MEMORANDUM

October 4, 1993

To: COMMUNITY SCHOOL DISTRICT SUPERINTENDENTS,
HIGH SCHOOL SUPERINTENDENTS, AND
SUPERINTENDENT OF CITYWIDE PROGRAMS

From: Ramon C. Cortines
Chancellor

Subject: Legal Requirements Regarding Related Service Providers and Class Coverages

I am writing to request your cooperation in advising principals of their responsibilities to
implement paragraph III E.6 of the Board of Education's Plan under the recent stipulation
between the Board of Education and the Plaintiffs in the Jose P. litigation regarding the provision
of related services.

As specified in this agreement, related service providers shall not be used to cover classes of
absent teachers or be assigned to other duties in the school which would interfere with their
ability to provide mandated related services except in cases of emergencies. Even in
emergencies, no related service provider is to be assigned to other duties when another
appropriate school staff member is available.

Related service providers cannot be used for class coverage or other duties during any period in
which they are scheduled to provide mandated services including periods when they are
providing additional service in lieu of preparation periods pursuant to Personnel Memorandum
No. 51, 1992-93. Nor can related service providers be required to change scheduled service
appointments to accommodate coverage needs or other duties in the school building.

I realize that this agreement will require additional planning on the part of school administrators;
however, it is of critical importance that the legal obligations of the school system, as defined in
this stipulation, be complied with in their totality.