

American Recovery Plan Additional Staffing Request

Staff requests the addition of 6.0 FTE positions to address staffing needs to ensure the effective use of and compliance with regulations of the various CARES funds (American Recovery Plan (ARP), Elementary and Secondary School Emergency Relief (ESSER), Expanded Learning Opportunity (ELO), and Coronavirus Aid, Relief, and Economic Security (CARES) Act), and to ensure that the acquisitions, implementation, maintenance of efforts, and continuity of services are met and maintained. Planned services will be outlined in LUSD's ARP ESSER Plan to be finalized in October 2021. The various funding sources are to be expended between the present time and September 2024. The funding provides an average of approximately \$35M each of the next three years and the additional workload associated with expending this amount is significant, requiring the additional staff. The approximate cost is \$600,000 per year. The positions would close with the end of the ARP plan timelines and the expiration of resolutions Concerning the Hiring of Short-term Classified Employees, unless new funding is provided.

1.0 FTE of each:

Program Coordinator

Middle/High School Assistant Principal

Limited Technology Assistance

Limited Purchasing Assistance

Limited Budget/Accounting Assistance

Limited Program Accounting Assistance

Program Coordinator: Supervises the work of assigned personnel and activities to plan, organize, direct and administer the delivery of educational programs, services, and operations as funded with state and federal funding in response to COVID.

Middle Vice Principal/High School Assistant Principal: Provide administration and support to LUSD alternative schools of choice and independent study programs.

Limited Technology Assistance: Assist the Information Technology Department with various tasks such as cleaning device carts; clean and test tablets; perform minor repairs; perform technical maintenance duties; install and operate hardware and software systems; communicate with management personnel; replace keys; scan tablets to carts; affix new asset labels; and other related activities.

Limited Purchasing Assistance: Assist the Purchasing Department with various tasks such as: Contact vendors; obtain prices; process orders; research complaints; respond to questions; and other related duties.

Limited Budget/Accounting Assistance: Assist the Budget Department with various tasks such as; prepare budget transfers and revisions, review requisitions; analyze budgets; approve purchases, supply, and personnel requests; monitor and review expenditures for discrepancies; distribute budget information; monitor account balances; communicate with administrators; resolve discrepancies, make revisions; ensure compliance with established policies and procedures; and other related activities.

Limited Program Accounting Assistance: Assist the Curriculum and Instruction offices with various tasks such as; monitor and review time cards, contracts, financial documents, budget expenditures, inventories, schedules, and timelines; communicate with other agencies, districts, schools, and district employees; ensure accuracy and compliance with program, legal, and procedural requirements; prepare program, state and federal, financial, and other reports; prepare correspondence; and other related activities.