



SAN DIEGO CITY SCHOOLS

Gifted & Talented Education
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Office of the Deputy Superintendent
Instruction and Curriculum
Gifted and Talented Education

MEMORANDUM

TO: All Principals and Seminar Teachers

FROM: Adalia L. Lavado
GATE Program Manager

DATE: July 17, 2006

SUBJECT: **INVITATION TO PARTICIPATE ON THE GATE
SEMINAR TASK FORCE REVIEW COMMITTEE 2006-2007**

ATTACHMENTS: Site Information and Needs Assessment Survey
Request for GATE Seminar Staffing Allocation for New and Existing Seminar Programs

You are invited to participate on the GATE Seminar Task Force Review Committee. The Seminar Task Force Review Committee will be comprised of parents, teachers, administrators and community members representing each of the high school feeder patterns with Seminar programs. The purpose of the committee is to review Seminar policies, procedures, and data regarding Seminar students and current Seminar programs. The Seminar Task Force Review Committee will make recommendations to the Board of Education for any proposed changes to the Seminar program based upon the findings of this review through the Superintendent. The GATE Seminar Task Force Review Committee meetings are tentatively scheduled from 4:00 to 6:00 p.m. on October 10th, November 14th, 2006, January 9th, and February 13th, 2007. All meetings will be held in the Madison High School cafeteria. Additional meetings will be held if necessary.

District Administrative Procedure #4236 mandates a 2006-2007 school year review of Seminar policies and procedures, including Seminar staffing allocations. The procedure states the following, "An appropriate committee, impaneled by the GATE office, is responsible for the development and maintenance of a fair and equitable district-wide application and acceptance procedure for Seminar sites." The Seminar allocations, procedures, and policies were established by a report on "Board Policy Regarding Gifted and Talented Education Programs presented to the Board on May 25, 2003, and revised on June 12, 2004. (For further information, please refer to the September 13, 2004, revised Administrative Procedure #4236 located on the district web-site.)

The Task Force will review present Seminar programs through the data gathered from the attached Site Information and Needs Assessment Survey form.

Principals of schools wishing to establish a Seminar program or add a Seminar class to an existing program will need to fill out the attached "Request for GATE Seminar Staff Allocation" form. You will be notified of the status of your request following Board actions.

The Superintendent's review of the committee's recommendations and subsequent Board actions is anticipated by March-April. This time line is consistent with the regular articulation schedule and the Seminar application process for elementary and middle schools. Schools will be notified of any changes in policies and procedures, and of the status of their requests following Board actions.

We need your help and input and hope you will accept this invitation to participate in this review of our Seminar program. We ask that each Seminar school send a team comprised of a site administrator, Seminar teacher and one Seminar parent to each of the Task Force Committee meetings. Please send all completed forms to: Adalia L. Lavado, GATE Program Manager, Madison H.S. Campus, B-6, 4833 Doliva Drive, San Diego, CA 92117; FAX to: 858-637-6214; or email to alavado@sandi.net **by September 25, 2006.**

ALL: agh

Yes! I am willing to serve on the Seminar Task Force Review Committee.

Name of school: _____

Administrator's Name: _____ **Email:** _____

Address: _____ **Phone:** _____

Position: _____

Seminar teacher representative for your site: _____

Address: _____

Phone: _____ **E-mail:** _____

Parent representative for your site: _____

Address: _____

Phone: _____ **E-mail:** _____

SEMINAR TASK FORCE REVIEW 2006-2007
SITE INFORMATION AND NEEDS ASSESSMENT

Please complete and return the entire survey to the GATE Office, Madison HS, B-6 by September 25, 2006

NAME OF SCHOOL: _____

GRADE LEVEL(S): _____ NO. OF STUDENTS SERVED: _____

PERSON RESPONDING: _____ TITLE: _____

EMAIL ADDRESS: _____ PHONE: _____

DATE: _____

Please answer the following questions as completely as possible in order to give the GATE Dept. staff a complete profile of your Seminar program and any needs you may have prior to the first Task Force Committee Meeting.

1. SEMINAR PROGRAM DESIGN

- a. Do you self-fund any positions of your Seminar program? ___ Yes (How much? _____%)
___ No
- b. Does every Seminar teacher have GATE certification? ___ Yes ___ No
- c. Does every Seminar teachers have three (3) years minimum of GATE Cluster teaching experience? ___ Yes ___ No
- d. Please list teacher name(s) and number of years of Cluster teaching experience (Use the back of this form if necessary): _____

- e. What are your Seminar program objectives? _____

2. SEMINAR STUDENT IDENTIFICATION

Do you have any questions/comments regarding the identification process?

3. CURRICULUM AND INSTRUCTION

- a. What instructional strategies do Seminar teachers at your site incorporate that differentiate Seminar classes from Cluster classes? _____

- b. Are there opportunities for Seminar teachers at your site to participate in vertical teaming? Please describe: _____

SEMINAR TASK FORCE REVIEW 2006-2007
SITE INFORMATION AND NEEDS ASSESSMENT

Please complete and return the entire survey to the GATE Office, Madison HS, B-6 by **September 25, 2006**

4. SOCIAL AND EMOTIONAL NEEDS

- a. What professional development opportunities have counselors and administrators participated in regarding the characteristics of gifted learners and their social/emotional development? Please describe: _____

- b. What on-going counseling services, intervention strategies and support are provided for all Seminar students at your site? _____

- c. How are at-risk Seminar students determined, monitored, and provided with support?

- d. What services are provided for Seminar students who are "Twice Exceptional" (e.g., Special Needs, ELL, etc.)? _____

5. PROFESSIONAL DEVELOPMENT

- a. What GATE-specific professional development opportunities have your Seminar teachers attended recently and how have they used related information/instructional strategies in the classroom? _____

- b. What additional GATE Seminar professional development opportunities would your site like to see offered by the GATE Department? _____

6. PARENT AND COMMUNITY INVOLVEMENT

- a. How does your site involve parents in the Seminar program? _____

- b. Do your Seminar parents attend GATE Department parent meetings? Yes____ No____ If yes, which ones do they attend? _____

SEMINAR TASK FORCE REVIEW 2006-2007
SITE INFORMATION AND NEEDS ASSESSMENT

Please complete and return the entire survey to the GATE Office, Madison HS, B-6 by **September 25, 2006**

7. PROGRAM ASSESSMENT

- a. Do your Seminar teachers perform any type of program assessment? Yes_____

No_____

(For example, looking at standardized testing data, grades, school attendance rates, participation in extracurricular activities, # of referrals to student support services, redesignation rates for ELL students, etc.)

If yes, please describe_____

8. BUDGET

- a. How is GATE money allocated at your site? (For example, is funding held in a separate budget? Is it combined with other funds into a consolidated program fund? Is GATE funding split evenly among teachers or allocated per student?)_____

- b. How do you use your GATE budget to support the Seminar program objectives?

9. ADDITIONAL COMMENTS:

(Please use the reverse side of this form if necessary.)