

**MT. DIABLO UNIFIED SCHOOL DISTRICT  
SPECIAL EDUCATION DEPARTMENT**

Mary-Ann Tucker, Administrator, SDC & Centers  
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**MEMORANDUM**

Date: November 17, 2009

To: Mildred Browne

From: Mary-Ann Tucker

RE: Request to Increase Special Education Assistants (SEA's) by 3.625

We are requesting an increase in SEA FTEs by 3.625. This school year we have had an influx of students with 1:1 assistants documented on their IEP's. These students have medical disabilities requiring close monitoring such as tube feeding and suctioning, or they have serious behavioral issues that require extra assistance. Additionally, several current students have been recently diagnosed with intensive medical needs.

We are working with 13.5 fewer SEA FTE this year due to budget reductions. Our audit of assistant placements, provided for the reassignment of a number of assistants. However, even with the reassignments, there is still a need to increase the assistant FTEs by 3.625. We are asking to create 3.625 FTE using the ARRA preschool grants. We will then transfer 3.625 FTE preschool positions from budget codes 3122 and 1700 and move them to the ARRA grants.. This will make 3.625 FTE from budget codes 3122 and 1700 available for assignment.

**Requested Special Education Assistants FTE**

| <b>PROGRAM CODE</b>   | <b>POSITION</b> | <b>FTE</b>   | <b>COST</b>    |
|-----------------------|-----------------|--------------|----------------|
| 3324                  | SEA2CLS         | 0.75         | \$32,022       |
| 3324                  | SEA2CLS         | 0.75         | 32,471         |
| 3324                  | SEA2CLS         | 0.75         | 33,145         |
|                       | SEA2CLS         | 0.75         | 44,921         |
| 3319                  | SEA2CLS         | 0.625        | 39,516         |
| <hr/>                 |                 |              |                |
| <b>3324</b>           |                 | <b>3.0</b>   | <b>142,559</b> |
| <b>3319</b>           |                 | <b>0.625</b> | <b>39,516</b>  |
| <b>TOTAL (Grants)</b> |                 | <b>3.625</b> | <b>182,075</b> |

In summary, this unanticipated need for additional assistant support for newly enrolled and recently diagnosed students with intensive medical issues and/or behavioral concerns has created the need for more SEA FTEs.