

**SIDE LETTER OF AGREEMENT (SLA)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
and the  
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)  
*Re: Pilot Adjustments to Request for Transfers*  
Updated January 30, 2026**

**Background:**

In their September 15, 2022 Tentative Agreement, the District and SJPEC agreed to jointly design by December 1, 2022 and pilot in the 2022-23 school year, adjustments to the Requests for Transfers process (as currently outlined in Article 7.3 of the Collective Bargaining Agreement).

**Statement of Intent:**

The District and SJPEC continue to evaluate the pilot process and mutually agree **that continued improvements** have the potential to better support the success of experienced professional educators. The intent of this agreement is to allow site principals seeking a transfer the opportunity to meet staff and establish connections and relationships with a school community before a transfer is confirmed.

**Agreement:**

1. The parties agree that Article 7.3: Requests for Transfers will **remain** suspended and replaced with the following process:
  - a. In January of each school year, Human Resources shall begin providing principals and vice principals the opportunity to request a transfer to a different site.
    - i. **Requests to be considered for a future transfer must be submitted by the last workday in February.**
  - b. Within two weeks of a posted vacancy, current principals **and vice principals** who wish to be considered for a **specific, lateral (non-promotional)** transfer will submit a letter of interest to Human Resources.
    - i. To be considered for a voluntary transfer, principals **and vice principals** must be in good standing. For the purposes of this agreement, “good standing” is defined as:
      1. The **principal’s or vice principal’s** most recent evaluation is positive (“continuation without reservation”)
      2. The **principal or vice principal** is not currently on a work plan and does not have documented concerns over the past year
  - c. **Selection process for vice principals:**
    - i. Division of Teaching and Learning (DTL) leadership will review letters of interest and make an assignment determination.
    - ii. Vice principals are highly encouraged to inform their principal before submitting a letter of interest.
  - d. **Selection process for principals:**
    - i. Division of Teaching and Learning (DTL) principal supervisors will review letters of interest and determine whether to schedule a meeting to dialogue with representatives from the school site and DTL.
      1. After reviewing letters of interest, DTL principal supervisors shall schedule a one-on-one conversation with those that submitted letters of interest and provide feedback on their determination.
      2. If a meeting is scheduled with a school site, the District will work with the principal(s) and school site to make a reasonable effort to protect the confidentiality of the process.
    - ii. If there is mutual interest between the site and the principal, DTL will schedule a second meeting with the principal to further evaluate the opportunity.
    - iii. The Superintendent, upon recommendation from the principal supervisor, shall consider information learned during this process when making assignments for the following school year.

