



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

7444

PAGE: 1 OF 4

EFFECTIVE: 7-01-68

REVISED: g-08-93

CATEGORY: Personnel, Certificated Staff

SUBJECT: Employment, Assignment, and Allocation of Breakfast/Noon Ground Supervision, K-6

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## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing employment, assignment, and allocation of breakfast/noon ground supervision in elementary schools.
2. Enrollment estimates, forecasts, projections, and reports are covered in Procedure No. 6190.

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1360, I-5500, I-6600; Education Code 44814-15.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Personnel Administration Department, Human Resource Services Division.
2. **Definitions**
  - a. **Breakfast/noon ground supervision allocation:** Allocation of funding to a specific school for breakfast/noon ground supervision.
  - b. **Enrollment forecast:** A prediction of what an actual enrollment count would be at a specific time in the future.
3. **Enrollment forecasts are** prepared by the Planning and Accountability Team and submitted each year to the Budget Management and Cost Controls Department by the second week in January as provided in Procedure No. 6190. These estimates are used when determining the tentative breakfast/noon ground supervision allocation to a school.
4. **Final allocation of funds** to traditional schools shall be based on the actual enrollment at the end of the fourth week of the school year. Final allocation of funds for single- and **multi-track** year-round schools shall be based on the actual enrollment at the end of the first week of the traditional school year.
5. **Qualifications and responsibilities** of breakfast/noon ground supervisors are given in a job description available from the Classification and Compensation Department. Breakfast/noon ground supervisors normally are assigned for one hour per day and receive an hourly rate as specified in the salary schedule.

6. **The principal** is responsible for recruitment, training, supervision, **informal** evaluation, continued employment, and separation of **breakfast/noon** ground supervisors.
7. **Breakfast/noon ground** supervisors are responsible for performing duties defined in their job description and for completing regular first aid training required of all district employees who work directly with children (see Procedure No. 7071).
8. **Formula for Allocation of Breakfast/Noon Ground Supervision to Elementary Schools**

<b>Total Enrollment</b>		<b>Hours per Day</b>
<b>0</b>	- 250	2
251	- 500	3
501	- 750	4
751	- 1,000	5
1,001	- 1,250	6
1,251	- 1,500	7
1,501	- 1,750	8
1,751	- 2,000	9
2,001	- 2,250	10
2,251	- 2,500	11
2,501	- 2,750	12
2,751	- 3,000	13
3,001	- 3,250	14
3,251	- 3,500	15

- a. **Calendar.** Allocations for traditional and single-track schools are based on 180 days; allocations for multitrack year-round schools are based on 240 days.
- b. **Breakfast program.** Schools receive one (1) additional hour for **each** breakfast program.

D. **IMPLEMENTATION**

1. **Planning and Accountability Team**

- a. Develops **approved** enrollment forecast in cooperation with Budget Management and Cost Controls Department and School Services Division.
- b. Sends copies of forecast to Budget Management and Cost Controls Department.

2. **Budget Management and Cost Controls Department**, upon receipt of actual **fourth** week enrollment (see **C.4.**), calculates final allocation of funds for breakfast/noon ground supervision.
3. **Principal**
  - a. Recruits and selects breakfast/noon ground supervisor(s); prepares "Assignment Authorization" form and sends to Budget Management and Cost Controls Department for approval and forwarding to Human Resource Services Division.
  - b. At end of assignment, prepares "Separation Notice-Hourly Employee"; **sends form** to Human Resource Services Division as notification.
4. **Human Resource Services Division**
  - a. Upon receipt of "Assignment Authorization," notifies applicant to report to Personnel Administration Department for processing.
  - b. Reviews applications for suitability of background; provides final clearance for hiring prior to first day of duty.
  - c. Processes and completes applicant's employment records for service at assigned school.
  - d. Prepares "Authorization to Work"; sends form to school with employee.
5. **School** secretary keeps work record on "Classified Hourly **Time** Sheet. "

E. **FORMS AND AUXILIARY REFERENCES**

1. Assignment Authorization, Stock No. 22-A-7225.
2. Classified Staff Employment Application, available from Personnel Administration Department.
3. Classified Hourly **Time** Sheet, issued by Classification and Compensation Department.
4. Personnel - Payroll Handbook.
5. Job description, available from Classification and Compensation Department.
6. Separation Notice-Hourly Employee, available from Personnel Administration Department.

F. **REPORTS AND RECORDS**

SUBJECT: **Employment, Assignment, and Allocation of  
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NO: 7 4 4 4


PAGE: 4 OF 4

R&VISED: 9 -08 -93

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G. **APPROVED BY**

  
Assistant Superintendent  
Human Resource Services

  
Superintendent