



REVISED

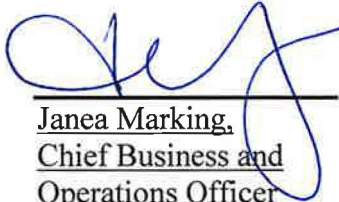
BULLETIN

SUBJECT: ESSER Funded Positions **2023-24 NO. BS - 29**

TO: All Principals, Department Managers, and Office Managers

DATE: February 23, 2024

PREPARED BY: Janea Marking, Chief Business and Operations Officer **DEPARTMENT:** Business Services

REVIEWED BY: Cabinet Members **APPROVED:** 
Janea Marking, Chief Business and Operations Officer

The purpose of this bulletin is to inform staff that the Elementary and Secondary School Emergency Relief (ESSER) funds, provided to school districts to address the impact of the COVID-19 pandemic, will expire on September 30, 2024. In preparation for the expiration of this one-time funding, effective immediately, new ESSER funded positions will no longer be approved.

Please note:

1. ESSER funded positions that are currently filled will be funded for one additional year (through June 30, 2025) **to the extent other funding sources have been identified, as determined through the Budget Development Process meetings that were already held for 2024-25.***
2. To retain staff beyond June 30, 2025 (**if ESSER funded positions were retained for 2024-25 through other funding sources**), please actively work with HR and Position Control to:
 - a. Move to a different funding source **by contacting Budget** (if possible)
→ **This is a funding source you must have available and identify for the Budget Team, such as a grant or other allocations that are specific to departments and/or sites; additional general funds are not available**
 - b. Move to a vacancy of a similar (**must be current and the same classification**) job description **by contacting Human Resources** (if possible)
3. ESSER funded positions that are vacated should be closed; these positions will not be refilled

***Vacant ESSER Positions:**

1. HR may post ESSER funded vacancies that were received as of December 11, 2023
2. **These positions may only be posted or reposted for a maximum of one (1) time on or after December 11, 2023. If not filled, these positions will be closed for the 24-25 School Year.**

If you have any questions regarding vacancy requisitions, please contact Human Resources at (916) 643-7474 or email positionrequisitions@scusd.edu. For questions related to positions, please contact your [Fund Specialist/Budget Analyst](#) or email Christian-Ramirez@scusd.edu, Position Control Manager. Please do not delay in shifting essential positions out of this one-time funding where possible.