

PIEDMONT UNIFIED SCHOOL DISTRICT

M E M O R A N D U M

TO: Board of Education

FROM: Donald Evans, Interim Superintendent
Ruth Alahydoian, Chief Financial Officer
Kim Randlett, Human Resources, Classified

DATE: March 8, 2023

RE: **RESOLUTION NO. 15-2022-23, RESOLUTION TO DECREASE THE NUMBER OF CLASSIFIED EMPLOYEES DUE TO A LACK OF WORK AND/OR LACK OF FUNDS.**

I. SUMMARY

California Education Code 45117 specifies the process for laying-off classified employees. The law 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. The Board of Education must approve the reductions to positions prior to the March 15 date.

In 2022-23, the District hired health coordinators and added library assistants with one-time grant funds. The funding is not available for the 2023-24 school year, requiring that Board reduce the positions so that lay-off notices can be provided. A .2 position was needed for a leave of absence for one year only; that position will be eliminated. In addition, for budgetary purposes, the District will need to reduce 2 other positions.

II. BACKGROUND

For the 2022-23 school year, the District received a supplemental grant from Piedmont Education Foundation to support COVID response by hiring health coordinators, and library time during lunch by adding library assistant positions. The funding for these positions was one-year only; as a result, the positions will be eliminated.

In addition, a .2 FTE Administrative Assistant was needed to fill a leave of absence for one year only. That .2 FTE position will not be needed for 2023-24 and will be reduced.

The District will need to further reduce from the classified staff due to lack of funds. Looking as far from the classroom as possible, two positions have been identified for reduction; one in technology, the other in administration.

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

Position	Full-Time Equivalent (FTE)
Health Coordinator	2.00
Library Assistant	0.48
Administrative Assistant	0.20
Director of Communications	1.00
District Technology Specialist 1	1.00
Total	4.68

III. RECOMMENDATION: APPROVE RESOLUTION NO, 15-2022-23 TO DECREASE THE NUMBER OF CLASSIFIED EMPLOYEES DUE TO A LACK OF WORK AND/OR LACK OF FUNDS FOR 2023-24

Recommendation to adopt Resolution No.15-2022-23 to initiate a reduction in classified employee services pursuant to Education Code sections 45114, 45117, 45298 and 45308.