

SITE OPERATIONS CIRCULAR NO. 1033
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: April 8, 2005

To: Principals of Title I, School-Based Coordinated, EIA- English Learner Programs and School Improvement Program Schools

Subject: SITE PLAN INSERTS

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

Due Date: April 11, 2005

Reference: Coordinated Compliance Review Requirement VI-CON 33

Action Requested: Insert attached pages into Single Plan for Student Achievement notebook.

Brief Explanation:

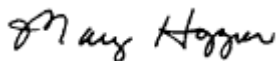
In order to satisfy the Coordinated Compliance Review Requirement, VI CON-33, please insert the attached pages into your Single Plan for Student Achievement notebook, in the "Budget and Resources" section. The enclosed pages offer a description of centralized services provided to sites (Attachment 1) and site-specific final allocation information for consolidated program funds (Attachments 2 and 3*).

The Planning and Accountability Department will also receive a copy of the attachments, which includes final allocation information for all sites.

Questions regarding this request should be directed to Debbie Foster at (619) 725-7646.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Mary Hopper
Chief Administrative Officer

SHP:jv

Attachments (3)

*Sample attachments posted on web

Distribution: Special

SAN DIEGO CITY SCHOOLS
Office of School Site Support
Financial Operations Division
Budget Operations Department

April 6, 2005

**Centralized Services –Coordinated Compliance Review Requirement, VI-CON 33(c)
Fiscal Year 2004-05**

The following is a description of the central office departments which are supported in part or whole with categorical resources requested via the Consolidated Application process. As a matter of record, each school is allocated an equitable portion of this support for their participation in a particular program.

This document should be retained as part of the school's plan under SPSA, II-USP, HPSGP, CSR, or SAIT.

CENTRALIZED SERVICES DEPARTMENTS:

Biliteracy and English Learner Support: Provides assistance to schools in order to provide an integrated, effective, coordinated program to English learner students to help them achieve proficiency in English and meet the district's content and performance standards for their respective grade levels in the core curricular areas. Academic opportunities are provided to staff in order to ensure English learners have access to qualified teachers, administrators and other staff members.

Budget Operations: Completes involved research in order to create complex reports projecting revenue and costs during budget development. The department's staff allocate resources to schools, distribute funds to appropriate accounts, and monitor actual activity and resource balances throughout the year. They work alongside central staff and school administrators in order to optimize resources supporting the instructional program and the students' achievement of challenging academic goals.

District Assessment: Oversees the administration of a variety of district-mandated assessments which provide information about student performance in relation to standards. These assessments enable the district to evaluate student academic achievement within and across schools, grade levels, and student populations. Use of district assessment data at the district, school site and classroom levels supports instructional and programmatic decisions.

Enrollment Options: Directs and controls the implementation of Program Improvement School Choice (PISC) as required by No Child Left Behind (NCLB). The staff coordinates this effort with the district's existing programs for integration and enrollment options.

Extended Learning Opportunities: Provides administrative support for district supplemental academic enrichment activities beyond the regular school day. These programs emphasize support to students achieving below and significantly below grade level in reading and mathematics. The district is an approved NCLB Title I Supplemental Educational Services (SES) Provider. This department also coordinates and monitors contracts to external SES providers.

Office of Resource Development: Coordinates the annual Consolidated Application Parts I and II, the Free and Reduced Lunch Report, as well as the Title I Board Report. This includes the consultation process of appropriate advisory groups as well as obtaining the approval of the district's Board of Trustees. The manager directs the preparation of applications for other state and federal-funded grants supporting the educational reforms under the state's Public Schools Accountability Act.

Parent Support and Board Services: Assists parents and school site staff in resolving issues pursuant to federal and state laws, and district policies and procedures. Assistance is provided to parents and members of the Board of Education by receiving and responding to inquiries and correspondence related to NCLB and Title I issues. Staff monitors and tracks issues and concerns and recommends changes to policy and/or procedures in order to better communicate with our parents.

Parent and Community Involvement: Facilitates the communication between parents, schools, district offices and the community. Department staff provide training to schools enabling them to build coalitions that can mobilize and distribute resources, effecting positive changes in district policies, programs and practices.

Planning and Accountability: Coordinates district, state, and federal planning and accountability processes. Staff helps school site and central office staff, and parents and site advisory council members, understand and use student achievement data to inform instructional planning and monitor student progress. Department staff also support School Site Councils (SSCs) and the District Advisory Committee for Compensatory Education (DAC) to effectively carry out their assigned responsibilities. This department is also responsible for coordinating the Title I services to private, non-profit schools.

Program Studies: Provides program and policy evaluation, customized reporting, data collection and analyses, and survey and interview protocol development. The Program Studies team supports major district initiatives by monitoring student progress in specific program environments. Another responsibility is the coordination and monitoring of district research that supports various grant funded programs. The department is also responsible for coordinating and monitoring district research generated by grants. Another responsibility is the coordination and monitoring of district research that supports various grant funded programs.

Research and Reporting: Provides student achievement and demographic data to district school sites, district staff and community groups, funding agencies, and the California Department of Education, and the U.S. Department of Education...thus building site capacity to make data-driven instructional decisions and meeting a variety of mandated reporting requirements.

School Support: Provides supplemental support for changes in final entitlements and carryover, salary and benefit costs, and other variables in central support and site program costs.

Standards, Assessment and Accountability: Oversees a variety of planning, assessment, accountability, reporting, and evaluation activities in the district. Major areas of responsibility include coordinating the efforts of the No Child Left Behind (NCLB) as well as supporting the collaboration of district schools and programs for Coordinated Compliance Review (CCR).

Testing Unit: Coordinates the administration of state and federal testing programs. The Testing Unit provides appropriate reports and technical assistance to schools, staff, the Standards, Assessment, and Accountability Division and/or community regarding testing issues and results related to the various testing programs listed above. The unit also provides individual student test results of state-mandated assessment programs to parents. The office is responsible for ensuring appropriate test security, test administration, and test preparation procedures are followed at all school sites, conducting investigations of reported testing irregularities, and reporting testing irregularities and investigation findings to appropriate state and federal personnel.

Translation Unit: Provides written translation and oral interpretation services to schools, parent groups, central offices and the board of education. Their purpose is to ensure that English-limited parents have access to all information related to their children's schools, as well as to district policies and procedures. Services are provided for the following languages: Cambodian, Laotian, Somali, Spanish, and Vietnamese.