

ADMINISTRATIVE CIRCULAR NO. 31

Office of Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 18, 2023

To: Elementary Associate Principals, Elementary Principals & Area Superintendents

Subject: ELEMENTARY PREPARATION & ENRICHMENT PROGRAM EMPHASIS CHANGE

Department and/or Persons Concerned: Elementary Certificated Staff

Due Date: February 1, 2023

Reference: Article 8 of the SDEA Collective Bargaining Agreement

Action Requested: Follow the contractual procedures related to elementary preparation and enrichment program emphasis changes.

Brief Explanation:

The SDUSD-SDEA Elementary Preparation and Enrichment Committee is a joint committee charged with monitoring and implementing the elementary preparation and enrichment program. This circular is a reminder of the provisions related to the preparation and enrichment program that are found in the SDUSD-SDEA Collective Bargaining Agreement.

If you have questions about the elementary preparation and enrichment program and potential emphasis changes, site administrators may contact their assigned Human Resources Officer, HR [Services & Contact List](#). SDEA representatives may contact SDEA Contract Specialist Rafal Dobrowolski dobrowolski_r@sdea.net or Field Organizer Michael Devries devries_m@sdea.net

Below are reminders to help your school site successfully implement its elementary preparation and enrichment program:

Each elementary site must have a Preparation Time and Enrichment Advisory Committee. *Section 8.6.4.4. Each site shall have a Preparation Time and Enrichment Advisory Committee to assist with the operation (i.e. selection, scheduling, problem solving, etc.) of this program and to maximize the preparation time allocation for each teacher. The Committee should consist of the principal, the association representative, enrichment teachers and other(s) the site deems appropriate. (SDUSD-SDEA Collective Bargaining Agreement)*

Each site must have a Site Governance Team that, among other duties, must approve a change in prep time subject emphasis and the elimination of positions.

Section 8.6.3. Requests for change in subject emphasis for the following year shall be determined by the shared decision-making process, shall be submitted to the Preparation and Enrichment Committee by February 1 and shall be considered in accordance with the district preparation time procedures. Affected enrichment teachers shall be afforded the opportunity to present their views and participate in the discussion prior to the final decision of the governance team. (SDUSD-SDEA Collective Bargaining Agreement)

Whenever a site governance team contemplates the elimination of an existing bargaining unit position, the debate and discussion shall take place at open meetings and affected unit members shall be informed and afforded the opportunity to speak. (SDUSD-SDEA Collective Bargaining Agreement, Section 24.5.1; see also Section 24.5.2)

APPROVED:

Acacia Thede
Acacia Thede
Chief Human Resources Officer

AT:nv

Attachment(s):

Attachment 1: [Prep Time & Enrichment Subject Emphasis Change Request Form](#)