



**SAN DIEGO UNIFIED SCHOOL DISTRICT
HUMAN RESOURCE SERVICE & FINANCE DIVISIONS
SBB Guidelines for Purchasing and Staffing 2021-22**

The following guidelines are provided to assist site administrators and their teams in making decisions at their sites. Please note that decisions made during this school year will be seen as a long-term commitment. We will not have this flexibility in the coming years.

General Questions	Answer	Rationale
Who can access SBB?	Site Principal only.	SBB is a manager's tool to make personnel and budgeting decisions.
Can my school purchase a Vice Principal with site funds?	Yes. Vice Principal positions may be purchased in increments of .33, .5 or 1.0 FTE.	Site must commit to pay the full cost (salary and benefits) of the positions for one year. This expenditure is allowed as the District can hire temporary staff for this position.
Which budgets will carryover?	Civic Rentals and 96000 (Donations)	Civic rentals will continue to carry over from the prior year (no change from 2020-21; 50% of net income).
What is allowable in Title I and LCFF?	Please see sandi.net/SBB for current guidelines	

Certificated Scenarios	Answer	Rationale
My school foundation wants to fund a new* certificated position.	Yes. Foundations may purchase part-time or full-time FTE certificated staff positions.	Foundations must commit to pay the full cost (salary and benefits) of the positions for one year. This expenditure is allowed as the District can hire temporary staff for this position. Sites who fund a new position must fill it through Post and Bid.
My school wants to continue funding a certificated position that was in place during the previous year using discretionary, Title I, or LCFF funds.	Yes. Sites may continue to purchase certificated staff positions (salary and benefits) if the funding source allows for the spending.	This expenditure is allowed as the District can hire temporary staff for this position.
We would like to convert a portion of our allocation to provide supports for mental health.	K-8s, Middle and High Schools may convert up to .2 FTE to provide Mental Health Services to students.	Principals will need to ensure their class size obligations are met if this option is selected.



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Classified Scenarios	Answer	Rationale
We want to fund a new* classified position or increase the hours of an existing classified position with our discretionary budget or school foundation funding.	Yes. Foundations may purchase classified positions if they commit to funding for three years. Sites should exercise caution in using discretionary funds to purchase staff as the three year commitment is required for this funding source as well. NOTE: The hours of a classified position may be increased, while the work year may not be extended, even with Title I money.	The Education Code does not allow classified employees to be employed as temporary staff, therefore the positions cannot be given an end date like a certificated temporary staff member. Foundations/sites are asked to make a multi-year commitment as these types of positions can create an unfunded liability if the foundation/site is unable to continue funding a position.
My school foundation wants to continue funding a classified position that was funded in the previous year.	If the foundation has a commitment letter on file, then the position will be placed in the site's budget.	See above rationale.
My school needs to repurpose an existing classified position to a different type of position to meet the needs of the site (e.g. eliminate a Campus Assistant to fund a Site Technician).	Yes. Sites may eliminate one position in order to purchase another classified position, except sites may not eliminate Elementary School Assistants, Admin Assistant/Aides or Financial Clerks. Sites <u>may not reduce</u> work hours or decrease the work year for any classified staff, even if portions of the position are funded with Title I.	The District may determine how it provides services; the elimination of a position will require that the person in the position be laid off or bumped to another position or classification.
If I eliminate my School Secretary II and create a School Secretary I, can I buy a .2 Math Assistant with the remaining funds?	Classified positions may be eliminated based on no longer needing the duties. If a new position is purchased with those funds, the duties must match the new position.	Classified job positions have specific duties assigned to the classification and are distinguished based on those duties. Asking an employee to do the higher level work and be paid less is not allowable.
Can I reduce my .4 noon duty to a .2 noon duty position and repurpose the money?	No, classified positions cannot be reduced.	Each decision to reduce a classified position is a mandatory subject of bargaining and cannot be implemented until the completion of bargaining.

*A new position is defined as a position not budgeted during the previous school year. A position that was budgeted but not filled is not a new position.