

**Lynn J. Carmen Day, Ed.D. - Superintendent**

**Chief Academic Officer**  
Shinay Bowman, Ed.D.

**Assistant Superintendents**

Ji Kim Wang, Ed.D -Human Resources  
Jen DeAnda, Ed.D - Business Services  
Pamela Salgado - Student Services



**UPLAND UNIFIED**  
**SCHOOL DISTRICT**

**Memorandum of Understanding**  
**Between**  
**The Upland Unified School District**  
**And**  
**The Upland Teachers Association**

The District and Association agree to implement the following as a Memorandum of Understanding. Academic Leads-TK-12

The Academic Leads are a collaborative team that recommends, facilitates, studies, and supports scaling instructional improvement across a school site. The function and purpose of the Academic Leads do not diminish the role, function, or authority of the site shared decision-making committee under Article 10 of the Collective Bargaining Agreement.

The Academic Leadership Team will be composed of site administration and the Academic Leads.

1. TK-6
  - a. up to 3 at each site; no more than one unit member per grade level.
2. Jr. High
  - a. up to one lead per department at each site
    - i. Math
    - ii. Social Studies
    - iii. English
    - iv. Science
    - v. Special Education
3. Comprehensive High School
  - a. up to 16 leads representing the following departments
    - i. Math (3)
    - ii. Social Studies (3)
    - iii. English (2)
    - iv. Science (3)
    - v. Special Education (1)
    - vi. World Languages (1)
    - vii. CTE (1)
    - viii. VAPA (1)

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- ix. PE (I)
- 4. Hillside High School and Foothill Knolls 7th-8th grade
  - a. up to two leads per site; one focusing on literacy and one on numeracy
  - b. Hillside leads will attend the monthly UHS meetings.
  - c. Foothill Knolls will send one lead to PJH monthly meetings and one to UJH monthly meetings.

**Academic Leads**

I. Academic Leads will provide instructional leadership to build and maintain a positive and productive learning environment that promotes the success of all students in UUSD. They will assist teachers in their work by acting as grade level, subject area, and/or department instructional leaders. They will facilitate professional learning communities focused on implementing best practices in curriculum, instruction, and assessment. They will support the implementation of the district vision and school goals. This work will require time above and beyond the regular teaching assignment.

II. Hiring Procedures:

1. The Academic Leads will be selected by the end of May 2025 for the following school year. The principal will select these individuals using an application process.
2. Once selected, Academic Leads will serve for a term of one academic school year. An academic lead may serve multiple terms.
3. If a vacancy develops after the initial selection, the principal shall hold another application and interview process to determine the new lead.
4. The stipend shall be \$2,500 per lead.

III. Operational Procedures:

1. Meetings will be held once a month or more often by mutual agreement as deemed necessary.
2. In collaboration with site academic leaders, the principal will develop a standing agenda, and team members can add items to the agenda no later than one day before meetings.
3. Team members may invite a guest to attend meetings as necessary.
4. The team shall designate roles to execute team operating procedures.
5. Published notes shall be distributed to all staff members and posted on the school's

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internal use website as soon as possible following the completion of the meeting.

**IV. Duties and Responsibilities:**

1. Support unit members to implement curriculum aligned to State Content Standards, Common Core Standards, and district/site assessments
2. Facilitate the development and review of curriculum scope and sequence, course outlines, and curriculum maps
3. Support staff to collaboratively identify specific, measurable performance goals, formative assessments, and strategies for improving student performance
4. Facilitate analysis and dissemination of student achievement data to staff
5. Study and present effective instructional practices to staff
6. Serve as a facilitator of professional learning for the district, site, grade level, and/or department
7. Participate in professional learning on district-wide initiatives and priorities and share information with the site, grade level, and/or department
8. Support vertical articulation between grade spans TK-12
9. Act as an academic liaison between the school site and the district

This MOU shall sunset on June 30, 2025. Upon expiration of this MOU, these additions to the CBA will cease to be in effect unless otherwise negotiated by the parties.

_____ Date: _____	_____ Date: _____
District Representative Ji Wang, Ed.D. Assistant Superintendent, Human Resources	Association Representative Debbie Glenn President UTA
_____	_____

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