

ADMINISTRATIVE CIRCULAR NO. 1
Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: July 2, 2018

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

Subject: 2018-2019 DESIGNATION OF TEACHER PREPARATION DAYS

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

Due Date: July 11, 2018

Action Requested: Single-track, year-round school sites will select four preparation days for the 2018-2019 contract year.
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 2018-2019 are pre-designated as August 22, 23, 24, 2018 and June 12, 2019. These days are identified on the attached traditional school site-based teacher schedule for 2018-2019 (Attachment 1). This circular requires no action by traditional calendar school sites.

Preparation Days for Year-Round School Sites:

1. Principals and certificated unit members at each year-round school site must mutually agree on the placement of four preparation dates in the 2018-2019 contract year which is from July 1, 2018 to June 30, 2019.
2. Using the options provided on the Google Doc: Designation of 2018-19 Teacher Preparation Days, identify the preparation days selected for your site. The Google Doc was emailed to year-round school principals and is posted on the Principals' Page. In an effort to align contract start dates (August 22, 2018) for newly hired teachers and temporary contracts, the following dates are suggested: August 22, 23, 24, 2018 and April 23, 2019 (Option A).

3. Please remember that preparation days can only be selected from non-student and non-work days identified on the assigned calendar. A copy of the single-track, year-round school site base teacher schedule for 2018-2019 is attached to this circular for reference (Attachment 2).
4. Year-round school sites should submit their selection of preparation days via the Google Doc: Designation of 2018-19 Teacher Preparation Days by Wednesday, July 11, 2018.

Preparation Days for Programs Other Than School Sites:

1. Unit members assigned to the Central Office will be designated, by mutual agreement between the principal and certificated staff within the program or area. The preparation days must be between July 1, 2018 and June 30, 2019.
2. Traditional preschool sites will be designated August 22, 23, 24, 2018 and June 7, 2019.
3. Year-round preschool sites should submit their selection of preparation days along with the K-5/6 school preparation days via the Google Doc: Designation of 2018-19 Teacher Preparation Days by Wednesday, July 11, 2018.
4. 12-Month Early Childhood Education unit members will be designated August 22, 23, 24, 2018 and June 12, 2019.

Questions pertaining to placement of the preparation days may be directed to Deana Davidson at (619) 725-7718, or by e-mail to ddavidson1@sandi.net.

Sue Weir
Director, Payroll/Employee Benefits

APPROVED:

Debbie Foster
Executive Director, Finance Division

SW: dd

Attachments: (2)