



January 11, 2022

Bulletin No. 22-022

To: **Chief Business Officials and Directors of Fiscal Services
San Bernardino County School Districts**

Subject: **School Closures Due to Staffing Shortages**

School closures due to COVID-19 related staffing shortages occurring during the time period of September 1, 2021 to June 30, 2022 are qualifying events with additional conditions, for which Form J-13A requests may be submitted. The following additional conditions for a Form J-13A request for COVID-19 related staffing shortages must be met:

- The LEA is unable to provide in-person instruction to students due to staffing shortages as a result of staff quarantine due to exposure to, or infection with, COVID-19 pursuant to local or state public health guidance.
- For certificated staff shortages, the LEA has exhausted all options for obtaining staff coverage, including using all certificated staff and substitute teacher options, and has consulted with their county office of education and the California Department of Education (CDE) in determining that staffing needs cannot be met through any option.
- For classified staff shortages, the LEA has exhausted all options for obtaining staff coverage, including using all staff options, and has consulted with their county office of education and the CDE in determining that staffing needs cannot be met through any option.

The consultation with the LEA's county office of education and the CDE should factor in to the LEA's decision to close school and be done prior to the LEA's final decision to close. The Form J-13A request and all required documentation should be submitted after the closure is over so that the LEA can determine the exact number of school closure days for the request.

In addition to the fully executed J-13A affidavit, the local educational agency (LEA) must submit the Form J-13A Addendum attesting to meeting the requirements.

For your convenience, attached is an SBCSS guide to assist you with the process. The guide contains CDE resource links to the J13-A Addendum, a sample IS Written Master Agreement, and links to other useful resources.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Director, Business Advisory Services

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Attachment: CDE e-mail information

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