

OFFICE OF THE CHANCELLOR

RAMON C. CORTINES
CHANCELLOR

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.