



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 4.1a

**Meeting Date:** May 22, 2025

**Subject:** Approve Labor Partner Agreements

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Human Resources Services

**Recommendation:** The recommendation is to approve Labor Partner Agreements.

**Background/Rationale:** The District has an immediate need to ensure there is no disruption to services provided to students. The District has worked with SEIU to collectively meet the needs of students.

**Financial Considerations:** The District will continue to work to recruit and retain employees in the areas of need identified in the MOU. The salary identified in this agreement will appropriately and fairly reflect the scope of the job duties required to meet the needs of students.

**LCAP Goal(s):** Graduation Outcomes, Academic Outcomes, and Welcoming Safety Outcomes.

**Documents Attached:** Labor Partner Agreement

1. Expanded Learning Opportunities Summer School Programs 2025

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer & Lead Negotiator

**Approved by:** Lisa Allen, Superintendent

**Memorandum of Understanding**  
**Between**  
**Sacramento City Unified School District (SCUSD)**  
**&**  
**Service Employees International Union (SEIU)**

**Concerning**

**EXPANDED LEARNING OPPORTUNITIES**  
**Summer School Programs 2025**

**3/14/2025**

This Memorandum of Understanding (MOU) titled "**EXPANDED LEARNING OPPORTUNITIES Summer School Programs 2025**" is an agreement between the Sacramento City Unified School District ("District") and the Service Employee International Union, Local 1021 ("SEIU") regarding the 2025 summer school programs.

**AGREEMENT**

**Definitions of Summer School Programs**

**Summer Matters:** The core summer school academic intervention (8:00 am – 12:00 pm) and enrichment (12:00 pm – 5:00 pm) program designed for current TK through current 12th grade students. The Summer Matters program is focused on providing our students with:

- Exposure to new experiences
- Academic instruction to minimize learning gaps & reduce summer learning loss through high-quality theme-based learning units & enrichment activities.
- Opportunities to learn and practice cooperative and collaborative learning skills
- Opportunities to engage and work with various community learning partners
- Opportunities to learn, practice, and develop social and emotional skills
- Opportunities for credit recovery
- Opportunities to engage in daily physical activity

**Extended School Year (ESY):** This is a mandated program for identified students in Special Education PreK - 12 grades to provide on-going learning opportunities beyond the regular school year in accordance with his/her IEP to prevent regression in academic, behavioral, social/emotional and other targeted learning areas. The need for ESY services must be determined annually on an individual basis by the Individual Education Program (IEP) team.

**Academic Intervention:** This term will be used to be inclusive of the core Summer Matters (Academic Intervention 8:00 am - 12:00 pm) program focused on minimizing learning gaps and summer learning loss, 9-12: Credit Recovery, bridge or transition programs, Site Designed

Academic Programs, programs listed below, and/or enrichment programs implemented by site leaders at their school site during the summer school timeframe.

**Enrichment:** This term will be used to be inclusive of the Summer Matters enrichment program designed and implemented by Expanded Learning Providers for current TK through current 8th grade students from 12:00 pm – 5:00 pm to minimize and reduce summer learning loss. The Summer Matters enrichment program is focused on providing our students with:

- Exposure to new experiences
- Opportunities to learn and practice cooperative and collaborative learning skills
- Opportunities to engage and work with various community learning partners
- Opportunities to learn, practice, and develop social and emotional skills
- Opportunities to engage in daily physical activity

**Site Designed Academic Program (SDAP):** This is a summer learning program implemented by sites and site leaders or sites in collaboration with departments at the district to address specific student populations based on site data/needs. The opportunity to implement a Site Designed Academic Program for summer school is open to all elementary, middle and high schools. Site leaders will work in partnership with their staff and/or district departments to complete a Site Designed Academic Program proposal.

**Summer @ City Hall:** This city-run program is focused on increasing civic engagement and learning through hands-on learning experiences and projects.

**Workability:** The summer work experience program will serve high school students with disabilities. The program will provide the student with valuable life and job-related skills that will support their post-secondary goals for transitioning out of high school.

**Community Programs:** These programs focus on providing 9 hours of enrichment opportunities, community building, and daily physical activities to accommodate working families during the summer. The community centers include YMCA, Phoenix Park, and Boys & Girls Club.

### **Program Dates**

#### **ESY**

The ESY Program will run from June 23, 2025 to July 18, 2025, excluding July 4th, for a total of 19 work days.

#### **Summer Matters**

The core academic summer school program for current TK through current 12th grade students will run from June 23, 2025 - July 25, 2025 excluding July 4th, for a total of 24 work days.

#### **Site Designed Academic Program (SDAP)**

The Site Designed Academic Program for current TK through current 12th grade students will run between June 23, 2025 - August 8, 2025 excluding July 4th, for a total of 34 work days.

## **Workability**

The Summer Work Experience Program, designed by the Special Education Workability Team, will run from June 23 - July 25, excluding July 4th, for a total of 24 work days.

## **Work Terms & Hours**

### **1. ESY Program**

*Instructional Aides, Instructional Aides (Special Education) & Teacher Assistant Bilingual Aides* will support summer programs as follows and according to the below work schedule:

- *Instructional Aides, Instructional Aides (Special Education) & Teacher Assistant Bilingual Aides* working in the **ESY** program shall work no more than 4.5 hours a day scheduled (or actual hours worked due to extenuating circumstances) between the hours of 7:30-12:30 Monday through Friday.
- Participate in the pre-service training for June 16th, 17th, 18th, and 20th (ESY ONLY) with their assigned teachers, for no more than 4 hours a day (or actual hours worked due to extenuating circumstances), 8:30 a.m. - 12:30 p.m.
- Support summer school staff with yard supervision during program hours.
- Assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials, and perform a variety of clerical duties as assigned.
- Support targeted groups identified by the summer school principal.
- Assure the health and safety of students by following health and safety rules; assist students regarding the building of self-esteem, and development of a value system; assist students by providing proper examples, emotional support, friendly attitude, and general guidance.
- Designated Instructional Aides assigned to a student for direct services, will be paid for any additional time/hours after the instructional day due to supervising the student.
- Attend pre-service training with summer school staff & principal.
- *The last day of work for Instructional Aides will be July 18th, the last day of ESY Summer Program with students on site.*

### **2. Summer Matters Program**

- *Instructional Aides, Instructional Aides (Special Education) & Teacher Assistant Bilingual Aides* working in the **Summer Matters** program shall work no more than 4 hours a day (or actual hours worked due to extenuating circumstances) between the hours of 8:00 am - 12:00 pm, Monday through Friday.
- Participate in the pre-service training for June 16th, 17th, and 18th with their assigned teachers, for no more than 4 hours a day (or actual hours worked due to extenuating circumstances), 8:30 a.m. - 12:30 p.m.
- Support summer school staff with yard supervision during program hours.
- Assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials, and perform a variety of clerical duties as assigned.

- Support targeted groups identified by the summer school principal.
- Assure the health and safety of students by following health and safety rules; assist students regarding the building of self-esteem, and development of a value system; assist students by providing proper examples, emotional support, friendly attitude, and general guidance.
- Designated Instructional Aides assigned to a student for direct services, will be paid for any additional time/hours after the instructional day due to supervising the student.
- Attend pre-service training with summer school staff & principal.

### 3. Structured Educational Learning Experiences

There will be several *Structured Educational Learning Experiences onsite and offsite* this summer. Instructional Aides, Instructional Aides (Special Education), Teacher Assistant Bilingual Aides & Office Technicians who volunteer as a chaperone during scheduled offsite trips from (12:00 pm – 5:00 pm) will be compensated for the additional hours worked at the agreed upon hourly rate.

### 4. Office Technician

Office Technicians will support the summer programs *(Summer Matters & ESY)* as follows and according to the below work schedule:

- Office Technicians shall work no more than 5 hours a day between the hours of 7:30 am - 12:30 pm Monday through Friday.
- Perform routine, complex clerical duties in support of an assigned department or school; prepare and maintain logs, files, and records; review and verify the accuracy and completeness of various documents.
- Greet the public, and provide routine information and direct inquiries to the appropriate person or office; make phone calls to request, provide, or verify information; accurately interpret the goals of the school or department to others and to the public.
- Perform duties to assist the supervisor/summer school principal with a variety of clerical, technical, and routine administrative tasks; facilitate communication among staff, students, district personnel, and others.
- Schedule students accordingly into Infinite Campus to ensure students are able to access online learning platforms through Class Link.
- Collect and submit timesheets once approved by the summer school principal to the Youth Development/ESY Department to ensure summer pay is not delayed.
- Attend pre-service training with summer school staff & principal.

### Pre/Post Service Trainings

#### 1. ESY Preservice Training Schedule 2025:

##### (Office Technicians)

PL Days	Date	Time
Day 1: General Orientation	June 16, 2024	8:30 - 12:30 (4 hrs)

Day 2: (General Curriculum) Community-Based Instruction - Adult Transition Instructors & Para professionals	June 17, 2024	8:30 - 12:30 (4 hrs)
Day 3: Related Service Providers (Behavioral Team, Vocational Team, OT/PT/APE, SLPs )	June 18, 2024	8:30 - 12:30 (4 hrs)
Day 4: Summer School Staff Meeting @ Summer School Site	June 20, 2024	8:30-9:30 (1 hrs)
Work with summer school principal to schedule students into IC		9.30-12.30 (3 hrs)

**(Instructional Aides)**

PL Days	Date	Time
Day 1: General Orientation	June 16, 2024	8:30 - 12:30 (4 hrs)
Day 2: (General Curriculum) Community-Based Instruction - Adult Transition Instructors & Para professionals	June 17, 2024	8:30 - 12:30 (4 hrs)
Day 3: Related Service Providers (Behavioral Team, Vocational Team, OT/PT/APE, SLPs )	June 18, 2024	8:30 - 12:30 (4 hrs)
Day 4: Summer School Staff Meeting @ Summer School Site Review site operations, distribute materials, set up & prepare classroom for summer school with assigned teacher	June 20, 2024	8:30-9:30 (1 hrs) 9.30-12.30 (3 hrs)

The following Direct Service Positions will follow the preservice schedule below in order to support ESY sites and students:

- Health Aides
- Registered Behavior Technicians (RBT)
- Vision Specialist
- Instructional Classroom Aides
- 1:1 Intensive Individualized Instruction
- *The last day of work for SEIU Direct Service Positions will be July 18th, the last day of ESY Summer Program with students on site.*

**(ESY - Direct Service Positions)**

PL Days	Date	Time
Day 1: General Orientation	June 16, 2024	8:30 - 12:30 (4 hrs)
Day 2: Prep and review ESY caseload and inform teachers and summer school admin of students that will be receiving direct services during ESY programming	June 17, 2024	8:30 - 12:30 (4 hrs)
Day 3: Related Service Providers (Behavioral Team, Vocational Team, OT/PT/APE, SLPs )	June 18, 2024	8:30 - 12:30 (4 hrs)
Day 4: Summer School Staff Meeting @ Summer School Site Review site operations, distribute materials, set up & prepare classroom for summer school, review IEPs & health records for caseloads	June 20, 2024	8:30-9:30 (1 hrs) 9.30-12.30 (3 hrs)

**2. Summer Matters Preservice Training Schedule:****(Instructional Aides)**

PL Days	Date	Time
Day 1: Summer School Logistics	June 16, 2024	8:30 - 12:30 (4 hrs)
Day 2: Curriculum, Instruction, & Assessment	June 17, 2024	8:30 - 12:30 (4 hrs)
Day 3: Summer School Principal Facilitated Staff Meeting @ Summer School Site Review of site operation, organizing and distributing materials, setting up the classroom.	June 18, 2024	8:30 - 9:30 (1 hrs) 9.30-12.30 (3 hrs)

**(Office Technicians)**

PL Days	Date	Time
Day 1: Summer School Logistics	June 16, 2024	8:30 - 12:30 (4 hrs)
Day 2: Curriculum, Instruction, & Assessment	June 17, 2024	8:30 - 12:30 (4 hrs)
Day 3: Summer School Principal Facilitated Staff Meeting @ Summer School Site	June 18, 2024	8:30 - 9:30 (1 hrs)

Work with summer school principal to schedule students into IC		9:30 – 12:30 (3 hrs)
--	--	----------------------

### **Assignment**

1. In the event there are fewer positions than staff who are interested, assignments will be determined in the following order:
  - a. SEIU Staff who apply for Summer Program positions who have an existing assignment at a host Summer School site will be given the first priority for the position at their home school.
  - b. If there are fewer applicants from the host site than there are assignments needed, the District will consider other SCUSD SEIU applicants based on seniority.
  - c. Site Designed Academic Program positions will be prioritized for SEIU members that have been trained in the program structure and have the required experiences needed to support the specific group of students identified in the SDAP. In the event that there are more interested SEIU members that meet this criteria than there are available positions, seniority will be used as in #2 above.

### **Summer School Work Assignment Agreement**

Once a SEIU applicant has been offered and accepted a position in one of the Summer Programs, they will not be considered for other positions in the Summer Programs without mutual agreement with the District. *(For example, an individual cannot decline a position in the ESY program which they have already accepted and then apply to work for the Summer Matters program during the same summer school year.)*

### **Compensation**

1. 10 and 11 month employees represented by SEIU in the below classifications who do not normally work during the summer, shall be compensated at the single flat hourly rate of \$29 per hour for work performed in the 2025 summer programs:
  - A. Summer Matters Program current TK - 12th grade Positions:
    - Instructional Aides
    - Teacher Assistant Bilingual
    - Office Technicians
    - Campus Monitors
    - Youth and Family Mental Health Advocates
    - Health Aides
  - B. ESY 2025 Direct Service Positions:



- Instructional Aides: Special Education
- Instructional Aides: Special Education(Preferred ASL)
- Health Aides (I and II)
- Office Technicians
- Designated Instructional Aides
- Speech and Language Assistants
- Orientation and Mobility Assistant
- Audiologist
- Educational Assistant
- Vision Specialist
- Interpreters
- Sub Instructional Aides: Special Education
- Sub Instructional Aides: Special Education(Preferred ASL)

2. The summer school compensation rate only applies to individuals that are hired to work in the district's "Summer School Programs 2025." Here is the list of summer school sites.

3. SEIU members working in the district's **EXPANDED LEARNING OPPORTUNITIES Summer School Programs 2025** who are employed with a 10-month or 11-month calendar may have an overlap between their normal contractual work calendar and the days they are working in the Summer Programs.

If any of the hours worked in support of the Summer Programs overlap with an Employees normal contractual work calendar, Expanded Learning Opportunities will fund any difference that may exist between their normal rate of pay and the agreed upon rate of \$29/hour.

- *For example, if the SEIU unit member on a 11 month calendar is assigned to work a summer program during one of their regular contractual work days and their hourly rate is \$20/hour, that unit member would receive an additional \$9 for each of the hours that they work in the summer program (for a total of \$29/hour). In this scenario the additional compensation from ELOP will be paid separately from an employee's normal pay schedule.*
- *The guidance above would apply to SEIU unit members on a 10-month/11-month calendar who might be impacted with overlap in work days.*

4. Once the contracted work days have ended, the ten and eleven month members' summer school pay rate will take effect.

#### **Summer School Pay Process**

1. SEIU members will be paid for all summer related work hours after the conclusion of the summer program. Summer school work hours will include the following:
  - a. Preservice Training hours
  - b. Daily hours worked in the summer school program

c. Approved additional hours outside their assignment

2. The District will make every attempt to pay staff who participate in the various summer school programs as quickly as possible, but no later than ninety days (90) after the conclusion of the programs.

#### Collaborative Time

1. SEIU unit members participating in Summer Matters (ES & MS) & ESY will have the instructional day shortened by one (1) hour on Thursdays to allow for one (1) hour of staff collaboration time.
2. Collaborative time will be conducted in accordance with the Collaborative Time MOU (June 2016).
3. SEIU unit members in a Site Designed Academic Program will follow the approved program's proposal for collaboration time.

#### Limited Scope

This MOU only applies to SEIU represented staff who are working in the summer school programs listed in this **"EXPANDED LEARNING OPPORTUNITIES: Summer School Programs 2025"** MOU.

#### Non Precedent Setting

This MOU is limited specifically to programs under the term **"Expanded Learning: Summer School Programs 2025,"** is non-precedent setting, and does not establish a past practice for any purpose.

#### Expiration Date

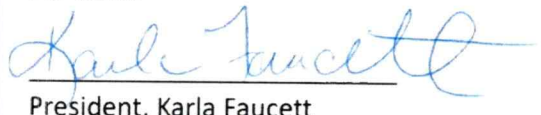
This Memorandum of Understanding (MOU) titled **"EXPANDED LEARNING OPPORTUNITIES: Summer School Programs 2025"** is an agreement between "SEIU" and the "District" regarding the 2025 summer school programs shall automatically terminate on August 8th, 2025.

For the District:

  
Lisa Allen, Superintendent

5/13/25  
Date

For SEIU:

  
President, Karla Faucett

5/9/25  
Date

Casey Thompson 5/9/25  
SEIU Local 1021