

**SIDE LETTER OF AGREEMENT (SLA)**  
**BETWEEN**  
**SAN JUAN UNIFIED SCHOOL DISTRICT (District)**  
**and the**  
**SAN JUAN PROFESSIONAL EDUCATORS COALITION (Coalition)**  
*Re: Temporary Strategies to Address Special Education Case Management Needs*  
Updated: August 28, 2025

**Background:**

San Juan Unified, like many public school systems, faces persistent shortages of special education services providers.

**Statement of Intent:**

The District and Coalition mutually agree that it must continue to explore creative strategies to address staffing shortages.

**Agreement:**

The District and Coalition agree to the following:

1. **Eligibility and Selection:** By **September 3, 2025**, the District will solicit volunteers from among Coalition members who have special education credentials, or whose credentials allow them to support specific special education program activities, to assist with special education case management where allowable by law.
  - a. Initial case management assignments will be made no later than **September 12, 2025**.
    - i. Should additional students qualify for special education services after August 30, 2024, the District will work with Coalition members who have volunteered to assist with case management to evaluate and mutually agree on their capacity to take on additional work. Those members who agree to take on additional work will be eligible for additional compensation as outlined in Section 2(b) of this agreement.
2. **Compensation and Supports:** Coalition members who volunteer to assist with case management and who are selected shall receive:
  - a. **Pay at the Additional Assignment Rate of Pay** listed on the SJPEC Salary Schedule, not to exceed 40 hours per month.
  - b. If a Coalition member accepts an assignment that involves case management for students with moderate/severe disabilities or other students whose needs are more acute - or if the member agrees to take on additional work after **September 12, 2025** - the member shall receive up to an additional 20 hours per month.
    - i. Timecards must be submitted monthly and approved by the Director of Special Education.
  - c. The Special Education Department shall provide training to Coalition members who volunteer and are selected to assist with special education case management.
3. **Length of Service:** Coalition members who are selected may continue their additional assignment until the special education staff vacancy they are supporting is filled, **or** until the

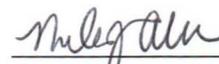
member gives notice to their direct supervisor that they will opt out of assisting with case management (whichever occurs first).

- a. The commitment for case management additional assignment work is month-to-month.
- b. Members can opt out of their additional assignment on the first school day of any given month given they provide at least five (5) school days' notice before the last day of the preceding month. **For example:**
  - i. a practitioner who gives notice by **Wednesday, September 24, 2025** will return to their regular **2025-26** assignment on **Tuesday, October 1, 2025**.
  - ii. a practitioner who gives notice on **Thursday, September 25, 2025** would return to their regular **2025-26** assignment on **Monday, November 3, 2025**.

**Term:**

This Side Letter of Agreement is non-precedential and will sunset on **June 30, 2026**. This Side Letter may be revised and/or extended by mutual agreement between the District and the Coalition.

  
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Daniel Thigpen                      8-27-25  
Chief of Human Resources                      Date  
San Juan Unified School District

  
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Melanie Allen                      8/27/25  
President                      Date  
San Juan Professional Educators Coalition