



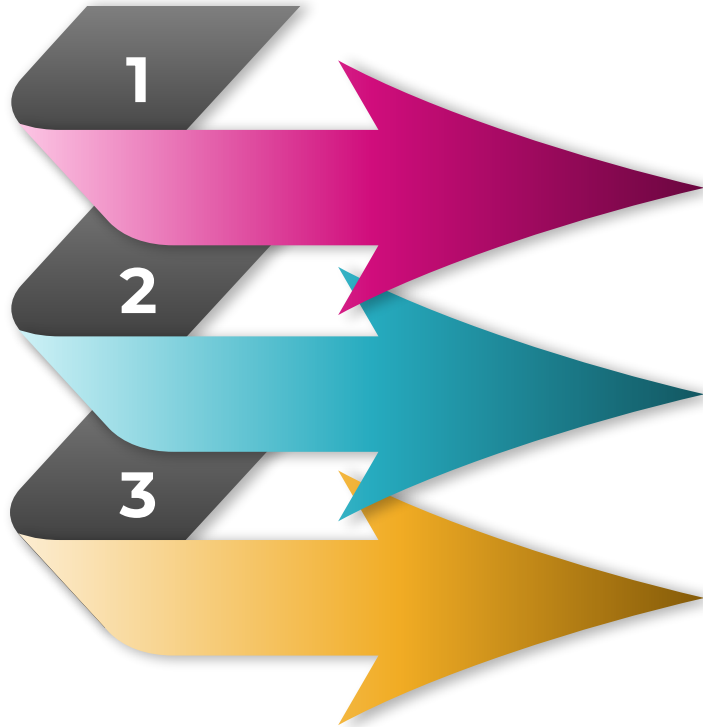
# Approve Resolution No. 3471: Resolution to Eliminate Certificated Employees Due to a Reduction of Particular Kinds of Service

Board Meeting  
Date 2/20/2025  
Agenda Item No. 12.2

**Presented by:**

Cancy McArn, Chief of Human Resources Officer & Lead Negotiator  
Various District Leaders

# Agenda



Budget Development Process

Programmatic Updates

Resolution to Eliminate Certificated Positions - resulting in limited layoff notices

# Elements of the Budget Development Process

## District Enrollment Projections/Staffing Allocations

- School Works (Local Demographer Report)
- Initial staffing allocations based on projected enrollment and ratios
- Individual meetings with all sites and departments to calibrate and align needs
- Master Scheduling office conferred for compliance and feasibility

# Budget Development Process

- Cross-departmental consensus process to ensure that every site and department has the appropriate staffing and budget to meet the needs of students and our community
- Expired grants/resources
- Limited term positions
- Program changes
- Year-round recurring cross-departmental meetings

# Budget Development Staffing Process

## November/December

- Sites/Depts. receive staffing allocations from Budget
- Departments participated in Budget Development Meetings

## February

- HR processes data received from Budget and confirms with Cabinet
- Board meeting for Resolution 3471: Resolution to Eliminate Certificated Employees Due to a Reduction of Particular Kinds of Services

## April

Layoff Hearing with an Administrative Law Judge

## January

- School sites and remaining departments participated in Budget Development meetings

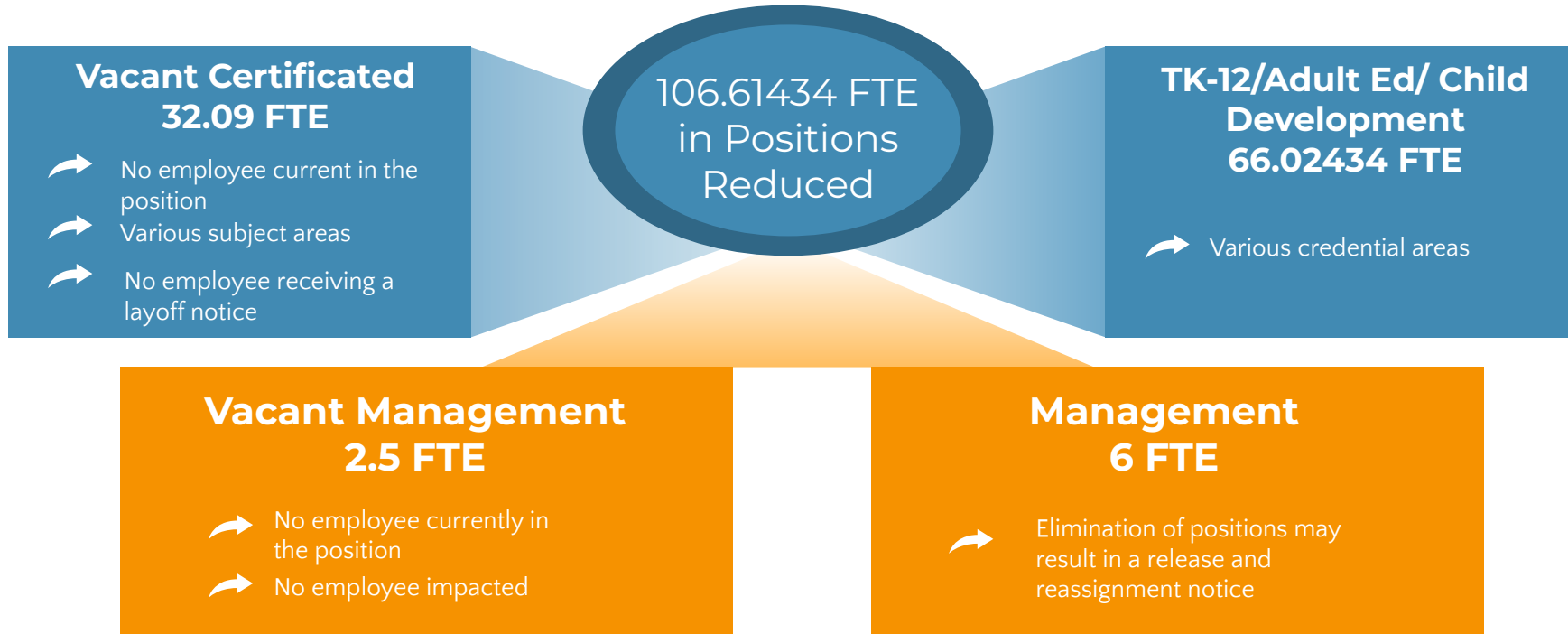
## March

Preliminary layoff notices issued to impacted staff prior to March 15th

## May

- Administrative Law Judge Decision
- Board Resolution to issue final layoff notices prior to May 15, (as per AB438)
- HR issues final layoff notices prior to May 15

# Positions to be Closed



Please note that a limited number of certificated employee will receive a layoff notice based on known attrition, current vacancies, and use of one time funds. Certificated Management may receive a release and reassignment notice.

# General Staffing Timeline



## Preliminary Layoffs

Preliminary layoff notices must be sent prior to March 15. These notices are based on the current information known. Any new information received could lead to a reduction in the final impact to employees

## Surplus

8.5.3.1 (a) Unless by mutual agreement between the Association and the District, surplus placement shall be completed by no later than April 30th.

## Final Layoffs

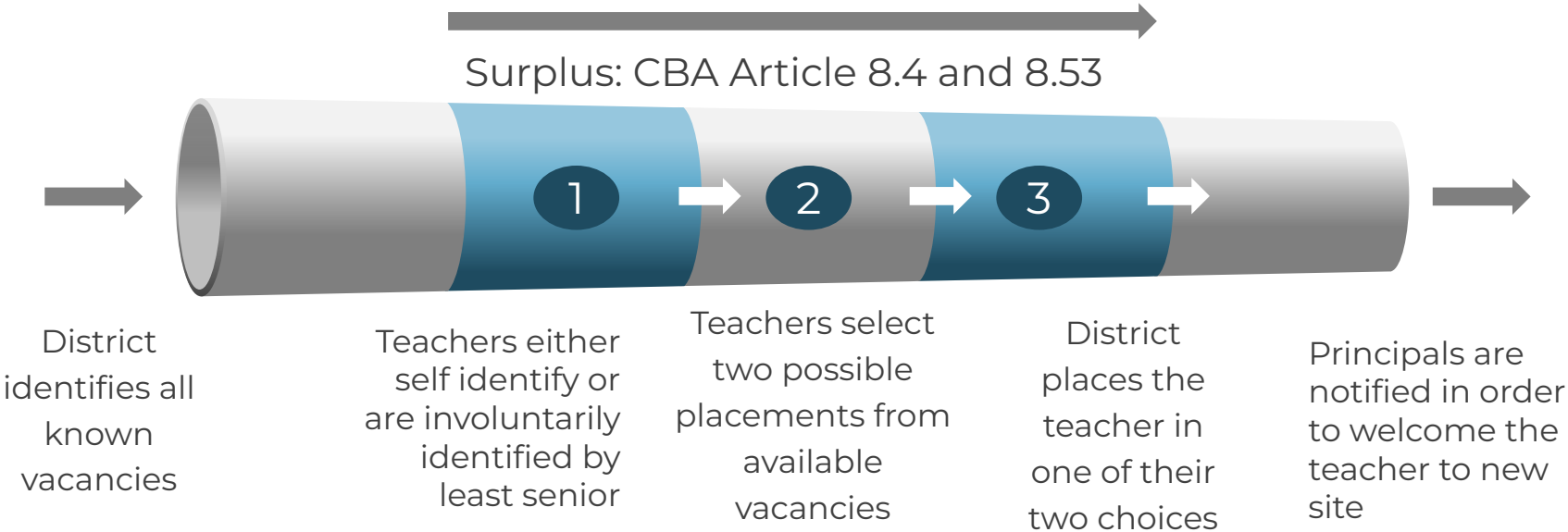
Final layoff notices must be sent by May 15. Employment continues until June 30th, 2025. Employees reduced and laid off have return rights to the district.

## 39 Month Return Rights

Certificated staff probationary employees have 24 months of return rights and permanent certificated staff have 39 months of return rights in their respective credentialed areas.

# Surplus Process

There is a surplus process in place that provides for a method for teachers to self identify (either self-surplus or voluntary surplus) or be involuntarily surplused to new school sites.





# Recommendation and Next Steps

1

Recommend approval of Resolution 3471

2

As positions close, a limited amount of certificated employees will receive a layoff notice (known attrition, current vacancies, and use of one time funds are taken into account in trying to limit the number of employees who receive preliminary layoff notices).

3

District will engage in a surplus process for teachers and continue to closely monitor enrollment.

4

The District will engage in layoff hearings and return in May with a recommendation for final layoff notifications. Final layoff notices must be sent prior to May 15th.

# Questions