

Here is Operations Update for October 29, 2008.

Check for new Administrative Circulars and Bulletins at <http://www.sandi.net/staff/circulars/0809/>.

INFO MEETINGS ON CHANGES TO SCHOOL CHOICE APPLICATION PROCESS

Significant changes to the school choice application process will be implemented for the 2009-10 school year. Enrollment Options will be holding several informational meetings to explain the changes and answer questions. All principals (and/or designee) should attend one of the following informational meetings:

- Wednesday, October 29, 4-4:30 p.m., Kearny High School Auditorium
- Thursday, October 30, 7 - 7:30 a.m., Ed Center Auditorium, and 4-4:30 p.m., Kearny High School Auditorium

For information, contact Enrollment Options at (619) 725-5672.

FREE AND REDUCED PRICE LUNCH APPLICATIONS DUE TODAY

Free and Reduced Price Lunch applications must be received by Food Services (Revere Center) on or before Wednesday, October 29, to be considered for the official student counts used to determine the 2009-2010 Title I funding per site. Applications processed after October 31 will not be considered for this important survey. Applications will continue to be accepted by Food Services after October 31 to determine students' eligibility for the free and reduced lunch program. Please review your "School Enrollment Report" information sent via email from Food Services for a listing of students who have not returned applications for the Free and Reduced Price Meal program. If you have any questions, contact Pam Kowalski at pkowalski@sandi.net or (858) 627-7332.

RECALL OF SPECIAL EDUCATION ASSISTANTS

The Human Resource Services Division is in the process of sending a second recall letter to all Special Education Assistants (SEAs) who are on the re-employment list. To expedite this process, employees who still have recall rights should prioritize their choices of known vacancies. Human Resources will then assign employees to those vacant positions based on seniority. HR is aware that a large number of SEAs affected by the layoff are providing substitute service in vacant positions until someone is recalled to the position. If you have a vacant SEA position that is currently being filled by a substitute, please e-mail that information to Merila Lett at mlett1@sandi.net. She will determine whether the substitute employee has enough seniority to fill that position before assigning someone who is not familiar with the classroom or students at your site. For information, contact Merila Lett at mlett1@sandi.net or (619) 725-8027.

PRINCIPAL FOR A DAY – NOVEMBER 14, 2008

Principal for a Day confirmation packets with contact information were sent to school principals and their guest principals on October 20. Please contact the Community Relations Department if you did not receive your confirmation packet. Because of the tremendous interest in this year's event from the community, the Community Relations Department has established a guest principal waiting list. Please contact us if your guest principal cancels and we will assign you a new principal for a day. Contact Ellen Tiffany at (619) 725-5594 or e-mail etiffany@sandi.net if you have any questions.

FINANCIAL INCENTIVES FOR SCHOOL SITES

The Mandated Cost Unit oversees the *Mandate Reimbursement Incentive Program*, offering school sites a financial incentive to provide the documentation necessary for the district to receive reimbursements. Schools receive 50 percent of the district's paid reimbursement claim that is attributable to submitted time logs. The Emergency Procedures and Comprehensive School Safety Plan reimbursable program is one current opportunity for schools. Reviewing and updating earthquake emergency procedures, training and drill time are potential activities that may be recorded. There are also several reimbursable programs including Habitual Truants, High School Exit Exam (CAHSEE), Stull Act (Evaluation of Certificated Employees), and others that may apply to your school site. For information, contact Brian Bailey at bbailey1@sandi.net or visit www.sandi.net/depts/mandated_cost.

Operations Update provides information for administrators, managers and supervisors, and should be shared with staff as appropriate. It is posted online in the News section on the For District Staff page on www.sandi.net. To submit an item or announcement, e-mail to communications@sandi.net and mark "Operations Update" in the subject line.