

ADMINISTRATIVE CIRCULAR NO.21
Office of Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 11, 2017

To: All Principals, School Site Council (SSC) Chairpersons, Area Superintendents, Division and Department Heads

Subject: SCHOOL SITE COUNCIL (SSC) MEMBERSHIP ROSTERS AND TRAINING FOR THE 2017-18 SCHOOL YEAR

Department and/or Persons Concerned: All Principals, Area Superintendents, Division and Department Heads, and School Site Council Chairpersons

Reference: Education Code Sections 52852, 52853, 62002.5; and Administrative Procedure 9060

Due Date: **October 6, 2017:** 2017-18 SSC Membership Rosters

October 27, 2017: 1. 2017-18 SSC Bylaws
2. SSC meeting Minutes (documenting SSC membership election results and introduction of new SSC members).

Action Requested:

- 1) **Establish** the SSC with the appropriate configuration. Elections for the 2017-18 SSC should be completed and the first SSC meeting should be held prior to October 6, 2017.
- 2) **Complete and return Original** SSC Membership Roster (identifying DAC representative) with original signatures of the Principal and SSC Chairperson by October 6, 2017 to:
Eugene Brucker Education Center, Room 3209
Financial Planning, Monitoring and Accountability Department
- 3) **Complete and submit electronic copies of** the following to your FPMA Resource Teacher by October 27, 2017.
 - 2017-18 SSC Bylaws
 - SSC meeting minutes (documenting SSC membership election results and introduction of new SSC members).

Attachment 1 *Sample(s) and Template(s) – 2017-18 SSC Membership Roster (Identifying the DAC representative)*

Attachment 2 *Sample - SSC Bylaws (review, revise or develop)*

Attachment 3a *Sample – SSC meeting agenda*

Attachment 3b *Sample - SSC meeting Minutes (documenting election results and new SSC members)*

Attachment 4 2017-18 DAC General Meetings — *English/Spanish*

Attachment 5 2017-18 DAC Executive Meetings — *Spanish/Spanish*

Attachment 6 SSC Responsibilities Checklist

Attachment 7 2017-18 SSC/DAC Timeline

Attachment 8 School Site Council Training Flyer

Attachment 9 Financial Planning, Monitoring and Accountability Contact Information 2017-18

Brief Explanation:

The Board of Education **requires that every** district school establish and maintain an appropriately configured School Site Council (SSC). The SSC at each school designates one of its members (parent, community member, or non-administrative member) to serve on the District Advisory Council (DAC) as a voting representative. All parent and community representative members of the school SSC are automatically alternate DAC members with voting rights.

Principals are required to provide information to the Financial Planning, Monitoring and Accountability Department (FPMA) documenting that the SSC has been configured appropriately and are in compliance with the California Education Code requirements, Board of Education policy, and district procedures.

The information must include the names of all SSC members and the constituent group represented by each member. Member tenure is also identified in the SSC roster.

A. SSC Configuration; Roster and Bylaws Submission - Education Code Section 52852 requires that the SSC be configured as follows:

Elementary Schools (Elementary Model) - **Minimum of ten (10) members.** Elementary schools may have more than 10 members as long as parity between parents/community members and other school staff is maintained.

ELEMENTARY MODEL

Parents/Community Members 50%	School Staff 50%
<ul style="list-style-type: none"> • Parents must have a child currently enrolled in the school. • Parents/community members may not be employed at the school site. 	<ul style="list-style-type: none"> • Principal (automatic member) • Minimum of three (3) Classroom Teachers • Minimum of one (1) <i>Other School Personnel</i>* <p style="text-align: center;">Classroom teachers must be in the majority</p>
Minimum of five (5)	Minimum of five (5)

* *Other School Personnel* is defined as a staff member **who is not** a classroom teacher and does not have a student roster. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: Office staff, resource teachers, counselors, custodian.

Secondary Model – Minimum of twelve (12) members. Secondary schools (high schools) may have more than 12 members as long as parity is maintained:

Middle-Level Schools and Schools with Atypical Grade Configurations - Education Code 33133 (c) allows middle schools to choose either the Elementary Model or the Secondary model.

SECONDARY MODEL

<i>Parents/Community Members</i> 25 %	<i>Students</i> 25 %	<i>Other School Staff</i> 50 %
<ul style="list-style-type: none"> • Parents must have a child currently enrolled in the school. • Parents/community members may not be employed at the school site. 	<ul style="list-style-type: none"> • Students must be currently enrolled in the school and shall be elected by the entire student body. • Nomination forms will be made available to students. All students nominated by their peers MUST accept the nomination prior to their name being placed on the official ballot. • Once the official ballot has been created, the currently enrolled students will vote for student members. 	<ul style="list-style-type: none"> • Principal (automatic member) • Minimum of four (4) Classroom Teachers • Minimum of one (1) <i>Other School Personnel</i> * <p>Classroom teachers must be in the majority.</p>
<p>Minimum of three (3)</p>	<p>Minimum of three (3)</p>	<p>Minimum of six (6)</p>

* *Other School Personnel* is defined as a staff member **who is not** a classroom teacher and does not have a student roster. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: Office staff, resource teachers, counselors, custodian.

It is important that the SSC is configured according to the guidelines listed above and that all schools meet at least the minimum membership requirements for the correct SSC configuration (10 members for the Elementary Model and 12 members for the Secondary Model, etc.).

Schools may go above the minimum numbers, but must maintain the parity. Members must be elected by their constituent group, i.e., classroom teachers by classroom teachers, parents/community members by parents, other school personnel by other school personnel, and students by students. Schools must keep documentation of current year elections in their SSC binder, including election procedures and results. In addition, election results as well as the introduction of newly elected members must be documented on an SSC agenda and minutes documenting the terms.

Although alternate members are not required, schools *may* choose to designate alternates for a constituent group to fill the remainder of the term of a vacancy in accordance with site SSC bylaws. Alternates are not

voting members of the SSC unless they are seated as permanent SSC members and a new roster is approved by the Financial Planning, Monitoring and Accountability Department.

SSC Roster – Elections for the 2017-18 SSC should be completed and the first SSC meeting should be held prior to October 6, 2017. The SSC Membership Roster must be completed and submitted to the Financial Planning, Monitoring and Accountability Department no later than October 6, 2017 (**Attachment 1**).

Bylaws - All SSCs are governed by a set of bylaws. Each SSC should review and revise the current bylaws as needed. If bylaws are not currently in place, the SSC needs to develop and approve a set of bylaws prior to the October 27, 2017 due date. A sample set of bylaws from the California Department of Education (CDE) is attached (**Attachment 2**).

Please review the sample as it contains new information. Complete requested actions electronically and return the original document with required signatures.

- 1) **Establish** the 2017-18 SSC with the appropriate configuration.
- 2) **Download** the SSC roster template (Elementary or Secondary model) to your computer and complete the SSC Membership Roster (**Attachment 1**).
- 3) **Submit original roster with the required signatures by October 6, 2017 to:**
Financial Planning, Monitoring and Accountability Department (FPMA)
Eugene Brucker Education Center, Room 3209
- 4) **Conduct** the first meeting of the newly constituted SSC and do the following:
 - Announce the election results and introduction of new SSC members
 - Review and amend, as needed, the site's SSC bylaws for 2017-18
- 5) **Submit** to your resource teacher **electronic** copies by **October 27, 2017:**
 - SSC Bylaws (**Attachment 2**).
 - SSC meeting Minutes documenting the announcement of the election results and the introduction of new SSC members (**Attachment 3b**).

Please review the membership roster carefully to ensure that the SSC meets the mandated composition requirements. You should also ensure that the roster submitted to the Financial Planning, Monitoring and Accountability Department includes the original signatures of the principal and SSC chairman.

Schools that do not submit a SSC roster, or that submit a roster that does not reflect a correctly configured SSC with appropriate membership are unable to spend Title I funds until a correct roster is submitted and approved.

Approval notices signifying that rosters are correct and complete are sent via e-mail to principals from the staff of the Financial Planning, Monitoring and Accountability Department.

B. It is important that all SSC members fully understand their roles and responsibilities. SSC training is offered throughout the year and enrollment is managed through EROs (Electronic Registration Online system). Online training is also available at <https://www.sandiegounified.org/financial-planning-monitoring-and-accountability>

Per Education Code Section 52853, the SSC is responsible for overseeing the Single Plan for Student Achievement (SPSA) and proposing the expenditure of funds available to the school through the following categorical programs:

- Title I (Resource Code 30100)
- Title I Parent Involvement (Resource Code 30103)
- Title I Program Improvement (Resource Code 30106)

C. English Learner Advisory Committee (ELAC), Ed Code section 35147(c); 52176(b) (c); 62002.5; and 64001(a) - The SSC must comply with all tasks and legal responsibilities of the English Learner Advisory Council (ELAC) if the (ELAC) has voted to have the SSC act as the body responsible for its duties.

The SSC must receive training outlining the additional legal responsibilities, including advising principals and staff about issues relating to programs and services for English Learners (ELs), conducting an EL School Needs Assessment, reviewing and discussing the school's annual language census, and establishing and following through on plans to make parents aware of the importance of regular school attendance.

The ELAC or the SSC (if it has ELAC authority) also elects or assigns a representative to attend District English Learner Advisory Committee (DELAC) meetings.

D. District Advisory Council for Compensatory Education (DAC) - The SSC at each school designates one of its members (parent, community member, or non-administrative member) to serve on the DAC as a voting representative. All parent and community representative members of the school SSC are automatically alternate DAC members with voting rights.

The DAC serves as a representative body for all schools and meets with district staff for “meaningful consultation” on state and federal funding, programs, and compliance issues. It is important that each school is represented on the DAC. The DAC representative should be an advocate for the school and committed to attending DAC meetings regularly, provide informed input to discussions and decisions, and share information regularly with the SSC.

Please identify your DAC representative and alternates on the SSC Membership Roster. Per DAC bylaws, all parent and community representative members of the school SSC are automatically alternate DAC members with voting rights. The SSC Membership Roster for all schools must be on file in the Financial Planning, Monitoring and Accountability Department to verify DAC membership. **(Attachment 1).**

Only DAC representatives and/or alternates identified on the SSC Membership Roster are eligible to vote on action items at DAC general meetings. It is imperative that the SSC Membership Roster reflecting a correctly configured SSC is received by October 6, 2017 and those revisions are submitted to the Financial Planning, Monitoring and Accountability Department as they occur.

The DAC meets on the third Wednesday of each month, from 6:30-8:00 p.m., at the Harold J. Ballard Parent Center auditorium, 2375 Congress Street, San Diego, CA, 92110, unless otherwise stated. Childcare and Spanish translation services are provided at the general meetings. The schedule of DAC meeting dates for the 2017/18 school year is attached (**Attachments 4 and 5**).

E. SSC Training - SSC training is provided by the Financial Planning, Monitoring and Accountability Department. Trainings are designed to provide information about Title I requirements as well as in-depth guidance about the roles and responsibilities of the SSC and its members in implementing, monitoring, and evaluating the Single Plan for Student Achievement (SPSA) (**SSC Elections Workshop at EOC for Principals and/or Chairpersons**). A flyer identifying 2017-18 training dates is provided (**Attachment 8**). Online training is also available at <https://www.sandiegounified.org/financial-planning-monitoring-and-accountability>.

Schools are strongly encouraged to send their SSC teams consisting of principals, SSC chairpersons, and new and returning SSC members to trainings in order to learn new information and review established guidelines. Spanish translation and childcare is offered at trainings open to parents and community members. All principals attending New Administrator training will receive School Site Council handbook to help guide them in their responsibilities. A checklist of SSC responsibilities and the SSC/DAC Timeline is provided (**Attachment 6 and Attachment 7**).

If you have questions regarding SSC membership or requirements, DAC or you would like assistance with any matter related to SSCs, please call the Financial Planning, Monitoring and Accountability Department at (619) 725-5605. Additional resources and information can be found at the Additional resources and information can be found at the FPMA website - <http://www.sandi.net/Page/37313>.

Thomas Liberto, Director
Financial Planning, Monitoring and Accountability

APPROVED:



Debbie Foster
Executive Director
Financial Planning and Development

TL:dab

Attachments (10)

GUIDELINES and HELPFUL INFORMATION

ELECTIONS:

Members must be elected by their constituent group i.e., classroom teachers by classroom teachers, parents/community members by parents, students by students.

SSC MEETING SCHEDULE:

District procedures recommend to conduct a minimum of eight (8) meetings per year with the first meeting of the new council should be **held no later** than October 6, 2017.

SSC CONFIGURATION:

ELEMENTARY SCHOOLS - Minimum of ten (10) members (elementary model)	
50% Parent/Community Members	50% School Personnel
1) Parents must have a child currently enrolled in the school. 2) Parents/community members may not be employed at the school site.	1) Principal (automatic member) 2) Minimum of three (3) Classroom Teachers 3) Minimum of one (1) Other School Personnel* <p style="text-align: center;">Classroom teachers must be in the majority</p>
Minimum of five (5)	Minimum of five (5)

* Other School Personnel is defined as follows:

1. Non-classroom Certificated (e.g., Nurse, Counselor, Resource Teacher, Librarian, Vice Principal)
2. Classified (e.g., Building Services Supervisor, Secretary, Administrative Assistant/Aide, Instructional Assistant/Aide, Food Services personnel).

High Schools - Minimum of twelve (12) members (secondary model)		
25% Parents/Community	25% Students	50% School Personnel
1) Parents must have a child currently enrolled in the school. 2) Parents/community members may not be employed at the school site.	1) Students must be currently enrolled in the school. 2) Nomination forms are made available to all students. Students nominated by their peers MUST accept the nomination prior to their name being placed on the official ballot. 3) Currently enrolled students will vote to elect student SSC members. 4) The students with the most votes are elected to the SSC.	1) Principal (automatic member) 2) Minimum of four (4) classroom teachers. 3) Minimum of one (1) Other School personnel. (Non-classroom staff) <p style="text-align: center;">Classroom teachers must be in the majority</p>
Minimum of three (3)	Minimum of three (3)	Minimum of six (6)

* Other School Personnel is defined as follows:

1. Non-classroom Certificated (e.g., Nurse, Counselor, Resource Teacher, Librarian, Vice Principal)
2. Classified (e.g., Building Services Supervisor, Secretary, Administrative Assistant/Aide, Instructional Assistant/Aide, Food Services personnel).

Middle-Level Schools and Schools with A-typical Grade Configurations

Middle schools and schools with a-typical grade configurations (e.g., K-8, K-12) must choose either the Elementary Model or the Secondary Model.

**Instructions for Completing the 2017-18
School Site Council (SSC) Membership Roster**

- 1) Download the SSC Membership Roster template to your computer.
 - 2) Select the appropriate **TAB** located at the bottom for your school (Elementary or Secondary).
 - 3) Type your school name into the grid. **Place an "X" in the box if you are a Title I school.**
 - 4) Type the Principal (P), Teacher (T), Parent (P), Community Member (CM), and Student name, address with zip code, phone number with area code, and e-mail address in the appropriate columns and rows. **SEE SAMPLE ROSTER** for guidance.
 - 5) The minimum number of classroom teachers is indicated under the "Position" column.
 - 6) Where there is a "1" already listed in the " # " column, you must list a member in this row. This represents the minimum requirement; however, you may add additional members as long as the required balance is maintained.
 - 7) *Indicate in the "SSC Office" column:*
 Chairman = (C) DAC Representative = (DAC) DAC Alternate = DAC ALT
 Co-Chairperson = (Co-C)
- Note:** *A DAC Representative should be designated at each site that receives Title I. All revised parent SSC members are automatic DAC alternates per the DAC bylaws. Only representatives or alternates may vote at DAC meetings.*
- 8) Indicate year 1 or year 2 in the "Tenure" column.
 - 9) Type all the dates for your SSC meetings in the designated spaces at the bottom of the form.
 - 10) Print the SSC Membership Roster, and have the Principal and SSC Chairman sign it.
 - 11) SUBMIT ORIGINAL SSC Membership Roster to:

Financial Planning, Monitoring and Accountability Department
Education Center, Room 3209

Due October 6, 2017

- 12) Maintain a record of your SSC Membership Roster in your **site** SSC handbook.
 - 13) Record in SSC minutes the results of the SSC membership elections and as well as the introduction of the new SSC members.
 - 14) Submit the SSC agenda and minutes documenting SSC membership election results and introduction of the new SSC members to your FPMA Resource Teacher.
- * If appropriate, generate a "public" copy of the SSC roster. A "public" copy may be generated by making a copy after using post-it notes to cover member information. Keep the complete roster in a locked secured place.*

**Contact the Financial Planning, Monitoring and Accountability Department at
(619) 725-5605 if you have any questions.**

Financial Planning, Monitoring and Accountability Department
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2017-18

ELEMENTARY MODEL SAMPLE

School Name: Imaginary Elementary

Indicate Title I School status by marking an "X" in the box.

X

NOTE: List the names of all SSC members below. Indicate office held, i.e., Chairman (C), Co-Chairman (Co-C), DAC Representative (DAC), and DAC Alternate (DAC-ALT) in the "SSC Office" column. Please indicate year 1 or year 2 in the tenure column.

NOTE: Administrators may attend DAC meetings but do not have voting rights and are not DAC Representatives or Alternates.

STAFF: Minimum of 5 members. Classroom teachers must make up the majority in this category.

Enter "1" in the # box next to each entry

T e n u r e	Position	Name	SSC Office	Address	Phone	E-mail	#
NA	Principal	Benjamin Franklin		22 Does not exist St., SD, 90000	619-555-2452	notanemailadd1@sandi.net	1
2	Clstrm Tchr	Roscoe Jacks		22 Does not exist St., SD, 90000	619-555-6548	notanemailadd2@sandi.net	1
1	Clstrm Tchr	Kaiser Jones	DAC-ALT	22 Does not exist St., SD, 90000	619-555-6538	notanemailadd3@sandi.net	1
2	Clstrm Tchr	Cinder Roberts	Co-C	22 Does not exist St., SD, 90000	619-555-5782	notanemailadd4@sandi.net	1
1	Other	Cali Diego		22 Does not exist St., SD, 90000	858-555-2344	notanemailadd5@sandi.net	1
Total Staff Members							5
Must Equal 50%							50%

PARENTS (P) and COMMUNITY MEMBERS (CM)

	(P)/(CM)	Name	SSC Office	Address	Phone	E-mail	#
2	P	Ethel Mermaid	C	22 Does not exist St., SD, 90000	619-555-7983	notanemailadd1@noone.com	1
1	P	Lucy Friday		22 Does not exist St., SD, 90000	619-555-1954	notanemailadd2@noone.com	1
1	P	Herrnan Maple	DAC	22 Does not exist St., SD, 90000	619-555-6834	notanemailadd3@noone.com	1
1	CM	Rosetta Stone		22 Does not exist St., SD, 90000	619-555-7199	notanemailadd4@noone.com	1
2	CM	Howard Starr		22 Does not exist St., SD, 90000	619-555-1838	notanemailadd5@noone.com	1
Total Parent and CM							5
Must Equal 50%							50%

*Please note DAC meetings are scheduled 3rd Wednesday of each month. We recommend the SSC meeting follow the DAC meeting in order to share current DAC information in a timely manner.

Meetings scheduled for the 2017-18 school year:

- | | | | |
|---------------------------|------------------------------|---------------------------|--------------------------|
| 1 <u>October 13, 2017</u> | 2 <u>November 17, 2017</u> | 3 <u>December 5, 2017</u> | 4 <u>January 9, 2018</u> |
| 5 <u>February 6, 2018</u> | 6 <u>March 9, 2018</u> | 7 <u>April 9, 2018</u> | 8 <u>May 7, 2018</u> |
| 9 <u>June 5, 2018</u> | 10 <u>September 20, 2018</u> | | |

Benjamin Franklin 10/03/2017

Principal's Signature/Date

Ethel Mermaid 10/03/2017

SSC Chairman's Signature/Date

**Monitoring and Accountability Reporting
School Site Council (SSC) and District Advisory Council (DAC) Membership Roster
2017-18**

ELEMENTARY MODEL - DUE OCTOBER 6, 2017

School Name: _____

Indicate Title I School status by marking an "X" in the box.

NOTE: List the names of all SSC members below. Indicate office held, i.e., Chairman (C), Co-Chairman (Co-C), DAC Representative (DAC), and DAC Alternate (DAC-ALT) in the "SSC Office" column. Please indicate year 1 or year 2 in the tenure column.

NOTE: Administrators may attend DAC meetings but do not have voting rights at the DAC and are not DAC Representatives or Alternates.

STAFF: Minimum of 5 members. Classroom teachers must make up the majority in this category.

Enter "1" in the # box next to each entry

T e n u r e	Position	Name	SSC Office	Address	Phone	E-mail	#
NA	Principal						1
	Clstrm Tchr						1
	Clstrm Tchr						1
	Clstrm Tchr						1
	Other						1
Total Staff Members							5
Must Equal 50%							50%

PARENTS (P) and COMMUNITY MEMBERS (CM): Minimum of 5

(P)/(CM)	Name	SSC Office	Address	Phone	E-mail	#
						1
						1
						1
						1
						1
Total Parent and CM						5
Must Equal 50%						50%

***Please note:** DAC meetings are scheduled on the 3rd Wednesday of each month. We recommend the SSC meeting follow the DAC meeting in order to share current DAC information in a timely manner.

Meetings scheduled for the 2017-18 school year:

- | | | |
|--------------------------|------------------------|-------------------------|
| 1 <u>September</u> _____ | 2 <u>October</u> _____ | 3 <u>November</u> _____ |
| 4 <u>December</u> _____ | 5 <u>January</u> _____ | 6 <u>February</u> _____ |
| 7 <u>March</u> _____ | 8 <u>April</u> _____ | 9 <u>May</u> _____ |
| 10 <u>June</u> _____ | | |

Principal's Signature

SSC Chairman's Signature/Date

Financial Planning, Monitoring and Accountability Department
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster **2017-18**

SECONDARY MODEL SAMPLE

School Name: Secondary Performance Academy

Indicate Title I School status by marking an "X" in the box.

NOTE: List the names of all SSC members below. Indicate office held, i.e., Chairman (C), Co-Chairman (Co-C), DAC Representative (DAC), and DAC Alternate (DAC-/) in the "SSC Office" column. Please indicate year 1 or year 2 in the tenure column.

Please note: Administrators may attend DAC meetings but do not have voting rights and are not DAC Representatives or Alternates.

STAFF: Minimum of 6 members. Classroom Teachers must make up the majority in this category.

Enter "1" in the # box next to each entry

T e n u r e	Position	Name	SSC Office	Address	Phone	E-Mail	#
NA	Principal	Benjamin Franklin		22 Does not exist St., SD, 90000	619-555-3452	notanemailadd1@sandi.net	1
1	Clstrm Tchr	Roscoe Jacks		22 Does not exist St., SD, 90000	619-555-6548	notanemailadd2@sandi.net	1
1	Clstrm Tchr	Kaiser Jones	DAC-ALT	22 Does not exist St., SD, 90000	619-555-6538	notanemailadd3@sandi.net	1
2	Clstrm Tchr	Cinder Roberts		22 Does not exist St., SD, 90000	619-555-6782	notanemailadd4@sandi.net	1
2	Clstrm Tchr	Cali Diego		22 Does not exist St., SD, 90000	858-555-2344	notanemailadd5@sandi.net	1
2	Other	Karen Star		22 Does not exist St., SD, 90000	858-555-1958	notanemailadd6@sandi.net	1
Total Staff Members							6
Must Equal 50%							50%

PARENTS (P) and COMMUNITY MEMBERS (CM): Minimum of 3

(P) / (CM)	Name	SSC Office	Address	Phone	E-Mail	#
2	Zena Loretto	C	22 Does not exist St., SD, 90000	619-555-7983	notanemailadd1@noone.com	1
2	Ray Nolles	DAC	22 Does not exist St., SD, 90000	619-555-1954	notanemailadd2@noone.com	1
1	Elena Gomez		22 Does not exist St., SD, 90000	619-555-6834	notanemailadd3@noone.com	1
Total Parent/Comm Members						3
Must Equal 25%						25%

STUDENTS: Minimum of 3

Name	SSC Office	Address	Phone	E-Mail	#
Happy Athlete		22 Does not exist St., SD, 90000	619-555-7983	notanemailadd4@noone.com	1
Tech Twitter	Co-C	22 Does not exist St., SD, 90000	619-555-1954	notanemailadd5@noone.com	1
Rosie Gleeclub		22 Does not exist St., SD, 90000	619-555-6834	notanemailadd6@noone.com	1
Total Student Members					3
Must Equal 25%					25%

*Please note DAC meetings are scheduled 3rd Wednesday of each month. We recommend the SSC follow the DAC meeting to share DAC information in a timely manner.

Meetings scheduled for the 2017-18 school year:

- | | | | | | | | |
|---|------------------|----|--------------------|---|------------------|---|-----------------|
| 1 | October 3, 2017 | 2 | November 7, 2017 | 3 | December 5, 2017 | 4 | January 9, 2018 |
| 5 | February 7, 2018 | 6 | March 20, 2018 | 7 | April 5, 2018 | 8 | May 9, 2018 |
| 9 | June 9, 2018 | 10 | September 20, 2018 | | | | |

Benjamin Franklin 10/03/2017

 Principal's Signature/Date

Ethel Mermaid 10/03/2017

 SSC Chairman's Signature/Date

**Financial Planning, Monitoring and Accountability Reporting Department
School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2017-18**

SECONDARY MODEL - DUE October 6, 2017

School Name:

Indicate Title I School status by marking an "X" in the box.

NOTE: List the names of all SSC members below. Indicate SSC office held, i.e., Chairman (C), Co-Chairman (Co-C), DAC Representative (DAC) and DAC Alternate (DAC-AI) in the "SSC Office" column. Please indicate year 1 or year 2 in the tenure column.

Please note: Administrators may attend DAC meetings but do not have voting rights at the DAC and are not DAC Representatives or Alternates.

STAFF: Minimum of 6. Classroom teachers must make up the majority in this category.

Enter "1" in the # box next to each entry

Tenure	Position	Name	SSC Office	Address	Phone	E-mail	#
NA	Principal						1
	Clstrm Tchr						1
	Clstrm Tchr						1
	Clstrm Tchr						1
	Clstrm Tchr						1
	Other						1
Total Staff Members							6
Must Equal 50%							50%

PARENTS (P) and COMMUNITY MEMBERS (CM): Minimum of 3

(P)/(CM)	Name	SSC Office	Address	Phone	E-mail	#
						1
						1
						1
Total Parent/Comm Members						3
Must Equal 25%						25%

STUDENTS: Minimum of 3

Name	SSC Office	Address	Phone	E-mail	#
					1
					1
					1
Total Student Members					3
Must Equal 25%					25%

*Please note DAC meetings are scheduled 3rd Wednesday of each month. We recommend the SSC meeting follow the DAC meeting in order to share current DAC information in a timely manner.

Meetings scheduled for 2017-18 school year:

- | | | | |
|--------------------|-------------------|-------------------|-------------------|
| 1 <u>September</u> | 2 <u>October</u> | 3 <u>November</u> | 4 <u>December</u> |
| 5 <u>January</u> | 6 <u>February</u> | 7 <u>March</u> | 8 <u>April</u> |
| 9 <u>May</u> | 10 <u>June</u> | | |

Principal's Signature & Date

SSC Chairman's Signature & Date



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

The following outline is provided as a “SAMPLE” to assist the School Site Council (SSC) in developing its own bylaws.

*No claim of completeness is made.
Please create Bylaws specific to your school site.*

**SCHOOL SITE COUNCIL BYLAWS
2017-18**

**ARTICLE I
Duties of the School Site Council**

The School Site Council of _____ School,
hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.

ARTICLE II Members

Section A: Composition* (EC 52012 and 52852)

The council shall be composed of the following members, the principal, [classroom] teachers elected by other [classroom] teachers, other school personnel elected by other school personnel, parents elected by other parents, in secondary schools students elected by the entire student body, and community members elected by such parents. Classroom teachers are the majority on the school staff side. **Each member has equal voting rights.**

The principal is responsible for the elections of staff members.

At the elementary level, the council shall be constituted to ensure parity. Half of the membership shall be (a) principal, classroom teachers and other school personnel; and half shall be (b) parents, or other community members elected by the parents. The council will be made up of no fewer than 10 members*.

At the secondary level, the council shall be constituted to ensure parity. Half of the membership shall be (a) principal, classroom teachers and other school personnel (staff side); and half shall be (b) half parents, or community members elected by the parents and half students elected by the entire student body (parent/student side). All students are eligible to run for SSC student office. The council will be made up of no fewer than 12 members*. **Middle schools and alternative schools may select either the elementary or secondary model (EC 33133-c).**

Parent Members

A parent is a person who is a mother, father or legal guardian of a student attending a particular school, but who is not employed at the school attended by such student. Council members chosen to represent parents may be employees of the school district so long as they are not employed at the school site (EC 52852).

Classroom Teacher Members

A classroom teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to pupils for the full time for which he/she is employed and has a student roster.

Other School Personnel - Other school personnel are defined as a person who does not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the principal.

Student Representatives (*Secondary Model*)

Any student enrolled at the school with which the council is affiliated is eligible to be elected as a student representative.

Community Members (*Examples to choose from can include*)

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a student at the school, nor a parent, a member of the staff, administration or classified staff of the school with which the council is affiliated or a community member within the district boundaries.

The council shall be composed of _____ members, selected by their peers, as follows:

- ✓ Classroom teachers (*must be the majority of staff composition*)
- ✓ Other school personnel
- ✓ Principal (ex officio member)
- ✓ Parents or community members
- ✓ Students (secondary)

**No subcategory representation is allowed. (EL, GATE, PTA, PTO, SDEA, SGT, K-1, 2-3, etc.)*

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district as long as they are not employed at the school site.

Section B: Term of Office

Council members shall be elected for two-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. **Absentee (proxy) and any electronic votes shall not be permitted.**

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairman.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy (*The following are examples, **select one***)

Any vacancy on the council occurring during the term of a duly elected member shall be filled by:

- a. Regular elections
- b. Appointment by two-thirds of the council for the period of time until the next regular election
- c. The seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.
- d. Other – please describe in detail.

ARTICLE III

Elections of Council Members

- The school principal is a standing member of the council.
- Classroom teacher elections will be held in September:
 - The classroom teacher membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by classroom teachers.
- “Other” school personnel elections will be held in September.
 - The “other” staff membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by “other” school personnel.

Parent/Community Member representative elections will be conducted in September.

- Nominations and elections will be conducted by the school office staff.
 - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. The announcement will also be posted on the School Marquee.
 - Nominations will be accepted in September.
- Students.
 - All students are eligible for student member positions. The entire student body will have the opportunity to participate in student elections.
 - During the month of September, nomination forms will be made available to students.
 - All students nominated by their peers **MUST** accept the nomination prior to their name being placed on the official ballot.
 - Once the official ballot has been created, the currently enrolled students will vote for student members.
 - The students who receive the most votes will be the student members; the student receiving the next highest number of votes will be the student alternate.

All election ballots and result records will be maintained at the school site for **five (5) years**.

ARTICLE IV Officers

Section A: Officers

The officers of the council shall be a chairman, vice(co)-chairman, secretary, and other officers the council may deem desirable.

The chairman shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the council.
- Sign all letters, reports, and other communications of the council.
- Perform all duties incident to the office of the chairman.
- Have other such duties as are prescribed by the council.

The vice(co)-chairman shall:

- Represent the chairman in assigned duties.
- Substitute for the chairman in his/her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the following other persons: _____.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairmen of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as assigned by the chairman or the council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the _____ meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

ARTICLE V Committees

Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

Section B: Terms of Office

The council shall determine the terms of office for members of a committee.

Section C: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

ARTICLE VI Meetings of the Council

Section A: Meetings

The council shall meet regularly on the _____ school day of each month. Special meetings of the council may be called by the chairman or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairman or by majority vote of the council.

Section C: Notice of Meetings

1. Written public notice of all meetings shall be given at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues:
_____, _____, and _____.
4. All required notices shall be delivered to council and committee members no less than 72 hours, and no more than _____ days in advance of the meeting, personally, or by mail or via e-mail.

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (50% plus one) shall constitute a quorum.

No actions may be taken unless a quorum has been established.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c). The District recommends the use of *Robert's Rules of Order* or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

ARTICLE VII

Amendments

An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. Written notice of the proposed amendment must be submitted to council members at least _____ days prior to the meeting at which the amendment is to be considered for adoption.

SAN DIEGO UNIFIED SCHOOL DISTRICT

_____ **School**
SSC Meeting
Date:

AGENDA

Legal Requirements (Check topics to be covered at this meeting):			
SSC Business -		SPSA	
	Title I Parent Involvement Policy, Home School Compact		SPSA Goal Review
	SSC Bylaws		SPSA Target Progress
	DAC, ELAC Merger		Modifications for SPSA Goals, Strategies, Funding
	Uniform Complaint Procedures		Assessment and Evaluation Survey for SPSA
	Attendance	Budget -	
	Parent Education Opportunities		Funding Updates (District Information)
	SSC Survey (end of year)		Modifications to Categorical Funding based on Target Updates
Data Review -		DAC & ELAC -	
	Site Developed Data		EL Program
	District Benchmark Data		Reports
	Quarterly Target Data Review		Training

<i>ITEM</i>	DESCRIPTION/ACTIONS	ACTION REQUESTED OF SSC MEMBERS
1. Call to Order	<ul style="list-style-type: none"> Sally Chen: SSC Chairperson 	<ul style="list-style-type: none"> Informational
2. SSC Business <ul style="list-style-type: none"> ➤ Approval of Minutes ➤ Election Results and Introduction of New Members ➤ Parent Involvement Policy and Home/School Compact 	<ul style="list-style-type: none"> Action Item: Approval of minutes for September 14, 2017; Sally Chen, SSC Chairperson. Informational: Jane Doe, Principal Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> Voting Informational Vote to revise/approve
3. Data Review <ul style="list-style-type: none"> ➤ Assessment Data Results 	<ul style="list-style-type: none"> Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> Informational

<i>ITEM</i>	DESCRIPTION/ACTIONS	ACTION REQUESTED OF SSC MEMBERS
4. SPSA ➤ Monitoring the SPSA ➤ Review 2017-18 Goals	<ul style="list-style-type: none"> • Informational: John Alford, Teacher member • Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> • Informational • Vote to Revise Goals as Necessary
5. Budget ➤ Monitoring the SPSA Original Budget	<ul style="list-style-type: none"> • Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> • Vote to transfer budget.
6. DAC and ELAC ➤ DAC Report ➤ ELAC Report	<ul style="list-style-type: none"> • Informational: Sally Chen, DAC Representative • Informational: Melina Escalante, ELAC Representative 	<ul style="list-style-type: none"> • Informational • Informational
7. Public Comment	Open	<ul style="list-style-type: none"> • Informational

Next Scheduled _____ SSC Meeting: _____ (Date)

4-5 p.m., Room _____

Date Posted: _____
(must be 72 hours before meeting)



SAMPLE Meeting Minutes
San Diego Unified School District

Attachment 3b – *Sample*
SSC Meeting Minutes

Future Middle School
SSC Meeting
October 12, 2017

MEMBERS PRESENT:

- | | | | |
|--|--|---|--|
| <input checked="" type="checkbox"/> Jane Doe | Principal (ex officio) | <input checked="" type="checkbox"/> Sally Chen | Parent/DAC Rep (2 nd yr.) |
| <input checked="" type="checkbox"/> John Alford | Classroom Teacher (2 nd yr.) | <input checked="" type="checkbox"/> Sally Dearest | Parent (1 st yr.) |
| <input checked="" type="checkbox"/> John Deer | Classroom Teacher (1 st yr.) | <input checked="" type="checkbox"/> Patricia District | Parent (1 st yr.) |
| <input checked="" type="checkbox"/> Harriet Nguyen | Classroom Teacher (2 nd yr.) | <input type="checkbox"/> Cynthia Smith | Parent (1 st yr.) |
| <input checked="" type="checkbox"/> Sam Potter | Other – school personnel (1 st yr.) | <input checked="" type="checkbox"/> John Ortega | Community Member (2 nd yr.) |

Quorum was met

Guest Name: Richard Stone, Leticia Williams, and Scooby Doo

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> Sally Chen: SSC Chairperson 	Meeting was called to order at 3:35 p.m.
2. SSC Business <ul style="list-style-type: none"> ➢ Approval of Minutes ➢ Election Results and Introduction of New SSC members ➢ Parent Involvement Policy and Home/School Compact 	<ul style="list-style-type: none"> Action Item: Approval of minutes for September 14, 2017; Sally Dearest, SSC Chairperson. Informational: Jane Doe, Principal Action: Jane Doe, Principal 	<ul style="list-style-type: none"> Minutes from September 14, 2017 were reviewed. Approval of the minutes moved by Dearest, seconded by Deer. Motion passed. SSC elections were held in September. The one classroom Teacher opening was held at the first staff meeting by the teachers. John Deer was elected unanimously by his peers. Welcome John. At the same staff meeting non classroom staff also voted for the “other” position. Sam Potter was elected unanimously by his peers. Welcome Sam. The nominations for parents were held the first two weeks in September with the ballots distributed and collected by September 24 for the three SSC parent openings. 323 ballots were returned to elect our newest parent members. Welcome Sally Dearest, Patricia District and Cynthia Smith to our committee The Parent Involvement Policy and Home School Compact were reviewed. Motion to approve by Nguyen, seconded by Chen. Motion passed.
3. Data Review <ul style="list-style-type: none"> ➢ Assessment Data Results 	<ul style="list-style-type: none"> Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> School data reports were distributed to all. Members analyzed results from multiple perspectives. Additionally, a report was produced analyzing student progress longitudinally over the past 2 years. This will allow us to document progress while we work through the changing curriculum (CCSS).

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>4. SPSA</p> <ul style="list-style-type: none"> ➤ Monitoring the SPSA ➤ Review 2017-18 Goals 	<ul style="list-style-type: none"> • Informational: John Deer, Classroom Teacher member • Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> • Harriet Nguyen provided all members with an SPSA monitoring form/table. The table links progress with expenditures. The SSC will continue to develop the form over the year to streamline progress monitoring and hopefully support next year’s SPSA revisions. • After reviewing student data, the SSC discussed increasing the Math SMART goal by 5 percentage points since we have already met targets. Sam Potter moved to approve the new SPSA goals for 2017-18. Moved by Dearest. Motion seconded by Patricia District. Motion passed 9-0.
<p>5. Budget</p> <ul style="list-style-type: none"> ➤ Monitoring the SPSA 	<ul style="list-style-type: none"> • Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> • Jane Doe distributed to the committee a copy of the Budget Overview for the site that was run this afternoon prior to the meeting. She confirmed with her budget analyst that all salary transfers will be completed by the end of January. Any extra salary for the push in teacher purchased with resource 30100 will be watched if we are able to use these funds if they become available.
<p>6. DAC and ELAC</p> <ul style="list-style-type: none"> ➤ DAC Report ➤ ELAC Report 	<ul style="list-style-type: none"> • Informational: Sally Chen, DAC Representative • Informational: Melinda Deer, ELAC Chairperson 	<ul style="list-style-type: none"> • DAC: Sally Chen reported the DAC meeting from September 2017 meeting. • DELAC: Melinda Deer shared information from the September 2017 meeting.
<p>7. Public Comment</p>	<p>Open</p>	<p>There was no public comment.</p>

Meeting Adjourned at 4:35 p.m.
Minutes recorded by Jane Dawes, Clerical staff member



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

**District Advisory Council (DAC)
For Compensatory Education Programs**

DAC 2017-18 MEETING DATES

The DAC general meetings are held once each month
on Wednesday evening from 6:30-8:00 p.m.

Child care and translation services are provided at all meetings.

Meetings will be held at the Harold J. Ballard Parent Center in Old Town.
2375 Congress Street, San Diego, CA 92110

September 20, 2017	February 21, 2018
October 18, 2017	March 21, 2018
November 15, 2017	April 18, 2018
December 13, 2017	May 16, 2018
January 17, 2018	

Directions to the Harold J. Ballard Parent Center

From the North

I-5 South to Old Town Avenue
Left onto Old Town Avenue
Left onto San Diego Avenue
Slight left onto Congress Street

From the South

I-5 North to Old Town Avenue
Right onto Old Town Avenue
Left onto San Diego Avenue
Slight left onto Congress Street

From the East

I-8 West to I-5 South to Old Town Avenue
Left onto Old Town Avenue
Left onto San Diego Avenue
Slight left onto Congress Street

Parking is available in the lot north of the campus on Congress Street.

For information regarding the DAC, Please call the
Financial Planning, Monitoring and Accountability Department at (619) 725-5605.



Distrito Escolar Unificado de San Diego
Planificación y Desarrollo Financiero
Planificación Financiera, Supervisión y Rendición de Cuentas

**Comité Consultivo del Distrito (DAC)
Para Programas de Educación Compensatoria**

FECHAS DE LAS REUNIONES DEL DAC 2017-18

Las reuniones generales se celebran una vez al mes,
los miércoles por la tarde, de 6:30pm a 8:00pm.

Se ofrecen en todas las reuniones el cuidado de niños y servicios de interpretación.

Las reuniones tendrán lugar en el Harold J. Ballard Parent Center, en Old Town.
2375 Congress Street, San Diego, CA 92110

20 de septiembre, 2017	17 de enero, 2018
18 de octubre, 2017	21 de febrero, 2018
15 de noviembre, 2017	21 de marzo, 2018
13 de diciembre, 2017	18 de abril, 2018
	16 de mayo, 2018

Direcciones para llegar a Harold J. Ballard Parent Center

Desde el norte

I-5 Vaya en dirección sur hasta Old
Town Avenue
Doble a la izquierda en Old Town
Avenue
Doble a la izquierda en San Diego
Avenue
Doble levemente en Congress Street

Desde el sur

I-5 Vaya en dirección sur hasta
Old Town Avenue
Doble a la izquierda en Old Town
Avenue
Doble a la izquierda en San Diego
Avenue
Doble levemente a la izquierda en
Congress Street

Desde el este

I-8 Vaya en dirección oeste hacia I-5 Sur hasta
Old Town Avenue
Doble a la izquierda en Old Town Avenue
Doble a la izquierda en San Diego Avenue
Doble levemente a la izquierda en Congress St.

Se puede estacionar en el estacionamiento al norte del campus en Congress Street.

Para más información sobre el Comité Consultivo del Distrito, favor de llamar al
Departamento de Planificación Financiera, Supervisión y Rendición de Cuentas al (619) 725-5605.



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

**District Advisory Council (DAC)
For Compensatory Education Programs**

DAC 2017-18 EXECUTIVE MEETING DATES

The DAC executive meetings are held once each month
on Wednesday evening from 6:30-7:30 p.m.

Meetings will be held at the Eugene Brucker Education Center
4100 Normal Street, Room 2249
San Diego, CA 92110

September 6, 2017	February 7, 2018
October 4, 2017	March 7, 2018
November 1, 2017	April 4, 2018
December 6, 2017	May 2, 2018
January 3, 2018	June 6, 2018

Directions to the Eugene Brucker Education Center

From the North

I-5 South to I-805 South
I-805 South to CA-163 South
Exit Washington Street East
Right onto Washington Street
Left onto Normal Street

From the South

I-5 North to I-15 North to I-805 North
I 805 North to El Cajon Blvd
Left onto El Cajon Blvd
Left onto Normal Street

From the East

I-8 West to I-805 South to El Cajon Blvd
Right onto El Cajon Blvd
Left onto Normal Street

For information regarding the DAC, Please call the
Financial Planning, Monitoring and Accountability Department at (619) 725-5605.



Distrito Escolar Unificado de San Diego
Departamento de Planeación Financiera y Desarrollo
Departamento de Planeación, Vigilancia y Responsabilidad

**Comité Consultivo del Distrito (DAC)
Para Programas de Educación Compensatoria**

FECHAS DE LAS REUNIONES EJECUTIVAS 2017-18 DEL DAC

Las reuniones ejecutivas del DAC se realizan una vez al mes
los miércoles por la tarde de 6:30-7:30 p.m.

Las reuniones se llevarán a cabo en el Centro Educativo Eugene Brucker
4100 Normal Street, salón 2249
San Diego, CA 92110

Septiembre 6, 2017	Febrero 7, 2018
Octubre 4, 2017	Marzo 7, 2018
Noviembre 1, 2017	Abril 4, 2018
Diciembre 6, 2017	Mayo 2, 2018
Enero 3, 2018	Junio 6, 2018

Direcciones al Centro Educativo Eugene Brucker

Desde el norte

I-5 Sur al I-805 Sur
I-805 Sur a CA-163 Sur
Salida en Washington Street Este
Derecha a Washington Street
Izquierda a Normal Street

Desde el sur

I-5 Norte al I-15 Norte al I-805 Norte
I 805 Norte a El Cajon Blvd
Izquierda a El Cajon Blvd
Izquierda a Normal Street

Desde el este

I-8 Oeste al I-805 Sur a El Cajon Blvd
Derecha a El Cajon Blvd
Izquierda a Normal Street

Para información referente al DAC, llame por favor al Departamento de Planeación, Vigilancia y Responsabilidad Financiera al (619) 725-5605.



Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

SSC RESPONSIBILITIES CHECKLIST

The suggested timeline and checklist below highlights important dates for managing SSC business.

ACTIVITY	DATES
<input type="checkbox"/> Call for Nominations.	September
<input type="checkbox"/> SSC Elections	September
<input type="checkbox"/> Conduct Title I Parent Involvement Meeting. <input type="checkbox"/> Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent Involvement Policy (PIP), and Home School Compact (HSC).	September
First SSC Meeting of New SSC Team (agenda items): <input type="checkbox"/> Report election results and introduce new members. <input type="checkbox"/> Review SSC Bylaws, PIP, and HSC. <input type="checkbox"/> Review Data and Budget Information.	October October and Ongoing
Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Roster with original signatures. Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Bylaws <input type="checkbox"/> PIP and HSC <input type="checkbox"/> SSC agenda and minutes documenting election and introductions. Submit SSC Documents <i>Originals Only</i> : <input type="checkbox"/> Title I Parent Meeting Verification Form	October 6, 2017 October 27, 2017 October 27, 2017
<input type="checkbox"/> Review Data and Budget Information	Ongoing
<input type="checkbox"/> Conduct Needs Assessments and Surveys to monitor progress.	January/February 2018
<input type="checkbox"/> Develop SPSA and Budget <input type="checkbox"/> Submit to BOE for approval <input type="checkbox"/> Submit SSC minutes documenting approval of SPSA to FPMA.	January/February 2018 (tentative)
<input type="checkbox"/> Develop and Approve 2018-19 PIP and HSC <input type="checkbox"/> Submit PIP and HSC electronically to FPMA.	March/April 2018



San Diego Unified School District
 Financial Planning and Development
 Financial Planning, Monitoring and Accountability
2017-18 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

August/September	October	November	December	January
<p><u>DAC Meeting: 9/20/2017</u> Executive Meeting: 9/6/2017</p> <ul style="list-style-type: none"> • State Assessments Overview (2017) • District Initiative Updates • Administrative Circulars: <ul style="list-style-type: none"> – <i>SSC Training/Rosters</i> – <i>Categorical Expenditures</i> – <i>Site Title 1 Requirements</i> • Consolidated Application-CARS Spring Data Reporting, Collection & Application for Funding <p>Training: What to Expect at School, How to Navigate Sandi.net</p>	<p><u>DAC Meeting: 10/18/2017</u> Executive Meeting: 10/4/2017</p> <ul style="list-style-type: none"> • 2017-18 DAC Election Committee • Accountability Progress Report • Title I Programs • Carryover Report • LCAP Update/Consultation • LCFF Data Collection from Provision 2 Schools Report • Consolidated Application -- CARS Spring Data Reporting Collection & Application for Funding <p>Training: SSC/DAC Timeline, Categorical Budget Review</p>	<p><u>DAC Meeting: 11/15/2017</u> Executive Meeting: 11/1/2017</p> <ul style="list-style-type: none"> • 2017-18 DAC Executive Board Nominations • DAC Bylaws • Title I Budget Balances FY 2017 • Consultation of Title I Ranking/Budget • LEA Plan Update and Review • LCAP Update/Consultation <p>Training: What is the LEA Plan? What is the LCAP?</p>	<p><u>DAC Meeting: 12/13/2017</u> Executive Meeting: 12/6/2017</p> <ul style="list-style-type: none"> • 2017-18 DAC Executive Board Elections • Consultation of Title I Ranking/Budget Continues • District Projects Updates • LCAP Update/Consultation <p>Training: SPSA and Budget Updates SSC Responsibilities by Cluster</p>	<p><u>DAC Meeting: 1/17/2018</u> Executive Meeting: 1/3/2018</p> <ul style="list-style-type: none"> • Site Safety Plans • Consultation of Title I Ranking/Budget Continues • State of the Budget • LCAP Update/Consultation. • Consolidated Application-CARS Winter Data Collection & Reporting <p>Training: Categorical Budget Review</p>
<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Review Assessment Data</i> • Call for nominations/ SSC Elections • Prepare for SSC review/approval: <ul style="list-style-type: none"> ❖ <i>Bylaws</i> ❖ <i>Site Title 1 Parent Involvement Policy</i> ❖ <i>Home/School Compact</i> • Conduct Annual Title I Parent Meeting • Conduct SSC Elections <p>Training: SSC Elections, SSC Nuts and Bolts for Administrators</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ <i>Review and revise SPSA as necessary</i> <p>Due 10/6/2017: 1. SSC Membership Roster (identify DAC representative)</p> <p>Due 10/27/2017: 1. SSC Agenda/Minutes (documenting election results and new member introductions) 2. SSC Bylaws and TI Parent Meeting Verification form</p> <p>Training: SSCs and the SPSA</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ <i>Review and revise SPSA as necessary</i> <p>Training: SSC Legal Responsibilities & Best Practices</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ <i>Review and revise SPSA as necessary</i> <p>Begin checking status of salary transfers and make budget adjustments if necessary</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>SPSA 2017-18 Development</u> <ul style="list-style-type: none"> ❖ <i>Identify priorities, meet with community groups</i> ❖ <i>Discuss and prioritize changes for next year</i> ❖ <i>Review tentative budget allocations for next year</i> <p>Check status of salary transfers and make budget adjustments, if necessary</p> <p>Training: SBB training for Principals</p>



San Diego Unified School District
 Financial Planning and Development
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2017-18 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

February	March	April	May	June/July
<p><u>DAC Meeting: 2/21/2018</u> Executive Meeting: 2/7/2018</p> <ul style="list-style-type: none"> • Board Approval of Title I Ranking/Budget • 2017-18 CARS- Winter Data Collection/ Allocations and Reservations. (TBD) • Title I Programs • LEA Plan Timeline and Revisions • LCAP Update/Consultation • Categorical/Spending Deadlines <p>Training:</p>	<p><u>DAC Meeting: 3/21/2018</u> Executive Meeting: 3/7/2018</p> <ul style="list-style-type: none"> • DAC Budget Update • Testing Information • District Projects Update • Annual Parent Involvement Policy review begins • LCAP Update/Consultation <p>Training:</p>	<p><u>DAC Meeting: 4/18/2018</u> Executive Meeting: 4/4/2018</p> <ul style="list-style-type: none"> • LEA Plan revisions to Board of Education • Title I Parent Involvement Policy review begins • CARS Spring Data Collection/Reporting and requisition funds (TBD) • LCAP Update/Consultation <p>Training:</p>	<p><u>DAC Meeting: 5/16/2018</u> Executive Meeting: 5/2/2018</p> <ul style="list-style-type: none"> • Title I Parent Involvement Policy review begins. Due October 2018 • End of Year Awards: School Achievement and Attendance • LCAP Update/Consultation <p>Training:</p>	<p><u>DAC Meeting: None</u> Executive Meeting: 6/6/2018</p> <ul style="list-style-type: none"> • District Projects Update
<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <i>❖ Modify or eliminate ineffective activities</i> <i>❖ Identify obstacles</i> <i>❖ Review Assessment Data</i> • <u>SPSA 2018-19 Development</u> <i>❖ Identify priorities, meet with community groups</i> <i>❖ Discuss and prioritize changes for next year</i> <i>❖ Review tentative budget allocations for next year</i> <i>❖ Set goals based on student data</i> <i>❖ Complete Categorical Budgets and SPSA</i> <i>❖ Review/approve 2018-19 Parent Involvement Policy and Home/School Compact</i> <p>Training: SPSA for Administrators</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <i>❖ Modify or eliminate ineffective activities</i> <i>❖ Identify obstacles</i> <i>❖ Examining categorical budget expenditures</i> <i>❖ Review Assessment Data</i> <i>❖ Review 2017-18 categorical balances and expenditures in preparation for year- end deadlines</i> 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <i>❖ Modify or eliminate ineffective activities</i> <i>❖ Identify obstacles</i> <i>❖ Examining categorical budget expenditures</i> <i>❖ Review Assessment Data</i> <i>❖ Review 2017-18 categorical balances and expenditures in preparation for year- end deadlines</i> <i>❖ Review possible carryover balances and address possible carryover plans for next year if allowable</i> 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <i>❖ Modify or eliminate ineffective activities</i> <i>❖ Identify obstacles</i> <i>❖ Examining categorical budget expenditures</i> <i>❖ Review Assessment Data</i> <i>❖ Review 2017-18 categorical balances and expenditures in preparation for year- end deadlines</i> <i>❖ Review possible carryover balances and address possible carryover plans for next year if allowable</i> • <u>Optional</u> - Preliminary call for nominations for next year's SSC election 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <i>❖ Modify or eliminate ineffective activities</i> <i>❖ Identify obstacles</i> <i>❖ Examining categorical budget expenditures</i> <i>❖ Review Assessment Data</i> <i>❖ Review 2017-18 categorical balances and expenditures in preparation for year- end deadlines</i> <i>❖ Review possible carryover balances and address possible carryover plans for next year, if allowable</i>



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SCHOOL SITE COUNCIL TRAINING 2017-18

Training is provided for administrators as well as School Site Council (SSC) teams over the course of the 2017-18 school year. Please visit ERO for specific course descriptions. FPMA will also send announcements as additional courses are added throughout the school year.

Workshop	Date	Location	Registration
SSC Elections Training for Administrators	Thursday, August 24 3-4pm	Ed Center 3 rd floor	Email your RT
SSC Elections Training for Administrators	Wednesday, August 30 4-5pm	Ed Center 3 rd floor	Email your RT
SSC Workshop for Administrators	Tuesday, September 5 9am-10am	Ed Center 3 rd floor	ERO
SSC Workshop for Administrators	Tuesday, September 5 3pm-4pm	Ed Center 3 rd floor	ERO
SSC Workshop for Administrators	Wednesday, September 6 12pm-1pm	Ed Center 3 rd floor	ERO
SSC Workshop for Administrators	Wednesday, September 6 4pm-5pm	Ed Center 3 rd floor	ERO
SSC Workshop for Administrators	Thursday, September 7 10am-11am	Ed Center 3 rd floor	ERO
SSC Workshop for Administrators	Thursday, September 7 3:30pm-4:30pm	Ed Center 3 rd floor	ERO
SPSA Goals Revision Workshop for Administrators Areas TBD	Tuesday, September 12 Time TBD	Ed Center 3 rd floor	ERO
SPSA Goals Revision Workshop for Administrators Areas TBD	Wednesday, September 13 Time TBD	Ed Center 3 rd floor	ERO
SPSA Goals Revision Workshop for Administrators Areas TBD	Thursday, September 14 Time TBD	Ed Center 3 rd floor	ERO
SSC Legal Responsibilities and Best Practices Workshop	Tuesday, October 10 5:30pm-7:00pm	Ballard Center Auditorium	ERO for staff RT for parents
SSC Legal Responsibilities and Best Practices Workshop	Monday, October 16 5:30pm-7pm	Ballard Center Auditorium	ERO for staff RT for parents
SSC Legal Responsibilities and Best Practices Workshop	Tuesday, October 17 5:30pm-7pm	Ballard Center Auditorium	ERO for staff RT for parents
SSC Legal Responsibilities and Best Practices Workshop	Thursday, October 19 4:30pm-6:00pm	Ballard Center Auditorium	ERO for staff RT for parents
SSC Legal Responsibilities and Best Practices Workshop	Monday, October 23 5:30pm-7pm	Ballard Center Auditorium	ERO for staff RT for parents



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Workshop	Date	Location	Registration
SSC Legal Responsibilities and Best Practices Workshop	Tuesday, November 7 5pm-6:30pm	Ballard Center Auditorium	ERO for staff RT for parents
SPSA Training for SSC	Tuesday, November 28 5:30-7pm	Ballard Center Auditorium	ERO for staff RT for parents
SPSA Training for SSC	Tuesday, November 29 5:30-7pm	Ballard Center Auditorium	ERO for staff RT for parents
SPSA Training for SSC	Tuesday, November 30 5:30-7pm	Ballard Center Auditorium	ERO for staff RT for parents

District staff log into Electronic Registration Online (ERO) at
<http://sandi.net/ero>

For additional information contact the Financial Planning, Monitoring and Accountability (FPMA) Department at (619) 725-5605.

Financial Planning and Development
Financial Planning, Monitoring and Accountability Department
Thomas Liberto, Director

2017-18
CONTACT INFORMATION

STAFF ASSIGNMENTS	SCHOOL ASSIGNMENTS
<p>Darío Gutierrez (619) 725-7785 Email: dgutierrez2@sandi.net</p>	<p>All Schools listed in Areas 1,2, and 3, Office of Secondary Schools, Home Hospital, Riley, TRACE, and Whittier</p>
<p>Mary Johnson (619) 725-5611 Email: mjohnson8@sandi.net</p>	<p>All Schools listed in Areas 4,5 and 6, ALBA DAC Liaison</p>

Eugene Brucker Education Center
4100 Normal Street, **Room 3209**

Telephone: (619) 725-5605
Fax: (619) 725-7055

Additional resources and information can be found at the
Financial Planning, Monitoring and Accountability Department website

<http://www.sandi.net/Page/37313>