

**ADMINISTRATIVE CIRCULAR NO. 3**  
Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 7, 2014

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

**Subject:** SSC TRAINING; MEMBERSHIP ROSTERS OF SCHOOL SITE COUNCILS (SSC) FOR THE 2014-15 SCHOOL YEAR

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

**Due Date:** **November 3, 2014:** 2014-15 SSC Membership Rosters  
2014-15 SSC Bylaws

**Reference:** Education Code Sections 33143(c), 52852, 52853, 62002.5; and Administrative Procedure 9060

**Action Requested:**

- 1) Establish the SSC with the appropriate configuration. Elections for the 2014-15 SSC should be completed and the first SSC meeting should be held prior to October 31, 2014.
- 2) Submit SSC Membership Roster (with DAC representative identified) with original signatures of Principal and SSC Chairperson to the:  

Eugene Brucker Education Center, Room 3126  
Financial Planning, Monitoring and Accountability Department  
**Due by November 3, 2014**
- 3) Submit electronic copy of 2014-15 SSC Bylaws to:  

[planning@sandi.net](mailto:planning@sandi.net) by **November 3, 2014**.

**Attachment 1** SSC Membership 2014-15 Roster Template

**Attachment 2** Sample SSC Bylaws

**Attachment 3a** 2014-15 DAC Meetings — *English*

**Attachment 3b** 2014-15 DAC Meetings — *Spanish*

**Attachment 4a** School Site Council Training: Elections and Fall Responsibilities

**Attachment 4b** School Site Council Training Legal Responsibilities and Best Practices

**Attachment 5** Financial Planning, Monitoring and Accountability Department Contact Information 2014-15

**Brief Explanation:**

The Board of Education **requires that every** district school establish and maintain an appropriately configured School Site Council (SSC). In addition, each site should select a representative to serve on the District Advisory Council (DAC).

Principals are required to provide information to the Financial Planning, Monitoring and Accountability Department indicating that the SSC has been appropriately configured, 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.

**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.** May have more members as long as, parity between parents/community members and other school staff is maintained.

**ELEMENTARY MODEL**

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

\* *Other School Personnel* is defined as follows – At least one staff member **who is not** a classroom teacher must be included on the SSC. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: ELST, office staff, resource teachers, custodian.

**High Schools (Secondary Model) - Minimum of twelve (12) members.** May have more members as long as parity among parents/community members, students, and school staff is maintained.

**SECONDARY MODEL**

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

\* *Other School Personnel is defined as follows – At least one staff member who is not a classroom teacher must be included on the SSC. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: ELST, office staff, resource teachers, custodian.*

**Middle-Level Schools and Schools with Atypical Grade Configurations** Ed Code 33143(c)  
 Middle Schools and schools with atypical grade configurations (e.g., grades K-8, grades K-12) must choose either the Elementary Model or the Secondary Model.

It is important that the SSC be configured according to the guidelines listed above, and that all schools make note of the minimum number of members required for the correct SSC configuration (10 for the Elementary Model and 12 for the Secondary Model).

**Schools may go above the minimum numbers, but must maintain the parity among school staff, parents/community members, and (for the secondary model) students.** 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.

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 Bylaws** - Elections for the 2014-15 SSC should be completed and the first SSC meeting should be held **prior to October 31, 2014**. The SSC Membership Roster must be completed and submitted to the Financial Planning, Monitoring and Accountability Department no later than **November 3, 2014 (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 prior to the November 3, 2014, 2014 due date.**

A sample set of bylaws from the California Department of Education is attached (**Attachment 2**). Please review this sample as it contains new information. By November 3, 2014, the following must be completed:

- 1) Establish the 2014-15 SSC with the appropriate configuration.
- 2) At the first official meeting, review and amend, as needed, the site's SSC bylaws for 2014-15.
- 3) Download the SSC roster template to your computer and complete the SSC Membership Roster (**Attachment 1**).
- 4) Submit original roster with required signatures to the Financial Planning, Monitoring and Accountability Department, Eugene Brucker Education Center, Room 3126 by November 3, 2014.
- 5) **Submit an electronic copy** of your 2014-15 SSC Bylaws to your resource teacher at [planning@sandi.net](mailto:planning@sandi.net) by November 3, 2014.

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, will be unable to spend categorical monies until a correct roster is submitted and approved.**

Approval notices signifying that rosters are correct and complete will be sent via e-mail to principals from the staff of the Financial Planning, Monitoring and Accountability Department. It is also important that all SSC members fully understand their roles and responsibilities.

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)
- Quality Education Improvement Act [QEIA] (Resource Code 74000)

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

The SSC must be provided 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. Training for ELAC members is provided by the English Learner Support Teacher (ELST) at the site.

**C. 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.

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 roster. Per DAC bylaws, all parent SSC members are automatic DAC alternates (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 3, 2014**, and that updates are submitted to the Financial Planning, Monitoring and Accountability Department as needed.

The DAC meets on the third Wednesday 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 every general meeting. The schedule of DAC meeting dates for the 2014-15 school year is attached (**Attachments 3a and 3b**).

**D. SSC Training** - SSC trainings will be offered by the Financial Planning, Monitoring and Accountability Department in 2014-15. The 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).

Schools are strongly encouraged to send their SSC teams consisting of principals, SSC chairpersons, and new and returning SSC members to these trainings to learn new information and review established guidelines. All principals will leave the training with a School Site Council handbook to help guide them in their responsibilities. Spanish translation services and childcare will be provided. Seating is limited (**Attachments 4a and 4b**).

If you have questions regarding the roster membership or requirements of the School Site Council (SSC) or District Advisory Council (DAC), or you would like assistance with any matter related to SSCs, please call your designated resource teacher (**Attachment 5**) 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

Distribution:

**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 that a minimum of eight (8) meetings be held per year, with the first meeting held by October 31, 2014.

**SSC CONFIGURATION:**

<b>ELEMENTARY SCHOOLS - Minimum of ten (10) members (elementary model)</b>	
<b>50% Parent/Community Members</b>	<b>50% School Personnel</b>
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) <b>Classroom</b> Teachers  3) Minimum of one (1) Other School Personnel*  <p style="text-align: center;"><b>Classroom teachers must be in the majority.</b></p>
<b>Minimum of five (5)</b>	<b>Minimum of five (5)</b>

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

\*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 2014-15  
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 and/or Economic Impact Aid-Compensatory Education funds. All parent SSC members are automatic DAC alternates per the DAC bylaws. Only representatives or alternates may vote at DAC meetings.
- 8) Type all the dates for your SSC meetings in the designated spaces at the bottom of the form.
- 9) Print the SSC Membership Roster, and have the Principal and SSC Chairman sign it.
- 10) **SUBMIT ORIGINAL SSC MEMBERSHIP ROSTER TO:**

**Financial Planning, Monitoring and Accountability  
Department Education Center, Room 3126**

**Due November 3, 2014.**

- 11) Maintain a record of your SSC Membership Roster in your site SSC handbook.
- 12) If appropriate, generate a "public" copy of the SSC roster. If any parents/community members **do not want their phone numbers or addresses to be publicly available.** In this situation, place the official roster in a locked cabinet and place the "public" copy in the SSC Handbook.

A "public" copy may be generated by making a copy after using post-it notes to cover data that should not be publicly available.

Contact the Monitoring and Accountability Reporting Department at (619) 725-5609 or your designated resource teacher if you have any questions. **(see attachment 5)**

**Financial Planning, Monitoring and Accountability Department**  
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2014-15

Attachment 1  
 SSC Circular

**ELEMENTARY MODEL SAMPLE**

**School Name:** Imaginary Elementary

**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. **(Administrators may attend DAC meetings but may not be the DAC Representative or Alternate.)**

**STAFF (Teachers must make up the majority in this category.)**

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

Position	Name	SSC Office	Address	Phone	E-mail	#
Principal	Benjamin Franklin		22 Does not exist St., SD, 90000	619-555-3452	<a href="mailto:notanemailadd1@sandi.net">notanemailadd1@sandi.net</a>	1
Clstrm Tchr	Roscoe Jacks		22 Does not exist St., SD, 90000	619-555-6548	<a href="mailto:notanemailadd2@sandi.net">notanemailadd2@sandi.net</a>	1
Clstrm Tchr	Kaiser Jones		22 Does not exist St., SD, 90000	619-555-6538	<a href="mailto:notanemailadd3@sandi.net">notanemailadd3@sandi.net</a>	1
Clstrm Tchr	Cinder Roberts		22 Does not exist St., SD, 90000	619-555-6782	<a href="mailto:notanemailadd4@sandi.net">notanemailadd4@sandi.net</a>	1
Other	Cali Diego		22 Does not exist St., SD, 90000	858-555-2344	<a href="mailto:notanemailadd5@sandi.net">notanemailadd5@sandi.net</a>	1
						5
<b>Must Equal 50%</b>						50%

**PARENTS (P) and COMMUNITY MEMBERS (CM)**

(P) / (CM)	Name	SSC Office	Address	Phone	E-mail	#
P	Ethel Mermaid	CP	22 Does not exist St., SD, 90000	619-555-7983	<a href="mailto:notanemailadd1@noone.com">notanemailadd1@noone.com</a>	1
P	Lucy Friday		22 Does not exist St., SD, 90000	619-555-1954	<a href="mailto:notanemailadd2@noone.com">notanemailadd2@noone.com</a>	1
P	Herman Maple	DAC	22 Does not exist St., SD, 90000	619-555-6834	<a href="mailto:notanemailadd3@noone.com">notanemailadd3@noone.com</a>	1
CM	Rosetta Stone	ALT	22 Does not exist St., SD, 90000	619-555-7199	<a href="mailto:notanemailadd4@noone.com">notanemailadd4@noone.com</a>	1
CM	Howard Starr		22 Does not exist St., SD, 90000	619-555-1838	<a href="mailto:notanemailadd5@noone.com">notanemailadd5@noone.com</a>	1
						5
<b>Must Equal 50%</b>						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.

Members must be elected by their constituent group (e.g., teachers by teachers, parents/community members by parents).

Meetings scheduled for the 2014-15 school year: (It is recommended that a minimum of eight meetings be held per year, with the first meeting held by October 31, 2014.)

- |   |          |    |          |   |          |   |          |
|---|----------|----|----------|---|----------|---|----------|
| 1 | 10/13/14 | 2  | 11/07/14 | 3 | 12/05/14 | 4 | 01/09/15 |
| 5 | 02/06/15 | 6  | 03/27/15 | 7 | 04/09/15 | 8 | 05/07/15 |
| 9 | 06/05/15 | 10 |          |   |          |   |          |

*Benjamin Franklin* 10/03/2014  
 \_\_\_\_\_  
 Principal's Signature/Date

*Ethel Mermaid* 10/03/2014  
 \_\_\_\_\_  
 SSC Chairman's Signature/Date

**Return to: Financial Planning, Monitoring and Accountability Department,  
 Eugene Brucker Ed. Ctr., Room 3126, by NOVEMBER 3, 2014**

**Financial Planning, Monitoring and Accountability Department**  
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2014-15

**ELEMENTARY MODEL - DUE NOVEMBER 3, 2014**

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. **(Administrators may attend DAC meetings but may not be the DAC Representative or Alternate)**

**STAFF: Minimum of 5. Teachers must make up the majority in this category. (Enter "1" in the # box next to each entry)**

Position	Name	SSC Office	Address	Phone	E-mail	#	Term
Principal						1	
Clstrm Tchr						1	
Clstrm Tchr						1	
Clstrm Tchr						1	
Other						1	
						<b>Total Staff Members</b>	<b>5</b>
						<b>Must Equal 50%</b>	<b>50%</b>

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

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

Members must be elected by their constituent group (e.g., classroom teachers by classroom teachers, parents/community members by parents/community members).

**Meetings scheduled for the 2014-15 school year:** (It is recommended that a minimum of eight meetings be held per year, with the first meeting held by October 31, 2014.)

\*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.

- 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_  
 5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_  
 9 \_\_\_\_\_ 10 \_\_\_\_\_

\_\_\_\_\_  
 Principal's Signature/Date

\_\_\_\_\_  
 SSC Chairman's Signature/Date

**Financial Planning, Monitoring and Accountability Department**  
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2014-15

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. (Administrators may attend DAC meetings but may not be the DAC Representative or Alternate.)

**STAFF: Minimum of 6 (Teachers must make up the majority in this category.)**

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

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

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

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

Members must be elected by their constituent group (e.g., teachers by teachers, parents/community members by parents, and students by students). Meetings scheduled for the 2014-15 school year: (It is recommended that a minimum of eight (8) meetings be held per year, with the first meeting held by October 31, 2014.)

\*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.

1	10/03/14	2	11/07/14	3	12/05/14	4	01/09/15
5	02/07/15	6	03/27/15	7	04/05/15	8	05/09/15
9	06/05/15	10					

*Benjamin Franklin 10/03/2014*

Principal's Signature/Date

*Ethel Mermaid 10/03/2014*

SSC Chairman's Signature/Date

**Return to: Financial Planning, Monitoring and Accountability Department, Eugene Brucker Ed. Ctr,  
 Room 3126 by November 3, 2014**

**Financial Planning, Monitoring and Accountability Department**  
 School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2014-15

Attachment 1  
 SSC Circular

**SECONDARY MODEL - DUE NOVEMBER 3, 2014**

**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. (Administrators may attend DAC meetings but may not be the DAC Representative or Alternate)

**STAFF: Minimum of 6. Teachers must make up the majority in this category.** (Enter "1" in the # box next to each entry)

Position	Name	SSC Office	Address	Phone	E-mail	#
Principal						1
Clstrm Tchr						1
Clstrm Tchr						1
Clstrm Tchr						1
Clstrm Tchr						1
Other						1
<b>Total Staff Members</b>						<b>6</b>
<b>Must Equal 50%</b>						<b>50%</b>

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

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

**STUDENTS: Minimum of 3**

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

Members must be elected by their constituent group (e.g., classroom teachers by classroom teachers, parents/community member by parents, and students by students). Meetings scheduled for 2014-15 school year: (It is recommended that a minimum of eight meetings be held per year, with the first meeting held by October 31, 2014).

\*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.

- |         |          |         |         |
|---------|----------|---------|---------|
| 1 _____ | 2 _____  | 3 _____ | 4 _____ |
| 5 _____ | 6 _____  | 7 _____ | 8 _____ |
| 9 _____ | 10 _____ |         |         |

\_\_\_\_\_  
 Principal's Signature/Date

\_\_\_\_\_  
 SSC Chairman's Signature/Date

**Return to: Financial Planning, Monitoring and Accountability Department, Eugene Brucker Ed. Ctr.,  
 Room 3126 by NOVEMBER 3, 2014**



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

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*The following outline is provided as a "SAMPLE" to assist the School Site Council in developing its own bylaws.*

*No claim of completeness is made.*

*Please create Bylaws specific to your school site.*

**SCHOOL SITE COUNCIL BYLAWS  
2014-15**

**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\*

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)

*\*Elementary schools must have a minimum of ten (10) members*

*\*Secondary schools must have a minimum of twelve (12) members.*

*\*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**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by:  
*The following are examples (Select one)*

- 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.
  - The student member positions shall be elected by the entire student body.
  - 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: Other Standing and Special Committees**

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

**Section C: Terms of Office**

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

**Section D: 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 E: Quorum**

A majority (51% or greater) 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 (51% or greater) 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.



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

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**DISTRICT ADVISORY COUNCIL (DAC)  
FOR COMPENSATORY EDUCATION PROGRAMS**

**DAC 2014-15 MEETING DATES**

The DAC meets 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

<b>September 17, 2014</b>	<b>February 18, 2015</b>
<b>October 15, 2014</b>	<b>March 18, 2015</b>
<b>November 19, 2014</b>	<b>April 15, 2015</b>
<b>December 17, 2014</b>	<b>May 20, 2015</b>
<b>January 21, 2015</b>	<b>June 17, 2015</b>

**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 Rendición de Cuentas Financieras**

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

**FECHAS DE LAS JUNTAS DEL DAC DEL 2014-15**

El DAC se reúne una vez al mes un miércoles por la tarde de 6:30 a 8:00 p.m.  
Se ofrece guardería y servicios de interpretación en todas las juntas.

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

17 de septiembre de 2014	18 de febrero de 2015
15 de octubre de 2014	18 de marzo de 2015
19 de noviembre de 2014	15 de abril de 2015
17 de diciembre de 2014	20 de mayo de 2015
21 de enero de 2015	17 de junio de 2015

**Instrucciones para llegar al Centro de Padres Harold J. Ballard**

**Del Norte**

I-5 Sur a Old Town Avenue  
Izquierda en Old Town Avenue  
Izquierda en San Diego Avenue  
Un poco a la izquierda en  
Congress Street

**Del Sur**

I-5 Norte a Old Town Avenue  
Derecha en Hortensia Street  
Izquierda en San Diego Avenue  
Un poco a la izquierda en  
Congress Street

**Del Este**

I-8 Oeste a la I-5 Sur a Old Town Avenue  
Izquierda en Old Town Avenue  
Izquierda en San Diego Avenue  
Un poco a la izquierda en Congress Street

El estacionamiento está disponible en el lote norte del plantel en Congress Street

Para información sobre el DAC, favor de llamar al Departamento de  
Planificación, Supervisión y Rendición de Cuentas Financieras al (619) 725-5609.



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

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**SSC: ELECTIONS  
FOR THE 2014-15 SCHOOL YEAR**

This one hour workshop is designed to provide information about elections and Title I requirements. SSC chairman and the site principal or designee is encouraged to attend. Participants will leave the training with materials they can use at their school sites. Topics include:

- SSC Elections: Effective methods for holding elections and selecting chairman/co-chairman
- Annual Title I Parent Meeting: How to meet federal requirements
- Title I Parent Involvement Policy and Home/School Compact: What these documents must include

DAY OF WEEK	DATE	TIME	ROOM NUMBER	TRAINING AT THIS LOCATION
Tuesday	8/26	3:00 – 4:00 pm	Room 1	Ballard Center 2375 Congress Street San Diego, CA 92110

**District staff log into Electronic Registration Online**  
(ERO) at <http://sandi.net/ero> Course Code: 5491082614

**Parent Registration:** School sites please contact Financial Planning, Monitoring and Accountability Department staff 72 hours prior to workshop date to register parents.

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



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

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**SCHOOL SITE COUNCIL LEGAL RESPONSIBILITIES  
AND BEST PRACTICES 2014-15**

This one and a half hour workshop is designed to provide principals and their SSC chairman attending together to build a foundation necessary to fulfill the legal responsibilities and best practices inherent in running the school site council. Participants will leave the training with materials they can use at their school sites. Topics include:

- The legal responsibilities of SSC members and the principal in implementing the Single Plan for Student Achievement
- The importance of current bylaws to address legal issues
- Meeting Management: Tips for efficient meeting management including parliamentary procedures and essential meeting documents
- Team Building: Developing a cohesive team through consensus

**There are six opportunities for you to register for this SSC workshop**

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL TRAININGS HELD AT THIS LOCATION
Monday	10/20	4-6 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110
Tuesday	10/21	4-6 p.m.	Auditorium	
Wednesday	10/22	4-6 p.m.	Auditorium	
Monday	11/3	4-6 p.m.	Auditorium	
Wednesday	11/5	3-5 p.m.	Auditorium	
Thursday	11/6	3-5 p.m.	Auditorium	

**\*Spanish translation and childcare are available.**

**Attendance at this TRAINING will give the school access to a site specific training at their school during one of their SSC meetings during the 2014-15 school year**

**District staff log into Electronic Registration Online**  
(ERO) at <http://sandi.net/ero> *Course Code:5491102014*

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**  
 Vikki Henton, Director

**2014-15**  
**CONTACT INFORMATION**

STAFF ASSIGNMENTS	SCHOOL ASSIGNMENTS
Dario Gutierrez (619) 725-7785 Email: <a href="mailto:dgutierrez2@sandi.net">dgutierrez2@sandi.net</a>	All Schools listed in: Areas 1 and 2 Home Hospital, Riley, TRACE, and Whittier
Mary Johnson (619) 725-5611 Email: <a href="mailto:mjohnson8@sandi.net">mjohnson8@sandi.net</a>	All Schools listed in: Areas 4 and 5 DAC Liaison
Dr. Susan JK Weinshanker (619) 725-5614 Email: <a href="mailto:sweinshanker@sandi.net">sweinshanker@sandi.net</a>	All Schools listed in: Areas 3 and 4 ALBA WASC Coordinator

Eugene Brucker Education Center  
 4100 Normal Street, **Room 3126**

Telephone: (619) 725-5609

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>