

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

**January 17, 2024**

**Universal Transitional Kindergarten Qualifications**

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

Whereas, Education Code § 48000(g)(4) and the [Side Letter Agreement between SDUSD and SDEA, dated October 22, 2015](#) established qualifications for credentialed teachers assigned to transitional kindergarten classrooms, and;

Whereas, the Side Letter and attached Affidavit to Teach Universal Transitional Kindergarten required “comparable experience” qualifications through professional development attendance to be met by August 2020; and

Whereas, Education Code § 48000(g)(4) has been updated to establish August 1, 2025 as the date by which certificated teachers assigned to transitional kindergarten classrooms must meet qualification criteria;

Therefore, the SDEA and the District hereby enter into the following agreement:

1. **Qualifications to teach transitional kindergarten:** Education Code § 48000(g)(4) says that a school district shall ensure that credentialed teachers who are first assigned to a transitional kindergarten classroom after July 1, 2015, have, by August 1, 2025, one of the following:
  - a. At least 24 units in early childhood education, or childhood development, or both.
  - b. As determined and documented by the local educational agency employing the teacher, professional experience in a classroom setting with preschool age children that is comparable to the 24 units of education described in subparagraph (a).
  - c. A child development teacher permit, or an early childhood education specialist credential, issued by the Commission on Teacher Credentialing.
2. **Comparable experience pursuant to Section 1.b of this Agreement:** In accordance with Education Code § 48000(g)(4)(B), “comparable experience” for any unit member assigned to a universal transitional kindergarten classroom after August 1, 2020, and who did not previously qualify to teach transitional kindergarten under the terms of the October 22, 2015 Side Letter, is defined as:
  - a. The unit member has previously served at least 75% of an instructional year in a transitional kindergarten classroom and will attend five (5) hours of district-sponsored professional development related to early childhood education or child development by June 30, 2025; or
  - b. The unit member has previously served at least 75% of an instructional year in a kindergarten classroom and will attend fifteen (15) hours of district-sponsored

professional development related to early childhood education or child development by June 30, 2025; or

- c. The unit member has previously served three (3) to five (5) years in a kindergarten classroom, and will attend ten (10) hours of district-sponsored professional development related to early childhood education or child development by June 30, 2025; or
- d. The unit member has previously served at least five (5) years in a kindergarten classroom. The District will offer district-sponsored professional development related to early childhood education or child development to these unit members, who may attend at their discretion.

3. **District-sponsored professional development:** For the purposes of meeting the professional development requirements outlined in Section 2 above:

- a. The District shall offer at least twenty (20) hours of unique professional development at least twice (for a total of at least forty [40] hours) during the 2023-24 and 2024-25 school years, spaced out across each school year.
- b. Professional development opportunities will be scheduled so as to be roughly split between both work hours and non-work hours.
- c. Unit members who are required to attend professional development pursuant to Section 2 above, and who opt to attend professional development outside of the workday, shall be paid up to the total amount of hours the unit member is required to attend pursuant to Section 2 at their regular pro-rata rate for any portion that falls outside of the workday.
  - i. Unit members who choose to attend additional professional development beyond what is required by Section 2, shall be compensated pursuant to Appendix A, Section 7.012.
- d. By January 30, 2024, the District will provide to SDEA and all unit members assigned to a universal transitional kindergarten classroom for 2023-24, a complete schedule of professional development for 2023-24. Thereafter, the District will provide the complete schedule in weekly TK update emails. For the 2024-25 school year, by the first day of instruction, the District will provide to SDEA and all unit members assigned to a universal transitional kindergarten classroom a complete schedule of professional development for 2024-25. Thereafter, the District will provide the complete schedule in weekly TK update emails.
  - i. Unit members who are required to attend professional development pursuant to Section 2 shall receive priority registration for available sessions.

4. **Incentives to become qualified to teach transitional kindergarten:**

- a. The District will fund (including tuition, books, and fees) up to sixty (60) multiple-subject credentialed unit members currently enrolled in the District-sponsored partnership to obtain the TK authorization certificate. The District will provide a list of unit members currently enrolled to SDEA within 15 days of the execution of this Memorandum of Understanding.

- b. Unit members who are not participating in the program described in 4.a, and who opt to become qualified to teach transitional kindergarten by obtaining at least 24 units in early childhood education, childhood development, or by obtaining a Child Development Permit issued by the Commission on Teacher Credentialing, will be reimbursed up to \$1,600 for tuition, books, and fees.
  - c. Units in early childhood education or child development obtained in order to qualify to teach transitional kindergarten, or while teaching transitional kindergarten, are deemed creditable for column advancement on the pay scale under the Collective Bargaining Agreement, Appendix A, Sections 2.021 and/or 2.023, with submission of an official transcript and without having to submit an application.
5. All components of the current Collective Bargaining Agreement between SDEA and the District not addressed by the terms of this Agreement shall remain in full effect.
  6. This Agreement is subject to ratification by both Parties.
  7. This Agreement is non-precedent setting.
  8. This Agreement shall expire in full without precedent on June 30, 2025.

This Memorandum of Understanding (MOU) supplements and amends the Collective Bargaining Agreement dated July 1, 2022 through June 30, 2025, until the expiration of this MOU on June 30, 2025, and is subject to ratification by both Parties.

FOR THE DISTRICT:

DocuSigned by:  
*Jessica Falk Michelli* January 19, 2024  
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\_\_\_\_\_  
Jessica Falk Michelli Date  
Executive Director, Labor Relations

DocuSigned by:  
*Santos Gonzalez* January 17, 2024  
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\_\_\_\_\_  
Santos Gonzalez Date  
Director, Early Childhood Education

FOR SDEA:

DocuSigned by:  
*Morgan Thornberry* January 17, 2024  
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\_\_\_\_\_  
Morgan Thornberry Date  
Field Organizer, SDEA

DocuSigned by:  
*Lisa Morris* January 17, 2024  
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\_\_\_\_\_  
Lisa Morris Date  
Vice President, SDEA

ATTACHMENT A

**AFFIDAVIT TO TEACH UNIVERSAL TRANSITIONAL KINDERGARTEN**

I, \_\_\_\_\_, the undersigned employee, declare as follows:

I am a credentialed teacher and, by initialing below, agree that I meet one or more of the requirements to teach transitional kindergarten:

- \_\_\_\_\_ I have completed at least 24 units in early childhood education, or childhood development, or both as of today's date.
- \_\_\_\_\_ I hold a child development permit issued by the California Commission on Teacher Credentialing.
- \_\_\_\_\_ I hold an early childhood education specialist credential issued by the California Commission on Teacher Credentialing.
- \_\_\_\_\_ I previously served at least 75% of an instructional year in a transitional kindergarten classroom and will attend five (5) hours of district-sponsored professional development related to early childhood education or child development by June 30, 2025.
- \_\_\_\_\_ I previously served at least 75% of an instructional year in a kindergarten classroom and will attend fifteen (15) hours of district-sponsored professional development related to early childhood education or child development by June 30, 2025.
- \_\_\_\_\_ I previously served three (3) to five (5) years in a kindergarten classroom and will attend ten (10) hours of district-sponsored professional development related to early childhood education or child development by June 30, 2025.
- \_\_\_\_\_ I previously served at least five (5) years in a kindergarten classroom.

I declare that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Employee ID