

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 8, 2015

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 2015-16 SCHOOL YEAR

Department and/or Persons Concerned: All Principals and School Site Council Chairpersons

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

Due Date: **November 2, 2015**

1. 2015-16 SSC Membership Rosters
2. 2015-16 SSC Bylaws
3. SSC meeting Minutes (documenting SSC membership election results and introduction of new SSC members)

Action Requested: Establish the SSC with the appropriate configuration. Elections for the 2015-16 SSC should be completed and the first SSC meeting should be **held prior** to October 31, 2015.

Complete and return the following by November 2, 2015.

- **Submit original SSC Membership Roster** (identifying DAC representative) with original signatures of the Principal and SSC Chairperson to:
Eugene Brucker Education Center, Room 3126
Financial Planning, Monitoring and Accountability Department
- **Submit electronic copies** to this website planning@sandi.net
 - 2015-16 SSC Bylaws
 - SSC meeting Minutes (documenting SSC membership election results and introduction of new SSC members)

rev. Attachment 1 *Sample(s) and Template(s) - 2015-16 SSC Membership Roster (Identifying DAC rep.) (rev. page 3, item 7 - SSC Office Note:)*

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

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

Attachment 4 2015-16 DAC Meetings — *English*

Attachment 5 2015-16 DAC Meetings — *Spanish*

Attachment 6 School Site Council Training: Training for Administrators

Attachment 7 School Site Council Training: Legal Responsibilities and Best Practices

Attachment 8 School Site Council Training: Title I Budgets 101: Budget and Expense Transfers

rev. Attachment 9 School Site Council Training: Revising your **2016-17 SPSA (rev. EROs code)**

Attachment 10 SSC Responsibilities Checklist

Attachment 11 2015-16 SSC/DAC Timeline

Attachment 12 2015-16 FPMA department Contact Information

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 voting DAC members.

Principals are required to provide information to the Financial Planning, Monitoring and Accountability Department (FPMA) indicating 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>
<p style="text-align: center;">Minimum of five (5)</p>	<p style="text-align: center;">Minimum of five (5)</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: ELST, office staff, resource teachers, custodian.

Secondary Model – Minimum of twelve (12) members. Secondary schools (high schools) may have more than 12 members as long as parity among parents/community members, students, and school staff 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

Parents/Community Members 25 %	Students 25 %	Other 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"> • 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: ELST, office staff, resource teachers, 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 among school staff, parents/community members, and students (for the secondary model). 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 showing 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 and Agenda/Minutes - Elections for the 2015-16 SSC should be completed and the first SSC meeting should be held prior to October 31, 2015. The SSC Membership Roster must be completed and submitted to the Financial Planning, Monitoring and Accountability Department no later than November 2, 2015 (**Attachment 1**).

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 November 2, 2015 due date. A sample set of bylaws from the California Department of Education (CDE) is attached (**Attachment 2**).

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

- 1) **Establish** the 2015-16 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 November 2, 2015** to the:
Financial Planning, Monitoring and Accountability Department (FPMA)
Eugene Brucker Education Center, Room 3126
- 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 2015-16
- 5) **Submit** to your resource teacher at planning@sandi.net **electronic** copies by **November 2, 2015**:
 - 2015-16 SSC Bylaws (**Attachment 2**).
 - SSC meeting Minutes documenting the announcement of the election results and the introduction of new SSC members (**Attachment 3**).

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 chairperson.

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).

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 voting DAC members.

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 SSC members are automatic DAC members with voting rights (**Attachment 1**). The SSC Membership Roster for all schools must be on file in the Financial Planning, Monitoring and Accountability Department to verify DAC membership.

Only documented DAC representatives and or alternates 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 **November 2, 2015** 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 only the general meetings. The schedule of DAC meeting dates for the 2015-16 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) (**Attachment 6 through 9**).

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 10 and Attachment 11**).

If you have questions regarding SSC membership or requirements, DAC or you would like assistance with any matter related to SSCs, please call your designated resource teacher (**Attachment 12**) or call the Financial Planning, Monitoring and Accountability Department at (619) 725-5609.

Vikki Henton
Director
Financial Planning, Monitoring and Accountability

APPROVED:



Jenny Salkeld
Chief Financial Officer
Office of the Chief Financial Officer

VH:mj2

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 31, 2015.

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 2015-16
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 = (ALT)
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 3126

Due November 2, 2015

- 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 minutes documenting SSC membership election results and introduction of the new SSC members.

** 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) 725-5609 or your designated resource teacher if you have any questions. (see attachment 12)

Financial Planning, Monitoring and Accountability Department
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2015-16

Attachment 1 - Elementary
 SAMPLE SSC Roster

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), DAC Representative (DAC), and DAC Alternate (ALT) 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 5 members. 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
2	Clsm Tchr	Roscoe Jacks		22 Does not exist St., SD, 90000	619-555-6548	notanemailadd2@sandi.net	1
1	Clsm Tchr	Kaiser Jones		22 Does not exist St., SD, 90000	619-555-6538	notanemailadd3@sandi.net	1
2	Clsm Tchr	Cinder Roberts		22 Does not exist St., SD, 90000	619-555-6782	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	CP	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	Herman Maple	DAC	22 Does not exist St., SD, 90000	619-555-6834	notanemailadd3@noone.com	1
1	CM	Rosetta Stone	ALT	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 2015-16 school year:

- | | | | |
|---------------------------|------------------------------|---------------------------|--------------------------|
| 1 <u>October 13, 2015</u> | 2 <u>November 17, 2016</u> | 3 <u>December 5, 2015</u> | 4 <u>January 9, 2016</u> |
| 5 <u>February 6, 2016</u> | 6 <u>March 9, 2016</u> | 7 <u>April 9, 2016</u> | 8 <u>May 7, 2016</u> |
| 9 <u>June 5, 2016</u> | 10 <u>September 20, 2016</u> | | |

Benjamin Franklin 10/03/2015

Principal's Signature/Date

Ethel Mermaid 10/03/2015

SSC Chairman's Signature/Date

DUE NOVEMBER 2, 2015 - RETURN TO: Ed Center, Room 3126 Financial Planning, Monitoring Accountability Department

Financial Planning, Monitoring and Accountability Department
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2015-16

ELEMENTARY MODEL - DUE NOVEMBER 2, 2015

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), DAC Representative (DAC), and DAC Alternate (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. 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	
	Clstrn Tchr						1	
	Clstrn Tchr						1	
	Clstrn 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 2015-16 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> |

 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 2015-16

Attachment 1
 SSC Circular

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), DAC Representative (DAC), and DAC Alternate (ALT) 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. 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		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	P Zena Loretto	CP	22 Does not exist St., SD, 90000	619-555-7983	notanemailadd1@noone.com	1
2	P Ray Nolles	DAC	22 Does not exist St., SD, 90000	619-555-1954	notanemailadd2@noone.com	1
1	CM Elena Gomez	ALT	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	#
2 Happy Athlete		22 Does not exist St., SD, 90000	619-555-7983	notanemailadd4@noone.com	1
1 Tech Twitter		22 Does not exist St., SD, 90000	619-555-1954	notanemailadd5@noone.com	1
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 2015-16 school year:

- | | | | |
|---------------------------|------------------------------|---------------------------|--------------------------|
| 1 <u>October 3, 2015</u> | 2 <u>November 7, 2015</u> | 3 <u>December 5, 2015</u> | 4 <u>January 9, 2016</u> |
| 5 <u>February 7, 2016</u> | 6 <u>March 20, 2016</u> | 7 <u>April 5, 2016</u> | 8 <u>May 9, 2016</u> |
| 9 <u>June 9, 2016</u> | 10 <u>September 20, 2016</u> | | |

Benjamin Franklin 10/03/2015

 Principal's Signature/Date

Ethel Mermaid 10/03/2015

 SSC Chairman's Signature/Date

Financial Planning, Monitoring and Accountability Department
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2015-16

Attachment 1
 SSC Circular

SECONDARY MODEL - DUE November 2, 2015
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), DAC Representative (DAC) and DAC Alternate (ALT) 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. 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 2015-16 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 _____ |
| 9 _____ | | | |

 Principal's Signature

 SSC Chairman's Signature/Date

DUE NOVEMBER 2, 2015 - RETURN TO: Ed Center, Room 3126 Financial Planning, Monitoring Accountability Department



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
2015 - 2016**

**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 student 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 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 (EL, GATE, PTA, PTO, SDEA, SGT, K-1, 2-3, etc.) is allowed.*

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 _____ 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 ballots 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.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- “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.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- 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.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- 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 three (3) student members.
 - The three students who receive the most votes will be the student members; the student receiving the next highest number of votes (fourth highest) will be the student alternate.

All election ballots and result records will be maintained at the school site for **seven (7) years**.

ARTICLE IV Officers

Section A: Officers

The officers of the council shall be a chairman, vice-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-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 are 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.

Section D: Quorum

A majority (50% plus one) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

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) and with *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.

SAMPLE



SAMPLE Meeting Minutes

San Diego Unified School District

Attachment 3 – Sample
SSC Meeting Minutes

Future Middle School
SSC Meeting
October 12, 2015

MEMBERS PRESENT:

- | | | | |
|--|--|---|--|
| <input checked="" type="checkbox"/> Jane Doe | Principal (ex officio) | <input checked="" type="checkbox"/> Sally Chen | <input checked="" type="checkbox"/> Quorum was met |
| <input checked="" type="checkbox"/> John Alford | Classroom Teacher (2nd yr.) | <input checked="" type="checkbox"/> Sally Dearest | Parent/DAC Rep (2 nd yr.) |
| <input checked="" type="checkbox"/> John Deer | Classroom Teacher (1st yr.) | <input checked="" type="checkbox"/> Patricia District | Parent (1st 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.) |

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 	<ul style="list-style-type: none"> • Action Item: Approval of minutes for September 14, 2015; Sally Dearest, SSC Chairperson. • Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> • Minutes from September 14, 2015 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. <p>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.</p>
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
4. Data Review ➤ 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).
4. SPSA ➤ Monitoring the SPSA ➤ Review 2015-16 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 Nguyem 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 2015-16. Moved by Dearest. Motion seconded by Patricia District. Motion passed 9-0.
5. Budget ➤ 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 November. 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.
6. DAC and ELAC ➤ 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 2015 meeting. • DELAC: Melinda Deer shared information from the September 2015 meeting.
7. Public Comment	Open	There was no public comment.

Meeting Adjourned at 4:35 p.m.
Minutes recorded by Jane Dougheyes, 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 2015-16 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 16, 2015	February 17, 2016
October 21, 2015	March 16, 2016
November 18, 2015	April 20, 2016
December 16, 2015	May 18, 2016
January 20, 2016	June 15, 2016

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) 725-5609.



Distrito Escolar Unificado de San Diego
Planificación y Desarrollo Financiero
Departamento de Planificación, Supervisión y Responsabilidad Financiera

COMITÉ CONSULTIVO DEL DISTRITO (DAC)
PARA LOS PROGRAMAS DE EDUCACIÓN COMPENSATORIA

FECHAS PARA LAS JUNTAS DE DAC 2015-16

Las juntas generales del DAC se realizan una vez al mes un miércoles por la tarde de 6:30-8:00 p.m.

Se proporciona cuidado de niños y traducción en todas las juntas.

Las juntas se realizan en el Centro de Padres Harold J. Ballard en Old Town.
2375 Congress Street, San Diego, CA 92110

Septiembre 16, 2015	Febrero 17, 2016
Octubre 21, 2015	Marzo 16, 2016
Noviembre 18, 2015	Abril 20, 2016
Diciembre 16, 2015	Mayo 18, 2016
Enero 20, 2016	Junio 15, 2016

Direcciones para llegar al Centro de Padres Harold J. Ballard

Del Norte

I-5 South a Old Town Avenue
A la izquierda en Old Town Avenue
A la izquierda en San Diego Avenue
Hacia la izquierda en Congress Street

Del Sur

I-5 North a Old Town Avenue
A la derecha en Old Town Avenue
A la izquierda en San Diego Avenue
Hacia la izquierda en Congress Street

Del Este

I-8 West a I-5 South a Old Town Avenue
A la izquierda en Old Town Avenue
A la izquierda en San Diego Avenue
Hacia la izquierda en Congress Street

Hay estacionamiento disponible en el estacionamiento al norte del plantel en Congress Street.

Para más información sobre el DAC llamen al
Departamento de Planificación, Supervisión y Responsabilidad Financiera
al (619) 725-5609



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

**2015-16 SCHOOL SITE COUNCIL (SSC)
TRAINING FOR ADMINISTRATORS**

This two hour workshop is designed to provide administrators with insight and best practices for Title I Categorical Programs. You will learn how to cultivate a strong SSC team and successfully accomplish your SSC work over the course of the school year.

Topics include:

- How to constitute and develop an SSC
- The role of the SSC in your school community
- The timelines and tasks of the SSC over the course of the year and how to effectively plan (including the SPSA and SSB tool)
- Preparing for successful SSC meetings

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL THREE TRAININGS WILL BE HELD AT THIS LOCATION
Monday	10/12	3:30-5:30 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110
Wednesday	10/14	3:30-5:30 p.m.	Auditorium	
Tuesday	10/20	3:30-5:30 p.m.	Auditorium	

Attendance at this training will give the school access to site specific training at their school during one of their SSC meetings during the 2015-16 school year.

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

Course Code: 5526 SCC Trng for Admin

For additional information contact the Financial Planning, Monitoring and Accountability (FPMA) Department at (619) 725-5609



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

**SCHOOL SITE COUNCIL LEGAL RESPONSIBILITIES
AND BEST PRACTICES 2015-16**

This two hour workshop is designed to provide SSC teams with insight and best practices for Title I Categorical Programs. You will learn how to successfully accomplish your SSC work over the course of the school year.

Topics include:

- How to Constitute and develop an SSC.
- The role of the SSC in your school community.
- The timelines and tasks of the SSC over the course of the year and how to effectively plan (including the SPSA and SSB tool).
- Preparing for successful SSC meetings.

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL THREE TRAININGS WILL BE HELD AT THIS LOCATION
Tuesday	11/3	4-6 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110 Spanish translation and childcare are available for all trainings.
Wednesday	11/4	4-6 p.m.	Auditorium	
Tuesday	11/10	*3:30-5:30 p.m.	Auditorium	

**Time difference for 11/10/1 training.*

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

Course Code:-5526 SSC Legal Responsibilities

For additional information contact the Financial Planning, Monitoring and
Accountability (FPMA) Department at (619) 725-5609



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

TITLE I BUDGETS 101: BUDGET AND EXPENSE TRANSFERS

This one and a half hour workshop is designed to provide administrators and designated financial staffs support with the tools necessary to successfully move budgets within a Title I resource as well as expenses between and into Title I resources.

Training topics include:

- How to present budget and expense transfers for SSC approval (including minute’s documentation).
- Completing the Budget/Expense Justification Form.
- How to run and use the reports necessary to identify budget and expenses for revision.
- The timelines and tasks of necessary to successful Title I budget management.

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL SIX TRAININGS WILL BE HELD AT THIS LOCATION
Monday	11/30	4:00-5:30 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110
Wednesday	12/2	4:00-5:30p.m.	Auditorium	
Tuesday	12/8	4:00-5:30p.m.	Auditorium	
Monday	4/11	4:00-5:30 p.m.	Auditorium	
Monday	4/18	4:00-5:30 p.m.	Auditorium	
Tuesday	4/19	4:00-5:30 p.m.	Auditorium	

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

Course Code: 5526 2015-16 Title I Budgets 101

For additional information contact the Financial Planning, Monitoring
and Accountability (FPMA) Department at (619) 725-5609



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

**REVISING YOUR 2016-17 SINGLE PLAN FOR
STUDENT ACHIEVEMENT (SPSA)**

This workshop provides in-depth guidance for site teams consisting of principals, SSC chairs and new or returning SSC members.

The training will include information in the following areas:

- The responsibilities of SSC members and the Principal in developing the Single Plan for Student Achievement (SPSA).
- Getting input from stakeholders.
- Aligning school goals with data.
- Making budget decisions that improve student achievement.
- The Single Plan for Student Achievement (SPSA) template.

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL TRAININGS HELD AT THIS LOCATION
Tuesday	1/19	5:00-6:30 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110 Spanish translation and childcare is available
Tuesday	1/26	5:00-6:30 p.m.	Auditorium	
Tuesday	2/2	5:00-6:30 p.m.	Auditorium	
Wednesday	2/3	4:00-5:30 p.m.	Auditorium	

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

***Course Code: 5526 2016-17 Revising Your
Single Plan for Student Achievement***

For additional information contact the Financial Planning, Monitoring and Accountability (FPMA) Department (619) 725-5609

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 Parent Involvement Policy (PIP) and Home School Compact (HSC).	September
Submit SSC Documents <i>Originals Only:</i> <input type="checkbox"/> SSC Roster with original signatures.	November 2, 2015
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 planning@sandi.net : <input type="checkbox"/> SSC Bylaws <input type="checkbox"/> PIP and HSC <input type="checkbox"/> SSC Minutes documenting election and introductions. Submit SSC Documents <i>Originals Only:</i> <input type="checkbox"/> Title I Parent Meeting Verification Form	November 2, 2015
<input type="checkbox"/> Review Data and Budget Information	Ongoing
<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 2016 (tentative)
<input type="checkbox"/> Develop and Approve 2016-17 PIP and HSC <input type="checkbox"/> Submit PIP and HSC electronically to FPMA.	April
<input type="checkbox"/> Conduct Needs Assessments and Surveys to monitor progress.	April/May



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

Attachment 11
SSC/DAC Timeline

2015-16 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

August/September	October	November	December	January
<p style="text-align: center;"><u>DAC Meeting: 9/16/2015</u></p> <p>Executive Meeting: 9/2/15 cancelled</p> <ul style="list-style-type: none"> • State Assessments Overview (2015) • 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: SSC Elections and What to Expect at School and How to Navigate Sandi.net</p>	<p style="text-align: center;"><u>DAC Meeting: 10/21/2015</u></p> <p>Executive Meeting: 10/7/15</p> <ul style="list-style-type: none"> • 2015-16 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 Conference Registration</p>	<p style="text-align: center;"><u>DAC Meeting: 11/18/2015</u></p> <p>Executive Meeting: 11/4/15</p> <ul style="list-style-type: none"> • 2015-16 DAC Executive Board Nominations • DAC Bylaws • Title I Budget Balances 2014-15 • 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 style="text-align: center;"><u>DAC Meeting: 12/16/2015</u></p> <p>Executive Meeting: 12/2/15</p> <ul style="list-style-type: none"> • 2015-16 DAC Executive Board Elections • Consultation of Title I Ranking/Budget Continues • District Projects Updates • LCAP Update/Consultation <p>Training: SPSA and Budget Updates</p>	<p style="text-align: center;"><u>DAC Meeting: 1/20/2016</u></p> <p>Executive Meeting: 1/6/16</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>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> • Call for nominations/ SSC Elections • Prepare for SSC review: <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 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 style="text-align: center;">Due 11/2/15</p> <ol style="list-style-type: none"> 1. SSC Membership Roster (identify DAC representative) 2. SSC Bylaws (review, revise or develop and approve) 3. SSC Minutes (documenting election results and new member introductions) 	<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 style="text-align: center;">SSC Bylaws and TI Parent Meeting Verification form due 11/2/2015</p> <p style="text-align: center;">SSC Legal Responsibilities & Best Practices: 11/3, 11/4, 11/10</p> <p style="text-align: center;">Title I Budgets 101 -- Budget and Expense Transfers: 11/30</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 style="text-align: center;">Begin checking status of salary transfers and make budget adjustments if necessary</p> <p style="text-align: center;">Title I Budgets 101 -- Budget and Expense Transfers: 12/2, 12/8</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>SPSA 2016-17 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 style="text-align: center;">Check status of salary transfers and make budget adjustments, if necessary</p> <p style="text-align: center;">Revising your SPSA: 1/19, 1/26 2/2, 2/3 (Spanish Translation and childcare is available)</p>



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

2015-16 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

February	March	April	May	June/July
<p style="text-align: center;"><u>DAC Meeting: 2/17/2016</u> Executive Meeting: 2/3/16</p> <ul style="list-style-type: none"> • Board Approval of Title I Ranking/Budget • 2015-16 CARS- Winter Data Collection/ Allocations and Reservations. (TBD) • Title I Programs • LEA Plan Timeline • LEA Plan Revisions • LCAP Update/Consultation • Categorical/Spending Deadlines <p>Training: Purpose of the PIP</p>	<p style="text-align: center;"><u>DAC Meeting: 3/16/2016</u> Executive Meeting: 3/3/16</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: TBD</p>	<p style="text-align: center;"><u>DAC Meeting: 4/20/2016</u> Executive Meeting: 4/6/16</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: TBD</p>	<p style="text-align: center;"><u>DAC Meeting: 5/18/2016</u> Executive Meeting: 5/4/16</p> <ul style="list-style-type: none"> • Title I Parent Involvement Policy review begins. Due October 2017 • End of Year Awards: School Achievement and Attendance • LCAP Update/Consultation <p>Training: TBD</p>	<p style="text-align: center;"><u>DAC Meeting: 6/15/2016</u> Executive Meeting: 6/1/16</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> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Review Assessment Data</i> ❖ Review 2015-16 categorical balances and ramp up spending in preparation for year- end deadlines • <u>SPSA 2016-17 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> ❖ <i>Set goals based on student data</i> ❖ Complete Categorical Budgets and SPSA 	<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> ❖ Review 2015-16 categorical balances and ramp up spending in preparation for year- end deadlines 	<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> ❖ Review 2015-16 categorical balances and ramp up spending in preparation for year- end deadlines ❖ <i>Review possible carryover balances and address possible carryover plans for next year if allowable</i> <p style="text-align: center;">SSC Annual Categorical Budget Balancing Training (Site Admins).</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> ❖ Review 2015-16 categorical balances and ramp up spending in preparation for year- end deadlines ❖ <i>Review possible carryover balances and address possible carryover plans for next year, if allowable</i> <p style="text-align: center;">SSC Annual Categorical Budget Balancing Training (Site Admins).</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> ❖ Review 2015-16 categorical balances and ramp up spending in preparation for year- end deadlines ❖ <i>Review possible carryover balances and address possible carryover plans for next year, if allowable</i> <p style="text-align: center;">SSC Annual Categorical Budget Balancing Training (Site Admins).</p>

Area Superintendent's Learning Communities 2015-16
Financial Planning Development Analyst and Resource Teacher Assignments

AREA 1 Bruce Bivins	AREA 2 Lamont Jackson	AREA 3 Kimie Lochtefeld	AREA 4 Sofia Freire	AREA 5 Mitzi Merino	AREA 6 Fabiola Bagula	Contacts
Lincoln Cluster	Mira Mesa Cluster	Kearny Cluster	Clairemont Cluster	La Jolla Cluster	Crawford Cluster	Budget Analysts
0011 Baker Elementary 0013 Balboa Elementary 0060 Chavez Elementary 0063 Chollas/Mead Elementary 0093 Encanto Elementary 0149 Horton Elementary 0157 Johnson Elementary 0296 Knox Middle 3637 Lincoln High 0341 Millennial Tech Middle 0218 Nye Elementary 0236 Porter Elementary 0283 Valencia Park Elementary 0289 Webster Elementary	0303 Challenger Middle 0217 Ericson Elementary 0134 Hage Elementary 0201 Hickman Elementary 0199 Mason Elementary 0349 Mira Mesa High 0219 Sandburg Elementary 0285 Walker Elementary 0328 Wangenheim Middle 0200 Salk (Opening Sept. 2015) Budget - Bill Hallaran Resource - Dario Gutierrez	0007 Angier Elementary 0055 Carson Elementary 0061 Chesterton Elementary 0075 Cubberley Elementary 0105 Fletcher Elementary 0159 Jones Elementary 0161 Juarez Elementary 3736 Kearny CTA 3733 Kearny DMD 3734 Kearny SCT 3735 Kearny SIB 0173 Linda Vista Elementary 0316 Montgomery Middle 0247 Ross Elementary 0326 Taft Middle 0291 Wegeforth Elementary	0004 Alcott Elementary 0021 Bay Park Elementary 0043 Cadman Elementary 0332 Clairemont High 0147 Holmes Elementary 0313 Marston Middle 0277 Toler Elementary Budget - Tenya Rushing Resource - Susan Weinshanker	0029 Bird Rock Elementary 0169 La Jolla Elementary 0342 La Jolla High 0317 Muirlands Middle 0279 Torrey Pines Elementary Budget - Debbie Glanz Resource - Mary Johnson	0057 Carver Elementary 0065 Clay Elementary 0334 Crawford High 0095 Euclid Elementary 0153 Fay Elementary 0150 Ibarra Elementary 0312 Mann Middle 0195 Marshall Elementary 0223 Oak Park Elementary 0243 Rolando Park Elementary Budget - Gordon Yorke Resource - Mary Johnson	Rita Clegg 619 725-7644
Serra High Cluster	Morse Cluster	Mission Bay Cluster	Henry Cluster	San Diego Cluster	Hoover Cluster	Sally Dexter-Smith 619 725-7627
0327 DePortola Middle 0367 Farb Middle 0136 Hancock Elementary 0166 Kumeyaay Elementary 0206 Miller Elementary 0357 Serra High Cluster 0274 Tierrasanta Elementary 0284 Vista Grande Elementary Budget-Sally Dexter Smith Resource - Dario Gutierrez	0123 Bethune K-8 0033 Boone Elementary 0115 Freese Elementary 0119 Fulton K-8 0171 Lee Elementary 0352 Morse High 0229 Paradise Hills Elementary 0235 Penn Elementary 0237 Perry Elementary 0125 Zamorano Elementary Budget - Sally Dexter-Smith Resource - Dario Gutierrez	0017 Barnard Mandarin Magnet 0073 Crown Point Elementary 0350 Mission Bay High 0227 Pacific Beach Elementary 0320 Pacific Beach Middle 0255 Sessions Elementary Budget - Rita Clegg Resource-Susan Weinshanker	0293 Benchley Weinberger Elem. 0078 Dailard Elementary 0111 Foster Elementary 0121 Gage Elementary 0131 Green Elementary 0139 Hardy Elementary 0143 Hearst Elementary 0311 Lewis Middle 0197 Marvin Elementary 0336 Patrick Henry High 0321 Pershing Middle Budget - Tenya Rushing Resource - Susan Weinshanker	0031 Birney Elementary 0039 Burbank Elementary 0091 Emerson/Bandini Elem. 0107 Florence Elementary 0124 Garfield Elementary 0128 Golden Hill K-8 0127 Grant K-8 0155 Jefferson Elementary 0162 Kimbrough Elementary 0177 Logan K-8 0203 McKinley Elementary 0330 Memorial Prep Middle 0185 Perkins K-8 0137 Rodriguez Elementary 0324 Roosevelt Middle 0259 Sherman Elementary 0287 Washington Elementary Budget - Lilibeth Puentespina Resource - Mary Johnson	0003 Adams Elementary 0059 Central Elementary 0062 Cherokee Point Elem. 0322 Clark Middle 0089 Edison Elementary 0113 Franklin Elementary 0135 Hamilton Elementary 0338 Hoover High 0130 Joyner Elementary 0215 Normal Heights Elem. 0230 Rosa Parks Elementary 0249 Rowan Elementary 0329 Wilson Middle Budget - Bich Ha Groll Resource - Mary Johnson	Debbie Glanz 619 725-7619
Alternative/Atypical Schools	University City Cluster	Point Loma Cluster	Madison Cluster	Atypical Schools	Atypical Schools	Bich Ha Groll 619-725-7788
0362 Twain High 0361 Garfield High 0500 San Diego MET 9-12 0504 iHigh 9-12 0395 Mt. Everest Academy K-12 0503 SD Early/Middle College Budget - Maurice Hernandez Resource - Dario Gutierrez	0077 Curie Elementary 0087 Doyle Elementary 0263 Spreckels Elementary 0325 Standley Middle 0355 University City High Budget - Bich Ha Groll Resource - Dario Gutierrez	0041 Cabrillo Elementary 0304 Correia Middle 0080 Dana Middle 0085 Dewey Elementary 0179 Loma Partal Elementary 0225 Ocean Beach Elementary 0354 Point Loma High 0261 Silver Gate Elementary 0269 Sunset View Elementary Budget - Bill Hallaran Resource-Susan Weinshanker	0310 CPMA Middle 0167 Lafayette Elementary 0175 Lindbergh Schweitzer Elem. 0253 Sequoia Elementary 0295 Whitman Elementary Budget - Rita Clegg Resource - Susan Weinshanker	0170 Language Academy K-8 Budget - Esther Moosbrugger Resource - Susan Weinshanker	0259 Sherman Elementary 0287 Washington Elementary Budget - Lilibeth Puentespina Resource - Mary Johnson	Esther Moosbrugger 619 725-7617
Alternative School	Atypical Schools	Other	Atypical Schools	Atypical Schools	Hoover Cluster	Lilibeth Puentespina 619 725-7621
0331 ALBA Budget - Maurice Hernandez Resource - Susan Weinshanker	0368 SCPA 6-12 Budget - Maurice Hernandez Resource - Dario Gutierrez	0382 Home Hospital Budget - Tania Valero Resource - Dario Gutierrez	0369 John Muir K-12 0181 Longfellow K-8 Budget - Maurice Hernandez Resource - Susan Weinshanker	0324 Roosevelt Middle 0259 Sherman Elementary 0287 Washington Elementary Budget - Lilibeth Puentespina Resource - Mary Johnson	0215 Normal Heights Elem. 0230 Rosa Parks Elementary 0249 Rowan Elementary 0329 Wilson Middle Budget - Michelle Speegle Resource - Mary Johnson	Tanya Rushing 619-725-7637
					Atypical Schools	Michelle Speegle 619-725-7634
					Special Ed Schools	Tania Valero 619-725-7638
						Gordon Yorke 619-725-7643
						Resource Teachers
						Dario Gutierrez 619 725-7785
						Mary Johnson 619 725-5611
						Susan Weinshanker 619 725-5614
						Principal-Spec. Assignmnt Don Craig / 619 725-7567
						Director, Financial Plng Vikki Henton/619 725-7093
						Exec. Dir. Financial Plng Debbie Foster 619 725-7646