

**ADMINISTRATIVE CIRCULAR NO. 19**  
Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 9, 2014

**To:** All School Principals, Division and Department Heads

**Subject:** DESIGNATION OF SITE GIFTED AND TALENTED SITE  
TEAM LEADER AND PARENT DISTRICT ADVISORY  
COUNCIL MEMBER

**Department and/or  
Persons Concerned:** Principals and Vice Principals

**Due Date:** September 19, 2014

**Reference:** None

**Action Requested:** Completed and return the attached form.

**Brief Explanation:**

We ask that you complete and return the attached form designating your site GATE Team Leader and site GATE DAC Representative to our office by September 19, 2014. Our goal is to ensure that site staff members who provide services related to Gifted and Talented programming receive communications from the GATE Office regarding training and resources to support your site's compliance with GATE program requirements.

Our intent is to identify the person or persons at each site who, regardless of position title, handle any aspect of GATE education, compliance services, support, and assessment. We will include all such persons on our GATE educator listserv and invite them to all available training and professional development opportunities over the course of the school year.

Please submit the completed GATE Site Information form to the GATE Office, attn.: April Dorman, Eugene Brucker Education Center, Room 2129. You can fax the completed form to: 619-725-5529 or you can email the form to [adorman@sandi.net](mailto:adorman@sandi.net).

Michelle Crisci  
GATE Office

APPROVED:

A handwritten signature in black ink, appearing to read 'J. Solo', with a stylized flourish at the end.

Jim Solo  
Executive Director  
Office of Leadership and Learning

MC:lc

Attachments (2)

Distribution: Lists A, D, E, and F



**Attachment 1**

**2014-15 GATE Site Information**

**Due: September 19, 2014**

<b>SCHOOL:</b>		<b>PRINCIPAL:</b>	
<b>SITE Contacts:</b>			
Administrator in charge of GATE:	School Phone and Extension:	Email:	
<b>GATE Team Leader Expert:</b> Appoint an experienced, GATE certified teacher who will support staff and parents regarding instructional and social/emotional needs of GATE students and inform the school community of professional development and other activities offered by the GATE Office.			
Name:	School Phone and Extension:	Email:	
<b>GATE District Advisory Committee Representative (GATE DAC):</b> Select a parent representative who will attend a monthly meeting on Monday nights and communicate knowledge and information gained at meetings to the GATE parent community at your site. Select an alternate representative should the first be unable to attend.			
Name of Parent Representative:	Phone Number:	Email:	
Name of Alternate Parent Representative:	Phone Number:	Email:	
<b>Principal's Signature:</b>			<b>Date:</b>

**PLEASE RETURN THIS FORM ON OR BEFORE SEPTEMBER 19, 2014 TO:**

**ADA/504/GATE Office • Eugene Brucker Education Center • Room 2129**  
**FAX: 619-725-5529 or email: [adorman@sandi.net](mailto:adorman@sandi.net)**



**Attachment 2**

**2014-2015 GATE DAC Meeting Schedule**

All meetings are held on the second Monday of the month (except the November meeting which is scheduled for the third Monday) at the Ballard Parent Center Auditorium from 6:30 – 8:00 p.m.

September 8, 2014

October 13, 2014

November 17, 2014 (location TBD)

December 8, 2014 (Steering Committee – all welcome)

January 12, 2015

February 9, 2015

March 9, 2015

April 13, 2015

May 11, 2015

June 8, 2015 (Steering Committee – all welcome)