

**ADMINISTRATIVE CIRCULAR NO. 12**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** August 25, 2005

**To:** All Principals, School Site Council Chairpersons; Division and Department Heads

**Subject:** MEMBERSHIP ROSTERS OF SCHOOL SITE COUNCILS (SSC) AND DISTRICT ADVISORY COUNCIL (DAC) REPRESENTATIVES FOR THE 2005-2006 SCHOOL YEAR, AND SSC/ELAC TRAINING

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

**Due Date:** October 3, 2005: Sign-up for SSC/ELAC Training  
November 4, 2005: SSC/DAC Roster

**Reference:** Education Code Sections 52012, 52852, 62002.5 and District Procedure 9060

**Action Requested:**

- 1) Establish an SSC with the appropriate configuration;
- 2) Submit electronic SSC/ELAC Training registration by due date;
- 3) Submit SSC and DAC Membership Roster by due date.

**Attachments:**

- 1) SSC and DAC Membership Roster Template
- 2) List of DAC Meetings
- 3) SSC/ELAC Training Flyer
- 4) Planning and Accountability Department Contact Information: 2005-06

**Brief Explanation:**

The Board of Education requires that **every** district school establish and maintain an appropriately configured School Site Council (SSC). In addition, all Title I sites must select representatives for the District Advisory Council (DAC) in accordance with federal requirements.

San Diego City Schools Administrative Procedure 9060 requires that prior to the first official meeting of the SSC each year, the principal shall send information to the appropriate central office indicating that the SSC has been configured in compliance with all requirements of the California Department of Education, Board of Education policy, and district procedures. The information shall include member names and group represented by each member.

A. Education Code 52852 requires that the SSC be configured as follows:

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

- 50% parents/community members not employed at the school—minimum of five (5)
- 50% school personnel:
  - Principal (automatic member)

- Minimum of three (3) Classroom Teachers. **Teachers must be in the majority.**
- Minimum of one (1) Other Staff.

Other Staff is defined as follows:

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

Senior High and Alternative Schools. (Secondary Model) **Minimum of twelve (12) members.**

- 25% parents/community members not employed at the school—minimum of three (3)
- 25% students—minimum of three (3)
- 50% school personnel—minimum of six (6):
  - Principal (automatic member)
  - Minimum of four (4) Classroom Teachers. **Teachers must be in the majority.**
  - Minimum of one (1) Other Staff.

Other Staff is defined as follows:

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

Middle-Level Schools.

- **Middle Schools must choose either the Elementary Model or the Secondary Model for the 2005-06 School Year.**

It is important that the SSC be configured according to the guidelines 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 between school personnel, parents/community members, and (for the secondary model) students. Members must be elected by their constituent group (e.g., teachers by teachers, parents/community members by parents, other staff by other staff, and students by students).

San Diego Unified School District Administrative Procedure 9060 (C.6.e.2) requires that “the first official meeting of a properly configured school advisory committee shall be held at each school no later than the last school day of the second month of the new school year” (October 31, 2005). After your 2005-06 SSC elections have been held and the council is fully configured, complete the *SSC and DAC Membership Roster* (Attachment 1) and return it to the Planning and Accountability Department, IMC, Building D, by November 4, 2005.

Please check the membership roster carefully to ensure that the SSC meets the mandated composition requirements and that the verifying signatures are included. **Schools that do not submit an SSC roster or submit a roster that is not a correctly configured SSC with appropriate membership will be unable to spend categorical monies until the correct roster is submitted.**

It is also important for all SSC members to fully understand their roles and responsibilities. Per Education Code Section 52853, the SSC is responsible for developing the school plan and proposing the expenditure of funds available to the school through the following categorical programs:

- School Based Coordinated Program [SBCP], which may include the following:
  - School Improvement [SIP] (New Resource Code for 2005-06 school year is 73950);
  - Economic Impact Aide/Limited English Proficient Students [EIA/LEP] (Resource Code 70910);
  - Gifted and Talented Education [GATE] (Resource Code 71400);
  - Pupil Motivation and Maintenance Program [M&M] (Resource Code 70750).
- Title I (Resource Codes 30100, 30103, 30104, and 30105)
- II/USP, HPSGP, and CSR (Resource Codes 72551, 72552, 72553, 72581, 82580, and 31700)

#### 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 trained as to their additional legal responsibilities, including the four ELAC mandated tasks, and must elect or assign a representative to attend District English Learner Advisory Committee (DELAC) meetings.

#### C. District Advisory Council for Compensatory Education (DAC)

The SSC at each Title I school is required to select one of its members (parent, community member, or non-administrative members) 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 needs to be an advocate for the school and committed to attend DAC meetings regularly, provide informed input to discussions and decisions, and share information regularly with their SSC. Please identify your DAC representative and an alternate on the *SSC and DAC Membership Roster* in the appropriate section.

The *SSC and DAC Membership Roster* for Title I schools must be on file in the Planning and Accountability 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 and DAC Membership Roster* be received by November 4, and that updates be submitted as needed.

The DAC meets one Wednesday each month, from 6:30-8:30 p.m. at the Harold J. Ballard Parent Center at Fremont Elementary Auditorium, 2375 Congress Street, San Diego, CA, 92110. Childcare and translation services are provided at every meeting. Attachment 2 contains the list of DAC meeting dates for the 2005-2006 school year.

#### D. SSC/ELAC Training

A Board-mandated training for principals will be offered in October. The training is also highly recommended for School Site Council (SSC) and English Learner Advisory Council (ELAC) chairpersons. The intent of the training is to inform stakeholders of current legislation and district

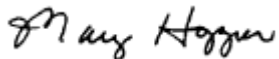
policies surrounding School Site Councils, English Learner Advisory Committees, and Monitoring for Success procedures. Attachment 3 provides training dates and times. Register the site team (principal, SSC, and ELAC chairpersons) online at: <http://studata.sandi.net/saa/app/trainingreg/>. **Registration is due by October 3, 2005.**

In addition, Planning and Accountability Department Resource Teachers will provide individual support to each site. Attached is a Planning and Accountability Department Contact Information 2005-06 chart indicating resource teacher assignments (Attachment 4).

If you have any questions regarding the membership or requirements of the School Site Council or District Advisory Council, please call the Planning and Accountability Department at (858) 496-4048. If you have questions regarding the English Learner Advisory Committee, please contact Debra Dougherty at (619) 725-7280.

Linda Dusharme  
Program Manager  
Planning and Accountability

APPROVED:



Mary Hopper  
Interim Chief Administrative Officer

LD:mw

Attachments (4)

Distribution: Lists A, D, E, F, and O

San Diego City Schools  
Office of School Site Support  
Standards, Assessment, and Accountability Division  
Planning and Accountability Department

District Advisory Council (DAC)  
For Compensatory Education Programs

**DAC Meeting Dates for the 2005-06 School Year**

The DAC will meet once each month on Wednesday evening from 6:30-8:30 p.m. Childcare and translation services will be available for all meetings. Meetings will be held at the Harold J. Ballard Parent Center on the following dates:

|                    |                   |
|--------------------|-------------------|
| September 21, 2005 | January 18, 2006  |
| October 19, 2005   | February 15, 2006 |
| November 16, 2005  | March 15, 2006    |
| December 14, 2005  | April 19, 2006    |
|                    | May 17, 2006      |
|                    | June 7, 2006      |

Directions to the Harold J. Ballard Parent Center (located near Old Town)  
2375 Congress Street, San Diego, CA 92110

**From the North:**

Take I-5 South.  
Take the Old Town Avenue exit.  
Turn left onto Old Town Avenue.  
Turn left onto San Diego Avenue.  
Stay straight to go onto Congress Street.

**From the South:**

Take I-5 North  
Take the Old Town Avenue exit.  
Turn right on Hortensia Street.  
Turn left onto San Diego Avenue.  
Stay straight to go onto Congress Street.

**From the East:**

Take I-8 to I-5 South  
Take the Old Town Avenue exit.  
Turn left onto Old Town Avenue.  
Turn left onto San Diego Avenue.  
Stay straight to go onto Congress Street.

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

For any information regarding the DAC please contact Irene Hightower, Resource Teacher in the Planning and Accountability Department at 858-496-4057 or [ihightower@sandi.net](mailto:ihightower@sandi.net)

School Site Council (SSC) &  
English Learner Advisory Committee (ELAC) Training  
For Principals, SSC Chairpersons, and ELAC Chairpersons

Harold J. Ballard Parent Center at Fremont Elementary  
2375 Congress St.

Four opportunities for training:

- Wednesday, October 5, 2005 ..... 4-6 p.m.
- Thursday, October 6, 2005 ..... 6-8 p.m.
- Monday, October 10, 2005 ..... 6-8 p.m.
- Wednesday, October 12, 2005 ..... 4-6 p.m.

2005-06 SSC/ELAC Information Regarding:

- Current legislation and district policies surrounding SSCs and ELACs
- Review of NEW membership requirements, roles, and responsibilities
- General Questions and Answers

Register online at: <http://studata.sandi.net/saa/app/trainingreg/>

**Register by Monday, October 3, 2005**

Directions to Harold J. Ballard Parent Center at Fremont Elementary:

**From the North:**

1. Take I-5 South
2. Take the Old Town Ave. exit
3. Turn left onto Old Town Ave.
4. Turn left onto San Diego Ave.
5. Stay straight to go onto Congress St.

**From the East:**

1. Take I-8 West
2. Merge onto I-5 South
3. Take Old Town Ave. exit
4. Turn left onto Old Town Ave.
5. Turn left onto San Diego Ave.
6. Stay straight to go onto Congress St.

**From the South:**

1. Take I-5 North
2. Take the Old Town Ave. exit
3. Turn right onto Hortensia St.
4. Turn left onto San Diego Ave.
5. Stay straight to go onto Congress St.

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

For further information, please contact the  
Planning and Accountability Department at 858-496-4048.



San Diego City Schools  
Office of School Site Support  
Standards, Assessment, and Accountability Division

**Planning and Accountability Department  
Contact Information 2005-06**

| <b>Resource Teacher</b> | <b>Contact Information</b>   | <b>School Type</b>                            |
|-------------------------|--|---|
| <b>Irene Hightower</b>  | 858-496-4057<br><a href="mailto:ihtower@sandi.net">ihtower@sandi.net</a>   | Elementary Schools                            |
| <b>Terri Reed</b>       | 858-496-4056<br><a href="mailto:treed1@sandi.net">treed1@sandi.net</a>     | Secondary and Atypical/Alternative<br>Schools |
| <b>Peggy Zickert</b>    | 858-496-8107<br><a href="mailto:pzickert@sandi.net">pzickert@sandi.net</a> | Charter Schools<br>Private Schools            |

Planning and Accountability Department  
Instructional Media Center, Building D  
Phone: 858-496-4048  
Fax: 858-571-3180