

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 10, 2015

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

Subject: 2015-2016 DESIGNATION OF TEACHER PREPARATION DAYS

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

Due Date: June 30, 2015

Action Requested: Single-track, year-round school sites will select four preparation days for 2015-2016. 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 2015-2016 are pre-designated as September 2, 3, 4, 2015 and June 22, 2016. These days are identified on the attached traditional school site base teacher schedule for 2015-2016 (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 2015-2016 contract year which is from July 1, 2015 to June 30, 2016.
2. Using the options provided on Attachment 2, identify the four preparation days selected for your school site. In an effort to align contract start dates (September 8, 2015) for newly hired teachers and temporary contracts, the following dates are suggested: September 2, 3, 4, 2015 and April 18, 2016, (Option A).

A copy of the single-track, year-round school site base teacher schedule for 2015-2016 is attached to this circular for reference (Attachment 3).

Please return Attachment 2 with your selection by Tuesday, June 30, 2015 to the Payroll Department, Room 1150, Eugene Brucker Education Center.

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.

Sue Weir
Director, Payroll/Employee Benefits

APPROVED:



Jenny Salkeld
Chief Financial Officer

SW: pa
Attachments: (3)

**SAN DIEGO UNIFIED SCHOOL DISTRICT
2015-2016 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	TOTALS	
JULY			1	2	H/3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Jul	0
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	0
SEPTEMBER		1	P/2 X	P/3 X	P/4 X	H/7	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21 X	22 X	23 X	24 X	25 X	28 X	29 X	30 X			Sep	20
OCTOBER				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	Oct	22
NOVEMBER	2 X	3 X	4 X	5 X	6 X	9 X	10 X	H/11	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23	24	25	H/26	H/27	30 X					Nov	15
DECEMBER		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21	22	23	H/24	H/25	28	29	30	H/31		Dec	14
JANUARY					H/1	4 X	5 X	6 X	7 X	8 X	11 X	12 X	13 X	14 X	15 X	H/18	19 X	20 X	21 X	22 X	25 X	26 X	27 X	28 X	29 X	Jan	19
FEBRUARY	1 X	2 X	3 X	4 X	5 X	8 X	9 X	10 X	11 X	H/12	H/15	16 X	17 X	18 X	19 X	22 X	23 X	24 X	25 X	26 X	29 X					Feb	19
MARCH		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21 X	22 X	23 X	24 X	25 X	28	29	30	31		Mar	19
APRIL					1	4 X	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 X	25 X	26 X	27 X	28 X	29 X	Apr	20
MAY	2 X	3 X	4 X	5 X	6 X	9 X	10 X	11 X	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27 X	H/30	31 X				May	20
JUNE			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	P/22	23	24	27	28	29	30		Jun	16
Total																									184		

Time and Labor Calendar = C10 TCERT

**SAN DIEGO UNIFIED SCHOOL DISTRICT
Payroll Department**

DESIGNATION OF 2015-2016 TEACHER PREPARATION DAYS

SINGLE-TRACK, YEAR-ROUND SCHOOL SITES ONLY:

Please select one of the three schedule options below:

Site Name: _____

Option A
 Preparation Day 1: September 2, 2015
 Preparation Day 2: September 3, 2015
 Preparation Day 3: September 4, 2015
 Preparation Day 4: April 18, 2016

Option B
 Preparation Day 1: September 1, 2015
 Preparation Day 2: September 2, 2015
 Preparation Day 3: September 3, 2015
 Preparation Day 4: September 4, 2015

Option C
 Other: (Please contact the Payroll Department, 725-7718, to discuss)

Select four preparation days:

Day 1 _____ Day 3 _____

Day 2 _____ Day 4 _____

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, 2015 and June 30, 2016.

Site Administrator: _____ Date: _____

Signature

For questions on your selections, whom do we contact? _____

Site Contact Name

Site Contact Number

Phone Extension

RETURN COMPLETED FORM TO: PAMELA ALVES
 PAYROLL DEPARTMENT, ROOM 1150, EUGENE BRUCKER EDUCATION CENTER

DUE DATE: Tuesday June 30, 2015

**SAN DIEGO UNIFIED SCHOOL DISTRICT
2015-2016 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	TOTALS		
JULY			1 X	2 X	H/3	6 X	7 X	8 X	9 X	10 X	13 X	14 X	15 X	16 X	17 X	20 X	21 X				27	28	29	30	31	Jul	14	
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						Aug	0
SEPTEMBER		1	P/2 X	P/3 X	P/4 X	H/7	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21 X	22 X	23 X	24 X	25 X	28 X	29 X	30 X			Sep	20	
OCTOBER				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	Oct	22	
NOVEMBER	2 X	3 X	4 X	5 X	6 X	9 X	10 X	H/11	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23	24	25	H/26	H/27	30 X					Nov	15	
DECEMBER		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21	22	23	H/24	H/25	28	29	30	H/31		Dec	14	
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19 X	20 X	21 X	22 X	25 X	26 X	27 X	28 X	29 X	Jan	9	
FEBRUARY	1 X	2 X	3 X	4 X	5 X	8 X	9 X	10 X	11 X	H/12	H/15	16 X	17 X	18 X	19 X	22 X	23 X	24 X	25 X	26 X	29 X					Feb	19	
MARCH		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21 X	22 X	23 X	24 X	25 X	28	29	30	31		Mar	19	
APRIL					1	4	5	6	7	8	11	12	13	14	15	P/18 X	19 X	20 X	21 X	22 X	25 X	26 X	27 X	28 X	29 X	Apr	10	
MAY	2 X	3 X	4 X	5 X	6 X	9 X	10 X	11 X	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27	H/30	31 X				May	20	
JUNE			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 X	28 X	29 X	30 X		Jun	22	
																										Total	184	

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, 2015 and June 30, 2016.

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