SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 11, 2017
To: All Principals, School Site Council (SSC) Chairpersons, Area Superintendents, Division and Department Heads
Subject: SCHOOL SITE COUNCIL (SSC) MEMBERSHIP ROSTERS AND TRAINING FOR THE 2017-18 SCHOOL YEAR

Department and/or Persons Concerned: All Principals, Area Superintendents, Division and Department Heads, and School Site Council Chairpersons
Reference: Education Code Sections 52852, 52853, 62002.5; and Administrative Procedure 9060

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

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

Action Requested: 1) **Establish** the SSC with the appropriate configuration. Elections for the 2017-18 SSC should be completed and the first SSC meeting should be held prior to October 6, 2017.

2) **Complete and return Original** SSC Membership Roster (identifying DAC representative) with original signatures of the Principal and SSC Chairperson by October 6, 2017 to:
   Eugene Brucker Education Center, Room 3209
   Financial Planning, Monitoring and Accountability Department

3) **Complete and submit electronic copies of** the following to your FPMA Resource Teacher by October 27, 2017.
   - 2017-18 SSC Bylaws
   - SSC meeting minutes (documenting SSC membership election results and introduction of new SSC members).

**Attachment 1** Sample(s) and Template(s) – 2017-18 SSC Membership Roster (Identifying the DAC representative)
**Attachment 2** Sample - SSC Bylaws (review, revise or develop)
**Attachment 3a** Sample – SSC meeting agenda
**Attachment 3b** Sample - SSC meeting Minutes (documenting election results and new SSC members)
**Attachment 4** 2017-18 DAC General Meetings — English/Spanish
**Attachment 5** 2017-18 DAC Executive Meetings — Spanish/Spanish
**Attachment 6** SSC Responsibilities Checklist
**Attachment 7** 2017-18 SSC/DAC Timeline
**Attachment 8** School Site Council Training Flyer
**Brief Explanation:**
The Board of Education requires that every district school establish and maintain an appropriately configured School Site Council (SSC). The SSC at each school designates one of its members (parent, community member, or non-administrative member) to serve on the District Advisory Council (DAC) as a voting representative. All parent and community representative members of the school SSC are automatically alternate DAC members with voting rights.

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

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

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

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

<table>
<thead>
<tr>
<th>Parents/Community Members 50%</th>
<th>School Staff 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Parents must have a child currently enrolled in the school.</td>
<td>• Principal (automatic member)</td>
</tr>
<tr>
<td>• Parents/community members may not be employed at the school site.</td>
<td>• Minimum of three (3) Classroom Teachers</td>
</tr>
<tr>
<td></td>
<td>• Minimum of one (1) Other School Personnel*</td>
</tr>
<tr>
<td></td>
<td>Classroom teachers must be in the majority</td>
</tr>
</tbody>
</table>

Minimum of five (5) Minimum of five (5)

*Other School Personnel is defined as a staff member who is not a classroom teacher and does not have a student roster. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: Office staff, resource teachers, counselors, custodian.
Secondary Model – Minimum of twelve (12) members. Secondary schools (high schools) may have more than 12 members as long as parity is maintained:

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

Secondary Model

<table>
<thead>
<tr>
<th>Parents/Community Members</th>
<th>Students</th>
<th>Other School Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>25%</td>
<td>50%</td>
</tr>
</tbody>
</table>

- Parents must have a child currently enrolled in the school.
- Parents/community members may not be employed at the school site.
- 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.
- Principal (automatic member)
- Minimum of four (4) Classroom Teachers
- Minimum of one (1) Other School Personnel *
  Classroom teachers must be in the majority.

Minimum of three (3)  Minimum of three (3)  Minimum of six (6)

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

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

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

Although alternate members are not required, schools may choose to designate alternates for a constituent group to fill the remainder of the term of a vacancy in accordance with site SSC bylaws. Alternates are not
voting members of the SSC unless they are seated as permanent SSC members and a new roster is approved by the Financial Planning, Monitoring and Accountability Department.

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

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

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

1) **Establish** the 2017-18 SSC with the appropriate configuration.

2) **Download** the SSC roster template (Elementary or Secondary model) to your computer and complete the SSC Membership Roster (Attachment 1).

3) **Submit original roster with the required signatures by October 6, 2017** to:
   
   Financial Planning, Monitoring and Accountability Department (FPMA)
   
   Eugene Brucker Education Center, Room 3209

4) **Conduct** the first meeting of the newly constituted SSC and do the following:
   - Announce the election results and introduction of new SSC members
   - Review and amend, as needed, the site’s SSC bylaws for 2017-18

5) **Submit** to your resource teacher **electronic** copies by **October 27, 2017**:
   - SSC Bylaws (Attachment 2).
   - SSC meeting Minutes documenting the announcement of the election results and the introduction of new SSC members (Attachment 3b).

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

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

Approval notices signifying that rosters are correct and complete are sent via e-mail to principals from the staff of the Financial Planning, Monitoring and Accountability Department.
B. **It is important that all SSC members fully understand their roles and responsibilities.** SSC training is offered throughout the year and enrollment is managed through EROs (Electronic Registration Online system). Online training is also available at https://www.sandiegounified.org/financial-planning-monitoring-and-accountability

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

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

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

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

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

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

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

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

Only DAC representatives and/or alternates identified on the SSC Membership Roster are eligible to vote on action items at DAC general meetings. It is imperative that the SSC Membership Roster reflecting a correctly configured SSC is received by October 6, 2017 and those revisions are submitted to the Financial Planning, Monitoring and Accountability Department as they occur.
The DAC meets on the third Wednesday of each month, from 6:30-8:00 p.m., at the Harold J. Ballard Parent Center auditorium, 2375 Congress Street, San Diego, CA, 92110, unless otherwise stated. Childcare and Spanish translation services are provided at the general meetings. The schedule of DAC meeting dates for the 2017/18 school year is attached (Attachments 4 and 5).

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

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

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

Thomas Liberto, Director
Financial Planning, Monitoring and Accountability

APPROVED:

Debbie Foster
Executive Director
Financial Planning and Development

TL:dab

Attachments (10)
GUIDELINES and HELPFUL INFORMATION

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

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

SSC CONFIGURATION:

<table>
<thead>
<tr>
<th>ELEMENTARY SCHOOLS - Minimum of ten (10) members (elementary model)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>50% Parent/Community Members</strong></td>
</tr>
<tr>
<td>1) Parents must have a child currently enrolled in the school.</td>
</tr>
<tr>
<td>2) Parents/community members may not be employed at the school site.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Minimum of five (5)</strong></td>
</tr>
<tr>
<td>Classroom teachers must be in the majority</td>
</tr>
</tbody>
</table>

* 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)

<table>
<thead>
<tr>
<th>25% Parents/Community</th>
<th>25% Students</th>
<th>50% School Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Parents must have a child currently enrolled in the school.</td>
<td>1) Students must be currently enrolled in the school.</td>
<td>1) Principal (automatic member)</td>
</tr>
<tr>
<td>2) Parents/community members may not be employed at the school site.</td>
<td>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.</td>
<td>2) Minimum of four (4) classroom teachers.</td>
</tr>
<tr>
<td></td>
<td>3) Currently enrolled students will vote to elect student SSC members.</td>
<td>3) Minimum of one (1) Other School personnel. (Non-classroom staff)</td>
</tr>
<tr>
<td></td>
<td>4) The students with the most votes are elected to the SSC.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum of three (3)</th>
<th>Minimum of three (3)</th>
<th>Minimum of six (6)</th>
</tr>
</thead>
</table>

* 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 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 2017-18
School Site Council (SSC) Membership Roster

1) Download the SSC Membership Roster template to your computer.

2) Select the appropriate TAB located at the bottom for your school (Elementary or Secondary).

3) Type your school name into the grid. Place an "X" in the box if you are a Title I school.

4) Type the Principal (P), Teacher (T), Parent (P), Community Member (CM), and Student name, address with zip code, phone number with area code, and e-mail address in the appropriate columns and rows. SEE SAMPLE ROSTER for guidance.

5) The minimum number of classroom teachers is indicated under the "Position" column.

6) Where there is a "1" already listed in the " # " column, you must list a member in this row. This represents the minimum requirement; however, you may add additional members as long as the required balance is maintained.

7) Indicate in the "SSC Office" column:
   Chairman = (C)       DAC Representative = (DAC)       DAC Alternate = DAC ALT
   Co-Chairperson = (Co-C)

   Note: A DAC Representative should be designated at each site that receives Title I. All revised parent SSC members are automatic DAC alternates per the DAC bylaws. Only representatives or alternates may vote at DAC meetings.

8) Indicate year 1 or year 2 in the "Tenure" column.

9) Type all the dates for your SSC meetings in the designated spaces at the bottom of the form.

10) Print the SSC Membership Roster, and have the Principal and SSC Chairman sign it.

11) SUBMIT ORIGINAL SSC Membership Roster to:

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

    Due October 6, 2017

12) Maintain a record of your SSC Membership Roster in your site SSC handbook.

13) Record in SSC minutes the results of the SSC membership elections and as well as the introduction of the new SSC members.

14) Submit the SSC agenda and minutes documenting SSC membership election results and introduction of the new SSC members to your FPMA Resource Teacher.

   * If appropriate, generate a "public" copy of the SSC roster. A "public" copy may be generated by making a copy after using post-it notes to cover member information. Keep the complete roster in a locked secured place.

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

**School Name:** Imaginary Elementary  

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

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

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

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Position</th>
<th>Name</th>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Principal</td>
<td>Benjamin Franklin</td>
<td></td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-3452</td>
<td><a href="mailto:notanemailadd1@sandi.net">notanemailadd1@sandi.net</a></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Clsrn Tchr</td>
<td>Roscoe Jacks</td>
<td></td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-6548</td>
<td><a href="mailto:notanemailadd2@sandi.net">notanemailadd2@sandi.net</a></td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Clsrn Tchr</td>
<td>Kaiser Jones</td>
<td>DAC-ALT</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-6538</td>
<td><a href="mailto:notanemailadd3@sandi.net">notanemailadd3@sandi.net</a></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Clsrn Tchr</td>
<td>Cinder Roberts</td>
<td>Co-C</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-6782</td>
<td><a href="mailto:notanemailadd4@sandi.net">notanemailadd4@sandi.net</a></td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Other</td>
<td>Cali Diego</td>
<td></td>
<td>22 Does not exist St., SD, 90000</td>
<td>858-555-2344</td>
<td><a href="mailto:notanemailadd5@sandi.net">notanemailadd5@sandi.net</a></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>(P)/(CM)</th>
<th>Name</th>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 P</td>
<td>Ethel Mermaid</td>
<td>C</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-7983</td>
<td><a href="mailto:notanemailadd1@noone.com">notanemailadd1@noone.com</a></td>
<td>1</td>
</tr>
<tr>
<td>1 P</td>
<td>Lucy Friday</td>
<td>A</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-1954</td>
<td><a href="mailto:notanemailadd2@noone.com">notanemailadd2@noone.com</a></td>
<td>1</td>
</tr>
<tr>
<td>1 P</td>
<td>Herman Maple</td>
<td>DAC</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-6834</td>
<td><a href="mailto:notanemailadd3@noone.com">notanemailadd3@noone.com</a></td>
<td>1</td>
</tr>
<tr>
<td>1 CM</td>
<td>Rosetta Stone</td>
<td></td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-7199</td>
<td><a href="mailto:notanemailadd4@noone.com">notanemailadd4@noone.com</a></td>
<td>1</td>
</tr>
<tr>
<td>2 CM</td>
<td>Howard Starr</td>
<td></td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-1838</td>
<td><a href="mailto:notanemailadd5@noone.com">notanemailadd5@noone.com</a></td>
<td>1</td>
</tr>
</tbody>
</table>

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

Meetings scheduled for the 2017-18 school year:

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

---

**Benjamin Franklin  10/03/2017**  
Principal's Signature/Date

**Ethel Mermaid  10/03/2017**  
SSC Chairman's Signature/Date
## Monitoring and Accountability Reporting
### School Site Council (SSC) and District Advisory Council (DAC) Membership Roster
### 2017-18

**Attachment 1**

Return to: Monitoring and Accountability Reporting, Eugene Brucker Ed. Ctr., Room 3209, by OCTOBER 6, 2017

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

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

### ELEMENTARY MODEL - DUE OCTOBER 6, 2017

<table>
<thead>
<tr>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Principal</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clm Tchr</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clm Tchr</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clm Tchr</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARENTS (P) and COMMUNITY MEMBERS (CM):</td>
<td>Minimum of 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Meetings scheduled for the 2017-18 school year:

1. September
2. October
3. November
4. December
5. January
6. February
7. March
8. April
9. May
10. June

__________________________________________    __________________________
Principal’s Signature                         SSC Chairman’s Signature/Date
## SECONDARY MODEL SAMPLE

**School Name:** Secondary Performance Academy  

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

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

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

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>E-Mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Principal</td>
<td>Benjamin Franklin</td>
<td>22 Does not exist St., SD, 90000</td>
<td>69-555-3452</td>
<td><a href="mailto:notanemailadd1@sandi.net">notanemailadd1@sandi.net</a></td>
</tr>
<tr>
<td>1</td>
<td>Cism Tchr</td>
<td>Roscoe Jacks</td>
<td>22 Does not exist St., SD, 90000</td>
<td>69-555-6548</td>
<td><a href="mailto:notanemailadd2@sandi.net">notanemailadd2@sandi.net</a></td>
</tr>
<tr>
<td>1</td>
<td>Cism Tchr</td>
<td>Kaiser Jones</td>
<td>22 Does not exist St., SD, 90000</td>
<td>69-555-6538</td>
<td><a href="mailto:notanemailadd3@sandi.net">notanemailadd3@sandi.net</a></td>
</tr>
<tr>
<td>2</td>
<td>Cism Tchr</td>
<td>Cinder Roberts</td>
<td>22 Does not exist St., SD, 90000</td>
<td>69-555-6782</td>
<td><a href="mailto:notanemailadd4@sandi.net">notanemailadd4@sandi.net</a></td>
</tr>
<tr>
<td>2</td>
<td>Cism Tchr</td>
<td>Cali Diego</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-2344</td>
<td><a href="mailto:notanemailadd5@sandi.net">notanemailadd5@sandi.net</a></td>
</tr>
<tr>
<td>2</td>
<td>Other</td>
<td>Karen Star</td>
<td>22 Does not exist St., SD, 90000</td>
<td>856-555-1958</td>
<td><a href="mailto:notanemailadd6@sandi.net">notanemailadd6@sandi.net</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>(P) / (CM)</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>E-Mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Zena Loretto</td>
<td>C</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-7983</td>
<td><a href="mailto:notanemailadd1@noone.com">notanemailadd1@noone.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Ray Nolles</td>
<td>DAC</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-1954</td>
<td><a href="mailto:notanemailadd2@noone.com">notanemailadd2@noone.com</a></td>
</tr>
<tr>
<td>1</td>
<td>Elena Gomez</td>
<td>DAC-ALT</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-6834</td>
<td><a href="mailto:notanemailadd3@noone.com">notanemailadd3@noone.com</a></td>
</tr>
</tbody>
</table>

**STUDENTS:** Minimum of 3

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>E-Mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Happy Athlete</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-7983</td>
<td><a href="mailto:notanemailadd4@noone.com">notanemailadd4@noone.com</a></td>
<td>1</td>
</tr>
<tr>
<td>1 Tech Twitter</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-1954</td>
<td><a href="mailto:notanemailadd5@noone.com">notanemailadd5@noone.com</a></td>
<td>1</td>
</tr>
<tr>
<td>1 Rosie Gleecub</td>
<td>22 Does not exist St., SD, 90000</td>
<td>619-555-6834</td>
<td><a href="mailto:notanemailadd6@noone.com">notanemailadd6@noone.com</a></td>
<td>1</td>
</tr>
</tbody>
</table>

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

**Meetings scheduled for the 2017-18 school year:**

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

**Principal's Signature/Date:**  
Benjamin Franklin  
10/03/2017

**SSC Chairman's Signature/Date:**  
Ethel Mermaid  
10/03/2017

Return to: Financial Planning, Monitoring and Accountability Department, Eugene Brucker Ed. Ctr, Room 3209, by October 6, 2017.
### School Site Council (SSC) and District Advisory Council (DAC) Membership Roster 2017-18

#### ATTACHMENT 1

**SECONDARY MODEL - DUE October 6, 2017**

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

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

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

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Position</th>
<th>Name</th>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Principal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Clrm Tchr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Clrm Tchr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Clrm Tchr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Clrm Tchr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>(P)/(CM)</th>
<th>Name</th>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**STUDENTS: Minimum of 3**

<table>
<thead>
<tr>
<th>Name</th>
<th>SSC Office</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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

**Meetings scheduled for 2017-18 school year:**

1. September
2. October
3. November
4. December
5. January
6. February
7. March
8. April
9. May
10. June

**Principal's Signature & Date**

**SSC Chairman's Signature & Date**

---

Return to: Financial Planning, Monitoring and Accountability, Eugene Brucker Ed. Ctr., Room 3209, by OCTOBER 6, 2017
The following outline is provided as a “SAMPLE” to assist the School Site Council (SSC) in developing its own bylaws.

No claim of completeness is made.

Please create Bylaws specific to your school site.

SCHOOL SITE COUNCIL BYLAWS
2017-18

ARTICLE I
Duties of the School Site Council

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

• Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.

• Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.

• Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval.

• Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.

• Make modifications to the SPSA whenever the need arises.

• Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.

• Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.

• Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.
ARTICLE II
Members

Section A: Composition* (EC 52012 and 52852)
The council shall be composed of the following members, the principal, [classroom] teachers elected by other [classroom] teachers, other school personnel elected by other school personnel, parents elected by other parents, in secondary schools students elected by the entire student body, and community members elected by such parents. Classroom teachers are the majority on the school staff side. Each member has equal voting rights.

The principal is responsible for the elections of staff members.

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

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

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

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

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

Student Representatives (Secondary Model)
Any student enrolled at the school with which the council is affiliated is eligible to be elected as a student representative.

Community Members (Examples to choose from can include)
A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a student at the school, nor a parent, a member of the staff, administration or classified staff of the school with which the council is affiliated or a community member within the district boundaries.
The council shall be composed of __________________ members, selected by their peers, as follows:

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

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

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

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

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

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

**Section E: Transfer of Membership**
Membership on the council may not be assigned or transferred.

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

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

- The school principal is a standing member of the council.

- Classroom teacher elections will be held in September:
  - The classroom teacher membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by classroom teachers.

- “Other” school personnel elections will be held in September.
  - The “other” staff membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by “other” school personnel.

Parent/Community Member representative elections will be conducted in September.
  - Nominations and elections will be conducted by the school office staff.
  - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. The announcement will also be posted on the School Marquee.
  - Nominations will be accepted in September.

- Students.
  - All students are eligible for student member positions. The entire student body will have the opportunity to participate in student elections.
  - During the month of September, nomination forms will be made available to students.
  - All students nominated by their peers MUST accept the nomination prior to their name being placed on the official ballot.
  - Once the official ballot has been created, the currently enrolled students will vote for student members.
  - The students who receive the most votes will be the student members; the student receiving the next highest number of votes will be the student alternate.

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

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

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

The vice(co)-chairman shall:
- Represent the chairman in assigned duties.
- Substitute for the chairman in his/her absence.

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

Section B: Election and Terms of Office
The officers shall be elected annually, at the ____________________________ meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers
Any officer may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy
A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.
ARTICLE V
Committees

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

Section B: Terms of Office
The council shall determine the terms of office for members of a committee.

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

ARTICLE VI
Meetings of the Council

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

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

Section C: Notice of Meetings
1. Written public notice of all meetings shall be given at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues:
   ___________________________, ____________________, and ________________________.
4. All required notices shall be delivered to council and committee members no less than 72 hours, and no more than ________ days in advance of the meeting, personally, or by mail or via e-mail.
Section D: Quorum
The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (50% plus one) shall constitute a quorum.

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

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

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

ARTICLE VII
Amendments

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

### Legal Requirements (Check topics to be covered at this meeting):

<table>
<thead>
<tr>
<th>SSC Business -</th>
<th>SPSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title I Parent Involvement Policy, Home School Compact</td>
<td>SPSA Goal Review</td>
</tr>
<tr>
<td>SSC Bylaws</td>
<td>SPSA Target Progress</td>
</tr>
<tr>
<td>DAC, ELAC Merger</td>
<td>Modifications for SPSA Goals, Strategies, Funding</td>
</tr>
<tr>
<td>Uniform Complaint Procedures</td>
<td>Assessment and Evaluation Survey for SPSA</td>
</tr>
<tr>
<td>Attendance</td>
<td>Budget -</td>
</tr>
<tr>
<td>Parent Education Opportunities</td>
<td>Funding Updates (District Information)</td>
</tr>
<tr>
<td>SSC Survey (end of year)</td>
<td>Modifications to Categorical Funding based on Target Updates</td>
</tr>
</tbody>
</table>

### Data Review -

<table>
<thead>
<tr>
<th>District Benchmark Data</th>
<th>DAC &amp; ELAC -</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL Program</td>
<td></td>
</tr>
<tr>
<td>Quarterly Target Data Review</td>
<td>Reports</td>
</tr>
</tbody>
</table>

## ITEM | DESCRIPTION/ACTIONS | ACTION REQUESTED OF SSC MEMBERS
--- | --- | ---
1. Call to Order | • Sally Chen: SSC Chairperson | • Informational |
2. SSC Business
   - Approval of Minutes | • Action Item: Approval of minutes for September 14, 2017; Sally Chen, SSC Chairperson. |
   - Election Results and Introduction of New Members | • Informational: Jane Doe, Principal |
   - Parent Involvement Policy and Home/School Compact | • Action Item: Jane Doe, Principal |
|  |  | • Voting |
|  |  | • Informational |
|  |  | • Vote to revise/approve |
3. Data Review
   - Assessment Data Results | • Informational: Jane Doe, Principal | • Informational |
<table>
<thead>
<tr>
<th>Item</th>
<th>Description/Actions</th>
<th>Action Requested of SSC Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td><strong>SPSA</strong>&lt;br&gt;➢ Monitoring the SPSA&lt;br&gt;➢ Review 2017-18 Goals</td>
<td>• Informational: John Alford, Teacher member&lt;br&gt;• Action Item: Jane Doe, Principal</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Budget</strong>&lt;br&gt;➢ Monitoring the SPSA Original Budget</td>
<td>• Action Item: Jane Doe, Principal</td>
</tr>
<tr>
<td>6.</td>
<td><strong>DAC and ELAC</strong>&lt;br&gt;➢ DAC Report&lt;br&gt;➢ ELAC Report</td>
<td>• Informational: Sally Chen, DAC Representative&lt;br&gt;• Informational: Melina Escalante, ELAC Representative</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Public Comment</strong></td>
<td>Open</td>
</tr>
</tbody>
</table>

Next Scheduled _________________________ SSC Meeting: _________________________ (Date)

4-5 p.m., Room __________

Date Posted: _________________________

(must be 72 hours before meeting)
SAMPLE Meeting Minutes  
San Diego Unified School District  
Future Middle School  
SSC Meeting  
October 12, 2017

MEMBERS PRESENT:
- Jane Doe: Principal (ex officio)  
- John Alford: Classroom Teacher (2nd yr.)  
- John Deer: Classroom Teacher (1st yr.)  
- Harriet Nguyen: Classroom Teacher (2nd yr.)  
- Sam Potter: Other – school personnel (1st yr.)  
- Sally Chen: Parent/DAC Rep (2nd yr.)  
- Sally Dearest: Parent (1st yr.)  
- Patricia District: Parent (1st yr.)  
- Cynthia Smith: Parent (1st yr.)  
- John Ortega: Community Member (2nd yr.)

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION/ACTIONS</th>
<th>MEETING SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>• Sally Chen: SSC Chairperson</td>
<td>Meeting was called to order at 3:35 p.m.</td>
</tr>
<tr>
<td>2. SSC Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Approval of Minutes</td>
<td>• Action Item: Approval of minutes for September 14, 2017; Sally Dearest, SSC Chairperson.</td>
<td>Minutes from September 14, 2017 were reviewed. Approval of the minutes moved by Dearest, seconded by Deer. Motion passed.</td>
</tr>
<tr>
<td>➢ Election Results and Introduction of New SSC members</td>
<td>• Informational: Jane Doe, Principal</td>
<td>SSC elections were held in September. The one classroom Teacher opening was held at the first staff meeting by the teachers. John Deer was elected unanimously by his peers. Welcome John. At the same staff meeting non classroom staff also voted for the “other” position. Sam Potter was elected unanimously by his peers. Welcome Sam. The nominations for parents were held the first two weeks in September with the ballots distributed and collected by September 24 for the three SSC parent openings. 323 ballots were returned to elect our newest parent members. Welcome Sally Dearest, Patricia District and Cynthia Smith to our committee</td>
</tr>
<tr>
<td>➢ Parent Involvement Policy and Home/School Compact</td>
<td>• Action: Jane Doe, Principal</td>
<td>The Parent Involvement Policy and Home School Compact were reviewed. Motion to approve by Nguyen, seconded by Chen. Motion passed.</td>
</tr>
<tr>
<td>3. Data Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Assessment Data Results</td>
<td>• Informational: Jane Doe, Principal</td>
<td>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).</td>
</tr>
<tr>
<td>ITEM</td>
<td>DESCRIPTION/ACTIONS</td>
<td>MEETING SUMMARY</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>4. SPSA</td>
<td>Monitoring the SPSA</td>
<td>• Harriet Nguyen provided all members with an SPSA monitoring form/table. The table links progress with expenditures. The SSC will continue to develop the form over the year to streamline progress monitoring and hopefully support next year’s SPSA revisions.</td>
</tr>
<tr>
<td>➢ Review 2017-18 Goals</td>
<td>• Informational: John Deer, Classroom Teacher member</td>
<td>• After reviewing student data, the SSC discussed increasing the Math SMART goal by 5 percentage points since we have already met targets. Sam Potter moved to approve the new SPSA goals for 2017-18. Moved by Dearest. Motion seconded by Patricia District. Motion passed 9-0.</td>
</tr>
<tr>
<td>5. Budget</td>
<td>Monitoring the SPSA</td>
<td>• Informational: Jane Doe, Principal</td>
</tr>
<tr>
<td>➢ Review 2017-18 Goals</td>
<td>• Action Item: Jane Doe, Principal</td>
<td>• Jane Doe distributed to the committee a copy of the Budget Overview for the site that was run this afternoon prior to the meeting. She confirmed with her budget analyst that all salary transfers will be completed by the end of January. Any extra salary for the push in teacher purchased with resource 30100 will be watched if we are able to use these funds if they become available.</td>
</tr>
<tr>
<td>6. DAC and ELAC</td>
<td>DAC Report</td>
<td>• Informational: Sally Chen, DAC Representative</td>
</tr>
<tr>
<td>➢ ELAC Report</td>
<td>• Informational: Melinda Deer, ELAC Chairperson</td>
<td>• DAC: Sally Chen reported the DAC meeting from September 2017 meeting.</td>
</tr>
<tr>
<td>7. Public Comment</td>
<td>Open</td>
<td>• DELAC: Melinda Deer shared information from the September 2017 meeting.</td>
</tr>
</tbody>
</table>

Meeting Adjourned at 4:35 p.m.
Minutes recorded by Jane Dawes, Clerical staff member
District Advisory Council (DAC)
For Compensatory Education Programs

DAC 2017-18 MEETING DATES

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

Child care and translation services are provided at all meetings.

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

<table>
<thead>
<tr>
<th>September 20, 2017</th>
<th>February 21, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 18, 2017</td>
<td>March 21, 2018</td>
</tr>
<tr>
<td>November 15, 2017</td>
<td>April 18, 2018</td>
</tr>
<tr>
<td>December 13, 2017</td>
<td>May 16, 2018</td>
</tr>
<tr>
<td>January 17, 2018</td>
<td></td>
</tr>
</tbody>
</table>

Directions to the Harold J. Ballard Parent Center

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

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

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

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

For information regarding the DAC, Please call the Financial Planning, Monitoring and Accountability Department at (619) 725-5605.
Comité Consultivo del Distrito (DAC)  
Para Programas de Educación Compensatoria

FECHAS DE LAS REUNIONES DEL DAC  2017-18

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

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

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

<table>
<thead>
<tr>
<th>20 de septiembre, 2017</th>
<th>17 de enero, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 de octubre, 2017</td>
<td>21 de febrero, 2018</td>
</tr>
<tr>
<td>15 de noviembre, 2017</td>
<td>21 de marzo, 2018</td>
</tr>
<tr>
<td>13 de diciembre, 2017</td>
<td>18 de abril, 2018</td>
</tr>
<tr>
<td></td>
<td>16 de mayo, 2018</td>
</tr>
</tbody>
</table>

Direcciones para llegar a Harold J. Ballard Parent Center

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

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

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

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

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

Revised 8-16-17
District Advisory Council (DAC)  
For Compensatory Education Programs  

DAC 2017-18 EXECUTIVE MEETING DATES  

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

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

<table>
<thead>
<tr>
<th>September 6, 2017</th>
<th>February 7, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 4, 2017</td>
<td>March 7, 2018</td>
</tr>
<tr>
<td>November 1, 2017</td>
<td>April 4, 2018</td>
</tr>
<tr>
<td>December 6, 2017</td>
<td>May 2, 2018</td>
</tr>
<tr>
<td>January 3, 2018</td>
<td>June 6, 2018</td>
</tr>
</tbody>
</table>

Directions to the Eugene Brucker Education Center  

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

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

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

For information regarding the DAC, Please call the Financial Planning, Monitoring and Accountability Department at (619) 725-5605.
Comité Consultivo del Distrito (DAC)
Para Programas de Educación Compensatoria

FECHAS DE LAS REUNIONES EJECUTIVAS 2017-18 DEL DAC

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

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

<table>
<thead>
<tr>
<th>Septiembre 6, 2017</th>
<th>Febrero 7, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Octubre 4, 2017</td>
<td>Marzo 7, 2018</td>
</tr>
<tr>
<td>Noviembre 1, 2017</td>
<td>Abril 4, 2018</td>
</tr>
<tr>
<td>Diciembre 6, 2017</td>
<td>Mayo 2, 2018</td>
</tr>
<tr>
<td>Enero 3, 2018</td>
<td>Junio 6, 2018</td>
</tr>
</tbody>
</table>

Direccioness al Centro Educativo Eugene Brucker

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

**Desde el sur**
- I-5 Norte al I-15 Norte al I-805 Norte
- I 805 Norte a El Cajon Blvd
- Izquierda a El Cajon Blvd
- Izquierda a Normal Street

**Desde el este**
- I-8 Oeste al I-805 Sur a El Cajon Blvd
- Derecha a El Cajon Blvd
- Izquierda a Normal Street

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

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Call for Nominations.</td>
<td>September</td>
</tr>
<tr>
<td>□ SSC Elections</td>
<td>September</td>
</tr>
<tr>
<td>□ Conduct Title I Parent Involvement Meeting.</td>
<td>September</td>
</tr>
<tr>
<td>□ Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent Involvement Policy (PIP), and Home School Compact (HSC).</td>
<td></td>
</tr>
<tr>
<td>First SSC Meeting of New SSC Team (agenda items):</td>
<td>October</td>
</tr>
<tr>
<td>□ Report election results and introduce new members.</td>
<td>October and Ongoing</td>
</tr>
<tr>
<td>□ Review SSC Bylaws, PIP, and HSC.</td>
<td>October and Ongoing</td>
</tr>
<tr>
<td>□ Review Data and Budget Information.</td>
<td>October and Ongoing</td>
</tr>
<tr>
<td>Submit SSC Documents <em>Electronically</em> to your FPMA Resource Teacher:</td>
<td>October 6, 2017</td>
</tr>
<tr>
<td>□ SSC Roster with original signatures.</td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>Submit SSC Documents <em>Electronically</em> to your FPMA Resource Teacher:</td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>□ SSC Bylaws</td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>□ PIP and HSC</td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>□ SSC agenda and minutes documenting election and introductions.</td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>Submit SSC Documents <em>Originals Only:</em></td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>□ Title I Parent Meeting Verification Form</td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>□ Review Data and Budget Information</td>
<td>Ongoing</td>
</tr>
<tr>
<td>□ Conduct Needs Assessments and Surveys to monitor progress.</td>
<td>January/February 2018</td>
</tr>
<tr>
<td>□ Develop SPSA and Budget</td>
<td>January/February 2018 (tentative)</td>
</tr>
<tr>
<td>□ Submit to BOE for approval</td>
<td>January/February 2018 (tentative)</td>
</tr>
<tr>
<td>□ Submit SSC minutes documenting approval of SPSA to FPMA.</td>
<td>January/February 2018 (tentative)</td>
</tr>
<tr>
<td>□ Develop and Approve 2018-19 PIP and HSC</td>
<td>March/April 2018</td>
</tr>
<tr>
<td>□ Submit PIP and HSC electronically to FPMA.</td>
<td>March/April 2018</td>
</tr>
<tr>
<td>August/September</td>
<td>October</td>
</tr>
<tr>
<td>------------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>DAC Meeting: 9/20/2017</strong>&lt;br&gt;Executive Meeting: 9/6/2017</td>
<td><strong>DAC Meeting: 10/18/2017</strong>&lt;br&gt;Executive Meeting: 10/4/2017</td>
</tr>
<tr>
<td>- State Assessments Overview (2017)&lt;br&gt;- District Initiative Updates&lt;br&gt;- Administrative Circulars:&lt;br&gt;  - SSC Training/Rosters&lt;br&gt;  - Categorical Expenditures&lt;br&gt;  - Site Title I Requirements&lt;br&gt;- Consolidated Application-&lt;br&gt;  CARS Spring Data Reporting,&lt;br&gt;  Collection &amp; Application for&lt;br&gt;  Funding&lt;br&gt;  Training: What to Expect at School,&lt;br&gt;  How to Navigate Sandi.net</td>
<td>- 2017-18 DAC Election Committee&lt;br&gt;  - Accountability Progress Report&lt;br&gt;  - Title I Programs&lt;br&gt;  - Carryover Report&lt;br&gt;  - LCAP Update/Consultation&lt;br&gt;  - LCFF Data Collection from&lt;br&gt;  Provision 2 Schools Report&lt;br&gt;  - Consolidated Application --&lt;br&gt;  CARS Spring Data Reporting&lt;br&gt;  Collection &amp; Application for&lt;br&gt;  Funding&lt;br&gt;  Training: SSC/DAC Timeline,&lt;br&gt;  Categorical Budget Review</td>
</tr>
<tr>
<td><strong>SSC</strong>&lt;br&gt;  - Monitor SPSA implementation*&lt;br&gt;  - Review Assessment Data&lt;br&gt;  - Call for nominations/ SSC Elections&lt;br&gt;  - Prepare for SSC review/approval:&lt;br&gt;  - Bylaws&lt;br&gt;  - Site Title I Parent Involvement Policy&lt;br&gt;  - Home/School Compact&lt;br&gt;  - Conduct Annual Title I Parent&lt;br&gt;  Meeting&lt;br&gt;  - Conduct SSC Elections&lt;br&gt;  Training: SSC Elections, SSC Nuts and Bolts for Administrators</td>
<td><strong>SSC</strong>&lt;br&gt;  - Monitor SPSA implementation*&lt;br&gt;  - Modify or eliminate ineffective activities&lt;br&gt;  - Identify obstacles&lt;br&gt;  - Examining categorical budget expenditures&lt;br&gt;  - Review Assessment Data&lt;br&gt;  - Review and revise SPSA as necessary&lt;br&gt; Due 10/6/2017:&lt;br&gt;  1. SSC Membership Roster (identify DAC representative)&lt;br&gt; Due 10/27/2017:&lt;br&gt;  1. SSC Agenda/Minutes (documenting election results and new member introductions)&lt;br&gt;  2. SSC Bylaws and TI Parent Meeting Verification form&lt;br&gt;  Training: SSCs and the SPSA</td>
</tr>
<tr>
<td>February</td>
<td>March</td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| **DAC Meeting:** 2/21/2018  
**Executive Meeting:** 2/7/2018 | **DAC Meeting:** 3/21/2018  
**Executive Meeting:** 3/7/2018 | **DAC Meeting:** 4/18/2018  
**Executive Meeting:** 4/4/2018 | **DAC Meeting:** 5/16/2018  
**Executive Meeting:** 5/2/2018 | **DAC Meeting:** None  
**Executive Meeting:** 6/6/2018 |
| • Board Approval of Title I  
Ranking/Budget  
• 2017-18 CARS- Winter Data  
Collection/ Allocations and  
Reservations. (TBD)  
• Title I Programs  
• LEA Plan Timeline and Revisions  
• LCAP Update/Consultation  
• Categorical/Spending Deadlines  
Training: | • DAC Budget Update  
• Testing Information  
• District Projects Update  
• Annual Parent Involvement Policy  
review begins  
• LCAP Update/Consultation  
Training: | • 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  
Training: | • Title I Parent Involvement Policy  
review begins. Due October 2018  
• End of Year Awards: School  
Achievement and Attendance  
• LCAP Update/Consultation  
Training: | • District Projects Update |

**SSC**  
• Monitor SPSA implementation*  
  ※ Modify or eliminate ineffective  
  activities  
  ※ Identify obstacles  
  ※ Review Assessment Data  
  **SSC 2018-19 Development**  
  ※ Identify priorities, meet with  
  community groups  
  ※ Discuss and prioritize changes  
  for next year  
  ※ Review tentative budget  
  allocations for next year  
  ※ Set goals based on student data  
  ※ Complete Categorical Budgets  
  and SPSA  
  ※ Review/approve 2018-19 Parent  
  Involvement Policy and  
  Home/School Compact  
  Training: SPSA for Administrators | **SSC**  
• Monitor SPSA implementation*  
  ※ Modify or eliminate ineffective  
  activities  
  ※ Identify obstacles  
  ※ Examining categorical budget  
  expenditures  
  ※ Review Assessment Data  
  ※ Review 2017-18 categorical  
  balances and expenditures in  
  preparation for year- end  
  deadlines  
  ※ Review possible carryover  
  balances and address possible  
  carryover plans for next year if  
  allowable  
  ※ Optional - Preliminary call for  
  nominations for next year’s SSC  
  election | **SSC**  
• Monitor SPSA implementation*  
  ※ Modify or eliminate ineffective  
  activities  
  ※ Identify obstacles  
  ※ Review Assessment Data  
  ※ Review 2017-18 categorical  
  balances and expenditures in  
  preparation for year- end  
  deadlines  
  ※ Review possible carryover  
  balances and address possible  
  carryover plans for next year if  
  allowable  
  ※ Optional - Preliminary call for  
  nominations for next year’s SSC  
  election | **SSC**  
• Monitor SPSA implementation*  
  ※ Modify or eliminate ineffective  
  activities  
  ※ Identify obstacles  
  ※ Examining categorical budget  
  expenditures  
  ※ Review Assessment Data  
  ※ Review 2017-18 categorical  
  balances and expenditures in  
  preparation for year- end  
  deadlines  
  ※ Review possible carryover  
  balances and address possible  
  carryover plans for next year if  
  allowable |

* DAC Meeting: 2/21/2018  
**Executive Meeting:** 2/7/2018  
• Board Approval of Title I  
Ranking/Budget  
• 2017-18 CARS- Winter Data  
Collection/ Allocations and  
Reservations. (TBD)  
• Title I Programs  
• LEA Plan Timeline and Revisions  
• LCAP Update/Consultation  
• Categorical/Spending Deadlines  
Training: SPSA for Administrators
School Site Council Training 2017-18

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

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

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Location</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSC Legal Responsibilities and Best Practices Workshop</td>
<td>Tuesday, November 7 5pm-6:30pm</td>
<td>Ballard Center Auditorium</td>
<td>ERO for staff RT for parents</td>
</tr>
<tr>
<td>SPSA Training for SSC</td>
<td>Tuesday, November 28 5:30-7pm</td>
<td>Ballard Center Auditorium</td>
<td>ERO for staff RT for parents</td>
</tr>
<tr>
<td>SPSA Training for SSC</td>
<td>Tuesday, November 29 5:30-7pm</td>
<td>Ballard Center Auditorium</td>
<td>ERO for staff RT for parents</td>
</tr>
<tr>
<td>SPSA Training for SSC</td>
<td>Tuesday, November 30 5:30-7pm</td>
<td>Ballard Center Auditorium</td>
<td>ERO for staff RT for parents</td>
</tr>
</tbody>
</table>

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

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

2017-18
CONTACT INFORMATION

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

Eugene Brucker Education Center
4100 Normal Street, Room 3209
Telephone: (619) 725-5605
Fax: (619) 725-7055

Additional resources and information can be found at the Financial Planning, Monitoring and Accountability Department website
http://www.sandi.net/Page/37313

Revised 8/4/2017