen Date  
 Chief of Human Resources  
 San Juan Unified School District

 06.12.26  
 Adara Clark-Gunn Date  
 President  
 California School Employees Association

 K 86-22-2026  
 Kurt Benfield Date  
 Business Representative  
 California School Employee Association