

**ADMINISTRATIVE CIRCULAR NO. 117**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** May 18, 2005

**To:** Principals and Division or Department Heads at Sites Assigned to a Single-Track, Year-Round Calendar and San Diego Education Association Representatives

**Subject:** 2005-2006 MANDATORY STAFF DEVELOPMENT DAYS FOR MEMBERS OF THE CERTIFICATED BARGAINING UNIT AT SITES ASSIGNED TO A **SINGLE-TRACK** CALENDAR

**Department and/or Persons Concerned:** Principals, division and department heads, and certificated unit members at sites assigned to a single-track, year-round calendar.

**Due Date:** June 15, 2005

**Action Requested:** Return attached calendar indicating selection of four teacher preparation days and placement of the exchanged staff development day (if applicable).

**Brief Explanation:**

A copy of the single-track, year-round calendar for 2005-2006 is attached to this circular. The following action must be taken by principals/division or department heads and certificated staff at each site:

Preparation Days (Four)

1. Principals and certificated unit members at each single-track site must mutually agree on the placement of four preparation dates in the 2005-2006 fiscal year of July 1, 2005, to June 30, 2006. Dates which may be selected for preparation include any of the following:

July 22 and 25, 2005  
August 24-31, 2005  
April 6, 2006
2. On the attached calendar, list the four preparation days selected for your site. In an effort to align calendars to the dates that contracts will begin for newly hired teachers and temporary contracts on August 29, 2005, the following dates are suggested: August 29-31, 2005 and April 6, 2006. Your site may select other dates within the timeframes described above.

3. Newly hired teachers (including returning temporary contracts) will be directed to report for work on August 29, 2005. Pay for the newly hired teacher will presume that they have missed only 14 days of work in July.

#### Mandatory Staff Development Days (Three)

The state budget and collective negotiations contract between the district and the San Diego Education Association (SDEA) provides for staff development days outside of the 180-day student academic year. Per Article 8 of the SDEA collective negotiations contract, all unit members, with the exception of unit members on the Early Childhood Education Salary Schedule, are required to participate. For 2005-2006, the work year for all certificated unit members is 187 days, which includes four preparation days and three mandatory staff development days.

1. September 1 and 2, 2005 and February 10, 2006 have been designated as mandatory staff development days for the 2005-2006 school year. Staff development must be observed on those days, or there is an option to exchange either one or both of the designated staff development days in September by moving one or two of the four preparation days from August.
2. If the certificated staff at your site, elect to exchange the September 1st and/or 2<sup>nd</sup> staff development days with a preparation day on August 29, 30, or 31, indicate the selected staff development dates on the attached calendar.
3. For the dates selected as preparation days, these dates are considered regular contract work days and timecards are only required for visiting teachers and unit members who are assigned a part-time contract, or in job-share or reduced workload status where the teacher's work year does not include the preparation day (see the attached guidelines for additional information).
4. Unit members must be present for the full staff development day which must be at least as long as the contract day (six hours and thirty-five minutes). Per the collective bargaining agreement, Article 8.1.3.2., contract unit members are eligible for absence with pay on staff development days only if ill or injured (**as documented by a medical doctor's note which must be retained by the timekeeper**) or if on bereavement leave. If the absence is for any other reason, the unit member will lose one day of pay. Make-up opportunities for unit members who must be absent from the staff development days for legitimate reasons other than those cited above will be scheduled on April 7, May 13, and June 22, 2006.
5. Written notification of the mutually-agreed-upon preparation days and dates for staff development must be provided to all certificated staff no later than May 31, 2005.
6. It is critical that the attached guidelines be followed in conducting the mandatory staff development days to ensure accurate payment from the state to the district, and accurate payment to eligible unit members.

**Attachment 2 must be submitted to Kay McElrath, Payroll/Benefits Manager, Eugene Brucker Education Center, Room 1150, by June 10, 2005. If your site chooses to accept the suggested calendar, simply indicate on the attached calendar that the default dates are accepted.**

Questions pertaining to placement of either the preparation or the staff development days or other payroll issues may be directed to Kay McElrath at (619) 725-7717, or by e-mail to <kmcelrath@sandi.net>.

Questions regarding the attached "Guidelines for Conducting the 2005-2006 Mandatory Staff Development Days" may be directed to Sandra Morgan at (619) 725-7589 (smorgan@sandi.net).

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Mary Hopper  
Chief Administrative Officer

RGP:km: kg

Attachments (3)

Distribution: Lists A, I, and S

**GUIDELINES FOR CONDUCTING THE  
2005-06 MANDATORY STAFF DEVELOPMENT DAYS  
September 1-2, 2005 and February 10, 2006**

**Please follow the instructions below to ensure accurate payment from the state to the district and accurate payment to the eligible unit members. These provisions also apply to charter schools that are not using the Charter School Funding Model pursuant to AB544.**

1. The three staff development days are part of the work year for **all** employees in the certificated bargaining unit (i.e., teachers, counselors, psychologists, nurses, central office resource teachers, etc.) with the exception of Early Childhood Education Programs. To avoid loss of pay, each school/department assigned staff from the certificated bargaining unit must ensure that staff has the opportunity at their school, or within their department, to work three staff development days.
2. Principals should begin planning the agenda for the staff development days based on the focus of the district. Principals should plan on sharing their agendas with their instructional leader in advance of the staff development days.
3. Division/department heads shall develop an agenda regarding the content for the staff development activities. The state requires that the agenda must focus on instructional methods, including:
  - a. teaching strategies;
  - b. classroom management and other training designed to improve pupil performance; and/or
  - c. academic content in the core curriculum areas (literacy, mathematics, history/social science, and science).
4. The school or site must then conduct staff development activities consistent with the plan and agenda.
5. Each site must have all certificated unit members sign in for each day of attendance using the attached sign-in form. A separate form must be used for each staff development day. **Failure to sign in may result in a loss of pay to the unit member!** Please ensure that all unit members indicate their status (i.e., certificated classroom teacher, “other” certificated or less than 100 percent contract) on the sign-in form.
6. Unit members must be present for the full staff development day which must be at least as long as the contract day (six hours and thirty-five minutes). Per the collective bargaining agreement, Article 8.1.3.2., contract unit members are eligible for absence with pay on staff development days only if ill or injured (**as documented by a medical doctor’s note which must be retained by the timekeeper**) or if on bereavement leave. If the absence is for any other reason, the unit member will lose one day of pay. Make-up opportunities for unit members who must be absent from the staff development days for legitimate reasons other than those cited above will be scheduled on April 7, May 13, and June 22, 2006.

7. Certificated unit members who are assigned a part-time contract or are in job-share or reduced workload status are eligible to participate in staff development activities. **Unit members on part-time contracts or in job-share or reduced workload status must attend for the full day of staff development in order for the district to receive payment from the state.**
  - a. Staff Development Day on Unit Member's Regular Workday: If the staff development day is scheduled on the unit member's regular workday, the unit member must attend or they will lose one day of pay (unless valid excuse as described in Article 8 is presented). A C-1 time card must be completed by the unit member and the time must be reported as PDP (pays at pro rata) in Time and Labor on the unit member's regular assignment record for any time worked by attending a staff development day activity in excess of the regular workday (e.g., a 60 percent part-time contract teacher who attends a staff development day on a regular workday, and is scheduled to work only 60 percent of the day, should be reported in Time and Labor for the additional 40 percent of the workday). Important: Write "Extended Year Staff Development" in the comment section and use the following account number: 5570000000019730102010000.
  - b. Staff Development Day on Unit Member's Non-Workday: If the staff development day is scheduled on a non-workday, the part-time contract or job-share or reduced workload unit member may attend, and will be compensated for a full day of pay. All part-time, job-share or reduced workload status unit members must submit a C-1 timecard for a full day of compensation per full day of attendance. Report the time in Time and Labor as PDP (pays at pro rata) on the unit member's regular assignment record. Important: Write "Extended Year Staff Development" in the comment section and use the following account number: 5570000000019730102010000.
8. Visiting teachers at your site are not required to attend staff development activities. If the site administrator elects to include a particular visiting teacher in staff development activities, time must be reported in Time and Labor for payment. Important: Type "Extended Year Staff Development" into the Comments field in Time and Labor and use the following account number: 5570000000011620102010000.
9. Send the sign-in sheets (attachment 3), agenda, and timecard copies (for visiting teachers, part-time contract and/or job-share or reduced workload unit members who participate in staff development) to Merlina Fuentecilla, Eugene Brucker Education Center, Room 3209, as soon as possible after each staff development day.



