

**Side Letter between San Diego Unified School District and  
Administrators Association of San Diego For the Certificated Supervisors and Classified  
Supervisors Bargaining Units  
Regarding the Impacts and Effects of Year Round to Traditional Calendar Transition**

December 9, 2015

The San Diego Unified School District (District) and the Administrators Association of San Diego (AASD) have met and discussed the potential impacts and effects of the Year Round to Traditional calendar transition for sixteen (16) schools for the 2016/17 school year.

The sixteen (16) schools ("Schools") include: Audubon K-8, Baker Elementary, Balboa Elementary, Bethune K-8, Boone Elementary, Carson Elementary, Chavez Elementary, Horton Elementary, Jones Elementary, Linda Vista Elementary, Montgomery Middle, Paradise Hills Elementary, Penn Elementary, Perry Elementary, Webster Elementary and Zamorano Elementary.

The parties agree that the Impacts and Effects of the transition of the Schools from year round to traditional calendars for the 2016/17 school year have been bargained per AASD's demand to bargain. The terms of this side letter expire on June 30, 2017.

AASD members new to the transitioning school who have preplanned travel or personal obligations during the 2016/17 school year, that were arranged prior to their start date at the transitioning school, will be allowed to utilize all available leaves under Article 8 (including but not limited to Section 4, 5, and 12) during that time period.

Consistent with the Collective Bargaining Agreement and District Procedure, AASD classified unit members at the transitioning schools are required to take vacation to reduce leave balances by August 31 of each year below 328 hours. During this transition, supervisors and Custodial position unit members must make every effort to meet this requirement. If a unit member is unable to meet this requirement, with approval from their supervisor, an exception can be made for the year of transition only. Current policy regarding payment of the excess of 328 hours being made from site discretionary funds will be followed. Where the supervisor does not approve the exception, the supervisor will work with the Chief Operating Officer or designee to secure adequate staffing during the vacation of the impacted custodial member at the expense of the District.

At the request of the principal, during the summer of 2016, the District will ensure deep cleaning of all transitioning schools, which due to the transition, may not have deep cleanings for time periods in excess of a year. This support will include the District providing relief custodians and/or additional custodial personnel.

For the District:



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Sue Weir

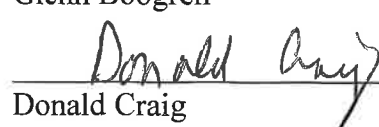
  
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For AASD:



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