



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Staffing Recommendations for Clerical Personnel to Senior High Schools

NUMBER: BUL-4729.1

ISSUER: Yumi Takahashi, Budget Director
 Budget Services & Financial Planning Division

DATE: July 22, 2010

POLICY: It is the District’s policy to recommend staffing of most clerical personnel at senior high schools based on the attached suggested staffing tables.

ROUTING

Local District Superintendents
 Local District Administrators
 and Staff

School Administrators and Staff
 Central Office Administrators

MAJOR CHANGES: This bulletin replaces BUL-4729, “Norms to Allocate Clerical Personnel to Senior High Schools” issued on May 22, 2009. The changes starting 2010-11 school year are as follows:

- Clerical positions are included in the School Community Budgeting flexibility provision. Sites will have flexibility to determine the number of clerical positions, above the base clerical positions, to meet the needs of the specific school.
- Base clerical positions are defined as one (1) School Administrative Assistant and applicable Modified Consent Decree Clerical Support.
- The table in the bulletin reflects a suggested staffing model for Senior High Schools.
- Transiency factor will be excluded when determining the suggested staffing.

GUIDELINES: A. Each school receives the number of clerical positions using the suggested staffing tables which are based on active enrollment, (See BUL-4926 “Attendance Procedures for Elementary and Secondary Schools” dated February 22, 2010 for the definition of active and inactive students), including magnet center and special day program students. .

For the 2010-11 school year, initial clerical staff suggestions are based on preliminary E-Cast enrollment projections.

B. In compliance with the District’s Maintenance of Effort Activities to Implement the Modified Consent Decree, the District will ensure that schools continue to



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receive dedicated clerical support resources to meet special education, Section 504, Hughes Bill and Chanda Smith Consent Decree compliance and operational needs.

Within the suggested staffing tables provided to each LAUSD school, beginning in 2009-2010 fiscal year, the following support must be allocated to meet special education compliance and operational needs:

- .5 Full Time Equivalent (FTE) for (a) elementary schools with enrollment below 500; (b) middle schools with enrollment below 1000; and (c) senior high schools with enrollment below 1700
- 1 FTE for (a) elementary schools with enrollment of 500 and above; (b) middle schools with enrollment of 1000 and above; and (c) senior high schools with enrollment of 1700 and above

C. Adjustment Under/Over Staffing

Budget Services will compare the actual clerical staff at the school with the suggested positions based on norm day classification reports. Multi-track schools utilize the sum of the enrollment in all tracks as reported in the norm day Classification Reports. Budget Services will notify the Principal and Local District Superintendent of any over/under staffing. The school site will have flexibility to determine how to modify staffing to align with actual enrollment.

Budget Services will notify Workforce Management, Classified Employment Services of any changes.

Workforce Management, Classified Employment Services will make the necessary transfers of clerical personnel in order to bring each school into compliance.

D. Senior High School Suggested Staffing Table

Clerical personnel will be assigned based on the following suggested staffing table. For norm enrollment purposes, special day program classes (SDP) and magnet center enrollment are to be included.

Sites do not have flexibility over base positions, which are defined as School Administrative Assistant and applicable Modified Consent Decree Clerical Support.

School Community Budgeting flexibility is applicable to the number of positions identified in the column headed "Additional Clerical Support".



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Enrollment From	Enrollment To	School Admin. Asst.	Modified Consent Decree Support	Additional Clerical Support	Total Clerical Staff
1	550	1.0	0.5	-	1.5
551	700	1.0	0.5	0.5	2.0
701	1,200	1.0	1.0	1.0	3.0
1,201	1,699	1.0	1.0	2.0	4.0
1,700	2,200	1.0	1.0	3.0	5.0
2,201	2,700	1.0	1.0	4.0	6.0
2,701	3,200	1.0	1.0	5.0	7.0
3,201	3,700	1.0	1.0	6.0	8.0
3,701	4,200	1.0	1.0	7.0	9.0
4,201	4,700	1.0	1.0	8.0	10.0
4,701	5,200	1.0	1.0	9.0	11.0
5,201	and above	1.0	1.0	10.0	12.0

E. Staffing pattern

The typical staffing pattern at senior high school is as follows:

- 1 School Administrative Assistant (Job ID 24102500)
- 3 Senior Office Technicians (Job ID 24102838)

Office Technician(s) (Job ID 24102828) – all other positions

In single track, traditional calendar schools, the School Administrative Assistant and three positions are on A basis; all other positions are on B basis. In multi-track year-round schools, all clerical positions are on A basis.

F. Span School Clerical Calculation

- 1. Determine the percentage enrollment by grade level grouping K-5 and 6-12 to total enrollment.



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2. Determine number of clerical positions from the individual clerical staffing tables based on 100% of enrollment as if site is an elementary school and again based on 100% of enrollment as if site is a secondary school.
3. Multiply the percentage enrollment by grade level grouping from #1 above times the number of positions that result from the individual clerical staffing tables from #2 above.
4. Sum the result. If the result is greater than 1.5, round to the nearest full FTE (e.g. 2.49 FTE is rounded to 2.0; 2.50 FTE is rounded to 3.0 FTE). If the result is less than or equal to 1.50 FTE, the site will be allocated 1.5 FTE clerical staff.

AUTHORITY: This is a District policy.

RELATED RESOURCES: REF-1074.7– Norm Dates and Calendar of Classification and Statistical Reports for Schools, 2010-11.

REF-1819.6 – Electronic Capture of Classification Report Data (Pre-Norm, Norm, and Monthly Classification)

BUL-4926 – Attendance Procedures for Elementary and Secondary Schools

ASSISTANCE: For assistance in the implementation of this bulletin, please contact Workforce Management, Classified Employment Services.

For assistance with other questions, please contact Budget Services and Financial Planning Division at (213) 241-2154.