

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 14, 2018

To: All Elementary Principals and Vice Principals
SDEA Representatives

Subject: Preparation and Enrichment Program Subject Emphasis
Deadline

**Department and/or
Persons Concerned:** Preparation and Enrichment Teachers

Due Date: February 1, 2019

Reference: SDUSD-SDEA Collective Negotiations Contract, article 8

Action Requested: Respond by due date.

Brief Explanation:

The SDUSD-SDEA Preparation Time Committee is a joint committee charged with monitoring and implementing the preparation time program. The committee sends this memo as a reminder of the provisions related to the preparation time program that are found in the SDUSD-SDEA Collective Negotiations Contract.

If a site wishes to change its preparation and enrichment program emphasis, it must follow the provision in Article 8.6.3.

Requests for changes must be submitted to the district level Preparation and Enrichment Committee by February 1 each year. Before a request can be submitted, the decision must be made using the shared decision making process and the affected preparation and enrichment teachers must be given the opportunity to present their views and participate in the discussion prior to the final decision of the site governance team. Once the decision is made, please complete the attached form and fax it to both SDEA and Human Resources by February 1, 2019. All incomplete forms will be denied by the committee.

Below are reminders to help your school site successfully implement its preparation time program:

Each elementary site must have a Preparation and Enrichment Advisory Committee.

Article 8.6.4.4. states that the site Preparation and Enrichment Advisory Committee will assist with the operation (i.e. selection, scheduling, problem solving, etc.) of this program. The Committee should consist of the principal, the association representative, preparation time and enrichment teachers and other(s) the site deems appropriate.

If possible, additional preparation and enrichment time should be given above the 45-60 minute per week minimum should be given

Article 8.6.4.1. states that release time per TK-3 classroom teacher should be a minimum of forty-five (45) minutes to an hour per week and fifty-five (55) minutes to an hour per week for grades 4-6. Additional preparation time should be given if possible, after receiving input from the site's Preparation and Enrichment Advisory Committee. (See Appendix H for part-time certificated assignments.) Additional preparation time should be given if possible. (SDUSD-SDEA Collective Negotiations Contract)

Whenever a site governance team contemplates the elimination of an existing bargaining unit position, the debate and discussion shall take place at open meetings and affected unit members shall be informed and afforded the opportunity to speak. (SDUSD-SDEA Collective Negotiations Contract, Section 24.5.1; see also Section 24.5.2)

If you have questions about the preparation and enrichment program and potential emphasis changes, administrators may contact their assigned Human Resources Officer. SDEA representatives may contact an SDEA Contract Specialist at (619) 283-4411.

APPROVED:

A handwritten signature in black ink that reads "Acacia Thede". The signature is written in a cursive, flowing style.

Acacia Thede
Chief Human Resources Officer

Attachment: (1)