

ADMINISTRATIVE CIRCULAR NO. 58
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 29, 2008

To: Principals; Vice Principals; Managers and Supervisors of Classified Personnel; Operations Specialists; Central Office Administrators; Program Managers; Site Leadership Teams

Subject: FEBRUARY 2008 PROFESSIONAL DEVELOPMENT CONFERENCE

Department and/or Persons Concerned: Principals; Vice Principals; Managers and Supervisors of Classified Personnel; Operations Specialists; Central Office Administrators; Program Managers; Site Leadership Teams; Chemical Hygiene Officers at Middle and High School; Science Chairs; AIC Site Liaisons and SSC Chairs/Members

Due Date: February 8, 2008

Reference: None

Action Required: Complete and return the attached Registration Form by the due date indicated above.

Brief Explanation:

The February Professional Development Conference is scheduled for February 27-29, 2008, at the Marina Village Conference Center, 1936 Quivira Way, San Diego.

Please review the offerings carefully to coordinate your attendance at sessions mandated by state or federal law with voluntary sessions you wish to attend. The attached documents will assist you in planning your professional development schedule:

- 1) **Conference Overview** (a list of all sessions, including dates/times, target audience, notice of mandatory attendance, titles, presenters, and content description). *Please read this carefully to determine which session(s), if any, are mandatory for you.*
- 2) **Conference Schedule** (chart of sessions offered each day)
- 3) **Registration Form**
- 4) **Map** of the Conference Center facility

Registrations may be submitted via school mail to the Eugene Brucker Education Center, Room 2038, or fax to 619-692-3504 by 5 p.m., Friday, February 1, 2008. Conference questions should be directed to Lucy del Valle at 619-725-7142 or ldelvalle@sandi.net. Questions regarding previous conference attendance should be directed to Marty Stultz at 619-725-7116 or mstultz@sandi.net.

Mariam L. True
Executive Director
Teacher Preparation and Student Support

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is fluid and cursive, with a large initial "G" and "F".

Geno Flores
Deputy Superintendent

GF:ldv

Attachments

Distribution Lists: A, B, C, D, E, and F

**SAN DIEGO UNIFIED SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
FEBRUARY 27-29, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>1. SCHOOL SITE BUSINESS PRACTICES: 10 THINGS YOU SHOULD KNOW</p> <p>This session will provide an overview of the district's Ethics program and training on appropriate business practices for handling payroll, procurement cards, and ASB at school sites. Calls to the fraud hotline have highlighted problems that occur when site staff handling these matters lack needed understanding of policies and regulations governing how to handle funds and account for expenditures.</p> <p><i>Joan McRobbie, Ethics Officer, and Andrea Niehaus, Director Office of Internal Audits & Investigations</i></p>	<p>*Principals and staff who are responsible for payroll, procurement cards and ASB who did not attend this session in May 2007.</p>	<p>(1.1) February 27, 1-3 p.m. (1.2) February 28, 3-5 p.m. (1.3) February 29, 1-3 p.m.</p>
<p>2. CHEMICAL SAFETY PROGRAM</p> <p>This session will examine county and state safety regulations, including restricted and prohibited chemicals for schools; site responsibilities in maintaining a safe environment in industrial arts, chemistry and other science classrooms; how site administrators can work with the Science Department and site teachers to ensure that a safe environment is maintained; and proper storage and labeling for chemicals. It will help site administrators prepare for county safety regulations/inspections, and include tips to avoid county safety citations. Duties of the site Chemical Hygiene Officer will also be reviewed. Participants will receive handouts and procedures to facilitate chemical safety monitoring.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p>*Secondary site administrators including vice principals, and chemical hygiene officers at middle and high schools must attend annually.</p> <p>Science chairs and Risk Management staff are also encouraged to attend.</p>	<p>(2.1) February 28, 3-5 p.m. (2.2) February 29, 3-5 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>3. PROVIDING EXTRA SUPPORT TO INCREASE SPECIAL EDUCATION STUDENT INDEPENDENCE</p> <p>This session will examine procedures that relate to supporting special education students in general education classrooms.</p> <p><i>Janice Von Arx, Program Manager, Special Education Programs Division</i></p>	<p>*Principals or designees who did not attend in July 2007.</p>	<p>(3.1) February 27, 3-5 p.m. (3.2) February 28, 1-3 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>

***ADMINISTRATORS ARE EXPECTED TO ATTEND SESSIONS SHOWN IN BOLD CAPS APPLICABLE TO THEIR ASSIGNMENTS.**

**SAN DIEGO UNIFIED SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
FEBRUARY 27-29, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>4. ENVIRONMENTAL HEALTH & SAFETY REQUIREMENTS FOR NEW MANAGEMENT TEAM MEMBERS</p> <p>This session covers employer environmental health and safety responsibilities and includes an overview of regulatory requirements.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p>*All new principals, vice principals, directors, managers, and supervisors.</p>	<p>(4.1) February 28, 12-1 p.m. (4.2) February 29, 12-1 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>5. SECTION 504 OF THE REHABILITATION ACT OF 1973 – ADMINISTRATOR RESPONSIBILITIES</p> <p>Administrators play key roles in the implementation of this civil rights statute. Learn what 504 is, what your responsibilities are, and hints for avoiding complaints.</p> <p><i>Sally Tucker, District 504 Coordinator/District Counselor</i></p>	<p>*Site administrators and principals who have not attended this session within the past two years.</p>	<p>(5.1) February 28, 12-1 p.m. (5.2) February 29, 12-1 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>6. SUSPENSIONS, EXPULSIONS, AND SCHOOL-INITIATED PLACEMENTS</p> <p>This session will provide information on all aspects of student discipline and pupil placement and will include administrator responsibilities regarding suspensions, recommendations for expulsions, and procedures for requesting SIP hearings.</p> <p><i>Laurie Lamb, Program Manager, and Deidre Walsh, Legal Specialist, Placement and Appeal</i></p>	<p>*All new vice principals and other new site administrators responsible for handling discipline who have not previously attended this training.</p>	<p>(6.1) February 27, 1-3 p.m. (6.2) February 28, 1-3 p.m.</p>
<p>7. MANDATED SCHOOL RESPONSIBILITIES UNDER MCKINNEY VENTO AND AB490</p> <p>This training is designed to ensure compliance under McKinney Vento (homeless youth) and AB490 (foster youth). It will focus on increasing staff awareness of homelessness and children in care, how to facilitate enrollment, transportation, school of origin stability, access to Title 1 services, awarding of partial credits, and increasing staff sensitivity to children and youth in transition. Packets will be distributed for administrators to use for site staff training.</p> <p><i>Pamela Hosmer and Jerry Hobbs, Office of the Liaison for Youth in Transition</i></p>	<p>*Principals or vice principals (at least one administrator from each site).</p>	<p>(7.1) February 27, 12-1, p.m. (7.2) February 28, 12-1 p.m. (7.3) February 29, 1-2 p.m.</p>

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Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>8. Focused English Language Development Instruction Using a Focused Approach to Systematic ELD</p> <p>Focused English Language Development (ELD) is being implemented across the district, using <i>A Focused Approach to Systematic ELD</i> (FA/SELD) as a key resource. The intent of Focused ELD and the related professional development is to equip teachers to provide explicit ELD instruction to each EL student during a dedicated time of the day and then bridge this learning to grade-level curriculum across the day to increase academic achievement. The goal is that all EL teachers will participate in FA/SELD professional development, and over 1,000 have participated to date. The implementation of Focused ELD presents general and site-specific challenges, and this session will provide site leaders a look at underlying principles for ELD instruction as well as key considerations in establishing structures and organizational models for instructional delivery, teacher support, and ongoing professional development.</p> <p><i>Teresa Walter, Director, Office of Language Acquisition</i></p>	<p>Elementary principals and vice principals.</p>	<p>(8.1) February 27, 12:30-2 p.m. (8.2) February 27, 2:30-4 p.m. (8.3) February 28, 12:30-2 p.m.</p>
<p>9. Planning for Family Involvement Using Student Goals</p> <p>Learn to create an Action Plan to offer families a variety of ways to support student learning and boost performance using the student goals of the Single Plan for Student Achievement. Participants will receive a booklet of various activities used by districts across the nation to involve families in meaningful ways. Bring a copy of your school's Single Plan for Student Achievement.</p> <p><i>Bea Fernandez, Coordinator/Resource Teacher, San Diego Parent University</i></p>	<p>Administrators, Title I staff, community assistants and parent liaisons.</p>	<p>(9.1) February 27, 12-2 p.m.</p>
<p>10. Conducting Family Friendly Workshops</p> <p>This interactive Family Friendly Schools session will help you learn how to design engaging family workshops linked to student learning. Tips and materials for effective recruitment and childcare will be included (English and Spanish). Topics include literacy, math, parenting, and others.</p> <p><i>Melissa Whipple, Program Coordinator, Parent Academic Liaisons</i></p>	<p>Teams of two: including administrators, ELSTs, resource teachers, counselors, teachers, parent leaders, and community assistants.</p>	<p>(10.1) February 29, 1-3:30 p.m.</p>

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FEBRUARY 27-29, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>11. Family Friendly Schools – Phase 2: Honoring and Respecting the Contributions of Others</p> <p>This session will explore culturally relevant instructional strategies and involve participants in respecting, accepting, building, recognizing and understanding the diverse cultures that have made America what it is today. This session is required for Family Friendly School certification.</p> <p><i>Gene Nelson, District Counselor, and Lynwood Taylor, Pupil Advocate, Race Human Relations and Advocacy</i></p>	<p>Principals and their designees.</p>	<p>(11.1) February 27, 2-3:30 p.m.</p>
<p>12. Site Implementation of Administrative Procedure 6342, Coordinated School Health and Wellness</p> <p>The Child Nutrition and WIC Reauthorization Act of 2004 requires each district to implement a local Wellness Policy. Several recent state laws reinforce this Act with requirements for food and beverages sold or distributed on school campuses. The district's new procedure incorporates these new state and federal laws into a comprehensive, coordinated plan built around the eight components of Coordinated School Health and is designed to assist our students and staff lead healthier lifestyles and prevent health problems such as obesity, diabetes, heart disease, etc. Various school sites will present how they have implemented healthier food, activity and education policies and programs within their own site plans. Each school site is expected to begin with some form of a site wellness council, modeled after the district Coordinated School Health Council. Council members will be available to assist you in this process and will provide a variety of resources and ideas to assist you in the gradual process of making these difficult, but important cultural changes.</p> <p><i>Jennifer Gorman, Program Manager, Nursing & Wellness, and Rosemary Jaworski, and Jessie Wallace, School Nurses</i></p>	<p>Site administrators, principals, vice principals, ASB advisors, and PTA presidents.</p>	<p>(12.1) February 27, 1-2:30 p.m. (12.2) February 28, 2:30-4 p.m. (12.3) February 29, 3-4:30 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>13. Ballyhoo with the Best: How to Get the Great News Out About Your School!</p>	<p>Principals, vice principals,</p>	<p>(13.1) February 28, 3-4:30 p.m.</p>

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Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>This session will highlight creative new approaches for celebrating the great things happening at your school. By learning to ballyhoo with the best, you can increase positive publicity, improve public perception about your school, and help attract new families. Make the most of all of your communications outreach tools, including newsletters, Connect-ED messages, school websites and more. Learn about easy ways to create marketing materials that put your very best face forward. Get an update on the changing San Diego media market, and identify what school events lend themselves to visits by television morning show crews or radio stations. This session will also provide some best practices for effective communication during a school crisis. Participants will be eligible for a Communications Makeover – a review of all of your communications tools with suggestions for moving them from good to great!</p> <p><i>Ursula Kroemer, Director, Communications Department</i></p>	<p>resource teachers, PALs, teachers, SSC members, and volunteer coordinators.</p>	<p>(13.2) February 29, 2-3:30 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>14. Getting to Know the Attendance Intervention Center (AIC)</p> <p>This session will provide an overview of the district’s new Attendance Intervention Center (AIC) and will include a detailed description of the program and information regarding stakeholder responsibilities for students attending the AIC.</p> <p><i>Wendell Bass, Principal, Attendance Intervention Center (AIC)</i></p>	<p>Principals and/or vice principals, counselors, and AIC site liaisons.</p>	<p>(14.1) February 27, 3-5 p.m.</p>
<p>15. Infusing Differentiation and Rigor into GATE Classrooms</p> <p>This session will provide various strategies for engaging and, more importantly, challenging students in the classroom. These approaches are key to supporting higher expectations and rigor for all students. When implemented, achievement levels rise and students have a greater chance for success.</p> <p><i>Morgan Appel, Director of Education, UCSD Extended Studies Program</i></p>	<p>Principals and vice principals.</p>	<p>(15.1) February 29, 2-4 p.m.</p>
<p>16. Leading an Effective School Planning Process</p>	<p>Principals, SSC chairs, and</p>	<p>(16.1) February 27, 3-5 p.m.</p>

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PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
FEBRUARY 27-29, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>This workshop will focus on the principal's role in the strategic planning process to increase student learning. Strategies for working collaboratively with site advisory groups representing the school community's stakeholders, which data to include in your plan and how to access these data, and how to build a budget that reflects your plan's priorities will be addressed. Templates and reference guides will be provided that will help streamline your school data search and plan writing. The second half of the workshop will be reserved for site teams to meet with their designated resource teachers for individual assistance with plans. Please bring a copy of your plan with you.</p> <p><i>Terri Reed, Program Manager, Program Monitoring</i></p>	SSC members.	(16.2) February 28, 1-3 p.m. (16.3) February 29, 1-3 p.m.
<p>17. GATE 101: What You Need to Know if You Have a GATE Program at Your School</p> <p>This session will provide the nuts and bolts of offering a GATE program at your school site. It will include testing and identification of GATE students, program models, professional development opportunities and other aspects of the GATE program. Attendees will be able to choose the topics in which they are most interested and a question and answer period will be included.</p> <p><i>Marcia Di Jiosia, Interim Program Manager, and Rolena Jones, Rhonda Zawadzki, and Rick Leighton, GATE Resource Teachers</i></p>	New administrators.	(17.1) February 28, 1-2:30 p.m.
<p>18. Moodle: Introduction and Overview</p> <p>This session will provide an introduction and general overview of how Moodle can be used to build an online professional learning community at your school site (both at the professional development and classroom level), central office department, and with those whom you collaborate and/or support.</p> <p><i>Michael Senise, Educational Technology Resource Teacher, Project Manager for Enhancing Science Education Through Technology</i></p>	School and central office administrators.	(18.1) February 28, 12-1 p.m.
<p>19. Introducing SDUSD Online Databases for Middle and High Schools</p>	Middle and high school administrators.	(19.1) February 27, 12-1 p.m.

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PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
FEBRUARY 27-29, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>The district provides access for teachers and students to high quality, web-based content databases. This session will provide an overview of the databases appropriate for middle and high schools including eLibrary, CultureGrams, Grolier Online, Teen Health and Wellness and UnitedStreaming.</p> <p><i>Dennis Cowick, Technology Resource Teacher, and Barbara Baron, Resource Librarian, Ed Tech and Literacy</i></p>		
<p>20. SDUSD Grant Writing Procedures</p> <p>This session will cover the district’s application procedures for seeking outside funding, as well as basic grant writing tips and hints.</p> <p><i>Elizabeth Blower, Program Development Specialist, and Frank Pruett, Editorial Assistant, Office of Resource Development</i></p>	<p>Principals and vice principals.</p>	<p>(20.1) February 29, 12-1 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>21. Mandate Reimbursement Incentive Program</p> <p>This session will address specific mandates relating to school districts. It also covers the Mandate Reimbursement Incentive Program, which offers schools a financial incentive to provide the documentation necessary for the district to receive reimbursements. Schools receive 50 percent of the district’s paid reimbursement claims that are attributable to documented time logs.</p> <p><i>Marie Ebreo and Brian Bailey, Legislative Financial Accountants, Mandated Cost Unit</i></p>	<p>Principals, vice principals, counselors, attendance clerks, and school assistants.</p>	<p>(21.1) February 29, 1-2 p.m.</p> <p><i>This session will be offered at the May 2008 Professional Development Conference.</i></p>
<p>22. “It’s Just a Standard Contract!”</p> <p>Do you really know what you are signing when you put your name on a contract or agreement? This session will cover “hold harmless” contracts and agreements that administrators should <u>not</u> be signing on behalf of their sites or the district. It will explain how to avoid placing yourself and the district under contractual risk. Also, certificate-of-insurance requests that accompany most agreements and contracts, and how to obtain the certificates will be addressed.</p> <p><i>Dean Warner, U.I. Specialist/Risk Management Analyst, Risk Management</i></p>	<p>Principals, vice principals, CDC administrators, and department/division heads.</p>	<p>(22.1) February 27, 12-12:30 p.m.</p>
<p>23. Data-Driven Decision-Making Using Cognos</p>	<p>Principals and counselors.</p>	<p>(23.1) February 29, 12-1 p.m.</p>

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Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>This session will demonstrate how administrators, teachers, and staff can make data-driven decisions based on output from Cognos Data Warehouse and Reporting, and will include a demonstration of the Cognos Reporting Warehouse portal.</p> <p><i>Scott Moss, DWA Project Resource Teacher, Information Technology Training</i></p>		
<p>24. Transportation Services Planning, Scheduling and Daily Operations</p> <p>This session will offer an overview of the Transportation Department’s planning and scheduling process (including field trips), a brief explanation of daily operations, policies and procedures, and an opportunity to ask Transportation Supervisors questions on service issues.</p> <p><i>Al Lamar, Transportation Services Supervisor, Martin Stech, Transportation Scheduling Supervisor, Lee Eddy, Bus Operations Supervisor, and Jennifer Henry, Bus Operations Supervisor, Transportation Services Department</i></p>	<p>Principals, vice principals, deans of students, and school staff who work daily with the Transportation Services Department.</p>	<p>(24.1) February 29, 12-1 p.m.</p>
<p>25. Who Changes School Culture and How?</p> <p>Many problems experienced by students arise from the same underlying causes. The Task Force on Community Preventive Services recommends the use of <i>universal school-based programs</i> to prevent or reduce violent behavior, rather than considering each cause separately. This session will focus on RESPECT, a nationally-recognized, universal, evidenced-based social-emotional intervention program in bullying, sexual and racial harassment and violence prevention for middle and high school students, faculty and parents. It will illustrate how the three skills taught in RESPECT are tied to adolescent brain development and research and why adolescents are prone to making risky choices. In addition, it will address <i>how</i> the intervention is expected to achieve the desired outcome. <u>What</u> is the change agent in the intervention? <u>How</u> does individual change transform culture? And finally, how do we <u>benchmark incremental progress</u> along the way? Several district schools have successfully implemented the RESPECT program over the past five years.</p> <p><i>Dr. Steven Dranoff, Clinical Psychologist, D & D Consultants</i></p>	<p>Middle and high school administrators</p>	<p>(25.1) February 27, 3:30-5 p.m. (25.2) February 29, 3:30-5 p.m.</p>

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**Professional Development Conference Schedule
February 27, 2008**

	Marine	Dockside	E9	E10	E12
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00	22.1 It's Just a Contract	*7.1 MCKINNEY VENTO AND AB490	19.1 Online Databases for Middle and High Schools	9.1 Planning for Family Involvement Using Student Goals	
12:30					8.1 Focused English Language Development Instruction Using a Focused Approach to Systematic ELD
1:00	*6.1 SUSPENSIONS, EXPULSIONS, AND SCHOOL-INITIATED PLACEMENTS	*1.1 SCHOOL SITE BUSINESS PRACTICES: 10 THINGS YOU SHOULD KNOW	12.1 Site Implementation of Administrative Procedure 6342		
1:30					
2:00				11.1 Family Friendly Schools - Phase 2	
2:30					8.2 Focused English Language Development Instruction Using a Focused Approach to Systematic ELD
3:00	*3.1 PROVIDING EXTRA SUPPORT TO INCREASE SPECIAL EDUCATION STUDENT INDEPENDENCE	14.1 Getting to Know the Attendance Intervention Center (AIC)	16.1 Leading an Effective School Planning Process		
3:30				25.1 Who Changes School Culture and How?	
4:00					
4:30					
5:00					

***Administrators are expected to attend sessions show in BOLD caps applicable to their assignment. (See Conference Overview, Attachment 1, for details.)**

**Professional Development Conference Schedule
February 28, 2008**

	Marine	Dockside	E9	E10	E12
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00	*7.2 MCKINNEY VENTO AND AB490	*4.1 ENVIRONMENTAL HEALTH & SAFETY	*5.1 SECTION 504		18.1 Moodle: Introduction and Overview
12:30				8.3 Focused English Language Development Instruction Using a Focused Approach	
1:00	*3.2 PROVIDING EXTRA SUPPORT TO INCREASE SPECIAL EDUCATION STUDENT INDEPENDENCE	*6.2 SUSPENSIONS, EXPULSIONS, AND SCHOOL-INITIATED PLACEMENTS	16.2 Leading an Effective School Planning Process		17.1 GATE 101: What You Need to Know if You Have a GATE Program at Your School
1:30					
2:00					
2:30				12.2 Site Implementation of Administrative Procedure 6342	
3:00	*1.2 SCHOOL SITE BUSINESS PRACTICES: 10 THINGS YOU SHOULD KNOW	*2.1 CHEMICAL SAFETY PROGRAM	13.1 Ballyhoo with the Best: How to Get the Great News Out About Your School!		
3:30					
4:00					
4:30					
5:00					

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**Professional Development Conference Schedule
February 29, 2008**

	Marine	Starboard	E9	E10	E12
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00	*5.2 SECTION 504	*4.2 ENVIORNMENTAL HEALTH & SAFETY	23.1 Data Driven Decision-Making Using Cognos	20.1 Grant Writing Procedures	24.1 Transportation Services Planning, Scheduling
12:30					
1:00	16.3 Leading an Effective School Planning Process	*1.3 SCHOOL SITE BUSINESS PRACTICES: 10 THINGS YOU SHOULD KNOW	10.1 Conducting Family Friendly Workshops	*7.3 MCKINNEY VENTO AND AB490	21.1 Mandate Reimbursement Incentive Program
1:30					
2:00					
2:30				15.1 Infusing Differentiation and Rigor into GATE Classrooms	13.2 Ballyhoo with the Best: How to Get the Great News Out About Your School!
3:00	12.3 Site Implementation of Administrative Procedure 6342	*2.2 CHEMICAL SAFETY PROGRAM			
3:30			25.2 Who Changes School Culture and How?		
4:00					
4:30					
5:00					

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San Diego Unified School District
Professional Development Conference

February 27-29, 2008
 Marina Village Conference Center

REGISTRATION FORM
Registration Deadline: February 8, 2008

Please select the session(s) of your choice. **Mail to: Education Center, Room 2038 or fax to 619-692-3504.**

Name: (Print): _____ Phone: () _____ Fax: () _____

Location: _____ E-Mail: _____

√	Date	#	Title	Time	Room
	Feb. 27	1.1	School Site Business Practices: 10 Things You Should Know	1-3 p.m.	Dockside
	Feb. 28	1.2	School Site Business Practices: 10 Things You Should Know	3-5 p.m.	Marine
	Feb. 29	1.3	School Site Business Practices: 10 Things You Should Know	1-3 p.m.	Dockside
	Feb. 28	2.1	Chemical Safety Program	3-5 p.m.	Dockside
	Feb. 29	2.2	Chemical Safety Program	3-5 p.m.	Starboard
	Feb. 27	3.1	Providing Extra Support to Increase Special Education Student Independence	3-5 p.m.	Marine
	Feb. 28	3.2	Providing Extra Support to Increase Special Education Student Independence	1-3 p.m.	Marine
	Feb. 28	4.1	Environmental Healthy & Safety Requirement For New Administrators	12-1 p.m.	Dockside
	Feb. 29	4.2	Environmental Healthy & Safety Requirement For New Administrators	12-1 p.m.	Starboard
	Feb. 28	5.1	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities	12-1 p.m.	E9
	Feb. 29	5.2	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities	12-1 p.m.	Marine
	Feb. 27	6.1	Suspensions, Expulsions, and School-Initiated Placements	1-3 p.m.	Marine
	Feb. 28	6.2	Suspensions, Expulsions, and School-Initiated Placements	1-3 p.m.	Dockside
	Feb. 27	7.1	Mandated School Responsibilities Under McKinney Vento and AB490	12-1 p.m.	Dockside
	Feb. 28	7.2	Mandated School Responsibilities Under McKinney Vento and AB490	12-1 p.m.	Marine
	Feb. 29	7.3	Mandated School Responsibilities Under McKinney Vento and AB490	1-2 p.m.	E10
	Feb. 27	8.1	Focused English Language Development Instruction Using a Focused Approach to Systematic ELD	12:30-2 p.m.	E12
	Feb. 27	8.2	Focused English Language Development Instruction Using a Focused Approach to Systematic ELD	2:30-4 p.m.	E12
	Feb. 28	8.3	Focused English Language Development Instruction Using a Focused Approach to Systematic ELD	12:30-2 p.m.	E10
	Feb. 27	9.1	Planning for Family Involvement Using Student Goals	12-2 p.m.	E10
	Feb. 29	10.1	Conducting Family Friendly Workshops	1-3:30 p.m.	E9
	Feb. 27	11.1	Family Friendly Schools – Phase 2	2-3:30 p.m.	E10
	Feb 27	12.1	Site Implementation of Administrative Procedure 6342, Coordinated School Health and Wellness	1-2:30 p.m.	E9
	Feb 28	12.2	Site Implementation of Administrative Procedure 6342, Coordinated School Health and Wellness	2:30-4 p.m.	E10

Note: Administrators are expected to attend sessions shown in bold print applicable to their assignment.

Name: _____ Location: _____

√	Date	#	Title	Time	Room
	Feb 29	12.3	Site Implementation of Administrative Procedure 6342, Coordinated School Health and Wellness	3-4:30 p.m.	Marine
	Feb. 28	13.1	Ballyhoo with the Best: How to Get the Great News Out About Your School!	3-4:30 p.m.	E9
	Feb. 29	13.2	Ballyhoo with the Best: How to Get the Great News Out About Your School!	2-3:30 p.m.	E12
	Feb. 27	14.1	Getting to Know the Attendance Intervention Center (AIC)	3-5 p.m.	Dockside
	Feb. 29	15.1	Infusing Differentiation and Rigor into GATE Classrooms	2-4 p.m.	E10
	Feb. 27	16.1	Leading an Effective School Planning Process	3-5 p.m.	E9
	Feb. 28	16.2	Leading an Effective School Planning Process	1-3 p.m.	E9
	Feb. 29	16.3	Leading an Effective School Planning Process	1-3 p.m.	Marine
	Feb. 28	17.1	GATE 101: What You Need to Know if You Have a GATE Program at Your School	1-2:30 p.m.	E12
	Feb. 28	18.1	Moodle: Introduction and Overview	12-1 p.m.	E12
	Feb. 27	19.1	Introduction SDUSD Online Databases for Middle and High School	12-1 p.m.	E9
	Feb. 29	20.1	SDUSD Grant Writing Procedures	12-1 p.m.	E10
	Feb. 29	21.1	Mandate Reimbursement Incentive Program	1-2 p.m.	E12
	Feb. 27	22.1	It's Just a Standard Contract!	12-12:30 p.m.	Marine
	Feb. 29	23.1	Data-Driven Decision-Making Using Cognos	12-1 p.m.	E9
	Feb. 29	24.1	Transportation Services Planning, Scheduling and Daily Operations	12-1 p.m.	E12
	Feb. 27	25.1	Who Changes School Culture and How?	3:30-5 p.m.	E10
	Feb. 29	25.2	Who Changes School Culture and How?	3:30-5 p.m.	E9

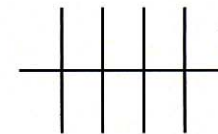
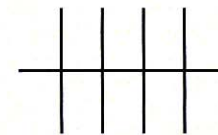
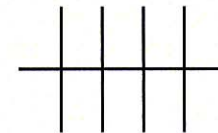
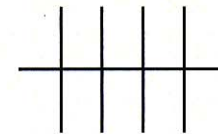
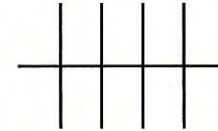
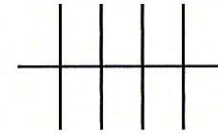
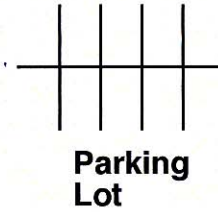
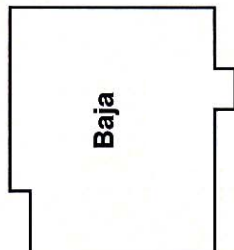
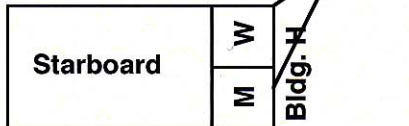
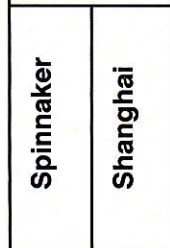
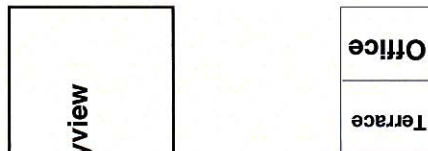
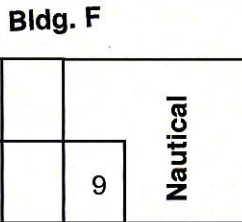
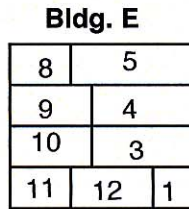
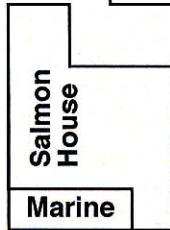
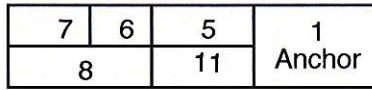
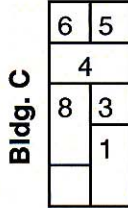
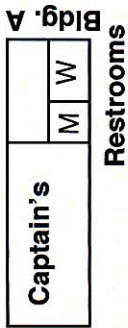
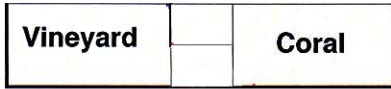
Note: Administrators are expected to attend sessions shown in bold print applicable to their assignment.

Marina Village Conference Center

MISSION BAY



Sunset*



1936 Quivira Road, San Diego, CA 92109