

Los Angeles Unified School District
Inter-Office Correspondence
Office of the Superintendent

TO: All Schools and Offices

DATE: November 20, 2009

FROM: Ramon C. Cortines, Superintendent

SUBJECT: IMMEDIATE HIRING, TRAVEL/CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT FREEZE

As a result of the financial challenges that we are currently facing, it is imperative that we ensure that every dollar we spend is essential to the operation of this District and, most importantly, supports our instructional mission. Therefore, effective immediately, I am placing a freeze on the following:

Hiring and Filling of Vacancies:

All vacant certificated, classified and unclassified positions at all schools and offices are frozen. Regardless of funding, no new employees are to be hired and no vacancies are to be filled. The only exceptions to this freeze are school-based classroom teacher positions, school principal, assistant principal, cafeteria manager, police officer, bus driver, teacher assistant, education aide, special education assistant and plant manager positions. The freeze also applies to the establishment of all new positions and requests to reallocate salaries of vacant positions to other positions.

Travel and Conference/Convention Attendance:

Regardless of funding source, all travel and conference/convention attendance will be suspended except for that which is deemed essential to the District, or is at no cost to the District.

Professional Development Contracts, Rental of Non-District Facilities, and Catering/Refreshments:

All procurements related to services for professional development contracts, rental of facilities and catering/refreshments are prohibited under the freeze.

Any requests for exemption shall be submitted for my review on the attached form with prior approval of the Local District Superintendent or Senior Staff. Please note that I will only consider requests that are essential to the operations of the school, office and District. These are difficult times for the District and we must be cognizant of every dollar expended. We owe it to our students, our parents, our employees and the taxpayers.

Thank you for your attention and compliance with this freeze.

Attachment

c: Members, Board of Education
James Morris
David Holmquist
Judy Elliott
Megan Reilly
Wendy Macy
Vivian Ekchian
Jerry Thornton
Jefferson Crain
Local District Superintendents

DRAFT
Los Angeles Unified School District
 Request for Freeze Exemption

Please use this form to request any of the following actions:

- | | |
|---|---|
| <input type="checkbox"/> Fill an existing position (please attach RPA) | <input type="checkbox"/> Create a new position (please attach RPA) |
| <input type="checkbox"/> Reallocate the salary of a position/class upward | <input type="checkbox"/> Reclassify a position/classification upward |
| <input type="checkbox"/> Open a substitute, relief or limited term assignment | <input type="checkbox"/> Certification Differential (classified only) |
| <input type="checkbox"/> Initiate an employee transfer | <input type="checkbox"/> Scarcity Differential (classified only) |
| <input type="checkbox"/> Travel and Convention Attendance | |

Current/Most Recent Incumbent (if applicable)	Branch/Division	
Class Title/Class Code	Bargaining Unit	Maximum Salary Range/Schedule
Location Name	Location Code	Funding Source

Please attach responses to the following questions on a separate sheet of paper:

Hiring and Filling Vacancies:

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify at a minimum ten typical duties that will be assigned to this position. (Please do not copy from the class description.)
3. An organization chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. What are the program efficiencies that will be gained by this request, e.g., cost savings?
5. How are the responsibilities of this position currently being fulfilled?
6. If opening a new position, please identify the funding source.

Travel and Convention Attendance:

Please attach an explanation to the request for travel and convention attendance justifying why the request is essential to the operations of the school or office.

Requested By:

Branch/Section Head	Date	Division Head/Local District Supt.	Date
Contact Person	Phone	Fax & E-mail	

Request for Personnel Action (RPA) forms can be found at: <http://teachinla.com/forms/placement/rcas.pdf>

SUBMIT ALL REQUESTS TO: Dr. James Morris, Chief of Staff, 24th Floor, fax (213) 241-8442

PROCUREMENT FREEZE EXCEPTION REQUEST

TO: Procurement Services Division

DATE: _____

FROM: _____

Site Administrator

(School/Office)

Contact: _____ E-Mail: _____ Fax No: _____

SUBJECT: REQUEST FOR FREEZE EXEMPTION FOR SUPPLIES, EQUIPMENT AND SERVICES

A request for purchase/contract freeze exemption is being requested for:

District Warehouse Order. SR No.: _____

Non-Stock Supplies/Equipment/General Services Order From an Outside Vendor.

Attach Completed Request for Procurement Action (Form - CS001) > \$72,400.

RX No.: _____

Professional Services Agreement. Attach Completed Request for Procurement Action (Form - CS001) **RX No.:** _____

Service/Task Order to Master Services Agreement. Attach Completed Service Order Form **RX No.:** _____

Rental of Facilities. Description: _____

RX No.: _____

Justification for Exemption: _____

Fund: _____ **Area:** _____ **Organization:** _____ **Program:** _____ **Object:** _____

Requesting Site Administrator _____ **Date:** _____
Print Name

Signature

<u>EXCEPTION ORIGIN:</u>	<u>AUTHORIZED BY:</u>	<u>SIGNATURE IS REQUIRED</u>	<u>DATE:</u>
School Based Employee	Local District Superintendent	_____	_____
Facilities Division	James Sohn	_____	_____
Operations Division	James Morris	_____	_____
Finance Division	Megan Reilly	_____	_____
Instructional Division	Judy Elliott	_____	_____
Executive Management	James Morris	_____	_____
General Counsel	David Holmquist	_____	_____

Submit as follows:

Professional Services:
Procurement Management Branch at
8525 Rex Road, Pico Rivera CA 90660
or fax (562) 654-9017

Supplies or Equipment (stock or non-stock) & General Services:
Procurement Services Center
8525 Rex Road, Pico Rivera CA 90660
or fax to (562) 654-9019

PROCUREMENT SERVICES DIVISION USE ONLY ----- **Do not write below this Line** -----

Approved by: _____ To PSD for processing on _____

Denied. Comments: _____

Returned to requestor on _____