

ADMINISTRATIVE CIRCULAR NO. 73
Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 13, 2014

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

Subject: 2014-2015 DESIGNATION OF TEACHER PREPARATION DAYS

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

Due Date: June 27, 2014

Action Requested: Single-track school sites will select four preparation days for 2014-2015. No action is required by traditional calendar school sites.

Brief Explanation:

Preparation Days for Traditional School Sites:

Teacher preparation days for traditional sites in 2014-2015 will be August 27, 28, 29, 2014 and June 16, 2015. A copy of the traditional base teacher schedule for 2014-2015 is attached. (Attachment 1)

Preparation Days for Year-Round School Sites:

1. Principals and certificated unit members at each single-track site must mutually agree on the placement of four preparation dates in the 2014-2015 contract year which is from July 1, 2014 to June 30, 2015.
2. On Attachment 2, identify the four preparation days selected for your site. In an effort to align contract start dates (September 2, 2014) for newly hired teachers and temporary contracts, the following dates are suggested: August 27-29, 2014 and April 24, 2015.

A copy of the single-track, year-round, base teacher schedule for 2014-2015 is attached (Attachment 3) to this circular for your convenience.

Please return Attachment 2 with your selection by Friday, June 27, 2014 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 Karen Guild at (619) 725-7718, or by e-mail to kguild@sandi.net

Sue Weir
Director, Payroll/Employee Benefits

APPROVED:



Jenny Salkeld
Chief Financial Officer

SW: kg

Attachments: (3)



SAN DIEGO UNIFIED SCHOOL DISTRICT
Payroll Department

DESIGNATION OF 2014-2015 TEACHER PREPARATION DAYS

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

Site Name: _____

Option A

- Preparation Day 1: August 27, 2014
- Preparation Day 2: August 28, 2014
- Preparation Day 3: August 29, 2014
- Preparation Day 4: April 24, 2015

Option B

- Preparation Day 1: August 26, 2014
- Preparation Day 2: August 27, 2014
- Preparation Day 3: August 28, 2014
- Preparation Day 4: August 29, 2014

Other (Please contact the Payroll Department to discuss)

Select four preparation days

Day 1 _____ Day 3 _____
 Day 2 _____ Day 4 _____

Site Administrator: _____ Date: _____
Signature

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

Site Contact Number

Phone Extension

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

DUE DATE: Friday June 27, 2014

**SAN DIEGO UNIFIED SCHOOL DISTRICT
2014-2015 School Year Calendar
Certificated Traditional Schedule**

X = Contract Days
H = Mandated or Declared Holiday
P = Prep Days

184 Days - Certificated (Traditional)

	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		CUM TOTALS
JULY		1	2	3	H/4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		Jul	0	0
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	P/27	P/28	P/29	Aug	3	3
SEPTEMBER	H/1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Sep	21	24
OCTOBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Oct	23	47
			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
NOVEMBER	3	4	5	6	7	10	H/11	12	13	14	17	18	19	20	21	24	25	26	H/27	H/28						Nov	14	61
	X	X	X	X	X	X		X	X	X	X	X	X	X	X													
DECEMBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	H/24	H/25	26	29	30	H/31			Dec	15	76
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X													
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20	21	22	23	26	27	28	29	30	Jan	19	95
				X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X			
FEBRUARY	2	3	4	5	6	9	10	11	12	H/13	H/16	17	18	19	20	23	24	25	26	27						Feb	18	113
	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X								
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Mar	20	133
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	19	152
			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	20	172
					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X			
JUNE	1	2	3	4	5	8	9	10	11	12	15	P/16	17	18	19	22	23	24	25	26	29	30				Jun	12	184
	X	X	X	X	X	X	X	X	X	X	X	X																
Total																										184	184	

Time and Labor Calendar = C10 TCERT

**SAN DIEGO UNIFIED SCHOOL DISTRICT
2014-2015 School Year Calendar
Certificated Year-Round Schedule**

X = Contract Days
H = Mandated or Declared Holiday
P = Prep Days

184 Days - Certificated (Year-Round)

	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		CUM TOTALS
JULY		1	2	3	H/4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		Jul	14	14
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	P/27	P/28	P/29	Aug	3	17
SEPTEMBER	H/1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Sep	21	38
OCTOBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Oct	23	61
NOVEMBER	3	4	5	6	7	10	H/11	12	13	14	17	18	19	20	21	24	25	26	H/27	H/28						Nov	14	75
DECEMBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	H/24	H/25	26	29	30	H/31			Dec	15	90
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20	21	22	23	26	27	28	29	30	Jan	9	99
FEBRUARY	2	3	4	5	6	9	10	11	12	H/13	H/16	17	18	19	20	23	24	25	26	27						Feb	18	117
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Mar	20	137
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24	27	28	29	30		Apr	5	142
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	20	162
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun	22	184
Total																									184	184		

Time and Labor Calendar = C10 YCERT

NOTE: Four teacher preparation days must be designated at each school by agreement between the principal and certificated staff and must be between July 1, 2014 and June 30, 2015.