

**ADMINISTRATIVE CIRCULAR NO. 114**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** May 17, 2006

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

**Subject:** MAY 2006 PROFESSIONAL DEVELOPMENT CONFERENCE

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

**Due Date:** May 24, 2006

**Reference:** None

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

**Brief Explanation:**

The May Professional Development Conference is scheduled for May 30-31, 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.

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 May 24, 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 fluid and cursive, with a large initial "G" and "F".

Geno Flores  
Deputy Superintendent

MLT:ms

Attachments

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

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 30 & 31, 2006**

**MANDATORY SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>1. <u>SCHOOL PROGRAM IMPROVEMENT INTRO AND BEYOND</u></b></p> <p>This session is designed for principals and vice principals of schools in Program Improvement (PI) Pre-Year 1 and PI Years 1 &amp; 2. Participants will receive an overview of NCLB guidance and tools for meeting the federal and state requirements in support of teaching and learning.</p> <p><i>Kris Flynn, Kimberlie Rens, Jim Peabody, San Diego County Office of Education; Mary Louise Martin, Principal on Special Assignment; and Linda Dusharme, Director, Planning and Accountability</i></p>	<p><b>Selected principals and vice principals (you will be notified via email if you are required to attend)</b></p>	<p>(1.1) May 30, 12:30-3:30 p.m. (1.2) May 31, 12:30-3:30 p.m.</p>
<p><b>2. <u>SAFE SCHOOLS/NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING</u></b></p> <p>Per Section 5 of the District Emergency Operations Plan, principals are required to attend the annual “Safe Schools” training conducted by School Police. A NIMS presentation by the District’s Disaster Preparedness Grant Coordinator will be included.</p> <p><i>Rueben Littlejohn, Sergeant, School Police, and Carolyn Harshman, Consultant</i></p>	<p><b>Principals</b></p>	<p>(2.1) May 30, 12-1 p.m. (2.2) May 31, 2-3 p.m.</p> <p><i>This session will also be offered at the Summer Professional Development Conference.</i></p>
<p><b>3. <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 credentials. 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 who did not attend this session in February 2006</b></p>	<p>(3.1) May 30, 1-2 p.m. (3.2) May 31, 1-2 p.m.</p>

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

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 30 & 31, 2006**

**MANDATORY SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>4. <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, Literacy, EL Support and Social Studies, and Debra Dougherty, Program Manager, Biliteracy and EL Support</i></p>	<p><b>Mandatory for all elementary principals who did not attend in February 2006 and voluntary for vice principals.</b></p>	<p>(4.1) May 30, 2-4 p.m. (4.2) May 31, 12-2 p.m.</p>
<p><b>5. <u>CAL/OSHA MANDATES: ENVIRONMENTAL AWARENESS</u></b></p> <p>This session includes an overview of mandated CAL/OSHA requirements: Hazard Communication, Illness and Injury Prevention, Blood borne Pathogen Protection and Environmental Awareness.</p> <p><i>John Baker, Safety Compliance Technician, Risk Management</i></p>	<p><b>Principals who did not attend this session in February 2006.</b></p>	<p>(5.1) May 30, 12-12:30 p.m. (5.2) May 31, 12-12:30 p.m.</p>
<p><b>6. <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>(6.1) May 30, 4-5 p.m.</p>

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

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 30 & 31, 2006**

**OPERATIONS SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>7. <b><u>Principal Access to ENCORE!</u></b></p> <p>Learn how to access ENCORE, navigate the system, run reports and monitor compliance.</p> <p><i>Sheila Weinberg, Program Manager, Special Education; and Yvonne Morgan, ENCORE Trainer</i></p>	Principals	(7.1) May 30, 3-4 p.m. (7.2) May 31, 3-4 p.m.
<p>8. <b><u>Administrator and SDEA Representative Training</u></b></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	(8.1) May 30, 3-5 p.m. (8.2) May 31, 3-5 p.m.
<p>9. <b><u>Virtual SDCS: Using the Website as a Communications Tool for Parents and Community</u></b></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 and new staff. Attendees will also learn about the latest and pending improvements to the website, and will be given a chance to offer feedback and ideas for improvements.</p> <p><i>Ursula Kroemer, Information Services Specialist, Communications and Web Services</i></p>	Administrators	(9.1) May 31, 12-1 p.m.
<p>10. <b><u>Mandated Cost Reimbursement Incentive Program</u></b></p> <p>This session will provide an overview of the Mandated Cost Reimbursement Incentive Program and will inform participants of how to earn additional funds for their school sites by completing and submitting in monthly time logs for certain activities.</p> <p><i>Jennifer Thompson and Edward Morris, Legislative Financial Accountants</i></p>	Principals, vice principals, administrators	(10.1) May 30, 2-3 p.m.

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

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 30 & 31, 2006**

**OPERATIONS SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>11. <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>	<p>Administrators, principals, vice principals, managers, and supervisors of classified personnel</p>	<p>(11.1) May 30, 12-2 p.m.</p>
<p>12. <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>(12.1) May 31, 2-3 p.m.</p>

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

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 30 & 31, 2006**

**INSTRUCTION AND CURRICULUM SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>13. <u>Break-Away with Standards Assessment and Accountability (SAA) – Navigating the State and Federal Accountability Systems</u></p> <p>A discussion of the intentions, interpretations, and implications of the State and Federal Accountability systems.</p> <p><i>Linda Dusharme, Director, Planning and Accountability</i></p>	Principals	<p>Elementary and middle level principals (13.1) May 30, 3:30-4:30 p.m.</p> <p>High school principals (13.2) May 31, 3:30-4:30 p.m.</p>
<p>14. <u>Improving Parent/Teacher Communication Using Class Web Sites</u></p> <p>For the first time, the San Diego City Schools Ed Tech Department is providing schools and teachers a free Web Portal to easily create classroom web sites completely independent of hard-to-use or expensive software. Everything you need to design and create is right there on the web! Moodle is an Online Course Management System, which allows you to create:</p> <ul style="list-style-type: none"> <li>• A class web site to communicate with your students and parents</li> <li>• Online quizzes</li> <li>• Online guide book</li> <li>• Inquiry based online activities and workshops</li> <li>• Message board</li> </ul> <p><i>Rich Redmond, Resource Teacher, BTSa Program</i></p>	Principals and vice principals	<p>(14.1) May 30, 2-3 p.m. (14.2) May 31, 2-3 p.m.</p>
<p>15. <u>Site Instructional Plans for Elementary Schools</u></p> <p>Organizing for effective special education service delivery at elementary schools is based on ongoing performance assessment and professional development. The Special Education Division has developed a Site Instructional Plan format for elementary schools that directs the work of Program Diagnostic Resource Teachers. The purpose of this session is to inform principals of the proposed format so that the Special Education Division can be responsive to the needs of each site.</p> <p><i>Debbie Faris-Cole, Program Manager, Special Education</i></p>	Elementary Principals	<p>(15.1) May 30, 12-2 p.m. (15.2) May 31, 12-2 p.m.</p>

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

**Professional Development Conference Schedule  
May 30, 2006**

	<b>Bayview</b>	<b>D8</b>	<b>E10</b>	<b>E9</b>	<b>Starboard</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>5.1 CAL/OSHA Mandates*</b>	<b>2.1 Safe Schools/NIMS Training*</b>	11.1 Progressive Discipline and Evaluation of Classified Employees	15.1 Site Instructional Plans for Elementary Schools	<b>1.1 School Program Improvement Intro and Beyond*</b>
<b>12:30</b>					
<b>1:00</b>	<b>3.1 Induction*</b>				
<b>1:30</b>					
<b>2:00</b>		<b>4.1 English Learner Program Requirements*</b>	14.1 Improving Parent/Teacher Communication	10.1 Mandated Cost	
<b>2:30</b>					
<b>3:00</b>			8.1 Administrator and SDEA Rep Training	7.1 ENCORE	
<b>3:30</b>					13.1 Break Away with SAA (elementary & middle schools)
<b>4:00</b>	<b>6.1 Section 504*</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  
May 31, 2006**

	<b>D8</b>	<b>E10</b>	<b>E9</b>	<b>Starboard</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>4.2 English Learner Program Requirements*</b>	9.1 Virtual SDCS: Using the Website	15.2 Site Instructional Plans for Elementary Schools	<b>5.2 CAL/OSHA Mandates*</b>	
<b>12:30</b>		<b>3.2 Induction*</b>		<b>1.2 School Program Improvement Intro and Beyond*</b>	
<b>1:00</b>					
<b>1:30</b>					
<b>2:00</b>	<b>2.2 Safe Schools/NIMS Training*</b>	14.2 Improving Parent/Teacher Communication	12.1 Basics of Grant Writing		
<b>2:30</b>					
<b>3:00</b>	8.2 Administrator and SDEA Rep Training		7.2 ENCORE		
<b>3:30</b>					
<b>4:00</b>					13.2 Break Away with SAA (high schools)
<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  
 May 30 – 31, 2006  
 Marina Village Conference Center

**REGISTRATION FORM**  
**Registration Deadline: May 19, 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
	May 30	1.1	<b>School Program Improvement Intro and Beyond</b> <i>(mandatory for selected principals)</i>	12:30 – 3:30 p.m.	Starboard
	May 31	1.2	<b>School Program Improvement Intro and Beyond</b> <i>(mandatory for selected principals)</i>	12:30 – 3:30 p.m.	Starboard
	May 30	2.1	<b>Safe Schools/National Incident Management System (NIMS) Training</b> <i>(mandatory for all principals)</i>	12 – 1 p.m.	D8
	May 31	2.2	<b>Safe Schools/National Incident Management System (NIMS) Training</b> <i>(mandatory for all principals)</i>	2 – 3 p.m.	D8
	May 30	3.1	<b>Empower Your Teachers – Understand the Induction/Credentialing Connection</b> <i>(mandatory for principals and vice principals)</i>	1 – 2 p.m.	Bayview
	May 31	3.2	<b>Empower Your Teachers – Understand the Induction/Credentialing Connection</b> <i>(mandatory for principals and vice principals)</i>	1 – 2 p.m.	E10
	May 30	4.1	<b>English Learner Program Requirements</b> <i>(mandatory for all elementary principals and voluntary for vice principals)</i>	2 – 4 p.m.	D8
	May 31	4.2	<b>English Learner Program Requirements</b> <i>(mandatory for all elementary principals and voluntary for vice principals)</i>	12 – 2 p.m.	D8
	May 30	5.1	<b>CAL/OSHA Mandates: Environmental Awareness</b> <i>(mandatory for all principals)</i>	12 – 12:30 p.m.	Bayview
	May 31	5.2	<b>CAL/OSHA Mandates: Environmental Awareness</b> <i>(mandatory for all principals)</i>	12 – 12:30 p.m.	Starboard
	May 30	6.1	<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>	4 – 5 p.m.	Bayview

**Voluntary Sessions: Operations**

	May 30	7.1	Principal Access to ENCORE!	3 – 4 p.m.	E9
	May 31	7.2	Principal Access to ENCORE!	3 – 4 p.m.	E9
	May 30	8.1	Administrator and SDEA Representative Training	3 – 5 p.m.	E10
	May 31	8.2	Administrator and SDEA Representative Training	3 – 5 p.m.	D8
	May 31	9.1	Virtual SDCS: Using the Website as a Communications Tool for Parents and Community	12 – 1 p.m.	E10
	May 30	10.1	Mandated Cost Reimbursement Incentive Program	2 – 3 p.m.	E9
	May 30	11.1	Progressive Discipline and Evaluation of Classified Employees	12 – 2 p.m.	E10
	May 31	12.1	Basics of Grant Writing	2 – 3 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
	May 30	13.1	Break Away with SAA – Navigating the State and Federal Accountability Systems (elementary and middle schools)	3:30 – 4:30 p.m.	Starboard
	May 31	13.2	Break Away with SAA – Navigating the State and Federal Accountability Systems (high schools)	3:30 – 4:30 p.m.	Starboard
	May 30	14.1	Improving Parent/Teacher Communication Using Class Websites	2 – 3 p.m.	E10
	May 31	14.2	Improving Parent/Teacher Communication Using Class Websites	2 – 3 p.m.	E10
	May 30	15.1	Site Instructional Plans for Elementary Schools	12 – 2 p.m.	E9
	May 31	15.2	Site Instructional Plans for Elementary Schools	12 – 2 p.m.	E9

*Registration Form continued on next page or reverse.*  
**Note: Mandatory sessions shown in bold print.**

# Marina Village Conference Center

