

PIEDMONT UNIFIED SCHOOL DISTRICT

**M E M O R A N D U M**

**TO:** Board of Education

**FROM:** Randall Booker, Superintendent  
Ruth Alahydoian, Chief Financial Officer  
Kim Randlett, Human Resources, Classified

**DATE:** March 9, 2022

**RE:** **RESOLUTION 23-2021-22, RESOLUTION TO DECREASE THE  
NUMBER OF CLASSIFIED EMPLOYEES DUE TO A LACK OF WORK  
AND/OR LACK OF FUNDS.**

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**I. SUMMARY**

California Education Code 45117 specifies the process for laying-off classified employees. The law changed as of January 1, 2022, and now requires that notice be given as of March 15 for the upcoming school year to employees whose services will not be required due to lack of work or lack of funds. Prior law required a 60-day notice and was not tied to the start of the school year. The Board of Education must approve the reductions to positions prior to the March 15 date.

In 2021-22, the District hired several health clerks and instructional aides with one-time grants. The funding is not available for the 2022-23 school year, requiring that Board reduce the positions so that lay-off notices can be provided.

**II. BACKGROUND**

For the 2021-22 school year, the District received grant funds from several sources to support opening schools and learning recovery during the COVID pandemic. The District determined that the best use of these resources was to hire health clerks and instructional paraeducators, as well as other certificated staff and specialized services. As we plan for the 2022-23 school year, the funding for these positions is no longer available.

For instructional paraeducators, we have reviewed other positions that may be vacant in 2022-23 and have adjusted the need to decrease from that classification accordingly.

In addition to the one-time funds and positions for 2021-22, the District has funded a bond accountant, a bond program coordinator and a bond construction manager from the Measure H1 bond funds. As the bond program winds down, lack of work and the lack of funding requires a reduction in positions.

The following positions at the full-time equivalents (FTEs) listed are recommended for reduction.

Position	Full-Time Equivalent (FTE)
Instructional Paraeducator	0.67
Health Clerk	4.31
Bond Accountant	0.50
Bond Program Coordinator	0.29
Bond Construction Manager	0.90
Total	6.67

Also, there are some health clerks and instructional paraeducators who are short-term and not within the classified employee structure. Their employment ends at the end of the school year and they will receive a reminder but not a formal lay-off notice.

**III. RECOMMENDATION: APPROVE RESOLUTION 23-2021-22 TO DECREASE THE NUMBER OF CLASSIFIED EMPLOYEES DUE TO A LACK OF WORK AND/OR LACK OF FUNDS FOR 2022-23**

Recommendation to adopt Resolution No. 23-2021-22 to initiate a reduction in classified employee services pursuant to Education Code sections 45114, 45117, 45298 and 45308.