

**ADMINISTRATIVE CIRCULAR NO. 102**  
Finance and Business Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** May 13, 2009

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

**Subject:** 2009-2010 DESIGNATION OF TEACHER PREPARATION DAYS

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

**Due Date:** June 12, 2009

**Action Requested:** Single track sites will select four preparation days for 2009-2010. No action is required by traditional calendar sites.

**Brief Explanation:**

Preparation Days for Traditional Sites:

Teacher preparation days for traditional sites in 2009-2010 will be September 2-4, 2009 and June 22, 2010.

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 2009-2010 contract year of July 1, 2009 to June 30, 2010
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 2, 2009, the following dates are suggested: September 2-4, 2009 and April 19, 2010.

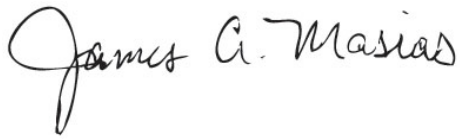
A copy of the single-track, year-round calendar for 2009-10 is attached (Attachment 2) to this circular for your convenience.

Return completed Attachment 1 by Friday, June 12, 2009 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 Sue Weir at (619) 725-7717, or by e-mail to <[sweir@sandi.net](mailto:sweir@sandi.net)>.

Ken Leighton  
Controller

APPROVED:

A handwritten signature in black ink that reads "James A. Masias". The signature is written in a cursive style with a large initial "J" and "M".

James Masias  
Chief Financial Officer

KL: sw

Attachments: (2)

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
Payroll Department**

**DESIGNATION OF 2009-2010 TEACHER PREPARATION DAYS**

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

Site Name: \_\_\_\_\_

**Option A**

Preparation Day 1: Wednesday September 2, 2009  
Preparation Day 2: Thursday September 3, 2009  
Preparation Day 3: Friday September 4, 2009  
Preparation Day 4: Monday April 19, 2010

**Option B**

Preparation Day 1: Wednesday July 22, 2009  
Preparation Day 2: Wednesday September 2, 2009  
Preparation Day 3: Thursday September 3, 2009  
Preparation Day 4: Friday September 4, 2009

**Option C**

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

- |  |   |
|--|---|
| <input type="checkbox"/> Wednesday July 22, 2009     | <input type="checkbox"/> Friday September 4, 2009 |
| <input type="checkbox"/> Wednesday September 2, 2009 | <input type="checkbox"/> Monday April 19, 2010    |
| <input type="checkbox"/> Thursday September 3, 2009  |   |

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 JUNE 12, 2009**

