



**To:** Elementary Principals and Vice Principals  
SDEA Representatives

**Cc:** Preparation Time Teachers

**From:** SDUSD-SDEA Preparation Time Committee

**Date:** 1/11/2012

**Re:** Preparation time program

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The SDUSD-SDEA Preparation Time Committee is a joint committee charged with monitoring and implementing the preparation time program. The committee sends this memo as a reminder of provisions related to the preparation time program that are found in the SDUSD-SDEA Collective Negotiations Agreement. Please review these reminders to help your school site successfully implement its preparation time program.

**1. Each elementary site must have a Preparation Time Advisory Committee**

*Each site shall have a Preparation Time Advisory Committee to assist with the operation (i.e. selection, scheduling, problem solving, etc.) of this program. The Committee should consist of the principal, the association representative, preparation time teachers and other(s) [sic] the site deems appropriate. (SDUSD-SDEA Collective Negotiations Agreement, Section 8.6.4.4)*

**2. 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**

*Requests for change in subject emphasis for the following year shall be determined by the shared decisionmaking process, shall be submitted to the Preparation Time Committee by February 1 and shall be considered in accordance with the district preparation time procedures. Affected preparation time 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 Negotiations Agreement, Section 8.6.3)*

*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*

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*shall be informed and afforded the opportunity to speak. (SDUSD-SDEA Collective Negotiations Agreement, Section 25.5.1; see also Section 25.5.2)*

**3. If possible, additional preparation time above the 45-60 minute per week minimum should be given**

*The release time per classroom teacher should be a minimum of forty-five (45) minutes to an hour per week. (See Appendix H for part-time certificated assignments.) Additional preparation time should be given if possible. (SDUSD-SDEA Collective Negotiations Agreement, Section 8.6.4)*

If you have general questions about the prep time program, you may contact Prep Time Committee Members. For more specific questions, administrators may contact Kate Neale at (619) 725-8171 or Theresa Chowdhury at (619) 725-8012. SDEA representatives may contact Rafal Dobrowolski at (619) 283-4411.

For SDUSD

Kate Neale  
Interim Human Resources Officer

Kristin Owen  
Finance

Dave Downey  
Principal, Foster Elementary

Bruce Ferguson  
Principal, Green Elementary

Pam Thompson  
Principal, Whitman Elementary

For SDEA

Marion Snell  
Library Media Teacher, Kimbrough Elementary

Kathleen Stanton  
Music Teacher, Hickman Elementary

Becky McCarty  
P.E. Teacher, Ocean Beach Elementary

Maria (Lupe) Mahoney  
Teacher, Dailard Elementary

Rafal Dobrowolski  
Contract Specialist, SDEA