



Date: March 18, 2009
To: Dr. J. Brian Sarvis, Superintendent
From: Elaine Alvarado, Classified Personnel Coordinator
Dr. Kristine Robertson, Director of Personnel
Subject: **Classified General Fund and Categorical Positions/
Reductions and Layoffs Due to Lack of Funds or Lack of Work**

Action Agenda: X (Time Required: 10 MIN)

Background:

Each year, the personnel office must receive notification from our site administrators to make recommendations to maintain or eliminate categorically funded classified positions based on the preliminary 2009-2010 budgets. Per Ed Code 45117, the recommendation to eliminate positions and/or hours it must be based on lack of work or lack of funds.

Notification to classified employees must be sent out no later than April 29th. However, due to the early end of the school year, it is necessary to provide notice to classified employees by April 13, 2009.

This year the site administrators were also notified by the Deputy Superintendent Eric Smith that categorical funds for 2009-2010 will be reduced by 50%.

PLAN

PROPOSED REDUCTIONS/LAY-OFFS

General Fund – Reduction of Hours

This was negotiated in 2008-2009 for implementation in 2009-2010:

Assignment	Site	Current FTE	Proposed FTE
School Health Assist	Cleveland	.75 /yr round	.75/ 9 mos
School Health Assist	SBCA	.75/yr round	.75/ 9 mos
School Health Assist	La Cumbre	.875	.75
School Health Assist	SMHS	.875	.75
School Health Assist	DPHS	.875	.75
School Health Assist	SBHS	.875	.75
School Health Assist	La Cumbre	.875	.75
School Health Assist	San Marcos	.875	.75
School Health Assist	DPHS	.875	.75
TOTAL			\$43,745

Categorical – Reduction of Hours due to State Budget Reductions:

This is subject to classified bargaining unit negotiations.

Assignment	Site	Current FTE	Proposed FTE
Instructional Assistant	Harding	3.5	3.0
Career Center Tech	SMHS	.875	.75
Computer Sppt Tech	SMHS	1.0	.875
Coordinator Student/ Community Relations	SMHS	.875	.75
Office Assistant	SMHS	.875	.75
Office Assistant	SMHS	1.0	.875
Office Assistant	DPHS	1.0	.75
Career Center Tech	SBHS	.50	.375
TOTAL			\$54,124

Catagorical Layoff Due to State Budget Reductions:

Assignment	Site	FTE
Career Center Tech	DPHS	.5
Computer Lab Tech	Adams	.75
Coord Stu/Comm Relations	DPHS	1.0
Education Coordinator	Healthy Start	1.0
Instructional Assistant	Adams	.375
Instructional Assistant	Adams	.375
Instructional Assistant	Adams	.375
Instructional Assistant	Adams	.375
Instructional Assistant	DPHS	.375
Instructional Assistant	Franklin	.375
Instructional Assistant	Franklin	.375
Instructional Assistant	Franklin	.375
Instructional Assistant	Franklin	.4375
Instructional Assistant	Franklin	.375
Instructional Assistant	Harding Elem	.475
Instructional Assistant	La Colina	.75
Instructional Assistant	SMHS	.375
Instructional Assistant	Washington	.4375
Instructional Assistant	Washington	.43.75
Instructional Assistant	Washington	.4375
Instructional Assistant	Washington	.4375
Instructional Assistant-bil	Franklin	.375
Instructional Assistant-bil	Franklin	.375
Intervention Center Coord	SBJHS	1.0
Library Tech	DPHS	.3175
Office Assistant	Healthy Start	1.0
Office Assistant	SBJHS	1.0
Office Assistant	SMHS	.75
Office Assistant	SMHS	.375
Secretary	Planning (Aug '09)	1.0
TOTAL		\$657,267

FISCAL IMPACT

General Fund	Elementary - \$13,256	Secondary - \$30, 489
Categoricals	Elementary - \$313,291	Secondary - \$398,100

STATUS

The district negotiation team is in current discussions with CSEA on the impact of the reduction of hours. Notices to the affected classified employees must be provided no later than April 13, 2009 to meet the 45-day deadline notice. A board resolution will also follow, pending board approval of any budget reductions. The process will be completed according to Education Code and the negotiated Agreement with the CSEA. The affected individual will be fully informed of all steps in the process, and all the individual's rights will be protected and explained.

Recommendation

That the Board of Education accept the above recommendations for lay-offs and reduction of hours to general funded positions and categorical funded positions for the 2009-2010 school year.