



To: Principals and Vice Principals
All ECE Teachers and Elementary Teachers assigned to Universal Transitional Kindergarten ("UTK," also called TK4)

From: Stephanie Ceminsky, Director of Early Learning, San Diego Unified School District
Lisa Morris, Vice President, San Diego Education Association
Morgan Thornberry, Organizer, San Diego Education Association

Date: November 17, 2022

Subject:

Mandatory professional development release days for ECE Teachers and Elementary Teachers newly assigned to UTK in 2022-23

This memo is jointly issued according to a grievance brought by SDEA. The grievance was brought by SDEA over an allegation that the District didn't follow certain provisions of the [Memorandum of Understanding bargained by SDEA and the District in November 2021 about Universal Transitional Kindergarten](#) ("UTK," also called commingled TK and TK4), and [Section 8.5 \(Workday and Workweek\) of the SDEA contract](#).

The Memorandum of Understanding says that, "within 5 workdays of being newly assigned" to a Universal Transitional Kindergarten ("UTK," also called commingled TK and TK4) classroom, "teachers will provide 8-12 hours of training on" specific, job-related topics.

To resolve the grievance, the District and SDEA representatives jointly reached an agreement, which includes the following:

Newly scheduled professional development dates in November and December

Early Learning has scheduled new professional development dates on November 29, December 1, 6, 8, 12, 13, and 15. The training will be live via Zoom, not asynchronous. The topics of the training will be team teaching methods and models, plus licensing, regulatory, and legal requirements for the UTK classroom. For certain teachers (see below), attendance at one of the seven professional development dates will be mandatory, and they will be provided Visiting Teachers in order that they can attend. Each teacher is responsible for arranging their Visiting Teacher for the day selected. The newly scheduled dates are listed below.

November 29 [8:00am-3:30pm | register: [Session 1](#)]
December 1 [8:00am-3:30pm | register: [Session 2](#)]
December 6 [8:00am-3:30pm | register: [Session 3](#)]
December 8 [8:00am-3:30pm | register: [Session 4](#)]
December 12 [8:00am-3:30pm | register: [Session 5](#)]
December 13 [8:00am-3:30pm | register: [Session 6](#)]
December 15 [8:00am-3:30pm | register: [Session 7](#)]

Mandatory attendance at professional development

A healthy and effective team teaching relationship requires training and it's the District's responsibility to provide such training. Accordingly, certain Early Childhood Education Teachers and Elementary Teachers assigned to UTK classrooms must attend the professional development. It's mandatory that the following employees choose one of the seven professional development dates to attend:

- Any ECE Teachers newly assigned to a UTK classroom in 2022-23 *plus their team teacher Elementary Teacher*; and
- Any Elementary Teacher newly assigned to a UTK classroom in 2022-23 *plus their team teacher ECE Teacher*.

Pay for attendance at past online professional development

The approximately twenty SDEA unit members who attended [online professional development](#) in September will be paid pro rata for hours they attended. Such payment will be made by November 30, 2022.