

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

2021-2022 Evaluation Process and E3 Pilot

September 21, 2021

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 current collective negotiations contract provides for the collaborative development and implementation of new evaluation models as defined in Article 12, Section 14.8.

WHEREAS, the 2021-2022 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 Educator Effectiveness and Empowerment (E3) Growth and Development Process
 - a. In order to participate in the E3 pilot the educator’s most recent evaluation rating must be satisfactory.
 - b. During the 2021-2022 school year, classroom unit members classroom educators will have the option to participate in the Educator Effectiveness and Empowerment (E3) Growth and Development Model pursuant to Section 14.8 in lieu of the Stull Evaluation process (Article 14.6). Non classroom educators will participate in the Stull Evaluation process as defined in Section 14.6 of the CBA.
 - i. Participation by individual unit members in the pilot program shall be voluntary and mutually agreed upon by the evaluator and unit member.
 - ii. Unit members who are not scheduled to be evaluated during the pilot year are eligible to participate in the pilot program.
2. Those unit members who do not elect to participate in the E3 process will be evaluated pursuant to Article 14 of the current collective negotiations contract (see Appendix A for the 2021-22 timeline).
3. Effectiveness of E3 Participants
 - a. Unless an employee is recommended for non-reelection as a probationary employee, educators who participate in the E3 Process, outlined in Section 1 above, in the 2021-2022 school year will be deemed effective for the current evaluation cycle.
4. 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.

- b. The District shall compensate educators at the Workshop Rate to participate in trainings in addition to their workday.

5. E3 Growth and Development Process

The following growth and development process will be used for the 2021-2022 school year (Appendix A):

- a. Step 1: E3 Overview Meeting
 - i. August 25- September 30, 2021
 - ii. Site administrator and educator(s) meet to review:
 - 1. E3 purpose, process and documents
 - 2. Discuss targeted feedback cycle
 - 3. Examine district/ site focus
- b. Step 2: Reflection on Student Data and Self- Assessment
 - i. September 1, 2021- October 29, 2021
 - 1. Educators will complete the self-assessment using the California Standards for the Teaching Profession (CSTP) rubrics
 - 2. Analyze student data
 - 3. Optional- collaborate with site administrator or colleagues
- c. Step 3: Collaborative Goal Setting Conference
 - i. September 15, 2021- October 29, 2021
 - 1. Site administrator(s) and educator(s) meet to establish:
 - a. Goals
 - b. Action plan for implementation
 - c. Possible forms of evidence
 - d. Coaching supports and resources
- d. Visits/ Reflective Conversations/ Scheduled Observations
 - i. October 1, 2021- January 31, 2022
 - ii. The site administrator(s) and educator(s) will establish the format of and select dates for the visits and conversations
 - iii. A minimum of two visits, including one scheduled observation, will occur by the Mid- Year Check In.
- e. Step 4: Mid- Year Check In
 - i. January 1, 2022- February 15, 2022
 - 1. Site administrator and educators(s) meet to:
 - a. Calibrate and discuss progress goals
 - b. Revise goals (if applicable)
 - c. Review coaching and supports
 - d. Identify current level of practice
- f. Visits/ Reflective Conversations/ Scheduled Observations
 - i. January 17, 2022- April 29, 2022
 - ii. The site administrator(s) and educator(s) will establish the format of and select dates for the visits and conversations
 - iii. A minimum of two visits, including one scheduled observation, will occur by the Summary Growth Conference

- g. Step 5: Summary Growth Conference
 - i. May 1- May 31, 2022
 - 1. Site administrator and educator(s) meet to:
 - a. Review progress towards goals
 - b. Identify current level of practice
 - c. Celebrate successes
 - d. Identify next steps in learning
 - e. Discuss educator reflection

6. 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 2021-2022 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.

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 2021-2022 traditional school year, unless extended by mutual written agreement.

FOR THE DISTRICT:

FOR SDEA

DocuSigned by:
Jessica Falk Michelli September 23, 2021

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 Jessica Falk Michelli Date
 Executive Director, Labor

DocuSigned by:
Abdul Sayid September 22, 2021

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 Abdul Sayid Date
 Executive Director

Relations
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Acacia Thede September 22, 2021

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 Acacia Thede Date
 Chief Human Resources Officer

DocuSigned by:
Kisha Borden September 22, 2021

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 Kisha Borden Date
 President
 DocuSigned by:
Kyle Weinberg September 22, 2021

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 Kyle Weinberg Date
 Vice President

CERTIFICATED EVALUATION/ GROWTH AND DEVELOPMENT TIMELINES

2021-2022 SCHOOL YEAR

For SDEA Unit Members Working 184 Days

Article 14 Stull Evaluation Process		E3 PILOT GROWTH AND DEVELOPMENT PROCESS	
Staff Meeting (1 st 4 weeks of pupil attendance)	August 30 - September 24, 2021	E3 Overview Meeting Step 1	August 25 – September 30, 2021
Objectives/Assessment Discussion Conference (no later than 35 calendar days after school starts)	October 4, 2021	Reflection on Student Data and Self- Assessment Step 2	September 1- October 29, 2021
Employee Turns In Written Objectives, Criteria and Assessment Techniques To Supervisor (10 workdays after conference)	October 18, 2021	Collaborative Goal Setting Conference Step 3	September 15- October 29, 2021
Supervisor Review of Objectives (Must approve or disapprove within 10 workdays)	November 1, 2021	Visits/ Reflective Conversations/ Scheduled Observations	October 1, 2021- January 31, 2022
Last Day Progress Check/ Remediation Plan For Prob 2 (50 work days before summary evaluation report)	November 17, 2021	Mid-Year Check In Step 4	January 1- February 15, 2022
Last Day Progress Check/ Remediation Plan For Prob 1, Intern & Permanent (50 work days before summary evaluation report)	February 9, 2022	Visits/ Reflective Conversations/ Scheduled Observations	January 17- April 29, 2022
Summary Evaluation Draft For Prob 2 Discussion, meeting, Then final copy (3 rd Friday of February) Due no later than	February 17, 2022*	Summary Growth Conference Step 5	May 1- 31, 2022
Summary Evaluation Draft For Prob 1, Permanent, Leave Replacement, Restricted, Intern Discussion, meeting, then final copy (Last work day in April for traditional) Due no later than	April 29, 2022		
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 13, 2022		

Earlier timelines are established for evaluation of certificated unit members whose performance has been evaluated as "requires improvement" or "unsatisfactory" during the previous school year (see Collective Bargaining Agreement).

Timelines may vary for unit members working an individual calendar.

* The third Friday in February is a holiday as is the following Monday.



Educator Effectiveness and Empowerment

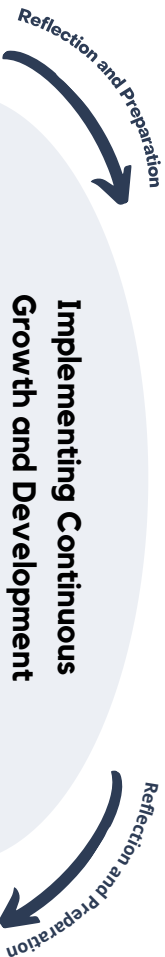
Fostering a collaborative culture where all employees are empowered to be reflective when thinking about their own learning based on professional goals centered on student achievement

Step 2: Self-Assessment and Reflection

(September - October)

Educator will:

- Complete self-assessment using CSTP rubrics
- Analyze student data
- Begin goal writing and action plan development
- Collaborate with Administrator or colleagues (optional)



- Where is my practice?
- Where do I need to strengthen my practice?
- What is my progress toward my goals?
- What is needed to support my progress?
- How is my learning impacting student outcomes?

Step 3: Collaborative Goal Writing Conference

(September - October)

Site Administrator and educator(s) meet to discuss:

- Goal(s)
- Action Plan for Implementation
- Possible forms of evidence
- Coaching supports and resources

Visits:

Reflective Conversations and Scheduled Observations

(October - January)

- Site Administrator and educator(s) establish the format of visits and select dates for visits
 - Minimum of two visits by Mid-Year Check-In
 - Reflective Conversation
 - Scheduled observation

Step 4: Mid-Year Check-In

(January - February)

Site Administrator and educator(s) meet to:

- Calibrate and discuss progress on goals
- Revise goals (if applicable)
- Review coaching and supports
- Identify current level of practice

Step 5: Summary Growth Conference

(May)

Site Administrator and educator(s) meet to:

- Review progress toward goals
- Identify current level of practice
- Celebrate successes
- Identify next steps in learning
- Discuss educator reflection

Visits:

Reflective Conversations and Scheduled Observations

(January - April)

- Site Administrator and educator(s) establish the format of visits and select dates for visits
 - Minimum of two visits by Summary Growth Conference
 - Reflective Conversation
 - Scheduled observation