

**ADMINISTRATIVE CIRCULAR NO. 98**  
Office of the Deputy Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 28, 2009

**To:** Chief and School Improvement Officers, Principals; Vice Principals; Managers and Supervisors of Classified Personnel; Operations Specialists; Central Office Administrators; Plant Operations Supervisors

**Subject:** SPRING 2009 PROFESSIONAL DEVELOPMENT CONFERENCE

**Department and/or Persons Concerned:** Chief and School Improvement Officers, Principals; Vice Principals; Managers and Supervisors of Classified Personnel; Operations Specialists; Central Office Administrators; Plant Operations Supervisors, Counselors, Teachers, Psychologists

**Due Date:** May 8, 2009

**Reference:** None

**Action Required:** Register for selected sessions by the due date indicated above.

**Brief Explanation:**

The next Professional Development Conference is scheduled for May 13-15, 2009, at the Marina Village Conference Center, 1936 Quivira Way, San Diego.

Please review the offerings carefully to coordinate your attendance at sessions mandated by state or federal law with voluntary sessions you wish to attend. The attached documents will assist you in planning your professional development schedule:

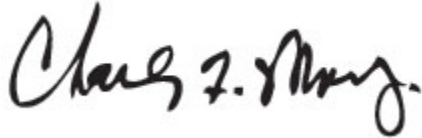
- 1) **Conference Overview** (a list of all sessions, including dates/times, target audience, notice of mandatory attendance, titles, presenters, and content description). *Please read this carefully to determine which session(s), if any, are mandatory for you.*
- 2) **Conference Schedule** (chart of sessions offered each day)
- 3) **Map** of the Conference Center facility

Registrations may be submitted via the District's Professional Development Registration website <http://registration.sandi.net> by 5 p.m., Friday, May 8, 2009. Conference questions should be directed to Lucy del Valle at 619-725-7142 or [ldelvalle@sandi.net](mailto:ldelvalle@sandi.net). Questions regarding

previous conference attendance should be directed to Marty Stultz at 619-725-7116 or  
mstultz@sandi.net.

Mariam L. True  
Executive Director  
Teacher Preparation and Student Support

APPROVED:

A handwritten signature in black ink, appearing to read "Charles Morris". The signature is written in a cursive style with a large initial "C" and "M".

Charles Morris  
Deputy Superintendent

CM:ldv

Attachments

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 13-15, 2009**

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p><b>1. MAXIMIZING THE MASTER SCHEDULE, NCLB/HQT AND CREDENTIAL REQUIREMENTS</b></p> <p>The District is currently working on a plan required by CDE to ensure that all students are taught by teachers who hold appropriate credentials for their assignments and who have met the NCLB Highly Qualified Teacher (HQT) criteria. To reach this goal, it is imperative that administrators understand the relationship of credentials, NCLB HQT, and teaching assignments when building their Master Schedules. This session will give administrators and site techs the tools needed to build their 2009-2010 Master Schedules and meet federal NCLB HQT requirements.</p> <p><i>Mariam True, Executive Director; Karen Evans, Resource Teacher; and Marty Stultz, Planning Analyst, Teacher Preparation and Student Support Division</i></p>	<p><b>*Middle and high school administrators and site techs responsible for building their master schedules.</b></p>	<p>(1.1) May 13, 3-4 p.m. (1.2) May 15, 3-4 p.m.</p>
<p><b>2. INCREASING STUDENT SUCCESS BY IMPROVING SCHOOL CLIMATE: A POSTIVE BEHAVIOR SUPPORT BY DR. RANDALL SPRICK, SAFE AND CIVIL SCHOOLS</b></p> <p>Dr. Randall Sprick of Safe and Civil Schools, Inc., will be presenting an overview of a research based model for improving student behavior and school climate. The model uses the strategies of Positive Behavioral Interventions and Supports (PBIS) to create a calm, safe, and positive school environment, by clarifying expectations, increasing positive interactions between staff and students, and improving student motivation. Research has shown that schools using PBIS have not only reduced behavioral problems, but have also improved student outcomes on state testing.</p> <p><i>Dr. Randall Sprick, Safe and Civil Schools</i></p>	<p><b>*Mandatory for principals.</b> Optional for teachers, psychologists and counselors</p>	<p>(2.1) May 14, 8-9:30 a.m. <i>Elementary Principals</i> (2.2) May 14, 10-11:30 a.m. <i>Secondary Principals</i> (2.3) May 14, 1-2:30 p.m. <i>Counselors, Psychologists</i> (2.4) May 14, 3-4:30 p.m. <i>Teachers, Counselors, and Psychologists</i></p>
<p><b>3. CHEMICAL HYGIENE PROGRAM</b></p> <p>This session will review the District's chemical hygiene program fundamentals. This training is required annually for administrators and supervisors at sites where hazardous materials are stored and/or hazardous wastes are generated. The session will also prepare management team members to comply with regulations as well as other state and local requirements.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p><b>*Secondary site administrators including vice principals, chemical hygiene officers, and plant operations supervisors.</b></p>	<p>(3.1) May 13, 1-3 p.m.</p>

**\*ADMINISTRATORS ARE EXPECTED TO ATTEND SESSIONS SHOWN IN BOLD CAPS APPLICABLE TO THEIR ASSIGNMENTS.**

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PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 13-15, 2009**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>4. ENVIRONMENTAL HEALTH &amp; SAFETY REQUIREMENTS FOR NEW MANAGEMENT TEAM MEMBERS</b></p> <p>This session covers employer environmental health and safety responsibilities, includes an overview of regulatory requirements, and will help supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p><b>*All new principals, vice principals, directors, managers, and supervisors.</b></p>	<p>(4.1) May 13, 3-4 p.m.</p>
<p><b>5. SECTION 504 OF THE REHABILITATION ACT OF 1973 – ADMINISTRATOR RESPONSIBILITIES</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>*Site administrators and principals who have not attended this session within the past two years.</b></p>	<p>(5.1) May 13, 4-5 p.m. (5.2) May 15, 3-4 p.m.</p>
<p><b>6. MANDATED SCHOOL RESPONSIBILITIES UNDER MCKINNEY VENTO AND AB490</b></p> <p>This session will focus on new district procedures and additional resources for the 2009-2010 school year to ensure compliance under McKinney Vento (homeless youth) and AB490 (foster youth). It will focus on increasing staff awareness of homelessness and children in foster care, how to facilitate enrollment, transportation, school of origin stability, access to Title 1 services, awarding of partial credits, and increasing staff sensitivity to children and youth in transition. Packets will be distributed for administrators to use for site staff training.</p> <p><i>Pamela Hosmer, Vanessa Peters, and Susan Kellett, Office of the Liaison for Youth in Transition</i></p>	<p><b>*Principals or vice principals (at least one administrator from each site) including new administrators and those previously trained in this legislation.</b></p>	<p>(6.1) May 13, 1-2:30 p.m. (6.2) May 14, 1-2:30 p.m.</p>
<p><b>7. Students with Autism: An Administrator’s Overview</b></p> <p>This “everything you need to know” presentation provides an overview for supporting students with autism on your campus. The presentation includes basic characteristics of autism and best practices in teaching, with emphasis on understanding the behavior issues associated with these students.</p> <p><i>Lori Hillo, Autism Specialist, Resources for Students with Autism</i></p>	<p>School site administrators and counselors</p>	<p>(7.1) May 13, 2-3 p.m. (7.2) May 14, 2-3 p.m.</p>

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PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 13-15, 2009**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>8. "Getting in the Zone" with Physical Plant Operations</p> <p>Understand how the "New Zone Organization TMA Systems" our new computerized maintenance management system, the PPO – "Point of Contact" and "iService" the new web-based order request desk for PPO will all work together to support and enhance your day-to-day and long range planning for site operations.</p> <p><i>Tom Wright, Manager, PPO, Support Services</i></p>	<p>Principals, vice principals, operations specialists, site contacts</p>	<p>(8.1) May 13, 1-2 p.m. (8.2) May 14, 1-2 p.m. (8.3) May 15, 1-2 p.m.</p>
<p>9. Transportation Services: Update on Information for Scheduling and Daily Operations</p> <p>This session will offer an overview of the Transportation Department's new "Versa Trans" scheduling system. A short presentation covering what the school should expect concerning request for service, student rosters, and manifests and other new process changes. Transportation Operations will present an overview of our new telephone system and other daily operations tools such as School Bus Zonar Systems, GPS and cameras. Transportation staff will be available to answer questions concerning transportation planning, scheduling, bus safety, driver training, and daily operations.</p> <p><i>Martin Stech, Lee Eddy, Jennifer Henry and Sergio Nevarez, Transportation Supervisors</i></p>	<p>Principals, vice principals, site transportation liaisons, and school secretaries</p>	<p>(9.1) May 15, 2-3 p.m.</p>
<p>10. Timekeeper Briefing</p> <p>Meet and greet timekeepers and discuss key elements of their roles and responsibilities, the big picture of reporting time, paychecks and employee actions.</p> <p><i>Sue Weir, Director, Payroll</i></p>	<p>Site/Department timekeepers</p>	<p>(10.1) May 14, 3-4:30 p.m. (10.2) May 15, 3-4:30 p.m.</p>
<p>11. Progressive Discipline and Evaluation of Classified Employees</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>Site administrators, principals, vice principals, managers, and supervisors of classified personnel.</p>	<p>(11.1) May 13, 2:30-4:30 p.m. (11.2) May 14, 3-5 p.m.</p>

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PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
MAY 13-15, 2009**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>12. Special Education: Preparing for the 2009-2010 School Year</p> <p>The Special Education Division is being reorganized for the 2009-2010 school year. As our educational focus for supporting students with disabilities continues to move towards standards-based education in general education classrooms, the Special Education Department will present the new special education structure along with the supports available to school sites.</p> <p><i>Susan Martinez, Executive Director, Special Education Division</i></p>	<p>Principals, teachers, resource staff</p>	<p>(12.1) May 15, 2-3 p.m.</p>
<p>13. Differentiated Instruction: How to Recognize It</p> <p>With the advent of differentiated classrooms at all levels, it is essential to be well versed in what good teaching looks like, how to support it, and to determine methods for accountability. Differentiated instruction has proven to raise achievement for all students by ensuring teachers assess student needs and then provide changes in content, process, product, and learning environment. The more knowledgeable leadership is exercised, the more success will be realized.</p> <p><i>Dr. Margie Kitano, Associate Dean of Special Education, SDSU</i></p>	<p>Administrators</p>	<p>(13.1) May 15, 1-3 p.m.</p>
<p>14. API Base 2008</p> <p><b>CANCELLED</b></p> <p>The 2008 API Base results will be released on April 29, 2009, which will show all the numbers mean and provide information on the performance of each school and the community. This session will provide an overview of the information that will be available to the community (API score, state rank, similar schools rank, growth target) and the assessments that contribute to the API, both now and those on the horizon. Participants will be provided materials that can be disseminated to staff and parents and will have the opportunity to ask questions.</p> <p><i>Ron Rode, Supervising Educational Researcher, Monitoring and Accountability</i></p>	<p>Principals, vice principals, CSIOs, and SIOs</p>	<p>(14.1) May 15, 1-2 p.m.</p>

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**Professional Development Conference Schedule  
May 13, 2009**

	Starboard	Anchor	Terrace
<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>12:30</b>			
<b>1:00</b>	8.1 Getting in the Zone	<b>*3.1 CHEMICAL HYGIENE PROGRAM</b>	<b>*6.1 MCKINNEY VENTO AND AB490</b>
<b>1:30</b>			
<b>2:00</b>	7.1 Students with Autism		
<b>2:30</b>			11.1 Progressive Discipline and Evaluation of Classified Employees
<b>3:00</b>	<b>*1.1 MASTER SCHEDULE NCLB/HQT</b>	<b>*4.1 ENVIRONMENTAL HEALTH &amp; SAFETY</b>	
<b>3:30</b>			
<b>4:00</b>		<b>*5.1 SECTION 504</b>	
<b>4:30</b>			
<b>5:00</b>			

**\*Administrators are expected to attend sessions show in BOLD caps applicable to their assignment. (See Conference Overview, Attachment 1, for details.)**

**Professional Development Conference Schedule  
May 14, 2009**

	<b>Starboard</b>	<b>Anchor</b>	<b>Terrace</b>
<b>8:00</b>	*2.1 INCREASING STUDENT SUCCESS BY IMPROVING SCHOOL CLIMATE Elementary Principals		
<b>8:30</b>			
<b>9:00</b>			
<b>9:30</b>			
<b>10:00</b>	*2.2 INCREASING STUDENT SUCCESS BY IMPROVING SCHOOL CLIMATE Secondary Principals		
<b>10:30</b>			
<b>11:00</b>			
<b>11:30</b>			
<b>12:00</b>			
<b>12:30</b>			
<b>1:00</b>	2.3 Increasing Student Success By Improving School Climate Counselors and Psychologists		
<b>1:30</b>			
<b>2:00</b>		7.2 Students with Autism	
<b>2:30</b>			
<b>3:00</b>	2.4 Increasing Student Success By Improving School Teachers, Counselors and Psychologists	11.2 Progressive Discipline and Evaluation of Classified Employees	10.1 Timekeeper Briefing
<b>3:30</b>			
<b>4:00</b>			
<b>4:30</b>			
<b>5:00</b>			

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**Professional Development Conference Schedule  
May 15, 2009**

	Starboard	Anchor	Terrace
<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>12:30</b>			
<b>1:00</b>	14.1 API Base 2008	8.3 Getting in the Zone	13.1 Differentiated Instruction: How to Recognize It
<b>1:30</b>			
<b>2:00</b>	12.1 Special Education: Preparing for the 2009-2010 School Year	9.1 Transportation Services	
<b>2:30</b>			
<b>3:00</b>	10.2 Timekeeper Briefing	<b>*5.2 SECTION 504</b>	<b>*1.2 MASTER SCHEDULE NCLB/HQT</b>
<b>3:30</b>			
<b>4:00</b>			
<b>4:30</b>			
<b>5:00</b>			

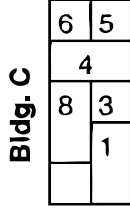
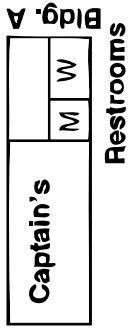
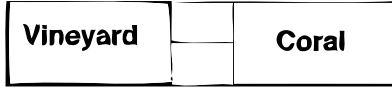
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# Marina Village Conference Center

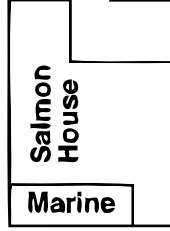
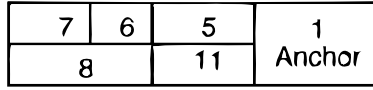
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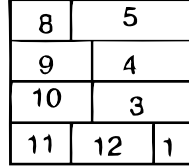
Sunset\*



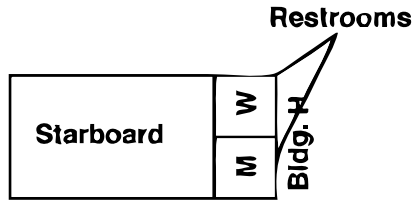
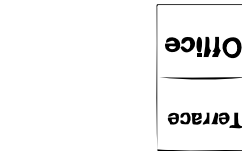
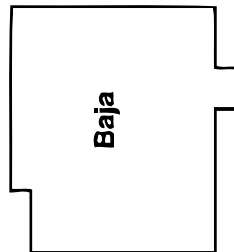
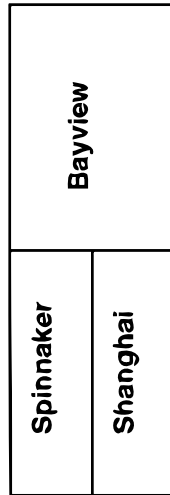
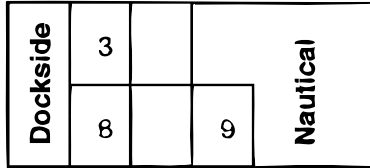
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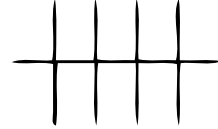
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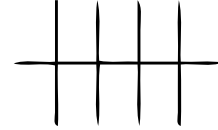
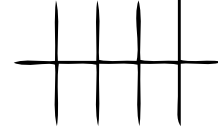
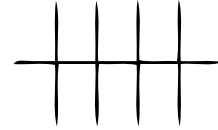
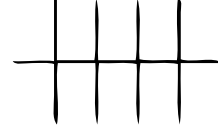
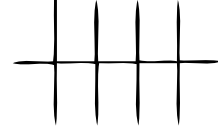
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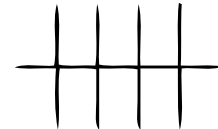
Restrooms



Parking Lot



Parking Lot



1936 Quivira Road, San Diego, CA 92109