

**ADMINISTRATIVE CIRCULAR NO. 63**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** January 25, 2006

**To:** Principals, Vice Principals, Site Administrators; Managers and Supervisors of Classified Personnel; Central Office Administrators; Program Managers; Site Leadership Teams; SDEA Site Reps

**Subject:** FEBRUARY 2006 PROFESSIONAL DEVELOPMENT CONFERENCE

**Department and/or Persons Concerned:** Principals, Vice Principals, Site Administrators; Managers and Supervisors of Classified Personnel; Central Office Administrators; Program Managers; Site Leadership Teams; SDEA Site Reps

**Due Date:** February 3, 2006

**Reference:** None

**Action Requested:** Complete and return the attached Registration Form by the due date indicated above.

**Brief Explanation:**

The February Professional Development Conference is scheduled for February 15-17, 2006, at the Marina Village Conference Center, 1936 Quivera Way, San Diego. Professional Development Conferences provide principals and other administrators the opportunity to gain knowledge and information to assist in the daily operation and leadership of school sites.

Both required and voluntary sessions are being offered. Please review the sessions carefully to coordinate your attendance at mandatory sessions with voluntary sessions you wish to attend. The attached documents will assist you in planning your professional development schedule:

- 1) **Conference Overview** (a list of all sessions, including dates/times, target audience, notice of mandatory attendance, titles, presenters, and content description). *Please read this carefully to determine which session(s), if any, are mandatory for you.*
- 2) **Conference Schedule** (chart of sessions offered each day)
- 3) **Registration Form** (2 pages)
- 4) **Map** of the Conference Center facility

Submit registrations via school mail by February 3, 2006 to the Eugene Brucker Education Center, Room 2140, or fax to 619-692-3504. Conference questions should be directed to

Lucy del Valle at 619-725-7142 or [ldelvall@sandi.net](mailto:ldelvall@sandi.net). Questions regarding previous conference attendance should be directed to Marty Stultz at 619-725-7116 or [mstultz@sandi.net](mailto:mstultz@sandi.net).

Mariam L. True  
Executive Director  
Teacher Preparation and Student Support Division

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G".

Geno Flores  
Deputy Superintendent

MLT:ms

Attachments

Distribution: Lists A, C, D, E, and F

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
FEBRUARY 15, 16, AND 17, 2006**

**MANDATORY SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>1. <u>EMPOWER YOUR TEACHERS – UNDERSTAND THE INDUCTION/CREDENTIALING CONNECTION</u></b></p> <p>Do you still have questions about whether your new teachers need to enroll in the BTSA Induction Program? The answer is YES! All new teachers must complete the district’s induction program. This program is no longer optional; it is MANDATORY, and it is the only pathway for new teachers to obtain their professional clear credential. This session will provide you with the specific course requirements and responsibilities that new teachers must fulfill to obtain their professional clear teaching credentials. You will learn ways to work collectively to support your new teachers.</p> <p><i>Bonnie Schindler, Program Manager, Teacher Induction Program</i></p>	<p><b>Principals and vice principals</b></p>	<p>(1.1) February 15, 1-2 p.m. (1.2) February 16, 1-2 p.m. (1.3) February 17, 1-2 p.m.</p> <p><i>This session will also be offered at the May 2006 Professional Development Conference.</i></p>
<p><b>2. <u>ENGLISH LEARNER PROGRAM REQUIREMENTS</u></b></p> <p>This session will provide an overview and update of key issues relating to the design, implementation, and monitoring of instructional programs for ELs as required by state and federal law.</p> <p><i>Carol Osborne, Director and Debra Dougherty, Program Manager, Literacy, Biliteracy and EL Support</i></p>	<p><b>Mandatory for all elementary principals and voluntary for vice principals.</b></p>	<p>(2.1) February 16, 2-4 p.m. (2.2) February 17, 2-4 p.m.</p> <p><i>This session will also be offered at the May 2006 Professional Development Conference.</i></p>
<p><b>3. <u>CAL/OSHA REQUIREMENT: SAFETY TRAINING FOR SCHOOL STAFF</u></b></p> <p>The State of California requires every employer to establish, implement, and maintain an effective Blood borne Pathogen Exposure Control Plan (ECP) and Injury and Illness Prevention Program (IIPP). This session includes an overview of mandated safety programs and training strategies.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p><b>Principals who did not attend in October 2005.</b></p>	<p>(3.1) February 15, 2-3 p.m. (3.2) February 17, 2-3 p.m.</p> <p><i>This session will also be offered at the May 2006 Professional Development Conference.</i></p>

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
FEBRUARY 15, 16, AND 17, 2006**

**MANDATORY SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>4. <u>SUSPENSIONS, EXPULSIONS, AND SCHOOL-INITIATED PLACEMENTS</u></b></p> <p>Information on all aspects of student discipline and pupil placement will be provided to administrators. The session will include administrator responsibilities regarding suspensions, recommendations for expulsions, and procedures for requesting a SIP hearing.</p> <p><i>Laurie Lamb, Program Manager, and Deidre Walsh, Legal Specialist, Placement and Appeal</i></p>	<p><b>Mandatory for all new principals, new vice principals, and other new site administrators responsible for handling discipline who have not previously attended this session.</b></p>	<p>(4.1) February 17, 1-3 p.m.</p>
<p><b>5. <u>SECTION 504 OF THE REHABILITATION ACT OF 1973 – ADMINISTRATOR RESPONSIBILITIES</u></b></p> <p>Administrators play key roles in the implementation of this civil rights statute. Learn what 504 is, what your responsibilities are, and hints for avoiding complaints.</p> <p><i>Sally Tucker, District 504 Coordinator/District Counselor</i></p>	<p><b>Mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years.</b></p>	<p>(5.1) February 15, 2-3 p.m. (5.2) February 16, 12-1 p.m. (5.3) February 17, 12-1 p.m.</p> <p><i>This session will also be offered at the May 2006 Professional Development Conference.</i></p>

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
FEBRUARY 15, 16, AND 17, 2006**

**OPERATIONS SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>6. <u>Administrator and SDEA Representative Training</u></p> <p>Joint training by the district's Labor Relations Department and SDEA on new agreements and contract administration issues.</p> <p><i>Willy Surbrook, Labor Relations Director and SDEA</i></p>	Principals and SDEA site representatives	(6.1) February 15, 3-5 p.m. (6.2) February 16, 3-5 p.m. (6.3) February 17, 3-5 p.m.
<p>7. <u>School Police Services</u></p> <p>Presentation on the many services School Police has to offer our district schools.</p> <p><i>Paula Rivera, Lieutenant, San Diego City Schools School Police</i></p>	Principals	(7.1) February 15, 1-2 p.m. (7.2) February 16, 1-2 p.m. (7.3) February 17, 1-2 p.m.
<p>8. <u>Virtual SDCS: Using the Website as a Communications Tool for Parents and Community</u></p> <p>Overview of strategic, parent-friendly information on the district website, (<a href="http://www.sandi.net">www.sandi.net</a>), and tour of quick links to share with parents, partners, community members, volunteers as well as new staff. Attendees will also learn about the latest and pending improvements to the website, and be given a chance to offer feedback and ideas for improvements.</p> <p><i>Ursula Kroemer, Information Services Specialist, Communications, Web Services</i></p>	Administrators	(8.1) February 15, 12-1 p.m. (8.2) February 16, 12-1 p.m. (8.3) February 17, 12-1p.m.
<p>9. <u>Mandated Cost Reimbursement Incentive Program</u></p> <p>This session will provide an overview of the Mandated Cost Reimbursement Incentive Program that will inform participants how to earn additional funds for their school sites by completing and turning in monthly time logs for certain activities.</p> <p><i>Jennifer Thompson and Edward Morris, Legislative Financial Accountants</i></p>	Principals, vice principals, administrators	(9.1) February 16, 2-3 p.m.
<p>10. <u>Progressive Discipline and Evaluation of Classified Employees</u></p> <p>The step-by-step process for documenting, evaluating, and recommending discipline for classified employees will be presented. A question and answer period will be included.</p> <p><i>Donis Armenta, Classified Personnel Director, Human Resource Services Division</i></p>	Administrators, principals, vice principals, managers, and supervisors of classified personnel	(10.1) February 15, 3-5 p.m. (10.2) February 16, 3-5 p.m.

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
FEBRUARY 15, 16, AND 17, 2006**

**OPERATIONS SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>11. <u>Basics of Grant Writing</u></p> <p>Do you have successful programs in place that will require additional funding to continue? Do you have an idea for a valuable program and need to find a way to pay for it? This session will provide you with grant writing basics, assist you with district procedures, and provide resources needed to help secure a grant.</p> <p><i>Aly Evans, Program Development Specialist, Office of Resource Development</i></p>	<p>Principals, vice principals, site leadership teams, program managers</p>	<p>(11.1) February 16, 12-1 p.m. (11.2) February 17, 12-1 p.m.</p> <p><i>This session will also be offered at the May 2006 Professional Development Conference.</i></p>

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
FEBRUARY 15, 16, AND 17, 2006**

**INSTRUCTION AND CURRICULUM SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>12. <u>Visual and Performing Arts (VAPA) Road Show</u></p> <p>This hands-on session introduces the elements of each art’s discipline: dance, music, theatre and visual art, in such a way that alleviates the “fear” of teaching the arts for the elementary classroom teacher. This “road show” is available to all elementary schools and includes support in lesson planning, standards teaching strategies and materials. Principals will have the opportunity to schedule a road show during this session.</p> <p><i>Karen Evans, VAPA Director, VAPA team</i></p>	<p>Elementary principals and vice principals</p>	<p>(12.1) February 15, 1:30-3 p.m. (12.2) February 16, 1-2:30 p.m.</p>
<p>13. <u>Learning in Biology: Using Inquiry and Academic Discourse to Address the Standards</u></p> <p>Participants will engage in a standards-based instructional activity from the adopted curriculum, <i>Biology: A Human Approach</i> (Biology 1, 2) on DNA structure and function. They will learn science department strategies for enhancing student discourse about science, and understand the rationale for the learning cycle used in the science curricula. Participants will learn about and see examples of the pedagogy expected in biology classrooms.</p> <p><i>Danine Ezell, Science Program Manager</i></p>	<p>High School principals and vice principals</p>	<p>(13.1) February 16, 3-4 p.m.</p>

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
FEBRUARY 15, 16, AND 17, 2006**

**STUDENT SERVICES SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>14. <u>School Counseling 101: Content-Based Standards and Student Achievement</u></p> <p>Participants will gain a better understanding of the role of the professional school counselor in elementary, middle, and high school settings. Awareness will be raised pertaining to the National Center Standards of School Counseling and the American School Counselor Association's (ASCA) <i>National Modeling of School Counseling: A Framework for School Counseling Programs</i>. Participants will explore the utilization of school counselors as an integral part of a purposeful team dedicated to improving academics, behavior, attendance, and social-emotional learning to advance student achievement.</p> <p><i>Melissa Janak, Head Secondary Counselor, and Kristy Prchal, Elementary Resource Counselor</i></p>	<p>Site and central office administrators</p>	<p>(14.1) February 17, 4-5 p.m.</p>
<p>15. <u>Domestic Violence: A Family Problem - The Effect on Children</u></p> <p>This session provides an overview of domestic violence, including the types of violence and the indicators of relationship violence (of the child, victim, and batterer). Also included are the effects of domestic violence on the child, from a development perspective. Mandated reporting for children exposed is also covered.</p> <p><i>Cindy Grossman, Program Supervisor, SANDAPP</i></p>	<p>Principals, vice principals</p>	<p>(15.1) February 17, 2-3 p.m.</p>

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**



**Professional Development Conference Schedule  
February 15, 2006**

	<b>Starboard</b>	<b>E5</b>	<b>E9</b>
<b>9:00</b>			
<b>9:30</b>			
<b>10:00</b>			
<b>10:30</b>			
<b>11:00</b>			
<b>11:30</b>			
<b>12:00</b>			
<b>12:30</b>		8.1 Virtual SDCS: Using the Website as a Communication Tool	
<b>1:00</b>	<b>1.1 Induction*</b>	7.1 School Police Services	
<b>1:30</b>			12.1 Visual and Performing Arts (VAPA) Road Show
<b>2:00</b>	<b>3.1 CAL/OSHA*</b>	<b>5.1 Section 504*</b>	
<b>2:30</b>			
<b>3:00</b>	6.1 Administrator and SDEA Rep Training	10.1 Progressive Discipline and Evaluation of Classified Employees	
<b>3:30</b>			
<b>4:00</b>			
<b>4:30</b>			
<b>5:00</b>			

\*Mandatory sessions shown in bold. (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule  
February 16, 2006**

	<b>Starboard</b>	<b>E10</b>	<b>E9</b>	<b>Coral</b>
<b>9:00</b>				
<b>9:30</b>				
<b>10:00</b>				
<b>10:30</b>				
<b>11:00</b>				
<b>11:30</b>				
<b>12:00</b>	11.1 Basics of Grant Writing	8.2 Virtual SDCS: Using the Website as a Communication Tool	<b>5.2 Section 504*</b>	
<b>12:30</b>				
<b>1:00</b>	<b>1.2 Induction*</b>	7.2 School Police Services	12.2 Visual and Performing Arts (VAPA) Road Show	
<b>1:30</b>				
<b>2:00</b>	9.1 Mandated Cost			<b>2.1 English Learner Program Requirements*</b>
<b>2:30</b>				
<b>3:00</b>	6.2 Administrator and SDEA Rep Training	10.2 Classified Discipline and Evaluation of Classified Employees	13.1 Learning in Biology	
<b>3:30</b>				
<b>4:00</b>				
<b>4:30</b>				
<b>5:00</b>				

\*Mandatory sessions shown in bold. (See Conference Overview, Attachment 1, for details.)

**Professional Development Conference Schedule  
February 17, 2006**

	<b>Starboard</b>	<b>E10</b>	<b>E9</b>	<b>Coral</b>	
<b>9:00</b>					
<b>9:30</b>					
<b>10:00</b>					
<b>10:30</b>					
<b>11:00</b>					
<b>11:30</b>					
<b>12:00</b>	8.3 Virtual SDCS: Using the Website as a Communication Tool	11.2 Basics of Grant Writing	<b>5.3 Section 504*</b>		
<b>12:30</b>					
<b>1:00</b>	<b>1.3 Induction*</b>	<b>4.1 Suspensions, Expulsions, and School-Initiated Placements*</b>	7.3 School Police Services		<b>2.2 English Learner Program Requirements*</b>
<b>1:30</b>					
<b>2:00</b>	<b>3.2 CAL/OSHA*</b>		15.1 Domestic Violence: A Family Problem - the Effect on Children		
<b>2:30</b>					
<b>3:00</b>	6.3 Administrator and SDEA Rep Training				
<b>3:30</b>					
<b>4:00</b>		14.1 School Counseling 101			
<b>4:30</b>					
<b>5:00</b>					

\*Mandatory sessions shown in bold. (See *Conference Overview*, Attachment 1, for details.)

SAN DIEGO CITY SCHOOLS  
PROFESSIONAL DEVELOPMENT CONFERENCE

February 15 – 17, 2006  
Marina Village Conference Center

REGISTRATION FORM  
**Registration Deadline: February 3, 2006**

Please select the session(s) of your choice. **Mail to: Education Center, Room 2140 or Fax to 619-692-3504.**

Name: (Print): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Location: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Mandatory Sessions:**

√	Date	#	Title	Time	Room
	Feb. 15	1.1	<b>Empower Your Teachers – Understand the Induction/Credentialing Connection</b> <i>(mandatory for principals and vice principals)</i>	1 – 2 p.m.	Starboard
	Feb. 16	1.2	<b>Empower Your Teachers – Understand the Induction/Credentialing Connection</b> <i>(mandatory for principals and vice principals)</i>	1 – 2 p.m.	Starboard
	Feb. 17	1.3	<b>Empower Your Teachers – Understand the Induction/Credentialing Connection</b> <i>(mandatory for principals and vice principals)</i>	1 – 2 p.m.	Starboard
	Feb. 16	2.1	<b>English Learner Program Requirements</b> <i>(mandatory for all elementary principals and voluntary for vice principals)</i>	2 – 4 p.m.	Coral
	Feb. 17	2.2	<b>English Learner Program Requirements</b> <i>(mandatory for all elementary principals and voluntary for vice principals)</i>	2 – 4 p.m.	Coral
	Feb. 15	3.1	<b>CAL/OSHA Requirement: Safety Training for School Staff</b> <i>(mandatory for all principals)</i>	2 – 3 p.m.	Starboard
	Feb. 17	3.2	<b>CAL/OSHA Requirement: Safety Training for School Staff</b> <i>(mandatory for all principals)</i>	2 – 3 p.m.	Starboard
	Feb. 17	4.1	<b>Suspensions, Expulsions, and School-Initiated Placements</b> <i>(mandatory for all new principals, new vice principals and other new site administrators responsible for handling discipline who have not previously attended this session)</i>	1 – 3 p.m.	E10
	Feb. 15	5.1	<b>Section 504 of the Rehabilitation Act of 1973</b> <i>(mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years)</i>	2 – 3 p.m.	E5
	Feb. 16	5.2	<b>Section 504 of the Rehabilitation Act of 1973</b> <i>(mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years)</i>	12 – 1 p.m.	E9
	Feb. 17	5.3	<b>Section 504 of the Rehabilitation Act of 1973</b> <i>(mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years)</i>	12 – 1 p.m.	E9

**Voluntary Sessions: Operations**

	Feb. 15	6.1	Administrator and SDEA Representative Training	3 – 5 p.m.	Starboard
	Feb. 16	6.2	Administrator and SDEA Representative Training	3 – 5 p.m.	Starboard
	Feb. 17	6.3	Administrator and SDEA Representative Training	3 – 5 p.m.	Starboard
	Feb. 15	7.1	School Police Services	1 – 2 p.m.	E5
	Feb. 16	7.2	School Police Services	1 – 2 p.m.	E10
	Feb. 17	7.3	School Police Services	1 – 2 p.m.	E9

Registration Form continued on next page or reverse.

Attachment 3, Page 1 of 2

**Note: Mandatory sessions shown in bold print.**

Name: \_\_\_\_\_ Location: \_\_\_\_\_

**Voluntary Sessions: Operations**

√	Date	#	Title	Time	Room
	Feb. 15	8.1	Virtual SDCS: Using the Website as a Communications Tool for Parents and Community	12 – 1 p.m.	E5
	Feb. 16	8.2	Virtual SDCS: Using the Website as a Communications Tool for Parents and Community	12 – 1 p.m.	E10
	Feb. 17	8.3	Virtual SDCS: Using the Website as a Communications Tool for Parents and Community	12 – 1 p.m.	Starboard
	Feb. 16	9.1	Mandated Cost Reimbursement Incentive Program	2 – 3 p.m.	Starboard
	Feb. 15	10.1	Progressive Discipline and Evaluation of Classified Employees	3 – 5 p.m.	E5
	Feb. 16	10.2	Progressive Discipline and Evaluation of Classified Employees	3 – 5 p.m.	E10
	Feb. 16	11.1	Basics of Grant Writing	12 – 1 p.m.	Starboard
	Feb. 17	11.2	Basics of Grant Writing	12 – 1 p.m.	E10

**Voluntary Sessions: Instruction and Curriculum**

	Feb. 15	12.1	Visual and Performing Arts (VAPA) Road Show	1:30 – 3 p.m.	E9
	Feb. 16	12.2	Visual and Performing Arts (VAPA) Road Show	1 – 2:30 p.m.	E9
	Feb. 16	13.1	Learning Biology: Using Inquiry and Academic Discourse to Address the Standards	3 – 4 p.m.	E9

**Voluntary Sessions: Student Services**

	Feb. 17	14.1	School Counseling 101: Content-Based Standards and Student Achievement	4 – 5 p.m.	E10
	Feb. 17	15.1	Domestic Violence: A Family Problem – The Effect on Children	2 – 3 p.m.	E9

# Marina Village Conference Center

