

SCHOOL INFORMATION

School

PROPOSED CHANGE IN PREPARATION TIME SUBJECT EMPHASIS

2022-2023 Prep Time Subject Emphasis	2023-2024 Proposed Prep Time Subject Emphasis
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SITE GOVERNANCE TEAM (SGT) DECISION-MAKING

Date SGT approved change in subject emphasis.	Date SGT approved the elimination of existing position.
Was the affected prep time teacher afforded the opportunity to present his/her views and participate in the discussion prior to the final decisions of the Governance Team? (See SDUSD-SDEA Collective Negotiations Agreement, Sections 8.6.3 and 24.5.)	
☐ Yes ☐ No	

SIGNATURES

The undersigned people agree that the content of this request is accurate.

Principal Name	Signature & Date
SDEA Representative Name	Signature & Date
Site Governance Team Chair Name	Signature & Date
Affected Prep Time Teacher Name	Signature & Date

This form must be submitted to the SDUSD-SDEA Preparation Time Committee by February 1, 2023.

Email to both:

***SDUSD Human Resources, ATTN: Preparation Time Committee – athede@sandi.net**

***SDEA, ATTN: Preparation Time Committee – dobrowolski_r@sdea.net or devries_m@sdea.net**