

**POWAY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 57-2025**

**RESOLUTION TO DECREASE THE NUMBER OF CLASSIFIED EMPLOYEES DUE  
TO A LACK OF WORK AND/OR LACK OF FUNDS FOR THE 2025-2026 SCHOOL  
YEAR**

On a motion by member \_\_\_\_\_, seconded by member  
\_\_\_\_\_, the following resolution is adopted.

**WHEREAS**, Education Code sections 45114, 45117, 45298 and 45308 permit the Board of Education to reduce or discontinue classified services and terminate the employment of affected classified employees not later than June 30, 2025, due to lack of work and/or lack of funds; and

**WHEREAS**, the Board of Education of the Poway Unified School District ("District") has determined that it shall be necessary to reduce or discontinue the classified services of the District as described herein no later than the beginning of the 2025-26 school year due to a lack of work and/or lack of funds; and

**WHEREAS**, it shall be necessary at the end of the 2024-25 school year to terminate the employment of certain classified employees of the District as a result of this reduction or discontinuance in classified services; and

**WHEREAS**, it is the opinion of the Board that it is in the best interest of the District, including the welfare of the District's schools and pupils, to reduce or discontinue the classified services and as a result terminate the number of classified employees of the District as hereinafter set forth.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Poway Unified School District as follows:

1. That the foregoing recitals are true and incorporated herein by this reference.
2. That the following classified services be reduced or eliminated as indicated commencing with the 2025-26 school year:

| <b>Classification</b>                    | <b>#Positions</b> | <b>#Hours/FTE Per Position</b> | <b>Total FTE</b> | <b>Work Year</b> |
|--|-------------------|--------------------------------|------------------|------------------|
| Administrative Assistant II              | 3                 | 40.0 (1 FTE)                   | 3.0000           | 12               |
| Administrative Assistant II Confidential | 1                 | 40.0 (1 FTE)                   | 1.0000           | 12               |
| Aquatics Coordinator                     | 1                 | 40.0 (1 FTE)                   | 1.0000           | 12               |
| Emerg Planning, Preparedness Coord       | 1                 | 40.0 (1 FTE)                   | 1.0000           | 12               |
| Executive Assistant                      | 1                 | 40.0 (1 FTE)                   | 1.0000           | 12               |
| Instructional Assistant - ELL            | 1                 | 12.0 (0.2643 FTE)              | 0.2643           | 10               |

| Classification                         | #Positions | #Hours/FTE Per Position | Total FTE      | Work Year |
|--|------------|-------------------------|----------------|-----------|
| Instructional Assistant - ELL          | 1          | 15.0 (0.3304 FTE)       | 0.3304         | 10        |
| Instructional Assistant – ELL - Vacant | 3          | 15.0 (0.3304 FTE)       | 0.9912         | 10        |
| Instructional Assistant - ELL          | 6          | 17.5 (0.3855 FTE)       | 2.3130         | 10        |
| Instructional Assistant – ELL - Vacant | 1          | 17.5 (0.3855 FTE)       | 0.3855         | 9.5       |
| Instructional Assistant - ELL          | 1          | 30.0 (0.6608 FTE)       | 0.6608         | 10        |
| Instructional Assistant - Preschool    | 4          | 30.0 (0.6608 FTE)       | 2.6432         | 9.5       |
| Instructional Assistant - Preschool    | 11         | 40.0 (0.8811 FTE)       | 9.6921         | 9.5       |
| Office Assistant II                    | 5          | 30.0 (0.6608 FTE)       | 3.3040         | 9.5       |
| School Administrative Specialist I     | 3          | 40.0 (0.9566 FTE)       | 2.8698         | 10.5      |
| School Administrative Specialist I     | 1          | 40.0 (0.9860 FTE)       | 0.9860         | 11        |
| School Administrative Specialist II    | 1          | 40.0 (1 FTE)            | 1.0000         | 12        |
| Student Services Assistant             | 22         | 15 (0.3304 FTE)         | 7.2688         | 9.5       |
| Student Services Assistant - Vacant    | 2          | 15 (0.3304 FTE)         | 0.6608         | 9.5       |
| Student Services Assistant             | 1          | 19 (0.4185 FTE)         | 0.4185         | 9.5       |
| Student Services Assistant             | 1          | 30 (0.6608 FTE)         | 0.6608         | 9.5       |
| <b>Total Position Reductions</b>       | <b>71</b>  |                         |                |           |
| <b>Total FTE Reductions</b>            |            |                         | <b>41.4492</b> |           |

3. That due to the reduction or elimination of classified services set forth herein, the number of classified employees of the District be reduced pursuant to Education Code section 45117.
4. That the Superintendent or designee is hereby authorized and directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action pursuant to Education Code sections 45117, 45298, and 45308.

**BE IT FURTHER RESOLVED**, that no later than March 15, 2025, the Governing Board and all affected permanent classified employees shall be given written notice by the Superintendent or designee that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, 2025-2026, and informing the employee of the employee's displacement rights, if any, and reemployment rights.

**BE IT FURTHER RESOLVED**, that nothing herein shall be deemed to confer any status or rights upon probationary classified employees, short-term employees, as defined in section 45103, or other employees in addition to those specifically granted to such employees by statute.

**BE IT FURTHER RESOLVED**, that the Superintendent or designee is authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

**PASSED AND ADOPTED** at the regular meeting of the Board of Education of the Poway Unified School District on March 13, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

This is to certify that the foregoing document is a true copy of the Resolution of the Board of Education of the Poway Unified School District of San Diego County, adopted at its meeting on March 13, 2025.

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Heather Plotzke, Clerk of the Board of Education

