

SITE OPERATIONS CIRCULAR NO. 1004
Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: July 10, 2019

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

Subject: 2019-2020 DESIGNATION OF TEACHER PREPARATION DAYS

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

Due Date: July 16, 2019

Action Requested: Single-track, year-round school sites will select four preparation days for the 2019-2020 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 2019-2020 are pre-designated as August 21, 22, 23, 2019 and June 10, 2020. These days are identified on the attached traditional school site based teacher schedule for 2019-2020 (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 2019-2020 contract year, which is from July 1, 2019 to June 30, 2020.
2. Using the options provided on the Google Doc: Designation of 2019-20 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 21, 2019) for newly hired teachers and temporary contracts, the following dates are suggested: August 21, 22, 23, 2019 and April 24, 2020 (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 2019-2020 is attached to this circular for reference (Attachment 2). Dates marked with a "P" on the year-round base teacher schedule are placeholders and are reflected in Option A of the Google Doc: Designation of 2019-20 Teacher Preparation Days.
4. Year-round school sites should submit their selection of preparation days via the Google Doc: Designation of 2019-20 Teacher Preparation Days by Tuesday, July 16, 2019.

Preparation Days for Programs Other Than School Sites:

1. Unit members assigned to the Central Office will be designated, by mutual agreement between certificated staff and their supervisor within the program or area. The preparation days must be between July 1, 2019 and June 30, 2020.
2. Traditional preschool sites will be designated August 21, 22, 23, 2019 and June 5, 2020.
3. Year-round preschool sites will have July 17, 2019 designated as a preparation day. The remaining three days should be selected non-student and non-work days and identified on the Google Doc: Designation of 2019-20 Teacher Preparation Days by the deadline: Tuesday, July 16, 2019.
4. 12-Month Early Childhood Education unit members will be designated August 21, 22, 23, 2019 and June 5, 2020.

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)