

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 14, 2020

**To:** All Elementary Vice Principals & Principals, Area Superintendents

**Subject:** ELEMENTARY PREPARATION TIME

**Department and/or  
Persons Concerned:** Elementary Certificated Staff

**Due Date:** Monthly Training Topics

**Reference:** Article 8 of the SDEA Collective Negotiations Contract

**Action Requested:** Follow the Contractual Procedures related to Elementary Preparation Time

**Brief Explanation:**

The SDUSD-SDEA Preparation Time Committee is a joint committee charged with monitoring and implementing the preparation time program. The committee sends the attached memo as a reminder of the provisions related to the preparation time program that are found in the SDUSDSDEA Collective Negotiations Contract.

If you have questions about the prep time program and potential emphasis changes, site administrators may contact their assigned Human Resources Officer, [HR Services & Contact List](#). SDEA representatives may contact an SDEA Contract Specialist at (619) 283-4411.

APPROVED:



Acacia Thede  
Chief Human Resource Officer

TO: Elementary Principals and Vice Principals  
SDEA Representatives  
Preparation & Enrichment Time Teachers

FROM: SDUSD–SDEA Preparation & Enrichment Time Committee

DATE: December 11, 2020

SUBJECT: Preparation Time Program

The SDUSD-SDEA Preparation Time Committee is a joint committee charged with monitoring and implementing the preparation time program. The committee sends this memo as a reminder of the provisions related to the preparation time program that are found in the SDUSD-SDEA Collective Negotiations Contract.

Below are reminders to help your school site successfully implement its preparation time program:

**Each elementary site must have a Preparation Time Advisory Committee.**

*Section 8.6.4.4. Each site shall have a Preparation Time Advisory Committee to assist with the operation (i.e. selection, scheduling, problem solving, etc.) of this program. The Committee should consist of the principal, the association representative, preparation time teachers and other(s) the site deems appropriate. (SDUSD-SDEA Collective Negotiations Contract)*

**Each site must have a Site Governance Team that, among other duties, must approve a change in prep time subject emphasis and the elimination of positions.**

*Section 8.6.3. Requests for change in subject emphasis for the following year shall be determined by the shared decision-making process, shall be submitted to the Preparation Time Committee by February 1 and shall be considered in accordance with the district preparation time procedures. Affected preparation time teachers shall be afforded the opportunity to present their views and participate in the discussion prior to the final decision of the governance team. (SDUSD-SDEA Collective Negotiations Contract)*

*Whenever a site governance team contemplates the elimination of an existing bargaining unit position, the debate and discussion shall take place at open meetings and affected unit members shall be informed and afforded the opportunity to speak. (SDUSD-SDEA Collective Negotiations Contract, Section 24.5.1; see also Section 24.5.2)*

**If possible, additional preparation time above the 45-60 minute per week minimum should be given**

*Section 8.6.4.1. The release time per classroom teacher should be a minimum of forty-five (45) minutes to an hour per week. (See Appendix H for part-time certificated assignments.) Additional preparation time should be given if possible. (SDUSD-SDEA Collective Negotiations Contract)*