

**ADMINISTRATIVE CIRCULAR NO. 26**  
Office of the Chief Business Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 24, 2019

**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 2019-20 SCHOOL YEAR

**Department and/or Persons Concerned:** All Principals, Area Superintendents, Division and Department Heads, and School Site Council Chairpersons

**Reference:** Education Code Sections 35147(c), 33133 (c), 52063, 52176 (b) (c), 52852, 52853, 62002.5, 64001 (a), 65000

**Due Date:** **October 4, 2019:** 2019-20 SSC Membership Rosters

**October 25, 2019:**

1. 2019-20 SSC Bylaws
2. SSC meeting Agenda and Minutes (documenting SSC membership election results, introduction of new SSC members, distribution of Uniform Complaint Procedure (UCP) and approval of Single Plan for Student Achievement (SPSA). This may be multiple meeting agendas and minutes).

**Action Requested:**

- 1) **Establish** the SSC with the appropriate configuration. Elections for the 2019-20 SSC should be completed and the first SSC meeting should be held prior to October 4, 2019.
- 2) **Complete and return Original** SSC Membership Roster (identifying District Advisory Council (DAC) representative) with original signatures of the Principal and SSC Chairperson by October 4, 2019 to:  
Eugene Brucker Education Center, Room 3126  
Financial Planning, Monitoring and Accountability Department
- 3) **Complete and submit electronic copies of** the following to your Financial Planning, Monitoring and Accountability (FPMA) Resource Teacher by October 25, 2019.
  - 2019-20 SSC Bylaws
  - SSC meeting minutes (documenting SSC membership election results, introduction of new SSC members, approval of 2019-20 SPSA and UCP distribution). All members of the SSC should sign in for attendance. Attendance signatures are required and may be requested for compliance.
  - Title I Meeting Parent Verification form

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|----------------------|---|
| <b>Attachment 1</b>  | <i>Sample(s) and Template(s) – 2019-20 SSC Membership Roster (Identifying the DAC representative)</i> |
| <b>Attachment 2</b>  | <i>Sample - SSC Bylaws (review, revise or develop)</i>  |
| <b>Attachment 3a</b> | <i>Sample – SSC Meeting Agenda</i>  |
| <b>Attachment 3b</b> | <i>Sample - SSC Meeting Minutes (documenting election results and new SSC members)</i>                |
| <b>Attachment 3c</b> | <i>Sample - SSC Meeting Sign-in Sheet</i>   |
| <b>Attachment 3d</b> | <i>Sample – SSC Meeting Sign –in Template</i>   |
| <b>Attachment 4</b>  | <i>2019-20 DAC General Meetings — English/Spanish</i>   |
| <b>Attachment 5</b>  | <i>2019-20 DAC Executive Meetings — English/Spanish</i>   |
| <b>Attachment 6</b>  | <i>SSC Responsibilities Checklist</i>   |
| <b>Attachment 7a</b> | <i>2019-20 SSC/DAC Timeline — English</i>   |
| <b>Attachment 7b</b> | <i>2019-20 SSC/DAC Timeline — Spanish</i>   |
| <b>Attachment 8</b>  | <i>School Site Council Training Flyer</i>   |
| <b>Attachment 9</b>  | <i>Financial Planning, Monitoring and Accountability Contact Information 2019-20</i>                  |
| <b>Attachment 10</b> | <i>Uniform Complaint Procedures (UCP) Annual Notice — English/Spanish</i>                             |
| <b>Attachment 11</b> | <i>Robert’s Rule Cheat Sheet</i>  |

**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 student 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 complies with the California Education Code requirements, district policy, and administrative procedures.

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

**A. SSC Configuration; Roster and Bylaws Submission** - Education Code sections 52852 and 65000 requires that the SSC be configured as follows:

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

***ELEMENTARY MODEL***

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

\* *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***

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

*\* 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 2019-20 SSC should be completed and the first SSC meeting should be held prior to October 4, 2019. The SSC Membership Roster must be completed and submitted to the Financial Planning, Monitoring and Accountability Department no later than October 4, 2019 (**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 25, 2019 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 2019-20 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 4, 2019** to:  
Financial Planning, Monitoring and Accountability Department (FPMA)  
Eugene Brucker Education Center, Room 3126
- 4) **Conduct** the first meeting of the newly constituted SSC and do the following:
  - Announce the election results and introduction of new SSC members
  - Review and amend, as needed, the site's SSC bylaws for 2019-20
- 5) **Submit** to your resource teacher **electronic** copies by **October 25, 2019**:
  - SSC Bylaws (**Attachment 2**).

- SSC meeting Agenda and Minutes documenting the announcement of the election results and the introduction of new SSC members (**Attachments 3a and 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 or the 2019-20 SPSA 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. **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 64001, the SSC is responsible for overseeing the School 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 Supplemental Funds (Resource Code 30106)
- Comprehensive School Improvement (Resource Code 31820)

The SSC may wish to adopt and follow Robert's Rules of Order as its parliamentary guidelines. These rules should be used to assist in the conduct of the committee's work and not be allowed to become an obstacle. Too many rules may create an unnecessarily formal atmosphere. SSCs should adopt only those rules necessary to keep a meeting moving or settle a disagreement.

**B. English Learner Advisory Committee (ELAC), Ed Code section 35147(c); 52063; 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.

**C. District Advisory Council for Compensatory Education (DAC)** - The SSC at each school designates one of its members (parent, community member, student or non-administrative member) to

serve on the DAC as a voting representative. All parent and student 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, Ed Code section 52063.** 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 4, 2019 and 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 6:30-8:15 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 2019-20 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 conducting SSC elections, the roles and responsibilities of the SSC and its members in implementing, monitoring, and evaluating the School Plan for Student Achievement. A flyer identifying 2019-20 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 FPMA website - <http://www.sandi.net/Page/37313>.

Thomas Liberto, Director  
Financial Planning, Monitoring and Accountability

APPROVED:



Debbie Foster  
Executive Director, Finance Division

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Attachments (11)