

**ADMINISTRATIVE CIRCULAR NO. 79**

Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** June 13, 2016

**To:** Principals and Division or Department Heads and San Diego Education Association Representatives

**Subject:** 2016-2017 DESIGNATION OF TEACHER PREPARATION DAYS

**Department and/or Persons Concerned:** Principals, Division and Department Heads, and Certificated Unit Members

**Due Date:** June 30, 2016

**Action Requested:** Single-track, year-round school sites will select four preparation days for 2016-2017.  
No action is required by traditional calendar school sites.

**Brief Explanation:**

Preparation Days for Traditional Calendar School Sites:

Teacher preparation days for traditional calendar school sites in 2016-2017 are pre-designated as August 24, 25, 26, 2016 and June 15, 2017. These days are identified on the attached traditional school site base teacher schedule for 2016-2017 (Attachment 1). This circular requires no action by traditional calendar school sites.

Preparation Days for Single-Track, Year-Round School Sites:

1. Principals and certificated unit members at each single-track, year-round school site must mutually agree on the placement of four preparation dates in the 2016-2017 contract year which is from July 1, 2016 to June 30, 2017.
2. Using the options provided on the Google Doc, Designation of 2016-17 Teacher Preparation Days, identify the four preparation days selected for your school site. The Google Doc has been emailed to single-track, year-round school principals and is posted on the Principals' Page. In an effort to align contract start dates (August 29, 2016) for newly hired teachers and temporary contracts, the following dates are suggested: August 24, 25, 26, 2016 and

April 25, 2017, (Option A). Remember, preparation days can only be selected from non-student and non-work days identified on the attached calendar. A copy of the single-track, year-round school site base teacher schedule for 2016-2017 is attached to this circular for reference (Attachment 2).

3. For programs other than school sites please see the attach side letter between the San Diego Education Association and the San Diego Unified School District. (Attachment 3)

Year-round school sites please respond via Google Docs with your selection by Thursday, June 30, 2016.

Questions pertaining to placement of the preparation days may be directed to Pamela Alves at (619) 725-7718, or by e-mail to [palves@sandi.net](mailto:palves@sandi.net).

Sue Weir  
Director, Payroll/Employee Benefits

APPROVED:



Jenny Salkeld  
Chief Financial Officer

SW: pa

Attachments: (3)

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
2016-2017 School Year Calendar  
Certificated Traditional Schedule**

**X = Contract Days**  
**H = Mandated or Declared Holiday**  
**P = Prep Days**

**184 Days - Certificated (Traditional)**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	<b>TOTALS</b>	
JULY					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Jul	0
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	P/24	P/25	P/26	29	30	31			Aug	6
SEPTEMBER				1	2	H/5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Sep	21
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Oct	21
NOVEMBER		1	2	3	4	7	8	9	10	H/11	14	15	16	17	18	21	22	23	H/24	H/25	28	29	30			Nov	16
DECEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	H/23	H/26	27	28	29	H/30	Dec	12
JANUARY	H/2	3	4	5	6	9	10	11	12	13	H/16	17	18	19	20	23	24	25	26	27	30	31				Jan	20
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	H/17	H/20	21	22	23	24	27	28				Feb	18
MARCH			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Mar	18
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Apr	20
MAY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	H/29	30	31			May	21
JUNE				1	2	5	6	7	8	9	12	13	14	P/15	16	19	20	21	22	23	26	27	28	29	30	Jun	11
																										<b>Total</b>	<b>184</b>

**Time and Labor Calendar = C10 TCERT**

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
2016-2017 School Year Calendar  
Certificated Year-Round Schedule**

**X = Contract Days**  
**H = Mandated or Declared Holiday**  
**P = Prep Days**

**184 Days - Certificated (Year-Round)**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	<b>TOTALS</b>	
JULY					1 X	H/4	5 X	6 X	7 X	8 X	11 X	12 X	13 X	14 X	15 X	18 X	19 X	20 X	21 X	22	25	26	27	28	29	Jul	14
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	P/24 X	P/25 X	P/26 X	29 X	30 X	31 X			Aug	6
SEPTEMBER				1 X	2 X	H/5	6 X	7 X	8 X	9 X	12 X	13 X	14 X	15 X	16 X	19 X	20 X	21 X	22 X	23 X	26 X	27 X	28 X	29 X	30 X	Sep	21
OCTOBER	3 X	4 X	5 X	6 X	7 X	10 X	11 X	12 X	13 X	14 X	17 X	18 X	19 X	20 X	21 X	24 X	25 X	26 X	27 X	28 X	31 X					Oct	21
NOVEMBER		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	H/11	14 X	15 X	16 X	17 X	18 X	21	22	23	H/24	H/25	28 X	29 X	30 X			Nov	16
DECEMBER				1 X	2 X	5 X	6 X	7 X	8 X	9 X	12 X	13 X	14 X	15 X	16 X	19	20	21	22	H/23	H/26	27	28	29	H/30	Dec	12
JANUARY																											
JANUARY	H/2	3	4	5	6	9	10	11	12	13	H/16	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27 X	30 X	31 X				Jan	11
FEBRUARY			1 X	2 X	3 X	6 X	7 X	8 X	9 X	10 X	13 X	14 X	15 X	16 X	H/17	H/20	21 X	22 X	23 X	24 X	27 X	28 X				Feb	18
MARCH			1 X	2 X	3 X	6 X	7 X	8 X	9 X	10 X	13 X	14 X	15 X	16 X	17 X	20 X	21 X	22 X	23 X	24 X	27	28	29	30	31	Mar	18
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	P/25 X	26 X	27 X	28 X						Apr	4
MAY	1 X	2 X	3 X	4 X	5 X	8 X	9 X	10 X	11 X	12 X	15 X	16 X	17 X	18 X	19 X	22 X	23 X	24 X	25 X	26	H/29	30 X	31 X			May	21
JUNE				1 X	2 X	5 X	6 X	7 X	8 X	9 X	12 X	13 X	14 X	15 X	16 X	19 X	20 X	21 X	22 X	23 X	26 X	27 X	28 X	29 X	30 X	Jun	22
																										<b>Total</b>	<b>184</b>

**Time and Labor Calendar = C10 YCERT**

NOTE: Four teacher preparation days must be designated at each school by agreement between the principal and certificated staff and must be taken between July 1, 2016 and June 30, 2017.

SIDE LETTER  
BY AND BETWEEN  
THE SAN DIEGO UNIFIED SCHOOL DISTRICT  
&  
THE SAN DIEGO EDUCATION ASSOCIATION

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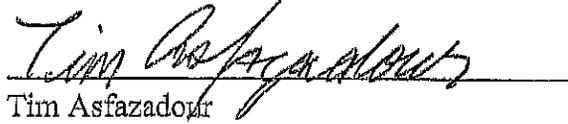
February 23, 2016 (revised June 8, 2016)

2016-2017 SDEA Unit Member Contract Duty Days  
(Calendars Attached)

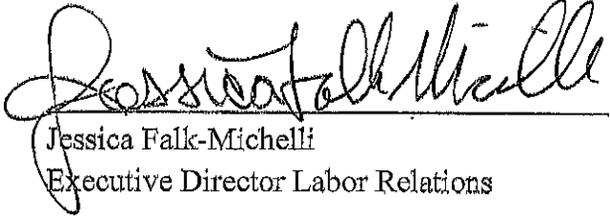
Pursuant to the Collective Bargaining Agreement, Article 8 Hours of Employment, Section 8.2, the parties agree to the following:

1. For unit members with a 184-day work year and 191-day work year (Speech Language Pathologists and School Psychologists, respectively):
  - a. The following days shall be designated as the four (4) preparation days for SDEA unit members working at a traditional site: August 24, 25, 26, 2016 and June 15, 2017.
  - b. The four (4) preparation days for SDEA unit members working at a year-round site shall be designated by mutual agreement between the principal and certificated staff at each site. The preparation days must be between July 1, 2016 and June 30, 2017. Year-round sites will be asked to determine these dates by June 30, 2016.
2. For unit members with an extended work year (184 plus 24 days):
  - a. Unit members assigned to a school site (year round or traditional) shall observe the same four (4) preparation days as other unit members at their site.
  - b. The four (4) preparation days for unit members assigned to the Central Office shall be designated by mutual agreement between the principal and certificated staff within the program or area. The preparation days must be between July 1, 2016 and June 30, 2017. Programs/areas will be asked to determine these dates by June 30, 2016.
3. For unit members in the Early Childhood Education (ECE) Program:
  - a. The following days shall be designated as the four (4) preparation days for SDEA unit members working a 181-day work year at a traditional preschool site: August 24, 25, 26, 2016 and June 12, 2017.
  - b. The following days shall be designated as the four (4) preparation days for SDEA unit members working a 181-day work year at a year-round preschool site: August 24, 25, 26, 2016 and the day following the last student attendance day of the 2017-2018 work year.

FOR THE DISTRICT:



Tim Asfazadour  
Chief Human Resource Officer

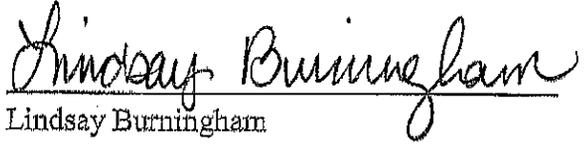


Jessica Falk-Michelli  
Executive Director Labor Relations

FOR SDEA:



Tim Hill  
Executive Director



Lindsay Burningham  
SDEA President