

ADMINISTRATIVE CIRCULAR NO. 125
Human Resource Services Division

SAN DIEGO CITY SCHOOLS

Date: June 9, 2003

To: Principals; Vice Principals; Math, Science, and Literacy Administrators; Children's Center Administrators; Central Office Managers; Library Media Teachers; and Library Technicians

Subject: JUNE/JULY PROFESSIONAL DEVELOPMENT CONFERENCE

Department and/or Persons Concerned: Principals; Vice Principals; Math, Science, and Literacy Administrators; Children's Center Administrators; Central Office Managers; Library Media Teachers; and Library Technicians

Due Date: June 20, 2003

Reference: None

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

Brief Explanation:

A Professional Development Conference will be held June 30 and July 1-2, 2003, at the Marina Village Conference Center, 1936 Quivira Way, San Diego. **Mandated sessions are shown in BOLD CAPS or bold type** throughout the following attachments:

- 1) Conference Overview (a listing of sessions including dates/times, audience, notice of mandatory attendance, titles, presenters, and content description)
- 2) Conference Schedule (chart of sessions offered each day)
- 3) Registration Form (2 pages)
- 4) Map of the conference center facility

Submit registrations via school mail to IMC, Building A, or fax to 858-496-1860. **Please register early. Due to space limitations, on-site registration is not recommended.** Questions should be directed to Marty Stultz at 858-496-1875 or mstultz@mail.sandi.net.

Deberie L. Gomez
Deputy Administrative Officer

APPROVED:

Terrance L. Smith
Chief of Staff

DLG:ms

Attachments

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

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JUNE 30, JULY 1-2, 2003**

Session Title/Description/Presenters	Target Audience	Session Numbers/Dates/Times
<p>1. <u>BTSA INDUCTION PROGRAM SITE ADMINISTRATOR TRAINING (MANDATORY)</u></p> <p>The SB2042 Teacher Induction legislation requires that site administrators participate in professional development in working with new teachers. This session will increase site administrator effectiveness in working with novice teachers, and is a new training that has not been previously offered. The session will include:</p> <ul style="list-style-type: none"> • Teacher preparation across the learning-to-teach continuum • Beginning teacher development • Identifying working conditions that optimize participating teachers' success • Taking effective steps to ameliorate or overcome challenging aspects of teachers' work environments • Understanding the role of support providers in the induction process • Respecting the confidentiality between support providers and participating teachers • Orienting new teachers to the site • Introducing new teachers to staff and learning community • Focusing on the state-adopted academic content standards and student performance levels, the California Standards for the Teaching Profession (CSTP), and strategies for ensuring that site-level professional development related to induction occurs on a consistent basis • Establishing a culture of support for participating teachers and support providers • Participating in program evaluation <p><i>Mariam True, Director, Institute Support and Professional Development, and Cindy Douglas, Professional Development Consultant, BTSA Cluster 5</i></p>	<p>Mandatory for all elementary and secondary principals, vice principals, and math, science, and literacy administrators</p> <p>(This training will be offered again in Fall 2003, however each site must send a minimum of one administrator to the June/July training.)</p>	<p>(1.1) June 30, 12 - 3 p.m. (1.2) July 1, 9:30 a.m. - 12:30 p.m. (1.3) July 2, 9:30 a.m. - 12:30 p.m.</p>

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JUNE 30, JULY 1-2, 2003**

Session Title/Description/Presenters	Target Audience	Session Numbers/Dates/Times
<p>2. <u>SPECIAL EDUCATION LAWS AND PROCEDURES (MANDATORY)</u></p> <p>As part of a Corrective Action issued by the California Department of Education, the district is required to provide training to site administrators in special education laws and procedures. The session will cover:</p> <ul style="list-style-type: none"> • Role of the site administrator in the IEP procedure • Education code requirements related to issues such as timelines, assessment procedures, etc. • <i>Special Education Procedures Manual</i> • Special Education Coordinated Compliance Review <p>This is a new training that has not been previously offered.</p> <p><i>Sheila Weinberg, Program Manager, Special Education Compliance Monitoring and Training</i></p>	<p>Mandatory for new site administrators, principals, and vice principals</p>	<p>(2.1) July 1, 1 - 2:30 p.m. (2.2) July 2, 2:30 - 4 p.m.</p>
<p>3. <u>MONITORING INCLUSION SERVICES: SITE ADMINISTRATOR RESPONSIBILITIES (MANDATORY)</u></p> <p>In response to a Superior Court mandate, the district is required to provide training to site administrators on special education inclusion issues. The session will include a review of policies and procedures to ensure compliance and effective programming for students with moderate to severe disabilities who are included in general education classrooms. This is a new training that has not been previously offered.</p> <p><i>Bob Morris, Program Manager, Special Education Integrated Life Skills (ILS)</i></p>	<p>Mandatory for new site administrators, principals, and vice principals</p>	<p>(3.1) July 1, 2:30 - 4 p.m. (3.2) July 2, 1 - 2:30 p.m.</p>

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JUNE 30, JULY 1-2, 2003**

Session Title/Description/Presenters	Target Audience	Session Numbers/Dates/Times
<p>4. <u>SECTION 504 OF THE REHABILITATION ACT OF 1973 (MANDATORY)</u></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. In compliance with the statute, in-depth training for new administrators is mandatory, with brush-up sessions to be held twice annually.</p> <p><i>Sally Tucker, District Counselor</i></p>	<p>Mandatory for administrators, principals and vice-principals who have not attended this training within the past two years</p>	<p>(4.1) July 1, 9:30 - 10:30 a.m. (4.2) July 2, 9:30 - 10:30 a.m.</p>
<p>5. <u>Proactive Preparation for a Crisis Situation</u></p> <p>A school site can be tremendously disrupted by a crisis incident. Participants will learn how to prepare their sites prior to an incident, how to set up a site crisis team, and how to access additional assistance. Participants will receive a sample site crisis response team plan, a step-by-step guide of what to do in a crisis situation, and view the crisis team handbook.</p> <p><i>Sally Tucker, District Counselor/Crisis Response Team Coordinator, Health Services</i></p>	<p>Administrators, principals and vice principals</p>	<p>(5.1) July 1, 10:30 - 11:30 a.m. (5.2) July 2, 10:30 - 11:30 a.m.</p>
<p>6. <u>Custodial and Landscape Services</u></p> <p>This session is designed for questions and answers regarding custodial and landscape services.</p> <p><i>Lou Smith, Chief Operating Officer, and Bill Dos Santos, Director, Maintenance and Operations</i></p>	<p>Administrators, principals and vice principals</p>	<p>(6.1) June 30, 1 - 2 p.m.</p>

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JUNE 30, JULY 1-2, 2003**

Session Title/Description/Presenters	Target Audience	Session Numbers/Dates/Times
<p>7. <u>Risk Management 101</u></p> <p>The purpose of this session is to provide the knowledge and tools administrators need when confronting liability issues, workers' compensation claims, and safety concerns. Safety-related documents and information on CAL-OSHA mandated safety training will be provided.</p> <p><i>Kandra Olsen, Manager, Insurance and Risk Services</i></p>	<p>Administrators, principals and vice principals</p>	<p>(7.1) June 30, 11:30 a.m. - 1 p.m. (7.2) July 1, 11:30 a.m. - 1 p.m.</p>
<p>8. <u>New Practices in Special Education</u></p> <p>Since becoming part of the Institute for Learning, the Special Education Department has been developing and implementing new practices and strategies that will result in better outcomes for students receiving special education services. This presentation will describe the thinking behind these practices, their relationship to general education, and expected outcomes. Topics include: the role of the Site-Based Diagnostic Resource Teacher, description of precise assessment tools used to measure student progress, student notebooks, and philosophy and strategies that will allow better access to the core curriculum for students with disabilities.</p> <p><i>Debbie Faris-Cole, Program Manager, Special Education, and Ginger Joyce and Melanie Mastin, Program Resource Teachers, ILS/PACE</i></p>	<p>Administrators, principals, and vice principals of schools that serve special education students</p>	<p>(8.1) June 30, 11 a.m. - 1 p.m. (8.2) July 1, 11 a.m. - 1 p.m. (8.3) July 2, 11 a.m. - 1 p.m.</p>
<p>9. <u>California Accountability System Under the No Child Left Behind (NCLB) Act (Elementary/Middle Level)</u></p> <p>This session provides a review of the California Accountability System and the changes occurring with the implementation of the NCLB accountability requirements, and the elements for meeting Adequate Yearly Progress (AYP) including the API, consequences for not meeting AYP, and assistance in reading and understanding the Base AYP Report from the California Department of Education (CDE).</p> <p><i>Linda Dusharme, Resource Teacher, Planning and Accountability</i></p>	<p>Elementary or middle level vice principals, and support staff responsible for interpreting school data and accountability information to revise site plans or inform instruction</p>	<p>(9.1) July 1, 11:30 a.m. - 1 p.m.</p>
<p>10. <u>California Accountability System Under the No Child Left Behind (NCLB) Act (Senior High)</u></p> <p>This session provides a review of the California Accountability System and the changes occurring with the implementation of the NCLB accountability requirements, the elements for meeting Adequate Yearly Progress (AYP) including the API, CAHSEE, and graduation rates, consequences for not meeting AYP, and assistance in reading the Base AYP Report from the California Department of Education (CDE).</p>	<p>Senior high vice principals, and support staff responsible for interpreting school data and accountability information to revise site plans or inform instruction</p>	<p>(10.1) July 1, 10 - 11:30 a.m.</p>

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JUNE 30, JULY 1-2, 2003**

Session Title/Description/Presenters	Target Audience	Session Numbers/Dates/Times
<i>Linda Dusharme, Resource Teacher, Planning and Accountability</i>		
<p>11. Mandate Reimbursement Incentive Program</p> <p>Information on required school site mandates will be presented.</p> <p><i>Art Palkowitz, Mandate Specialist</i></p>	Administrators, principals, and vice principals	(11.1) June 30, 3 - 4 p.m.
<p>12. 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>	Administrators, principals, vice principals, managers, and supervisors	(12.1) June 30, 1 - 3 p.m.
<p>13. Library/Textbook Management Orientation</p> <p>This workshop is designed for newly assigned library media teachers, library technicians and administrators in charge of school libraries at middle/jr./high school levels. Discussions will include library/textbook management, library textbook budgets, yearly textbook adoptions and techniques for surviving the start of a new school year. This workshop is also open to seasoned library staff who just want a review.</p> <p><i>Sue Weir, Manager, Instructional Materials, and Cheryl Wasserbauer, Instructional Materials Technician, Instructional Media Center</i></p>	Administrators, principals, vice principals, library media teachers, and library technicians	(13.1) June 30, 3 - 4:30 p.m.

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

**Professional Development Conference Schedule
June 30, 2003**

	Starboard	Marine	Terrace	E4	E9	E10
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00	(1.1) BTSA INDUCTION PROGRAM SITE	(12.1) Progressive Discipline and Evaluation of Classified Employees			(7.1) Risk Management 101	(8.1) New Practices in Special Education
12:30						
1:00	ADMINIS- TRATOR TRAINING*					
1:30						
2:00						
2:30						
3:00			(13.1) Library/ Textbook Management Orientation	(11.1) Mandate Reimbursemen t Incentive Program		
3:30						
4:00						
4:30						
5:00						

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 1, 2003**

	Starboard	Marine	Terrace	E4	E9	E10	
9:00							
9:30	(1.2) BTSA INDUCTION PROGRAM SITE ADMINIS- TRATOR TRAINING*	(10.1) CA Accountability System Under NCLB (Senior High)		(4.1) SECTION 504 OF THE REHABI- LITATION ACT OF			
10:00							(5.1) Proactive Preparation for a Crisis Situation
10:30							
11:00		(9.1) CA Accountability System Under NCLB (Elementary/ Middle)		(7.2) Risk Management 101			(8.2) New Practices in Special Education
11:30							
12:00							
12:30							
1:00			(2.1) SPECIAL EDUCATION LAWS AND PROCEDURES*				
1:30							
2:00							
2:30			(3.1) MONITORING INCLUSION SERVICES: SITE ADMINIS- TRATOR RESPONSIBL				
3:00							
3:30							
4:00							
4:30							
5:00							

*Mandatory sessions shown in bold. (See Conference Overview, Attachment 1, for details.)

**Professional Development Conference Schedule
July 2, 2003**

	Starboard	Terrace	E4	E10
9:00				
9:30	(1.3) BTSA INDUCTION PROGRAM SITE ADMINIS- TRATOR TRAINING*		(4.2) SECTION 504 OF THE REHABILI- TATION ACT OF 1973*	
10:00				
10:30				
11:00			(5.2) Proactive Preparation for a Crisis Situation	
11:30				
12:00				
12:30				
1:00		(3.2) MONITORING INCLUSION SERVICES: SITE ADMINIS- TRATOR RESPONSIBL-		
1:30				
2:00				
2:30				
2:30		(2.2) SPECIAL EDUCATION LAWS AND PROCEDURES*		
3:00				
3:30				
4:00				
4:30				
5:00				

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

SAN DIEGO CITY SCHOOLS
 PROFESSIONAL DEVELOPMENT CONFERENCE
 June 30, July 1-2, 2003
 Marina Village Conference Center

REGISTRATION FORM
Registration Deadline: June 20, 2003

Please select the session(s) of your choice. **Mail to IMC - Bldg. A, or Fax to 858-496-1860.**

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

Location: _____ E-Mail: _____

√	Date	#	Title	Time	Room
	June 30	1.1	BTSA Induction Program Administrator Training (<i>mandatory for all elementary and secondary principals, vice principals, and math, science, and literacy administrators; this is a new training that has not been previously offered</i>)	12 - 3 p.m.	Starboard
	July 1	1.2	BTSA Induction Program Administrator Training (<i>mandatory for all elementary and secondary principals, vice principals, and math, science, and literacy administrators; this is a new training that has not been previously offered</i>)	9:30 a.m. - 12:30 p.m.	Starboard
	July 2	1.3	BTSA Induction Program Administrator Training (<i>mandatory for all elementary and secondary principals, vice principals, and math, science, and literacy administrators; this is a new training that has not been previously offered</i>)	9:30 a.m. - 12:30 p.m.	Starboard
	July 1	2.1	Special Education Laws and Procedures (<i>mandatory for new site administrators, principals, and vice principals; this is a new training that has not been previously offered</i>)	1 - 2:30 p.m.	Terrace
	July 2	2.2	Special Education Laws and Procedures (<i>mandatory for new site administrators, principals, and vice principals; this is a new training that has not been previously offered</i>)	2:30 - 4 p.m.	Terrace
	July 1	3.1	Monitoring Inclusion Services: Site Administrator Responsibilities (<i>mandatory for new site administrators, principals, and vice principals; this is a new training that has not been previously offered</i>)	2:30 - 4 p.m.	Terrace
	July 2	3.2	Monitoring Inclusion Services: Site Administrator Responsibilities (<i>mandatory for new site administrators, principals, and vice principals; this is a new training that has not been previously offered</i>)	1 - 2:30 p.m.	Terrace
	July 1	4.1	Section 504 of the Rehabilitation Act of 1973 (<i>mandatory for administrators, principals, and vice principals who have not attended this training in the past two years</i>)	9:30 - 10:30 a.m.	E4
	July 2	4.2	Section 504 of the Rehabilitation Act of 1973 (<i>mandatory for administrators, principals, and vice principals who have not attended this training in the past two years</i>)	9:30 - 10:30 a.m.	E4
	July 1	5.1	Proactive Preparation for a Crisis Situation	10:30 - 11:30 a.m.	E4
	July 2	5.2	Proactive Preparation for a Crisis Situation	10:30 - 11:30 a.m.	E4
	June 30	6.1	Custodial and Landscape Services	1 - 2 p.m.	E4
	June 30	7.1	Risk Management 101	11:30 a.m. - 1 p.m.	E9
	July 1	7.2	Risk Management 101	11:30 a.m. - 1 p.m.	E9
	June 30	8.1	New Practices in Special Education	11 a.m. - 1 p.m.	E10
	July 1	8.2	New Practices in Special Education	11 a.m. - 1 p.m.	E10
	July 2	8.3	New Practices in Special Education	11 a.m. - 1 p.m.	E10
	July 1	9.1	California Accountability System Under the No Child Left Behind (NCLB) Act (Elementary/Middle Level)	11:30 a.m. - 1 p.m.	Marine

Registration Form continued on next page or reverse.

Note: Mandatory sessions shown in bold print.

Name: _____

√	Date	#	Title	Time	Room
	July 1	10.1	California Accountability System Under the No Child Left Behind (NCLB) Act (Senior High)	10 - 11:30 a.m.	Marine
	June 30	11.1	Mandate Reimbursement Incentive Program	3 - 4 p.m.	E4
	June 30	12.1	Progressive Discipline and Evaluation of Classified Employees	1 - 3 p.m.	Marine
	June 30	13.1	Library/Textbook Management Orientation	3 - 4:30 p.m.	Terrace

Marina Village Conference Center

