

ADMINISTRATIVE CIRCULAR NO. 90
Finance and Business Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 17, 2011

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

Subject: 2011-2012 DESIGNATION OF TEACHER PREPARATION DAYS

Department and/or Persons Concerned: Principals, division and department heads, and certificated unit members.

Due Date: July 8, 2011

Action Requested: Single track sites will select four preparation days for 2010-2011. No action is required by traditional calendar sites.

Brief Explanation:

Preparation Days for Traditional Sites:

Teacher preparation days for traditional sites in 2011-2012 will be August 31 - September 2, 2011 and June 13, 2012.

Preparation Days for Year-Round Sites:

1. Principals and certificated unit members at each single-track site must mutually agree on the placement of four preparation dates in the 2010-2011 contract year of July 1, 2011 to June 30, 2012
2. On Attachment 1, identify the four preparation days selected for your site. In an effort to align calendars to the dates that contracts will begin for newly hired teachers and temporary contracts on September 6, 2011, the following dates are suggested: August 31 -September 2, 2011 and April 30, 2012.

A copy of the single-track, year-round calendar for 2011-12 is attached (Attachment 2) to this circular for your convenience.

Return completed Attachment 1 by Friday, July 8, 2011 to the Payroll Department, Room 1150, Eugene Brucker Education Center.

Questions pertaining to placement of the preparation days or other payroll issues may be directed to Judith Wind-Walker at (619) 725-7717, or by e-mail to <jwindwalker@sandi.net>.

Judith Wind-Walker
Supervisor, Payroll

APPROVED:

A handwritten signature in black ink, appearing to read 'Ron Little', with a large, loopy initial 'R'.

Ron Little
Chief Financial Officer

JWW: kg

Attachments: (2)

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT
Payroll Department**

DESIGNATION OF 2011-2012 TEACHER PREPARATION DAYS

Single Track Sites: Please select one of the three schedule options below:

Site Name: _____

- Option A**
Preparation Day 1: Wednesday August 31, 2011
Preparation Day 2: Thursday September 1, 2011
Preparation Day 3: Friday September 2, 2011
Preparation Day 4: Monday April 30, 2012

- Option B**
Preparation Day 1: Friday, July 22, 2011
Preparation Day 2: Wednesday August 31, 2011
Preparation Day 3: Thursday September 1, 2011
Preparation Day 4: Friday September 2, 2011

- Option C**

Select any four preparation days from the list below by checking boxes.

- | | |
|---|---|
| <input type="checkbox"/> Friday July 22, 2011 | <input type="checkbox"/> Friday September 2, 2011 |
| <input type="checkbox"/> Wednesday August 31, 2011 | <input type="checkbox"/> Monday April 30, 2012 |
| <input type="checkbox"/> Thursday September 1, 2011 | |

Site Administrator: _____
Signature

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

Site Contact Telephone

Phone Extension

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

DUE DATE: FRIDAY July 8, 2011

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Payroll Department
2011-2012 SCHOOL YEAR CALENDAR
 Certificated Year-Round Schedule

X = Contract Days
H = Mandated or declared holiday
P = Prep Days

179 Days - Certificated (Year-Round Sites)

	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	H/4	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	25	26	27	28	29	Jul	14
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	P/31 X			Aug	1
SEPTEMBER				P/1 X	P/2 X	H/5	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	Sep	21
OCTOBER	3 X	4 X	5 X	6 X	7 X	10 X	11 X	12 X	13 X	14 X	17 X	18 X	19 X	20 X	21 X	24 X	25 X	26 X	27 X	28 X	31 X					Oct	21
NOVEMBER		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	H/11	14 X	15 X	16 X	17 X	18 X	21	22	23	H/24	H/25	28 X	29 X	30 X			Nov	16
DECEMBER				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	20	21	22	H/23	H/26	27	28	29	H/30	Dec	12
JANUARY	H/2	3	4	5	6	9	10	11	12	13	H/16	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27 X	30 X	31 X				Jan	11
FEBRUARY			1 X	2 X	3 X	6 X	7 X	8 X	9 X	10 X	13 X	14 X	15 X	16 X	H/17	H/20	21 X	22 X	23 X	24 X	27 X	28 X	29 X			Feb	19
MARCH				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	Mar	22
APRIL	Spring Break					9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	P/30 X					Apr	1
MAY		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	H/28	29 X	30 X	31 X		May	22
JUNE					1 X	4 X	5 X	6 X	7 X	8 X	11 X	12 X	13 X	14 X	15 X	18	19	20 X	21 X	22 X	25 X	26 X	27 X	28 X	29 X	Jun	19
NOTE: The prep days were part of an original proposal to standardize teacher prep days at year-round sites. Per current practice, prep days are chosen on a site-by-site basis.																								Total	179		

Time and Labor Calendar = C10Y179