

ADMINISTRATIVE CIRCULAR NO. 97
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:

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

Subject: MAY 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 Techs; Plant Operations
Supervisors

Due Date: May 16, 2008

Reference: None

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

Brief Explanation:

The next Professional Development Conference is scheduled for May 20-22, 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, May 16, 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 the first name "Geno" and last name "Flores" clearly distinguishable.

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
MAY 20-22, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>1. MAXIMIZING THE MASTER SCHEDULE, NCLB/HQT AND CREDENTIAL REQUIREMENTS</p> <p>The District is currently working on a plan required by CDE to ensure that all students are taught by teachers who hold appropriate credentials for their assignments and who have met the NCLB Highly Qualified Teacher (HQT) criteria. To reach this goal, it is imperative that administrators understand the relationship of credentials, NCLB HQT, and teaching assignments when building their Master Schedules. This session will give administrators and site techs the tools needed to build their 08-09 Master Schedules and meet federal NCLB HQT requirements.</p> <p><i>Mariam L. True, Executive Director, Teacher Preparation and Student Support Division; Kathy Casey, Retired Secondary Vice Principal; Litta Garcia, Credential Specialist, Human Resource Services Division</i></p>	<p>*Middle and high school administrators and site techs responsible for building their master schedules.</p>	<p>(1.1) May 20, 3-4 p.m. (1.2) May 21, 3-4 p.m.</p>
<p>2. CHEMICAL HYGIENE PROGRAM</p> <p>This session will review the District's chemical hygiene program fundamentals. This training is required annually for administrators & supervisors at sites where hazardous materials are stored and/or hazardous wastes are generated.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p>*Secondary site administrators including vice principals, and plant operations supervisors.</p>	<p>(2.2) May 20, 2-4 p.m. (2.2) May 21, 2-4 p.m.</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 February 2008.</p>	<p>(3.1) May 21, 1-3 p.m. (3.2) May 22, 1-3 p.m.</p>
<p>4. ENVIRONMENTAL HEALTH & SAFETY REQUIREMENTS FOR</p>	<p>*All new principals, vice</p>	<p>(4.1) May 20, 1-2 p.m.</p>

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
MAY 20-22, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p style="text-align: center;">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>principals, directors, managers, and supervisors.</p>	<p>(4.2) May 21, 1-2 p.m.</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) May 21, 3-4 p.m. (5.2) May 22, 3-4 p.m.</p>
<p>6. 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) who have not participated in training this year.</p>	<p>(6.1) May 21, 1-2 p.m. (6.2) May 22, 1-2 p.m.</p>
<p>7. Childhood Obesity Epidemic – What is Your School Doing?</p> <p>Presentation of the district’s coordinated school health efforts, policies, procedures and guidance for sites in implementing this state and federally required program on health and nutrition education, physical activity and mental wellness, and other health concerns. Various site-based programs, practices and ideas will be briefly described by site coordinators and administrators. Best practices and ideas will be offered for providing health alternatives, incentives, celebrations, rewards, staff treats, and parent meetings, and for incorporating more opportunities for physical activity and health education into the regular curriculum.</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, health council members, PTA health representatives</p>	<p>(7.1) May 21, 2-3 p.m.</p>
<p>8. Ballyhoo with the Best: How to Get the Great News Out About Your School!</p>	<p>Principals, vice principals,</p>	<p>(8.1) May 20, 2-3:30 p.m.</p>

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
MAY 20-22, 2008**

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>(8.2) May 21, 12:30-2 p.m.</p>
<p>9. It's Being Done: Academic Success in Unexpected Schools</p> <p>Principals will engage in an introductory session regarding the characteristics noted by schools with large concentrations of students of color, students of poverty, or both, that have shown student achievement at high levels. This session is focused mainly on schools receiving Title I funding. Participants will receive a copy of the book, <i>It's Being Done: Academic Success in Unexpected Schools</i>.</p> <p><i>Debbie Beldock, Executive Director, Special Projects</i></p>	<p>Principals of Title I Schools</p>	<p>(9.1) May 21, 2-4 p.m.</p>
<p>10. Progressive Discipline and Evaluation of Classified Employees</p> <p>The step-by-step process for documenting, evaluating, and recommending discipline for classified employees will be presented. A question and answer period will be included.</p> <p><i>Donis Armenta, Classified Personnel Director, Human Resource Services Division</i></p>	<p>Site administrators, principals, vice principals, managers, and supervisors of classified personnel</p>	<p>(10.1) May 20, 1-3 p.m.</p>
<p>11. API Base 2007</p>	<p>Principals, Vice Principals,</p>	<p>(11.1) May 22, 2-3 p.m.</p>

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
MAY 20-22, 2008**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>The 2007 API Base results will be released May 20, 2008 – what do all the numbers mean and how do I explain them to staff, parents, and the community? This session will provide an understanding of the various components of the API Base (API score, state rank, similar schools rank, growth target) and the assessments that contribute to the API, both now and those on the horizon. Participants will be provided materials that can be disseminated to staff and parents and will have the opportunity to ask questions.</p> <p><i>Ron Rode, Manager, Accountability</i></p>	<p>Area Superintendents</p>	

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

**Professional Development Conference Schedule
May 20, 2008**

	Starboard	C1	C8	
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
1:00	10.1 Progressive Discipline and Evaluation of Classified Employees	*4.1 ENVIRONMENTAL HEALTH & SAFETY		
1:30				
2:00		*2.1 CHEMICAL HYGIENE PROGRAM		8.1 Ballyhoo with the Best: How to Get the Great News Out About Your School!
2:30				
3:00	*1.1 MAXIMIZING THE MASTER SCHEDULE, NCLB/HQT AND CREDENTIAL REQUIREMENTS			
3:30				
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
May 21, 2008**

	Starboard	Coral	C1	C8
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
1:00	*3.1 PROVIDING EXTRA SUPPORT TO INCREASE SPECIAL EDUCATION STUDENT INDEPENDENCE	*6.1 MCKINNEY VENTO AND AB490	*4.2 ENVIRONMENTAL HEALTH & SAFETY	8.2 Ballyhoo with the Best: How to Get the Great News Out About Your School!
1:30				
2:00		CANCELLED 7.1 Childhood Obesity Epidemic-What is Your School Doing?	*2.2 CHEMICAL HYGIENE PROGRAM	9.1 It's Being Done: Academic Success in Unexpected Schools
2:30				
3:00	*1.2 MAXIMIZING THE MASTER SCHEDULE, NCLB/HQT AND CREDENTIAL REQUIREMENTS	*5.1 SECTION 504		
3:30				
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
May 22, 2008**

	Coral	C1
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00	*3.1 PROVIDING EXTRA SUPPORT TO INCREASE SPECIAL EDUCATION STUDENT INDEPENDENCE	*6.2 MCKINNEY VENTO AND AB490
1:30		
2:00		11.1 API Base 2007
2:30		
3:00	*5.2 SECTION 504	
3:30		
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.)**

San Diego Unified School District
Professional Development Conference

May 20-22, 2008

Marina Village Conference Center

REGISTRATION FORM

Registration Deadline: May 16, 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
	May 20	1.1	Maximizing the Master Schedule, NCLB/HQT and Credential Requirements	3-4 p.m.	Starboard
	May 21	1.2	Maximizing the Master Schedule, NCLB/HQT and Credential Requirements	3-4 p.m.	Starboard
	May 20	2.1	Chemical Hygiene Program	2-4 p.m.	C1
	May 21	2.2	Chemical Hygiene Program	2-4 p.m.	C1
	May 21	3.1	Providing Extra Support to Increase Special Education Student Independence	1-3 p.m.	Starboard
	May 22	3.2	Providing Extra Support to Increase Special Education Student Independence	1-3 p.m.	Coral
	May 20	4.1	Environmental Healthy & Safety Requirement For New Administrators	1-2 p.m.	C1
	May 21	4.2	Environmental Healthy & Safety Requirement For New Administrators	1-2 p.m.	C1
	May 21	5.1	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities	3-4 p.m.	Coral
	May 22	5.2	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities	3-4 p.m.	Coral
	May 21	6.1	Mandated School Responsibilities Under McKinney Vento and AB490	1-2 p.m.	Coral
	May 22	6.2	Mandated School Responsibilities Under McKinney Vento and AB490	1-2 p.m.	C1
	May 21	7.1	CANCELLED Childhood Obesity Epidemic – What is Your School Doing?	2-3 p.m.	Coral
	May 20	8.1	Ballyhoo with the Best: How to Get the Great News Out About Your School!	2-3:30 p.m.	C8
	May 21	8.2	Ballyhoo with the Best: How to Get the Great News Out About Your School!	12:30-2 p.m.	C8
	May 21	9.1	It's Being Done: Academic Success in Unexpected Schools	2-4 p.m.	C8
	May 20	10.1	Progressive Discipline and Evaluation of Classified Employees	1-3 p.m.	Starboard
	May 22	11.1	API Base 2007	2-3 p.m.	C1

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

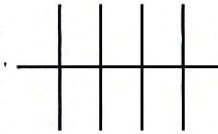
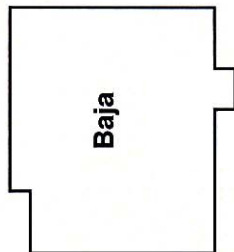
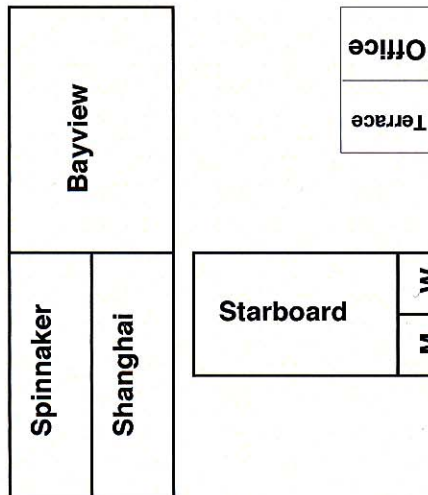
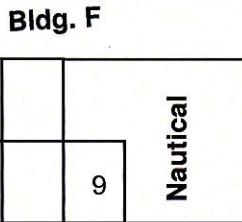
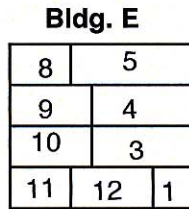
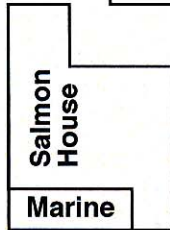
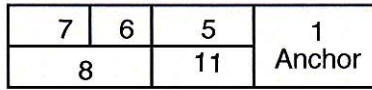
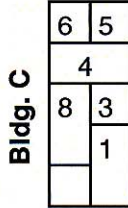
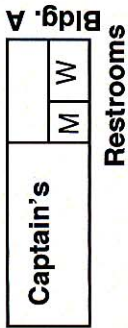
Marina Village Conference Center

MISSION BAY

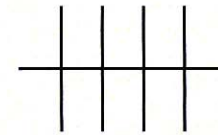
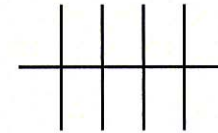
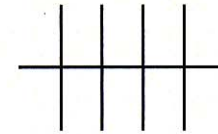
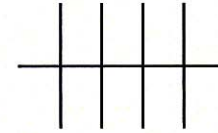
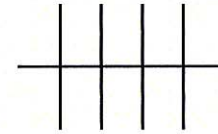


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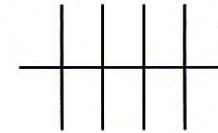
Vineyard		Coral
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Parking Lot



Parking Lot



1936 Quivira Road, San Diego, CA 92109