

ADMINISTRATIVE CIRCULAR NO. 28

Office of the Chief Curriculum and Staff Development Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 2, 2008

To: All Principals, School Site Council (SSC) Chairpersons, Division and Department Heads; Chief School Improvement Officers, School Improvement Officers

Subject: SSC TRAINING; MEMBERSHIP ROSTERS OF SCHOOL SITE COUNCILS (SSC) FOR THE 2008-09 SCHOOL YEAR

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

Due Date: November 3, 2008: 2008-09 [SSC Membership Roster](#)
2008-09 SSC Bylaws

Reference: Education Code Sections 52012, 52852, 52853, 62002.5; and Administrative Procedure 9060

Action Requested:

- 1) Establish the 2008-09 SSC with the appropriate configuration.
- 2) Submit SSC Membership Roster with original signatures of Principal and SSC Chairperson to Program Monitoring, IMC, Building D, by **November 3, 2008**.
- 3) Submit electronic copy of 2008-09 SSC Bylaws to planning@sandi.net by **November 3, 2008**.

Brief Explanation:

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

Principals are required to provide information to the Program Monitoring Department indicating that the SSC has been appropriately configured in compliance with 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 school personnel is maintained.)

ELEMENTARY MODEL

Parents/Community Members 50%	School Personnel 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) Other Staff Member* <p>Classroom teachers must be in the majority.</p>
Minimum of five (5)	Minimum of five (5)

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

SECONDARY MODEL

Parents/Community Members 25%	Students 25%	School Personnel 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. 	<ul style="list-style-type: none"> • Principal (automatic member) • Minimum of four (4) Classroom Teachers • Minimum of one (1) Other Staff Member* <p>Classroom teachers must be in the majority.</p>
Minimum of three (3)	Minimum of three (3)	Minimum of six (6)

* Other Staff Member is defined as follows:

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

Middle-Level Schools and Schools with Atypical Grade Configurations

- 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 personnel, parents/ community members, and (for the secondary model) students.** Members must be elected by their constituent group, i.e., teachers by teachers, parents/community members by parents, other staff by other staff, 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 and state regulations. These alternates are not voting members of the SSC unless they are seated as a permanent SSC member.

SSC Roster and Bylaws:

Elections for the 2008-09 SSC should be completed and the first SSC meeting should be held prior to October 31, 2008. The SSC Membership Roster (Attachment 1) should be completed and submitted to the Program Monitoring Department no later than **November 3, 2008.**

In addition, all SSCs should be governed by a set of bylaws. Each newly-established SSC should review and revise the current bylaws as needed. If bylaws are not currently in place, the SSC should develop and approve a set prior to the due date. A sample set of bylaws that reflects the California Department of Education's guidelines for SSC bylaws is attached. (Attachment 2) Please review this sample, as it contains new information.

By **November 3, 2008**, the following must be completed:

- 1) Establish the 2008-09 SSC with the appropriate configuration.
- 2) At the first official meeting of the newly-configured SSC, review and amend as needed the site's SSC bylaws for 2008-09.
- 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 Program Monitoring Department, IMC, Building D.
- 5) Submit electronic copy of your 2008-09 SSC Bylaws to planning@sandi.net.

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 Program Monitoring Department includes the **original** signatures of the principal and SSC chairperson. **Schools that do not submit an 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 the roster is correct and complete will be sent via e-mail to principals from the Program Monitoring 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)
- Economic Impact Aid/State Compensatory Education [EIA/SCE] (Resource Code 70900)
- Economic Impact Aid/Limited English Proficient [EIA/LEP] (Resource Code 70910)
- School-Based Coordinated Program [SBCP] (Resource Code 72500)
- School and Library Improvement Block Grant [SLIBG] (Resource Code 73950)
- Discretionary Block Grant (Resource Code 73960)
- High Priority Schools Grant Program [HPSGP] (Resource Codes 72581 and 72582)
- Quality Education Improvement Act [QEIA] (Resource Code 74000)

B. English Learner Advisory Committee (ELAC)

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. The Office of Language Acquisition will be holding trainings for ELAC members during the Fall 2008. For information about these trainings or the English Learner Advisory Committee, please contact Debra Dougherty at (619) 725-7280.

C. District Advisory Council for Compensatory Education (DAC)

The SSC at each Title I school designates one of its members (parent, community member, or non-administrative member) to serve on the DAC as a voting representative. Non-Title I schools may select a DAC representative as a non-voting member to attend DAC meetings.

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 Title I 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 an alternate DAC representative on the SSC Membership Roster (Attachment 1).

The SSC Membership Roster for Title I schools must be on file in the Program Monitoring office to verify DAC membership. Only documented DAC representatives/alternates are eligible to vote on action items at DAC meetings. It is imperative that the SSC Membership Roster reflecting a correctly configured SSC be received by **November 3, 2008**, and that updates are submitted as needed.

The DAC meets one Wednesday each month, from 6:30-8:30 p.m., at the Harold J. Ballard Parent Center auditorium, 2375 Congress Street, San Diego, CA, 92110. Child care and translation services

are provided at every meeting. Attachment 3 contains the DAC meeting dates for the 2008-09 school year.

D. SSC Training

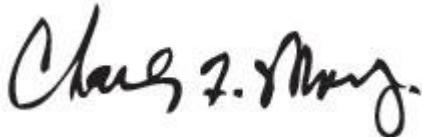
SSC training will be offered by the Program Monitoring Department in the Fall 2008. The ninety-minute training, *Ensuring an Involved SSC to Improve Student Achievement*, is designed to provide information about Title I requirements as well as in-depth guidance about the roles and responsibilities of the SSC and its members in implementing and monitoring the Single Plan for Student Achievement (SPSA). Schools are encouraged to send their SSC team to these trainings to learn new information and review established guidelines. Schools will receive a School Site Council toolkit to help guide them in their responsibilities.

Attachment 4 provides dates and times for the SSC training. To register, contact the Program Monitoring Department at (496-4048). Translation services will be provided at each training. Child care will be provided on selected dates only. Seating at some locations is limited; priority will be given to school staff and SSC members.

If you have any questions regarding the membership or requirements of the School Site Council or District Advisory Council, or you would like assistance with any matter related to SSCs, please call your designated resource teacher (Attachment 5) or the Program Monitoring Department at (858) 496-4048.

Debbie Beldock
Executive Director
Federal and Special Programs

APPROVED:



Charles Morris
Deputy Superintendent

DB:tr

Attachments (5)

1. SSC Membership Roster Template
2. Sample SSC Bylaws
3. List of 2008-09 DAC Meetings
4. SSC Training: *Ensuring an Involved SSC to Improve Student Achievement* Flyer
5. Program Monitoring Department 2008-09 Contact Information

Distribution: Lists B, D, E and F

GUIDELINES AND HELPFUL INFORMATION

ELECTIONS: Members must be elected by their constituent group (i.e., teachers by 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, 2008.

SSC CONFIGURATION:

Elementary Schools. (Elementary Model). Minimum of ten (10) members.

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 Staff Member* Teachers must be in the majority.
Minimum of five (5)	Minimum of five (5)

High Schools. (Secondary Model). Minimum of twelve (12) members

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.	1) Principal (automatic member) 2) Minimum of four (4) Classroom Teachers 3) Minimum of one (1) Other Staff Member* Teachers must be in the majority.
Minimum of three (3)	Minimum of three (3)	Minimum of six (6)

*Other Staff Member 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 Atypical Grade Configurations

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

**Instructions for Completing the
2008-09 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). Type your school name into the grid. Place an "X" in the box if you are a Title I school.
- 3) Type the *Principal*, *Teacher*, *Parent* (P), *Community Member* (CM), and *Student* name, address (with ZIP), phone number (with area code), and e-mail address in the appropriate columns and rows. (See SAMPLE ROSTER for guidance.)
- 4) The minimum number of teachers is indicated under the "Position" column.
- 5) 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.
- 6) Indicate *Chairperson* (CP), *DAC Representative* (DAC) and *DAC Alternate* (ALT) in the "SSC Office" column.

Note: A DAC Representative and an Alternate should be designated at Title I Schools, and are recommended for non-Title I schools as well. Only Representatives or Alternates from Title I schools may vote at DAC meetings.

- 7) Type all the dates for your SSC meetings in the designated spaces at the bottom of the form.
- 8) Print the SSC Roster, have the Principal and SSC Chairperson sign it, and submit original to:

**Program Monitoring
IMC, Building D**

Due November 3, 2008.

- 9) Maintain a record of your SSC Roster in your site SSC Notebook.

School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2008-09
 San Diego Unified School District
 Federal and Special Programs Division

Attachment 1

ELEMENTARY MODEL SAMPLE

School Name: Ellen 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., Chairperson (CP), 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	Jane Edwards		22 Bright St., SD, 92113	619-534-3452	jedwards@sandi.net	1	
Teacher	Steve Polluc		145 Billard St., SD 92102	619-908-6548	spolluc@sandi.net	1	
Teacher	Amy Villar		4325 45th St., Apt. 12, SD 92105	619-287-6538	avillar@sandi.net	1	
Teacher	William Stevens		216 B St., SD 92101	619-948-6782	wstevens@sandi.net	1	
Other	Tristen Miles		547 Toular Lane, SD 92123	858-435-2344	tmile	1	
						Total Staff Members	5
						Must Equal 50%	50%

SAMPLE

PARENTS (P) and COMMUNITY MEMBERS (CM)

(P) / (CM)	Name	SSC Office	Address	Phone	E-mail	#	
P	Carrie Schwartz	CP	1827 Beech St, SD 92102	619-645-7983	carries@yahoo.com	1	
P	Zena Loretto		643 Alm Plaza, Apt 32, SD 92012	619-765-1954	zloretta@hotmail.com	1	
P	Ray Nolles	DAC	283 Mill Way, SD 92115	619-375-6834	rnolles@earthlink.net	1	
CM	Ella Kirtz	ALT	2580 54th St., Apt. 149, SD 92105	619-673-7199	kirtzella@matrix.net	1	
CM	Liza Jerrard		5564 Hill St., SD 92154	619-684-1838	jerarrd3@yahoo.com	1	
						Total Parent and CM	5
						Must Equal 50%	50%

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 2008-09 school year: (It is recommended that a minimum of eight meetings be held per year, with the first meeting held by October 31, 2008.)

- | | | | | | | | |
|---|-----------------|---|------------------|---|-----------------|---|-----------------|
| 1 | <u>2-Oct-07</u> | 2 | <u>6-Nov-07</u> | 3 | <u>4-Dec-07</u> | 4 | <u>8-Jan-08</u> |
| 5 | <u>5-Feb-08</u> | 6 | <u>26-Feb-08</u> | 7 | <u>1-Apr-08</u> | 8 | <u>6-May-08</u> |

Principal's Signature/Date

SSC Chairperson's Signature/Date

School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2008-09
 San Diego Unified School District
 Federal and Special Programs Division

SECONDARY MODEL

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., Chairperson (CP), 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
Teacher						1
Teacher						1
Teacher						1
Teacher						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%

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 2008-09 school year: (It is recommended that a minimum of eight meetings be held per year, with the first meeting held by October 31, 2008.)

- 1 _____ 2 _____ 3 _____ 4 _____
 5 _____ 6 _____ 7 _____ 8 _____

Principal's Signature/Date

SSC Chairperson's Signature/Date



San Diego Unified School District
Office of Curriculum and Staff Development
Federal and Special Programs
Program Monitoring Department

REVISED 9/08

REVISED 9/08

**SAMPLE SCHOOL SITE COUNCIL BYLAWS
2008-09**

The following outline is provided as a sample to assist the School Site Council in developing its bylaws. No claim of completeness is made.

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
- ___ Other school staff members
- ___ 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.*

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 so long as they are not employed at this school.

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 ballots shall not be permitted. Members may vote by e-mail using the procedure for voting by mail as described in *Robert's Rules of Order*

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 chairperson.

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: regular elections; appointment by two-thirds of the council for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.)*

ARTICLE III

Elections

(The SSC should delineate its process for conducting annual elections)

ARTICLE IV

Officers

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson 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 chairperson.
- Have other such duties as are prescribed by the council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson 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 chairpersons 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 chairperson 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 chairperson 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 chairperson or by majority vote of the council.

Section C: Notice of Meetings

Written public notice of all meetings shall be given at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: _____, _____, and _____.

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 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 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

Office of Curriculum and Staff Development
Federal and Special Programs Division
Program Monitoring Department



DISTRICT ADVISORY COUNCIL (DAC) FOR COMPENSATORY EDUCATION PROGRAMS

DAC 2008-09 MEETING DATES

The DAC meets once each month on Wednesday evening from 6:30-8:30 p.m.
Child care and translation services will be available 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 17, 2008	February 18, 2009
October 15, 2008	March 18, 2009
November 19, 2008	April 15, 2009
December 17, 2008	May 13, 2009 *
January 21, 2009	June 10, 2009 *

* Second Wednesday

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.
Slightly left onto Congress St.

From the South:

I-5 North to Old Town Avenue.
Right onto Hortensia Street.
Left onto San Diego Avenue.
Slightly left onto Congress St.

From the East:

I-8 West to I-5 South to Old Town Ave.
Left onto Old Town Avenue.
Left onto San Diego Avenue.
Slightly left onto Congress St.

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

For information regarding the DAC,
please call the Program Monitoring Department at (858) 496-4048.



San Diego Unified School District

Office of Curriculum and Staff Development
Federal and Special Programs Division
Program Monitoring Department

SCHOOL SITE COUNCIL (SSC) TRAINING: ENSURING AN INVOLVED SSC TO IMPROVE STUDENT ACHIEVEMENT

This ninety minute workshop is designed to provide information about Title I requirements and in-depth guidance for site teams consisting of principals, SSC chairs, and new or returning SSC members. Participants will leave the training with a School Site Council toolkit to guide them at their school sites.

- ✚ Mandatory Annual Title I Parent Meeting: Federal requirements
- ✚ The responsibilities of SSC members and the Principal: Implementing and monitoring the 2008-09 Single Plan for Student Achievement
- ✚ SPSA: Understanding the revised SPSA template
- ✚ Bylaws: Reviewing changes for guiding your SSC
- ✚ Understanding budgets: Making decisions that improve student achievement

Nine Opportunities for SSC Training

DATE	TIME	PLACE
Monday, September 29, 2008	3-4:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2
Wednesday, October 1, 2008	4-5:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2
Tuesday, October 7, 2008	5:30-7 p.m.	Ballard Parent Center * Old Town
Monday, October 20, 2008	4-5:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2
Tuesday, October 28, 2008	5-6:30 p.m.	Ballard Parent Center * Old Town
Thursday, October 30, 2008	3-4:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2
Wednesday, November 5, 2008	4-5:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2
Thursday, November 13, 2008	3-4:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2
Monday, November 17, 2008	4-5:30 p.m.	IMC, Center for Ed Tech, Bldg. 1 Training Rooms 1 & 2

To register, call the Program Monitoring Department at (858) 496-4048.

Translation services will be available at each session.

* Child care available at this training.

IMC—Instructional Media Center
2441 Cardinal Lane
San Diego, CA 92123

Parking is available on the street and in the lot north of the IMC. Please do not park in spaces marked "Reserved."

Ballard Parent Center in Old Town
2375 Congress Street
San Diego, CA 92110

Parking is available on the street and in the lot north of the campus (behind Ballard).



San Diego Unified School District
 Office of Curriculum and Staff Development
 Federal and Special Programs

**PROGRAM MONITORING DEPARTMENT
 2008-09 CONTACT INFORMATION**

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