

**SIDELETTER AGREEMENT
BY AND BETWEEN
SAN DIEGO UNIFIED SCHOOL DISTRICT
AND
SAN DIEGO EDUCATION ASSOCIATION**

Implementation of ELPAC Assessment and
Use of Visiting Teachers to Conduct ELPAC Testing
July 30, 2018

1. San Diego Unified School District (“the District”) and San Diego Education Association (“SDEA”), hereafter referred to as the “Parties,” have agreed to a process for the implementation of the English Language Proficiency Assessments for California (“ELPAC”), and a process in which visiting teachers can be used to conduct ELPAC testing.
2. Training will be provided to all unit members who are required to administer the ELPAC. Training opportunities must be provided in accordance with Article 8, Section 5 of the collective bargaining agreement. ELPAC trainings will be provided on modified days in accordance with Article 8.6.6. of the Collective Bargaining Agreement. Teachers may be able to attend alternative training during the work day if the site has the funding to provide a visiting teacher for class coverage.
3. Administration of the ELPAC initial and summative assessments will be done in a manner that least impacts the teaching and learning time. When individual assessments are required, the Parties agree the following process shall be used in the following order:
 - a. First, the Principal must ask the classroom teacher if he/she prefers to conduct the ELPAC testing on his/her own students. If the teacher agrees to conduct the ELPAC testing, the teacher must first attend the ELPAC training (if he/she has not previously completed the training). A Visiting Teacher will be hired to cover the teacher’s classroom while the teacher conducts any individual portions of the ELPAC testing. A visiting teacher does not need to be provided for whole class assessment periods, but a proctor will be provided in accordance with the ELPAC guidelines.
 - b. Second, if the teacher declines to conduct the ELPAC testing for his/her own students, the Principal must access the SAMS system to select an ELPAC trained retired visiting teacher who is willing to conduct the ELPAC testing of students.
 - c. Third, if the Principal cannot hire a retired visiting teacher to conduct ELPAC testing, the Principal may hire a regular (non-retired) visiting teacher that has been ELPAC trained to conduct ELPAC testing. Visiting teachers conducting ELPAC testing shall be paid the daily rate pursuant to Appendix D of the Collective Bargaining Agreement. If the District determines that additional visiting teachers need to be trained to add to the available pool, any visiting teacher required to attend the ELPAC training will be paid the workshop rate pursuant to Appendix A of the Collective Bargaining Agreement.
 - d. OLA will submit to Human Resources updated lists of ELPAC trained retired visiting teachers and visiting teachers to be added to the SAMS system.


4. This Agreement does not amend, waive, or replace any sections of the SDEA Collective Bargaining Agreement in effect July 1, 2017 through June 30, 2020.
5. The terms of this Agreement are subject to the grievance process in Article 15 of the Collective Bargaining Agreement.
6. This Agreement shall be effective beginning the 2017-2018 school year and will remain in effect until the ELPAC is no longer used, or the parties mutually agree changes need to be made.
7. Any relevant terms agreed to by the parties in a successor Collective Bargaining Agreement entered into in the future shall supersede this Agreement.
8. Nothing in this Agreement shall be precedential.

For SDEA:


Lindsay Burningham
President

For SDUSD:


Jessica Falk Michelli
Executive Director Labor Relations


Theresa Laskowski
Instructional Support Officer
Leadership and Learning