

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

**Resident Visiting Teacher Program and Temporary Rate Increase for Visiting Teachers in  
the 2023-2024 School Year**

**June 30, 2023**

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 of Agreement (“Agreement”) regarding the use of and a temporary rate increase for Visiting Teachers (i.e., substitutes) for the 2023-2024 School Year.

WHEREAS, the COVID pandemic has reduced the eligible pool of Visiting Teachers throughout San Diego County, including the District; and,

WHEREAS, Visiting Teachers employees may be employed by more than one school district in San Diego County; and,

WHEREAS, there exists a staffing shortage of Visiting Teachers willing to take up assignments to cover classes when the regular teacher is absent; and,

WHEREAS, the District needs to be competitive in both pay and opportunity to work in order to ensure visiting teachers accept assignments offered by the District.

NOW THEREFORE, the Parties agree to the following:

1. Resident Visiting Teacher Program

- 1.1. The Resident Visiting Teacher Program shall be in effect July 1, 2023 through June 6, 2024.
- 1.2. One (1) Resident Visiting Teacher may be assigned to a school. Schools may select Resident Visiting Teachers from the District’s eligible Visiting Teachers list/pool.
- 1.3. A Resident Visiting Teachers will be assigned to schools meeting at least one of the following criteria:
  - 1.3.1. A 22-23 staff absence report that verifies the need for full time Resident Visiting Teacher coverage; or
  - 1.3.2. As otherwise determined by the Human Resource Services Division.
- 1.4. Resident Visiting Teachers are defined as visiting teachers who work primarily at one school location to cover absences due to injury or illness of one or more teachers.
- 1.5. Resident Visiting Teachers are Visiting Teachers as defined by Article 32 of the Parties’ current Collective Bargaining Agreement.
- 1.6. Resident Visiting Teachers shall be required to perform the typical duties of a day-to-day visiting teacher as well as:

- 1.6.1. Write or revise lesson plans to deliver instruction in the absence of a lesson plan.
  - 1.6.2. Supervise one or more classes in a learning lab setting in the event more than one educator is absent and day-to-day substitutes are not available at the assigned site.
  - 1.6.3. Perform other instructional related duties as assigned and authorized by the Resident Visiting Teacher's credential; Resident Visiting Teachers should address concerns related to assigned duties with the site administrator. Any unresolved concerns may be submitted to the Visiting Teacher Joint Committee (Article 32.7) for review and advisement.
  - 1.7. Educators and school sites shall make reasonable efforts to secure a long-term substitute (other than the Resident Visiting Teacher) to cover for the anticipated long-term absence of a salaried unit member.
  - 1.8. Resident Visiting Teachers who are required to attend training outside of the workday shall be paid the current non-classroom assignment rate in accordance with Appendix A, Section 7.011 of the Salary Rules and Regulations.
  - 1.9. Supervision and evaluation for the Resident Visiting Teachers shall be conducted by the site administrator at the assigned school, in accordance with the requirements of the Parties' Collective Bargaining Agreement; the Human Resource Services Division shall support school administrators in these activities.
  - 1.10. Resident Visiting Teachers shall be provided a daily assignment for the 2023-2024 school year so long as the employee's performance is satisfactory and the employee remains eligible for the assignment.
  - 1.11. If a Resident Visiting Teacher's performance is unsatisfactory or they are no longer eligible for the assignment, any future confirmed assignments will be canceled.
  - 1.12. The daily rate for Resident Visiting Teachers shall be \$275.00 per day.
2. Temporary Visiting Teacher and Early Childhood Education Visiting Teacher Pay Rate Increase for the 2023-2024 School Year
    - 2.1. Appendix D, Section 2.01: Effective July 1, 2023 through June 6, 2024, the visiting teacher daily rates in Appendix D, Sections 2.01, shall be increased as follows:
      - 2.1.1. Day-to-Day Visiting Teachers \$250.00
      - 2.1.2. Established Visiting Teachers \$260.00
      - 2.1.3. Long-Term Visiting Teachers \$275.00
    - 2.2. Appendix D, Section 2.02: Effective July 1, 2023 through June 6, 2024, the visiting teacher daily rates in Appendix D, Section 2.02, shall be increased as follows:
      - 2.2.1. Day-to-Day Visiting Teachers \$250.00
      - 2.2.2. Long-Term Visiting Teachers \$275.00
    - 2.3. Appendix D, Section 3.00: Effective July 1, 2023 through June 6, 2024, the ECE visiting teacher daily rates in Appendix D, Section 3.00, shall be increased as follows:
      - 2.3.1. Day-to-Day Visiting Teachers \$250.00
      - 2.3.2. Long-Term Visiting Teachers \$275.00
3. All components of the current Collective Bargaining Agreement between SDEA and the District, inclusive of Appendix D, Sections 4.00 through 6.00 and Section 8.00, not addressed by the terms of this Agreement shall remain in full effect.
  4. This is a one-time, non-precedent setting agreement limited to the 2023-2024 school year.

FOR THE DISTRICT:

DocuSigned by:  
*Jessica Falk Michelli* July 3, 2023  
76F2DE76533F42E...  
Jessica Falk Michelli Date  
Executive Director, Labor Relations

DocuSigned by:  
*Mary Wager* June 30, 2023  
7E7576D59A4446F...  
Mary Wager Date  
Senior Executive Director, Human Resources

FOR SDEA:

DocuSigned by:  
*Kyle Weinberg* June 30, 2023  
68800B5262E8427...  
Kyle Weinberg Date  
President

DocuSigned by:  
*Abdul Sayid* July 3, 2023  
A65EF18A00CC458...  
Abdul Sayid Date  
Executive Director