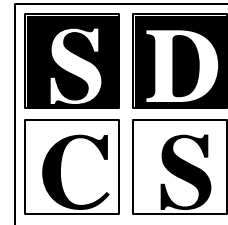


Staff Bulletin

For the employees of San Diego City Schools



Vol. 75

March 15, 2001

No. 15

Reading Across America...and San Diego City Schools



Montgomery Middle School eighth grader Hoang Truong read to his little brother, Byron, a Carson Elementary first grader, for Read Across America Day. Montgomery librarian Marion Snell arranged for the middle-school students to visit Carson and read to elementary students. Schools throughout the district celebrated the special day with events.

Parking Advisory Given Due to Limited Ed Center Spaces

The number of parking spaces at the Eugene Brucker Education Center has been reduced as a result of additional portable buildings at the site. As a result, school police services has issued the following advisory for district employees who either work or visit the education center:

—Do NOT park in unmarked spaces or out of stall. Vehicles parked in hazardous positions or locations will be cited.

—Do NOT park in a reserved space unless you have authorization to park in the space. Vehicles that are parked in unauthorized spaces will be cited.

In addition, school police will begin immediately to issue warnings for vehicles parked at Birney Elementary in spaces reserved for teaching and support staff at the school, which borders the education center on the north. Effective March 19, police will issue citations for vehicles not

authorized to be parked at Birney.

School police understand the frustrations over more limited parking at the education center and hope to provide new spaces once final decisions are made on additional portable moves.

Public parking is available for visitors to the education center on the east side in spaces with green-painted curbs. Employees with questions can call school police at (619) 725-7000.

District flags were flown at half mast during the week of March 5 as an expression of sympathy by all city school students, teachers and support staff for the victims of the Santana High School tragedy.

Conservation Plan Issued

The district has issued an energy conservation plan for all sites and employees, including both everyday measures and special steps in the event of a stage three energy alert.

As energy costs continue to increase, the following everyday conservation measures are everyone's responsibility:

--Turn off light switches when leaving a room, even those with occupancy sensors, as sensors have built-in delays.

--Turn off computers and monitors if you are going to a meeting or working on a non-computer-related task for more than one hour.

--Never use space heaters to "take the chill off" local workplaces. They consume a significant amount of electricity.

--Turn off lights in faculty restrooms and in common areas such as storage rooms and lunchrooms whenever possible.

--Share coffeepots instead of each person using their own. Have a central refrigeration and microwave area.

--Use outside lighting only when it is dark. If the lights are turned on in the morning, turn them off as soon as it becomes light.

Do not turn exterior lighting on prior to dusk. --Do not leave outside doors open. This allows heat or air-conditioned air to escape; it may also overheat or cool other rooms.

--Do not leave doors open between interior spaces where an open door will cause heat or air-conditioning to migrate to spaces other than those where it is needed.

--Only wash and dry full loads. Whenever possible, perform this task at off-peak times.

--Do not leave gym lighting on if the gym is not going to be occupied for more than two hours. Though most gym lights require time to become fully lit once turned on, the time only takes a few minutes. Turn off lighting in locker rooms when unoccupied.

--Closely monitor stadium lighting. These lights may take time to energize and should be managed in such a way that the lights are not turned on unnecessarily early. They

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Student Salutes

Henry High senior Lanna Walsh was a **finalist** in the 2001 Prudential Spirit of Community Awards in California for having founded a tutoring and mentoring program that pairs high school and elementary students through the county public library system.

Nye Elementary fifth grader Jennifer Zaroso received an honorable mention in the Delta Sigma Theta Black History Essay Contest.

Mira Mesa High and Mt. Everest Academy tied for first in the Lincoln-Douglas Debate competition among city high schools. Henry placed second and Morse third.

SCPA student Nazareth Weldeghorgis and Scripps Ranch High student Koren Henning received 2000-2001 Every Student Succeeding awards from the Association of California School Administrators Region 18. District Human Resources Services Division administrator **MarySue Glynn** was named the Region 18 2000-2001 Administrator of the Year Award recipient.

Gompers Secondary student Nyadak Deng received a **Trailblazer Award** from the Jackie Robinson YMCA for her successful studies to prepare for a medical career since emigrating from Sudan.

IN MEMORIAM

Friends of Albie Gutierrez, who worked diligently for S.A.Y. San Diego at Montgomery Middle School in the Linda Vista Leaders program, may honor her memory with a contribution to the program through S.A.Y., to the Bone Marrow Transplant Unit at the UCSD Thornton Hospital, or to the National Marrow Donor Program. Please call Emalyn or Sarah at (858) 560-1733 for information on how to make a donation to any of the three programs.

Friends of Marcia Raye Myers Goings, a longtime district employee, may make donations in her memory to "Lifesharing," a non-profit organ and tissue donation center at 3465 Camino Del Rio South, suite 410, San Diego 92108.

District News

The Community Service Association donated **\$270,000** to numerous nonprofit agencies in 2000 as a result of member contributions and it enrolled 307 new members. New members of the board of directors include: Hage Elementary secretary **Mintie Brown**; Parent Involvement program specialist **Chris Gomen**; and Garfield High counselor **Jim Paschall**.

Mentor San Diego is a non-profit, school-based, supervised program that matches caring, responsible adults with preteen "at-risk" students to provide support, guidance and specific help to promote academic and social achievement. It works in conjunction with the Partnerships in Education Department and is headed by former district trustee Ann Armstrong Ash. For more information on how to become a mentor, contact Sue Rye, Executive Director, (858) 831-0434.

The Parent Involvement Department is seeking nominations from schools of outstanding parents, community members and staff who have made strong efforts to strengthen parent programs at schools. Nominations are due by April 6 and a celebration will be held on May 21. Information is available in Administrative Circular No. 101 issued Feb. 22 by the Institute for Learning or by calling (619) 725-5617.

Schools are gearing up for the annual "Principal for a Day" event on March 21, with more than 100 schools scheduled to participate. A reception and debriefing for participants and their principals will be held from 4 to 5:30 p.m. in the Gold Club Lounge No. 5 at Qualcomm Stadium, sponsored by Mission Federal Credit Union.

The April San Diego READS Book Warehouse Open House will be held on the 7th from 9 a.m. to noon at the Instructional Media Center. San Diego READS has also moved its offices to the IMC, Building I. The phone number remains (619) 725-READS.

Wangenheim Middle is organizing a 25-year-reunion in 2002 for all persons who worked at the school. Those individuals should send their name, address, phone number and e-mail address (if available) to Alumni Committee, attention Kathy Keller, 9230 Gold Coast Drive, San Diego 92126. Individuals may also call Susan Porter at (858) 578-1400.

The district has begun a 401(a) retirement plan for members of the Office-Technical and Business Services (OTBS) and Operation-Support Services (OSS) bargaining units. Contact Kris Panfil, fiscal control supervisor, at (619) 725-7672 for information. Details are also contained in Administrative Circular No. 99 issued on Feb. 20 by the finance division.

The Point Loma Cluster Study Implementation Plan was approved by the Board of Education. It contains numerous recommendations for carrying out the plan approved in July 2000 following a study process among parents, teachers and principals in the Point Loma area. Elementary schools in the cluster will convert to a K-4 configuration for the 2000-2001 school year, and Dana Sixth-Grade School will become a 5-6 lower middle school.

The Board of Education approved creation of the position of Staff Action Officer under the Chief of Staff to the Superintendent. The Staff Action Officer will aid the Chief of Staff in carrying out detailed follow-through on all activities generated by the Board of Education Office and the Office of the Superintendent, including all of the activities of the major district administrative body, the Executive Committee. The Executive Committee represents every major arm of district administration.

Looking Ahead

The Walt Disney Co. is soliciting nominations through March 31 for its annual American Teacher Awards. Details are at the web site: www.disneylearning.org or by calling (877) 282-8322.

A reading and booksigning with actor/producer/director/choreographer Debbie Allen will be held at 4 p.m. on March 17 at the Nubia Leadership Academy/Bayview Baptist Church multipurpose building, 6134 Benson Avenue, San Diego 92114. Call (619) 262-0050 for details.

The Union-Tribune Newspaper in Education program now offers free the following classroom programs: The Minipage, Quest, Character Matters, and Vacation Donation. Visit the web site: <http://nie.uniontribune.com> or call (619) 293-2110.

People and Places

Fulton Elementary community assistant Margaret Lewis talked with third graders about genealogy using information about her ancestors that she researched as president of the San Diego African American Genealogy Research Group. Her presentation was part of Black History Month festivities.

McKinley Elementary received 30 computers from the Futures Foundation and the education committee of the Armed Forces Communications & Electronics Association. The association has been soliciting surplus computers from local businesses and its members have helped wire city schools under its multi-year Targeting Needy Schools program.

Harry Albers, the executive director of the Foundation for the Improvement of Mathematics and Science Education, received the Partner of the Year Award from the San Diego Science Alliance. FIMSE has raised almost \$10 million to be used to support math and science instruction in city schools.

Some \$7,900 was divided among 15 high schools as a result of 130 seniors volunteering to work as student poll workers on the Nov. 7, 2000, election day. The students were not eligible to receive the normal stipend paid by the San Diego County Registrar of Voters because they served under the district's service learning program. Instead, each school received a sum based on the number of its students who volunteered. Schools included: Clairemont, Gompers, Kearny, La Jolla, Madison, Mira Mesa, Mission Bay, Morse, Henry, Point Loma, SCPA, San Diego, Scripps Ranch, Serra and University City.

Birney, Cadman and Kumeyaay elementaries featured international connections. At Birney, the sixth graders in **Jay C. Pohl's** class have been corresponding via e-mail with their counterparts in a Danish school. At Cadman, third-grade students in **Phyllis Danenhauer's** class talked by phone to her son, **Mark**, a Peace Corps volunteer in Namoly, Madagascar, as part of the organization's International Phone Call program on March 1. The students had exchanged letters with Mark earlier in the year and studied the history and culture of Madagascar. Students in Namoly, none of whom had ever spoken on a telephone, also participated. And at Kumeyaay, fourth graders of teacher **Chris Schmidt** hosted visiting teachers from Sweden, who first learned about the school through a pen-pal relationship between their students and those in Schmidt's class.

Mission Bay High genre studies teacher Stace Spector and Bay View Terrace Elementary teacher Kath Mitchell joined forces when Spector's students read children's books they had written to Mitchell's first-grade students. Three of Spector's students talked about their genre studies experiences on the *For Our Students* live cable television program with host **Ursula Kroemer** and literacy specialists from the Institute For Learning.

Retiring Type

Barbara Brooks in Educational and School Services. A party will be held on Thursday, March 29, from 4:30 to 7:30 p.m., at Tom Ham's Lighthouse, 2150 Harbor Island Drive. \$20 includes gift. Please call Eileen Harrington at (619) 725-7124 by March 20.

Doing Something About Speeding



Kumeyaay Elementary fourth graders in Chris Schmidt's class recorded data with San Diego Police motorcycle traffic officer Chris Knighten as he measured the speed of cars passing the school on Antigua Boulevard. Speeding drivers create a safety problem at Kumeyaay and many district schools. Schmidt's students took the data provided by Knighten and worked with San Diego State Science Methods Professor Randy Yerrick to determine average speeds. They are now writing letters to public officials using their findings to point up the need for more proactive measures to improve safety around Kumeyaay and other schools. Rod Luck of KUSI-TV 51/9 broadcast the students' efforts live on his morning news.

New Facilities Management Division Created

The Facilities Asset Management Department, the Maintenance and Operations Department, and the facilities contracting function of the Procurement and Distribution Department have been placed with the Proposition MM Implementation Department under a new Facilities Management Division, effective today.

Lou Smith, executive director, Proposition MM Implementation Department, will assume overall responsibility for leadership and management of the new division and will report directly to the superintendent.

The integration of these departments will effectively coordinate: facilities planning; program planning and management; and construction contracting, management, and finance and budget control. The integration will require personnel transitions which will be outlined in more depth in a memo to the Board of Education. There will be position deletions and creation of new positions.

The district's facilities planning function will be transferred into the Institute for Learning, as Instructional Facilities Planning.

Details about personnel transfers and position deletions/additions will be given in a superintendent's letter and the annual district reorganization report to trustees scheduled for April 24, 2001.

CLASSIFIEDS

Ads run on a space-available basis. Send to Communications Office, Room 2145, Eugene Brucker Education Center. **Limit to 10 words (not including phone) or ad not accepted. Include work location and phone (for identification purposes only).**

FOR SALE: Aviary, 6 ft. high x 56" long x 43" wide, (619)226-2875; CLAD tapes, class 1 & 2, ½ price, \$30 each set, (760)942-5423; Viking camper, pop-top shell, sleeps 3, shower, toilet, stove, \$3,800, (619)435-4754; JennAir refrigerator, black, side-by-side, 22 cu. ft., \$300/obo, (858)566-0572; Dining set, rattan & glass top, 4 chairs, portable dishwasher, \$100 ea., (619)299-5432; '93 Mitsubishi Eclipse, high freeway miles, chrome wheels, \$4000/obo, (619)479-4357; Microwave, large with turntable, \$50, (858)587-1492; Couch, excel. cond., \$300, queen size matt/box, excel. cond., \$200, (619)310-6439; 233 PC computer, printer, monitor Windows 98, 56k modem, 32 megs ram, 3 gig HD, \$425/obo, (858)586-7001; Video system for class/home, Barco projector, line-doubler, (858)486-0080; Red metal bunk beds, like new, with mattress, \$250/obo; (858)268-8896; **FOR RENT:** Room, Rancho Bernardo condo, private, b/b, near all, pet o.k., \$500; (858)485-5019; **ROOMMATE:** UTC, large bedroom and bath, female, (858)587-1492; **WANTED/MISC:** Cash paid, old items in estates, garages, attics, storage, (619)772-6903; Motorcycle, Honda, 90 or 100cc, prefer working condition, (619)582-8361, Old costume jewelry, pottery, dishes, figurines, estate items, cash, (619)772-6903; Leather couch, love seat, prefer beige, tan, cream colors, (619)922-0592; Trade TVs for ?? between schools; leave message (858)496-8110.



The next *Staff Bulletin* will appear March 29. Deadline for submissions is March 19. *Staff Bulletin* is on the district web site: <www.sandi.net/staff/staffbull/index.html>.

Staff Bulletin

Published for employees of San Diego City Schools twice monthly except during school holidays, and monthly in July and August.

Send news items and classified ads to:

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District Conservation Measures Issued

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can be turned on in stages so that all the lights are operating only during the game. If there is extensive time between games, turn off one-half of the stadium lights.

--Do not use marquee lighting more than necessary. Do not leave lights operating all night or during weekends.

--Verify that all refrigerator-cooling coils are clean and that the gasket seal is tight. A full refrigerator uses much less electricity than an empty one. Verify that space temperature is between 38 and 40 degrees. Use a thermometer if necessary.

In addition, custodial staff are responsible for the following conservation measures:

--Reaffirm district set points of 70 degrees for heating and 75.5 degrees for cooling. Ensure that non-automated heating and cooling systems are only operating during school hours and within these set points.

--Ensure that heating thermostats are set at 50 degrees and cooling thermostats are set at 95 degrees prior to leaving for the day, or turn them off.

--Observe the Dark Campus Policy, which requires all exterior lighting off at 10 p.m.

--Ensure that outside lighting is only on during extra-curricular activities. Ensure that parking lot lights are not on during weekends and holidays.

--Do not leave lights on in offices during custodial operations except when actual work is being accomplished. Turn off area lights as cleaning is completed or if the custodian will be away from that area for more than ten minutes.

--Verify that the incandescent lamp being used in a fixture is the appropriate wattage. Reduce wattage whenever possible.

--Monitor hot water heaters for domestic use so that they are maintained at 105 degrees.

--Ensure that exhaust fan timers are correct to meet the need of the fan. Based on conditions they may need to be turned on an hour before school and an hour after, but typically they do not need to operate 24-hours-a-day or on holidays and weekends.

--Unplug all copiers, printers, computers, TVs, VCRs, clock radios, microwaves, and vending machines during intercessions, winter, spring, and summer breaks. All use electricity if turned off, but not unplugged.

--Change time-clock settings (those without photocells) to reflect the sunrise/sunset changes. It becomes darker much earlier in the winter than it does in the summer, so the

"on" timer portion might be set to turn on at 4:45 p.m. in December, but not until 7:30 p.m. in August. Devices should be set only to operate during normal business hours.

During a Stage Three Energy Alert called by state officials, the following measures should be followed to help reduce the risk of rolling blackouts:

--Turn off lighting in areas where natural light will suffice. Ensure south-facing blinds and window coverings are opened to make use of light and solar-heat gain to warm the building.

--Use task lighting to supplement working conditions where possible to eliminate large areas of overhead room lighting.

--Turn off decorative lighting, any time of the day, inside or outside. Security and safety lighting shall be held to lowest possible levels, and in any case turned off at 10 p.m.

--Turn off one-half of lights where dual switching is available, and where feasible. This is especially doable where computers are used extensively, in hallways, storage areas, and common areas (such as lunchrooms). Be sure lights are never left on when a room is not occupied.

--Turn off gym lighting when the room will not be occupied for an hour or more.

--Unplug TVs, VCRs, and microwaves.

--Unplug and remove electric space heaters.

--Turn off computers and monitors when not in use, even for a short time. This is especially true for monitors. Rather than using the screen saver, turn it off. Also, set the monitor's display control panel settings to the "sleep" mode after 5 minutes of non-operation, rather than using a screensaver. Screensavers DO NOT save energy.

--Adjust thermostats to permit fluctuation within a greater range to avoid over-control, wasteful patterns. Simultaneous or alternate heating and cooling operations to maintain an exact temperature in an area shall be avoided. This range will be based partially on the HVAC control system, but the target will be plus/minus four degrees from the set-point, for a total fluctuation of eight degrees.

--Turn down heat set point and turn up cooling set point. Whenever possible, do not turn on heating until room temperature is below 68 degrees, and do not turn on air-conditioning until the room temperature is above 77 degrees.