



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Office of the Superintendent

TO:	Board of Trustees	Meeting of	October 4, 2017
FROM:	Wendy S. Tukloff, Ed.D., Superintendent		
SUBJECT:	Final Certificated Staff Assignments Non-Administrative 2017-18		

Background

The staffing process for the current year begins in January of the previous year. We begin with enrollment projections and reviewing the impact on the staffing for each of the schools in relation to classroom teachers. As Pacifica School District has experienced declining enrollment, it is particularly important to make a strong projection. A practice we instituted last year that proved to be helpful was to poll the families to determine if they anticipated returning to our district for the upcoming year. By doing so, we could calculate our staffing with more realistic numbers.

The attached document reflects the current staffing for 2017-18. We have separated out classroom staffing with support staff. For the K-8 schools, there are additional teaching positions to support the grades 6-8 program. One may note the word contract by some of the titles. Because we find it difficult to fill particular positions such as Speech/Language and Psychologist, we do contract out with agencies to ensure our students are served. We are fortunate to have the contracted positions filled with instructors who choose to return to our district, which is a testament to the positive professional relationships we develop. Additionally, some schools pay for certificated staff to augment the baseline program. These positions are highlighted by the word site next to the title.

We are particularly proud of the fact that we began the year fully staffed. The principals and the Human Resources Department worked extremely hard at ensuring we were ready to go prior to the start of school. Great work team!