



# San Diego Unified School District

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FINANCIAL OPERATIONS DIVISION  
Michael M. Price  
Principal on Special Assignment

## MEMORANDUM

**TO:** Site Principals – Area/Assistant Superintendents  
**FROM:** M. Price  
**DATE:** July 16, 2007  
**SUBJECT:** Over Formula Teacher Independent Study Panel

### Background

The certificated staffing history of the San Diego Unified School District has allowed for the placement of “over-formula” teachers at predominately elementary school sites to mitigate a variety of staffing issues including but not limited to: avoidance of grade level combination classes, accommodations for bi-literacy and bilingual education classes, uneven grade level splits, class size reduction requirements, and site specific requests for a variety of reasons. In recent years, declining enrollment coupled with increasingly complex instructional programs, government regulations, and generally a less-experienced site administrative staff, the requests for over-formula teachers have reached an unprecedented level. At the outset of the 2006-2007 year over 70 requests for over-formula teachers were granted to schools at a cost of approximately \$5.9 million. Some of these requests were later justified by increased enrollment but the great majority of the placements remain as “over-formula” placements.

For the 2005-06 and the 2006-07 school years a process was implemented that required principals to submit over-formula requests to their Area Superintendent. Those requests were then discussed with the Budget Operations Department and a joint agreement was reached about the placement of over-formula teachers. This methodology did not provide the desired result reducing the number of over-formula teachers placed at schools.

### Proposal

The Budget Operations Department is proposing for the 2007-08 school year to use a small panel (2-3) retired SDUSD administrators to serve as an “Over-Formula Teacher Placement Panel” which would evaluate each request as it was submitted to the Area Superintendent in an impartial, binding manner against a set of established criteria. The panel would make a decision and inform the Area Superintendent and the Budget Operations Department. The Area Superintendent would have the responsibility of communication with the site principal. This panel would begin its work during the week that teachers return to the school sites in August and conclude their work by the end of the fourth week of the school year. The panel would be scheduled to work for up to 4 hours a day for a maximum of 3 days per week as detailed on the enclosed schedule. The panel would consist of 2-3 experienced, retired administrators that possessed a working knowledge of elementary site staffing and scheduling as well as a history of exemplary budgetary practices. The panel would be utilizing a set of standard criteria, as outlined later in this document, as a basis for its decision making.

**Schedule**

Week Of Month	M	T	W	TH	F
August 27-August 31		4 hours		4 Hours	
September 3 – September 7	Holiday		4 Hours		4 Hours
September 10 – September 14		4 Hours		4 Hours	
September 17 – September 21	4 Hours		4 Hours		4 Hours
September 24 – September 28	4 Hours		4 Hours		4 Hours

**Budget**

Panel members would be compensated at the retired administrator hourly rate as established by the San Diego Unified School District on a "time worked" basis. There are nine dates with a maximum of four hours for each date with a maximum of three administrators for each date.

Number of hours (maximum)	144 hours (12 days x 4 hours x 3 administrators)
Hourly Rate for Administrators	\$45.59 (including hourly benefits--)
Total Expenditure	\$6564.96

**Criteria for Placement**

Sites may be considered for over-formula teachers if their class assignments and staffing practices have met the criteria listed below. A site must meet all of the criteria for consideration of an over-formula teacher. Assignment of an over-formula teacher is not guaranteed if the site meets the listed criteria and is at the discretion of the Placement Panel members.

1. All classes on the site are enrolled at the appropriate allocated student to teacher ratios.
2. All teachers have been scheduled towards the appropriate grade level allocation formulas.
3. Combination classes have been utilized in appropriate pairings to alleviate class size issues.
4. All general fund dollars allocated for teachers have been directed into classroom teaching positions.
5. All Second Language funding has been applied to staffing classroom teaching needs first.
6. GATE Seminar classes have been enrolled with the appropriate numbers of students and do not require a contribution from the site's general fund teacher allocation.
7. All regular classroom needs have been met before diverting general fund dollars to class size reduction for upper grade (4-6) students.
8. General fund allocations have not been utilized for site support staff (vice principals/resource teachers).