[ms-0234.006.001.013]

Lopez

SECOND DRAFT

CHULA VISTA CITY SCHOOL DISTRICT

October 25, 1978

MONITORS REPORTING SYSTEM

Members of the Task Force are to be assigned to schools and they will visit their assigned school as often as possible and become familiar with school personnel and program at each one of those schools.

The monitor assigned to those schools should become acquainted with the Task Force members assigned to the same schools and a dialog or a communications system should be established so that the monitor and Task Force member have a means of communicating with each other.

Monitors are to visit schools assigned to them as often as possible, but at least once every two weeks.

Once a month on the date specified by the Task Force chairperson, each monitor or team of monitors (if more than one are assigned to the same school) will submit a written report to the Task Force chairperson. Such written report is to be completed on the standard forms provided to each monitor for this purpose. The report should be as comprehensive as possible covering each of the areas involved in the integration order (student mix, staff mix, program continuity, program focus, etc.). See attached Reporting Form.

ML:mg