



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 an Associate Principal with site funds?	Yes. Associate Principal positions may be purchased in increments of .5 and 1.0 FTE with GFU funds only. Due to FPM results, APs can no longer be purchased with Title I funds.	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.
What is allowable in Title I and LCFF?	Please see sbb.sandi.net 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 if the commitment letter has been confirmed.
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.



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 may 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 reassigned, laid off or bumped to another position or classification.
Can I eliminate my School Gen. Secretary II and create a School Gen. Secretary I?	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 classified positions? (ex. a .4 Library Asst to a .2 Library Assistant) and repurpose the money? Can I eliminate my current .4 classified position and create a new .2 classified position?	No, classified positions cannot be reduced. No, you may only eliminate a position if the work is going away. You cannot eliminate a position and create a new position in the same classification at a lower FTE (that is considered a reduction). *Noon duty is the exception. Work with your HRO if you need to reduce a noon duty position.	Each decision to reduce a classified position is a mandatory subject 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.