

ADMINISTRATIVE CIRCULAR NO. 115

Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: May 19, 2006

To: Principals and Division or Department Heads and San Diego Education Association Representatives

Subject: 2006-2007 DESIGNATION OF TEACHER PREPARATION DAYS AND GUIDANCE FOR STAFF DEVELOPMENT RECORDKEEPING

Department and/or Persons Concerned: Principals, division and department heads, and certificated unit members.

Due Date: June 9, 2006

Action Requested: Single track sites will select four preparation days for 2006-2007. No action is required by traditional calendar sites.

Brief Explanation:

As a result of the 2005-2006 wage article re-opener with the San Diego Education Association, (SDEA), the base work year for teachers and other certificated staff in 2006-2007 will be 184 days.

Preparation Days for Traditional Sites

Teacher preparation days for traditional sites in 2006-2007 will be August 30-31, 2006, September 1, 2006 and June 20, 2007.

Preparation Days for Year-Round Sites

1. Principals and certificated unit members at each single-track site must mutually agree on the placement of four preparation dates in the 2006-2007 contract year of July 1, 2006 to June 30, 2007. Dates that may be selected for preparation include any of the following:

Monday, July 24, 2006
Tuesday, August 29, 2006
Wednesday, August 30, 2006

Thursday, August 31, 2006
Friday, September 1, 2006
Tuesday, April 24, 2007

2. On Attachment 1, identify 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 30, 2006, the following dates are suggested: August 30-31, 2006, September 1, 2006 and April 24, 2007. Your site may select other dates within the timeframes described above.

A copy of the single-track, year-round calendar for 2006-2007 is attached (Attachment 2) to this circular for your convenience.

Return completed Attachment 1 by Friday, June 9, 2006 to the Payroll Office, Room 1150, Eugene Brucker Education Center.

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

2006-2007 Staff Development Recordkeeping

Assembly Bill 825 modified the manner in which state funding for district professional development is distributed to school districts. Beginning with the 2006-2007 school year, there will be no district wide mandatory staff development days as a result of negotiations with the SDEA.

The state maintains the expectation that these funds will be used for instructional professional development activities and schools and districts will maintain adequate records of utilization and participation. To assure continuation of this important funding source, the district must demonstrate that professional development is occurring within the 184 day work year equivalent to the three previously dedicated staff development days. As a guideline, each teacher should receive a minimum of 19.5 hours of professional development in 2006-2007.

Sites must maintain a record of professional development activities for the 2006-2007 school year to document the funding received by the district under AB 825 Professional Development Block Grant. These records are to be kept in a single file or notebook on the school site and be readily available to district internal or external auditors upon request. Area Superintendents will review the professional development records as part of their regularly scheduled site visits.

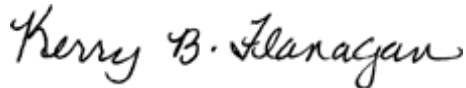
The professional development records are to include the following for each professional development session:

1. A participant sign-in sheet. (Printed names and corresponding Signatures.)
2. The agenda for each professional development session.
3. The length of time (in hours) that was spent on professional development for each documented session.

Questions regarding recordkeeping requirements for AB 825 may be directed to Mike Price at (619) 725-7560, email mprice1@sandi.net or to Mariam True (619) 725-7136, e-mail mtrue@sandi.net.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Kerry Flanagan
Chief of Staff

KF:RGP:km

Attachments: (2)

Distribution: Lists A, I, and S

**SAN DIEGO CITY SCHOOLS
Payroll Unit**

DESIGNATION OF 2006-2007 TEACHER PREPARATION DAYS

Single Track Sites: Please select one of the three schedule options below:

Site Name: _____

- Option A**
Preparation Day 1: Wednesday, August 30, 2006
Preparation Day 2: Thursday, August 31, 2006
Preparation Day 3: Friday, September 1, 2006
Preparation Day 4: Tuesday, April 24, 2007

- Option B**
Preparation Day 1: Monday, July 24, 2006
Preparation Day 2: Wednesday, August 30, 2006
Preparation Day 3: Thursday, August 31, 2006
Preparation Day 4: Friday, September 1, 2006

- Option C**

Select any four preparation days from the list below by checking boxes.

- | | |
|---|--|
| <input type="checkbox"/> Monday, July 24, 2006 | <input type="checkbox"/> Thursday, August 31, 2006 |
| <input type="checkbox"/> Tuesday, August 29, 2006* | <input type="checkbox"/> Friday, September 1, 2006 |
| <input type="checkbox"/> Wednesday, August 30, 2006 | <input type="checkbox"/> Tuesday, April 24, 2007 |

- Note: If August 29th is elected as a preparation day, newly hired teachers will not report until August 30th.

Site Administrator: _____
Signature

For questions on your selections, whom do we contact? _____
Site Contact Name

Site Contact Telephone

Phone Extension

RETURN COMPLETED FORM TO:
PAYROLL, ROOM 1150, EUGENE BRUCKER EDUCATION CENTER

DUE DATE: FRIDAY, JUNE 9, 2006

