

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

Mary-Ann Tucker, Special Education Administrator  
(925) 682-8000 Ext. 4187 FAX (925) 687-3139

**MEMORANDUM**

Date: September 2, 2010

To: Mildred Browne

From: Mary-Ann Tucker *MA*

RE: Special Education Teachers

This year we are in the process of reassigning teachers who have had their students move or the class configuration has been changed. Those currently needing additional FTE are:

Site	Position	FTE	Budget	Reason
Valle Verde	TCHRSDC	1.0	1700	AU Magnet students moving from grade 2 into 3-5 <sup>th</sup> grades.
Sequoia Elementary	TCHRSDC	-1.0	1700	<i>Collapsing LH class at Sequoia Elementary</i>
Mt. Diablo HS	TCHRSDC	-1.0	1700	<i>Collapsing LH class at Mt. Diablo HS</i>
Clayton Valley HS	TCHRSDC	1.0	1700	Moderate HS class for students transitioning from the moderate Pine Hollow class.
Riverview	TCHRSDC	-1.0	1700	<i>Reassigning class from Riverview to County Mental Health.</i>
Concord HS	TCHRSDC	1.0	1700	AU Magnet Middle School Graduates needing HS placement.
Holbrook	TCHRSDC	-1.0	1700	Collapsed 2-3 LH class at Holbrook
El Monte	TCHRSDC	1.0	1710	3/5 AU class to accommodate AU students who are moving up from the lower grades--Continuum
Silverwood	TCHRSDC	No FTE needed	1710	Collapse SH class and <i>reassign to AU specific class</i>
Mt. View	TCHRSDC	No FTE needed	1700	<i>Move class LH Silverwood class to Mt. View continuum</i>

Silverwood	TCHRSDC	No FTE needed	1700	<i>Move Highlands PK/K to Silverwood continuum</i>
TBD	TCHRSDC	1.0	1700	<i>Need to open another SH SDC class to accommodate 6 kindergarten students</i>
FTE	TCHRSDC	1.0 FTE	1700	

There are six additional severely handicapped kindergarten students awaiting placement.

In fall 2010 it was necessary to create classrooms to continue to accommodate students currently enrolled in our programs. These classes have allowed us to bring back four students from NPS placements. The funding for these students has already been deducted from this years NPS budget as part of the 09/10 budget cuts. In order to create these new positions we are asking for an additional TCHRSDC 1.0 FTE.

**Mt. Diablo Unified School District  
Request for Increase/Decrease in Staff Allocation**

Date: 09/03/2010 For the School Year: 2010-2011

To:  Michelle McAvoy, Position Budgeting

From: Mary Ann Tucker School/Site: Deer  
(Print Administrator's Name)  
Mary Ann Tucker 9/3/10  
 Administrator, SDC, Resource & Related Svc Phone: x4059  
(Administrator's Signature) (Date)

Request to  increase/create or  decrease/eliminate staffing as follows:

Position (e.g., TCHRSEC, PSYCHOLGST, IA)	FTE	Site	Funding			%
			Prog	Func	Object	
▶ TCHRSDC	1.0	TBD	1700	11	1100	100%
SH (K CLASS)						
<i>Grade Level and Subject (if applicable)</i>						
▶ _____						
<i>Grade Level and Subject (if applicable)</i>						

Name and ID of Employee (if known): \_\_\_\_\_

Comments: Need to open another SH SDC class to accommodate 6 kindergarten students.

**INSTRUCTIONS:**

**Submit staffing allocation form to Michelle McAvoy and she will route it through the approval process.** Per the steps below, first obtain an estimated cost. If funded through categorical programs, submit with a copy of the Site Council minutes. If funded through reimbursement from outside sources, submit with a copy of relevant minutes and completed Reimbursement from Outside Agency Agreement form.

**Steps to Approval**

- Estimated Cost (request from Michelle McAvoy—mcavoym@mdusd.k12.ca.us; allow up to one week)
- Minutes (If Site Council program or program 3970, attach copy of minutes approving the action)
- Program Compliance (Staffing Allocation will be forwarded to Student Achievement & School Support in Wing C)
- Fiscal Approval (funds verification: Staffing Allocation will be forwarded to Mika Arbelbide in Fiscal Services)
- Personnel Approval (Julie Braun-Martin or Melinda Hall in Personnel)
- Assistant Superintendent Approval (Student Achievement & School Support or Personnel)
- Position Control Approval (Michelle McAvoy in Fiscal Services)
- Board Approval (submitted to Board by Emily Lopez or Annette Campanella in Personnel)

Approved: \_\_\_\_\_  
 Program Compliance: Student Achievement & School Support Date

Approved: \_\_\_\_\_  
 Budget Approval: Budget & Fiscal Services (Analyst, Accountant, or Director) Date

Approved: \_\_\_\_\_  
 Personnel Approval: Assistant Superintendent or Director of Personnel Date

Approved: \_\_\_\_\_  
 Final Approval: Assistant Superintendent or Superintendent Date

*Retain a copy of this form for your own records.*

**Mt. Diablo Unified School District  
Request for Increase/Decrease in Staff Allocation**

Date: September 3, 2010 For the School Year: 2010-2011

To:  Michelle McAvoy, Position Budgeting

From: Mary Ann Tucker School/Site: Special Education  
(Print Administrator's Name)

*Mary Ann Tucker*  
(Administrator's Signature) (Date)

Phone: 4059

Request to  increase/create or  decrease/eliminate staffing as follows:

Position (e.g., TCHRSEC, PSYCHOLGST, IA)	FTE	Funding				%
		Site	Prog	Func	Object	
> TCHRSDC	-1.0	176	1700	11	1100	100%
<u>Grade Level and Subject (if applicable)</u>						
> TCHRSDC	+1.0	188	1700	11	1100	100%
<u>Grade Level and Subject (if applicable)</u>						

Name and ID of Employee (if known): \_\_\_\_\_

Comments: Collapsing LH class at Sequoia Elem and moving AU Magnet students from Gr 2 into Gr 3-5.

**INSTRUCTIONS:**

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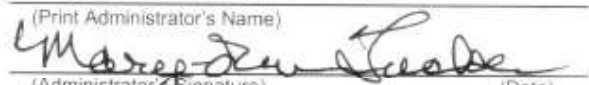
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Phone: 4059

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Position (e.g., TCHRSEC, PSYCHOLGST, IA)	FTE	Funding				%
		Site	Prog	Func	Object	
> <u>TCHRSDC</u>	<u>-1.0</u>	<u>355</u>	<u>1700</u>	<u>11</u>	<u>1100</u>	<u>100%</u>
<u>Grade Level and Subject (if applicable)</u>						
> <u>TCHRSDC</u>	<u>+1.0</u>	<u>323</u>	<u>1700</u>	<u>11</u>	<u>1100</u>	<u>100%</u>
<u>Grade Level and Subject (if applicable)</u>						

Name and ID of Employee (if known): \_\_\_\_\_

Comments: Collapsing LH class at Mt. Diablo HS and creating a Moderate/SH class at CVHS for students transitioning from the moderate Pine Hollow class.

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Position (e.g., TCHRSEC, PSYCHOLGST, IA)	FTE	Site	Funding			%
			Prog	Func	Object	
➤ <u>TCHRSDC</u>	<u>-1.0</u>	<u>713</u>	<u>1700</u>	<u>11</u>	<u>1100</u>	<u>100%</u>
<u>Grade Level and Subject (if applicable)</u>						
➤ <u>TCHRSDC</u>	<u>+1.0</u>	<u>326</u>	<u>1700</u>	<u>11</u>	<u>1100</u>	<u>100%</u>
<u>Grade Level and Subject (if applicable)</u>						

Name and ID of Employee (if known): \_\_\_\_\_

Comments: Creating an AU Magnet HS class for AU Magnet Middle school graduates at Concord High. Class at Riverview reassigned to County Mental Health.

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> TCHRSDC	-1.0	145	1700	11	1100	100%
<i>Grade Level and Subject (if applicable)</i>						
> TCHRSDC	+1.0	132	1700	11	1100	100%
<i>Grade Level and Subject (if applicable)</i>						

Name and ID of Employee (if known): \_\_\_\_\_

Comments: Collapse 2-3 LH class at Holbrook. Create 3/5 AU class to accommodate AU students who are moving up from the lower grades.

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