

**Side Letter
Between
The San Diego Unified School District
And
The San Diego Education Association**

November 9, 2020

Evaluations Process during the 2020-2021 School Year

The San Diego Unified School District (“District”) and the San Diego Education Association (“SDEA”), collectively referred to as the “Parties”, have reached this Side Letter Agreement (“Side Letter”).

WHEREAS, the Parties reached an Agreement on July 30, 2020 for Online Learning in the 2020-2021 school year, including agreement to discuss the evaluations process in the online learning setting at a later, mutually determined, date; and

WHEREAS, the 2020-2021 evaluation process will be completed pursuant to the process outlined in this Side Letter, which is in accordance with the Parties’ Collective Bargaining Agreement (“CBA”).

NOW THEREFORE, the Parties agree as follows:

1. The Stull Performance Evaluation Procedure in the 2020-2021 School Year
 - a. The Stull Performance Evaluation Procedure will be placed on hold for the 2020-2021 school year, except as follows:
 - i. Unit members with remediation plans and special evaluations as defined in Section 13.a of the July 30, 2020 Online Learning Agreement between the Parties.
 - ii. Any unit members identified in accordance with Section 5 of this Side Letter.
2. The Educator Effectiveness and Empowerment (E3) Growth and Development Process or Alternative Evaluation Process
 - a. In lieu of the Stull Evaluation Process educators and site administrators will use either the newly designed Educator Effectiveness and Empowerment (E3) Growth and Development Model pursuant to Section 14.8 or Alternative Evaluation as defined in Section 14.7 of the CBA.
 - i. The Parties agree the teachers in temporary or probationary status should participate in E3 as it provides the highest level of support. Should a temporary or probationary status teacher not select this option the alternative evaluation process will be utilized.
3. Participants
 - a. On Cycle
 - i. Modified E3 Growth and Development Process for the 2020-2021 school year. All classroom educators on their evaluation cycle, as determined by Human Resources based on Article 14 of the CBA, who choose to

participate in the E3 learning about the-Growth and Development process through District training, participate in the goal writing process, and complete the reflection portion of the E3 Growth and Development Process for the 2020-2021 school year. This includes employees in temporary, probationary and permanent status.

- ii. Full E3 Growth and Development Process for the 2020-2021 school year. Classroom educators may volunteer to participate in the entire E3 Growth and Development Process, in partnership with the site administrator, and will be in support of the administrator's learning of the entire E3 Growth and Development Process.
- iii. Alternative Evaluation Cycle for the 2020-2021 school year. All classroom educators on their evaluation cycle, as determined by Human Resources based on Article 14 of the CBA, who elect the Alternative Evaluation process will follow the timeline outlined in Appendix A.

b. Off Cycle

- i. Classroom educators who are not on their evaluation cycle in the 2020-2021 school year may volunteer to participate in the entire Growth and Development E3 Process, in partnership with the site administrator. The 2020-2021 school year will be considered an on-cycle evaluation year for educators who volunteer.
- ii. Classroom educators may volunteer to participate in the entire Growth and Development E3 Process, and their participation will be in support of the administrator's learning of the entire E3 Growth and Development Process.

4. Effectiveness

- a. Educators who participate in the E3 Process, outlined in Section 2 above, in the 2020-2021 school year will be deemed effective for the current evaluation cycle, with the exception of any unit members identified in accordance with Sections 1.a.i and 5 of this Side Letter.

5. Evaluation Considerations

- a. In the event an administrator deems an educator performing egregiously, and pursuant to Section 14.9 of the CBA, the administrator shall notify the appropriate Area Superintendent.
- b. The appropriate Area Superintendent shall collaborate with the District E3 Team to determine if a Special Evaluation, pursuant to Section 14.9 of the CBA, is needed.
- c. This process does not preclude the administrator from making non-reelection determinations for probationary teachers.
- d. In the event a Special Evaluation is needed, Article 14 of the CBA shall be followed.

6. E3 Growth and Development Training

- a. The District will provide training focused on the E3 Growth and Development Process to all site administrators, area superintendents, and participating educators (on cycle and off cycle) as outlined below. The tentative timeline for training windows is attached as Appendix B. During District-wide Online Learning and Phase One / Phase One Expansion, educators who participate in E3 shall adjust their synchronous responsibilities or provide asynchronous learning during the time they will be participating in E3 training. The educator will work with their site administrator to inform their schedule change and ensure changes do not

impact other educators' schedules. During future phases of onsite instruction, the District shall compensate educators at the Workshop Rate to participate in trainings in addition to their workday.

- i. On Cycle Modified E3 Growth and Development Process
 1. Mandatory District Training
 - a. Growth and Development History and Overview (Live)
 - b. Toolbox Preparation: Live *or* Self-Guided Module
 - c. Goal Writing and Action Plan Development (Live)
 - d. Reflection Process: Live *or* Self-Guided Module
 2. Optional and Educator Choice
 - a. Self-Guided Modules in place of live training sessions
 - b. Consultation Appointments with E3 Support Team
 - ii. Volunteers participating in the full E3 process - On Cycle and Off Cycle
 1. Mandatory District Training
 - a. Growth and Development History and Overview (Live)
 - b. Toolbox Preparation (Live)
 - c. Goal Writing and Action Plan Development: (Live)
 - d. Check In Protocol (Live)
 - e. Reflection Process (Live)
 2. Optional and Educator Choice
 - a. Self-Guided Modules
 - b. Consultation Appointments with E3 Support Team
 - c. Any educator may participate in any of the E3 trainings.
7. Growth and Development Process
 - a. All participants will receive training to familiarize themselves with the Growth and Development purpose and process.
 - b. Each educator will move through the process and develop growth and development goal(s).
 - c. Each educator will complete a reflection survey on their learning of the Growth and Development Process and the process of developing a growth and development goal(s).
 - d. The educator on their evaluation cycle, going through the Goal Writing Process only, will determine if they would like their administrator to observe them and provide them with coaching opportunities. This is not required and will be determined by the educator.
 8. Full E3 Voluntary Growth and Development Process
 - a. The site administrator will work with classroom educators to identify two (2) to three (3) classroom educators who will voluntarily participate in the entire E3 Growth and Development Process and work in partnership with their administrator in providing observation, feedback, and coaching opportunities, in order to support the administrator's learning of the E3 Growth and Development Process.
 - b. Administrators and classroom educators must mutually agree to participate in partnership when an educator volunteers to participate.
 - c. No educator on a Special Evaluation shall participate in this process.
 9. Goal(s) and Reflection Submission
 - a. All educators participating in the Goal Writing Process will have the option to submit their goal(s) and/or reflections to their administrator and/or to the E3 Team

- (including SDEA and District members) for data collection and learning purposes.
- b. Educators participating in the Full E3 Voluntary Growth and Development Process will submit their goals and reflection to their administrator and may submit their material to the E3 Team.

10. E3 Committee Planning and Development

- a. The E3 Committee will continue to work in partnership on finalizing components of the E3 Growth and Development Process during the 2020-2021 school year including:
 - i. Create the Advisory component for educators who are not progressing in the growth and developing process.
 - ii. Development of the non-classroom educators growth and development process.

11. Non-Classroom Evaluation Process

- a. Alternative Evaluation Cycle for the 2020-2021 school year. All non-classroom educators on their evaluation cycle, as determined by Human Resources based on Article 14 of the CBA, shall participate in the Alternative Evaluation. The Alternative Evaluation process will follow the timeline outlined in Appendix A.
 - i. Non-classroom educators who participate in the Alternative Evaluation shall be evaluated in accordance with the CBA and shall not receive a less than effective rating, except:
 - 1. In the event an administrator deems a non-classroom educator performing egregiously Section 5 of this Side Letter shall apply.
 - 2. The Stull Performance Evaluation Procedure shall be used in accordance with Section 1.a.i above.

All components of the current Collective Bargaining Agreement between SDEA and the District not addressed by the terms of this Side Letter shall remain in full effect.

This Side Letter shall expire in full without precedent on the last day of the 2020-2021 traditional school year, unless extended by mutual written agreement.

FOR THE DISTRICT:

DocuSigned by:
Jessica Falk Michelli November 13, 2020
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 Jessica Falk Michelli Date
 Executive Director, Labor Relations

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Acacia Thede November 13, 2020
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 Lamont A. Jackson Date
 Area 2 Superintendent

FOR SDEA:

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 Kisha Borden Date
 President

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 Kyle Weinberg Date
 Vice President

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Abdul Sayid November 13, 2020
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 Abdul Sayid Date
 Executive Director

Appendix A- Alternative Evaluation Cycle 2020-2021

<p>Pre-Evaluation Objectives/ Assessment Employee Turns In Written Objectives, Criteria and Assessment Techniques To Supervisor Supervisor Review of Objectives</p>	<p style="text-align: center;">December 1- December 18, 2020</p>
<p>Last Day/ Progress Check/ Remediation Plan</p>	<p style="text-align: center;">February 19, 2021</p>
<p>Summary Evaluation Draft <i>for Temporary and Probationary (including interns) employees</i> Discussion, meeting, then final copy Due no later than</p>	<p style="text-align: center;">April 30, 2021</p>
<p>Evaluation Due to Employee <i>Not later than 30 calendar days prior to the last day of school</i></p>	<p style="text-align: center;">May 4, 2021</p>

**EDUCATOR PD FOR GROWTH AND DEVELOPMENT PROCESS TENTATIVE TIMELINE
2020-2021 SCHOOL YEAR**

Important Dates to Calendar for the Growth and Development Process	Training Window Dates
Educator Training: Growth and Development Process Overview	December 1-11, 2020
Educator Training: Toolbox Preparation Training	December 14-18, 2020
Educator Training: Growth and Development Plan and Goal Setting	January 25- February 8, 2021
Support for Goal Writing Session	February 16-25, 2021
Educator Training: Check-in Protocol	March 15-19, 2021
Educator Training: Self-Reflection Protocol	May 10-14, 2021
Support for Self-Reflection	May 17-26, 2021

Modified E3 Participants - Highlighted (Required)

Volunteers participating in Full E3 - Bold (Required)

***Available for Educators who request additional support (Not Required)**