This Trust Agreement represents a good faith commitment between the San Juan Unified School District Board of Education, the San Juan Unified School District Superintendent and the San Juan Administrators’ Association (“SJAA”), and, as such, is bound by the integrity, strength of conviction and ethics of all parties.

This Trust Agreement acknowledges that the Board of Education and the San Juan Unified School District (“District”) administrative team rely upon each other for continued progress and growth in student achievement. It also acknowledges the importance of leadership and the professional roles, rights and responsibilities associated with leadership positions.

The parties to this Trust Agreement agree as follows:

I. Adhere to all Board adopted policies and regulations pertaining to management.

II. Notify in writing in a timely manner and whenever possible, the SJAA President and, upon request, hold informal discussions with the Superintendent concerning the District’s intent to:

   a. Reorganize or reassign SJAA positions
   b. Delete SJAA positions
   c. Revise or add any policy, procedure and/or agreements/practices directly pertaining to SJAA positions
   d. Close a school or consider a reduction of work force directly impacting SJAA members
   e. Make any other direct changes in the working conditions of SJAA membership.

III. Be given the opportunity to participate on District committees, if appropriate, when other employee groups are represented. A District committee deals with generalized District issues applicable to all employees and does not include committees formed with exclusive representatives or employee organizations organized to deal primarily with matters pertaining to their constituency or committees established by the Board of Education for matters not requiring representative employee participation.

IV. Adhere to the following dispute resolution process:

   **Step One:**
   The administrator(s) will meet to discuss areas of concern with their immediate supervisor or the appropriate administrator. If resolution is not reached, the administrator may proceed to Step Two, below.
Step Two:  
Within five (5) working days of the meeting identified in Step One, the administrator(s) will request meeting, to be held within ten (10) working days, with the next level supervisor to discuss the unresolved issue. The administrator(s) must provide in writing the issue(s) to be resolved. The supervisor will respond, in writing, within ten (10) working days of the meeting.

Step Three:  
If resolution is not reached in Step Two, the administrator(s) may request, within five (5) working days of receipt of the written response, a meeting date with the Superintendent to discuss the unresolved issues. The Superintendent shall issue a written decision within ten (10) business days.

V. Continue financial support for professional growth activities for both classified and certificated administrators (i.e., annual conference, in-service activities, outside conference attendance) as determined by their supervisor and budgetary limitations. Professional growth shall be aligned whenever possible to District adopted objectives. The District will contribute 50% of the ACSA membership dues yearly for all SJAA members who are active members or who choose to join ACSA. In lieu of ACSA dues, the District will also contribute 50% of the professional dues for classified organizations such as CASBO or other recognized organizations provided that the organization is previously approved by the District.

VI. Continue with the following meetings:

a. Quarterly Administrative Forum meetings held with the Superintendent and SJAA officers or designated representatives
b. Participation in the District Benefits Committee involving other bargaining units
c. Monthly informal meetings between the Superintendent and SJAA President, President-Elect and/or executive board members

VII. Working conditions which:

a. Ensure that compensation schedules and work year calendars among various administrative assignments are reflective of current work and responsibilities.
b. Provide annual compensation, which maintains salaries at a competitive level and is equal to the highest percentage salary schedule compensation increase awarded to any exclusive representative.
c. Provide a benefits package that is commensurate to the benefits package offered to any other administrators in the District excluding those serving pursuant to individual contracts.

d. SJAA members shall be annually evaluated per District policy/administrative regulations and the California Education Code.

e. Anonymous complaints levied against District administrators may not be reliable sources of information, but it is recognized the District may have a legal responsibility to investigate. Administrators will be subject to discipline based upon substantial evidence.

VIII. Nothing in this Trust Agreement shall limit the SJUSD Board of Education’s ability to establish policy or to act within its legal authority.

IX. Representatives of SJAA and Superintendent and/or designee shall meet annually, by the end of June, to evaluate the effectiveness of this agreement and the processes therein, and make any necessary and mutually agreed-upon modifications. The Superintendent of Schools is considered the representative of this Trust Agreement.