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File ID Number	24-1720
Introduction Date	06/26/2024
Enactment Number	24-1269
Enactment Date	6/26/2024 er

## Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief Talent Officer

**Meeting Date** June 26, 2024

**Subject** Amendment of Notice of Layoff: Classified Employees and Child Development Permit Teachers – Reduction in Force Due to Lack of Funds and/or Lack of Work - Talent/Human Resources - 2024-2025 Fiscal Year.

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**Ask of the Board** Adoption by the Board of Education of Resolution No. 2324-0192 Amendment of Notice of Layoff: Classified Employees and Child Development Permit Teachers – Reduction in Force Due to Lack of Funds and/or Lack of Work - Talent/Human Resources - 2024-2025 Fiscal Year. which provides for the reduction in force, reinstatement, increase, or creation of authorized classified positions based on lack of funds and/or lack of work as reflected through the budget development process for the 2024-25 fiscal year.

**Background** On February 28, 2024, the Board approved the reduction of certain classified positions due to a lack of funds and/or lack of work (Legislative File Number 24-0407). The Board is now requested to approve the amended Resolution, which outlines the reduction, reinstatement, increase, or creation of additional authorized classified positions based on the lack of funds and/or lack of work identified through the Budget Development process.

**Discussion** The Education Code mandates Board action to implement the reduction or elimination of classified positions due to a lack of funds or work. During the budget development process, sites and departments have identified the need to reduce certain authorized classified positions based on budget decreases, site/department reductions, and alignment of work with district priorities.

Under state law, specifically Education Code sections 45114, 45115, 45117, 45298, and 45308, school districts must notify classified employees of

reductions or layoffs. Additionally, Education Code section 8366 allows school districts to notify child development permit teachers of layoffs at any time during the school year.

The recently enacted AB438 amends Sections 45117 and 88017 of the Education Code and Sections 11503 and 11505 of the Government Code, affecting the layoff timeline for classified school employees. AB438 aligns the layoff notification timeline for classified staff with that of certificated staff, requiring notices by March 15th or in May for categorically funded positions. These notices include the effective date, displacement rights (if any), and reemployment rights. Although employees affected by position reductions or eliminations will receive layoff notices, some may retain District employment through reassignment as permitted by the Education Code.

Exhibit B lists the positions that will be reduced, eliminated, or added. The total effect of this resolution is to increase the overall number of authorized classified positions by a net of 41.15 full time equivalent ("FTE").

**Fiscal Impact** Budget changes needed to assist in addressing the District's declining enrollment, the elimination of certain funds, the District's fiscal health, and staffing needs. For the 2024-2025 fiscal year, there will be savings of salary and benefits for positions no longer funded.

**Attachment(s)** Exhibit B: Classified Layoff Amendment 06.26.24

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2324-0192**

Amendment of Notice of Layoff: Classified Employees and Child Development Permit Teachers – Reduction in Force Due to Lack of Funds and/or Lack of Work - Talent/Human Resources – 2024 -2025 Fiscal Year

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**WHEREAS**, the District, impacted by the anticipated loss of revenue from the federal government and facing increased costs, must reduce its expenses in Fiscal Year 2024-2025 and ensure that expenditures are aligned with the District's Strategic Plan and budget priorities; and

**WHEREAS**, the primary mission of the District is to educate its early childhood, K-12 pupils with the annual resources, revenues at its disposal; and

**WHEREAS**, for Fiscal Year 2024-2025, based on an anticipated lack of funds and shifts in work to increase efficiencies, it is necessary for the District to streamline, reorganize, reduce and/or eliminate positions, in whole or in part; and

**WHEREAS**, Education Code Sections 45101, 45114, 45117, 45298 and 45308 require action by the Board of Education if services for classified staff are in good faith to be reduced or eliminated in order to permit the layoff of classified employees due to lack of funds and/or program need, and

**WHEREAS**, The Board, on February 28, 2024 (Legislative File Number 24-0407) approved the reduction or layoff of certain classified positions based on lack of funds and/or lack of work.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Education ("Board") hereby determines that the following particular kinds of classified services or positions, detailed in Exhibit B: Classified Layoff Amendment 06.26.24 (attached and incorporated herein by reference), shall be and hereby are eliminated or reduced due to lack of funds and/or lack of work or restored due to the restoration of grant funds or program change within allocated budget; and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the Superintendent of Schools or her designee to: (1) send appropriate notices to all classified employees whose positions are lost, reduced, or otherwise impacted by the foregoing elimination and/or addition of positions; and (2) to take all proper steps pursuant to Education Code Sections 45117 and 45308 to effectuate the Resolution; and

**BE IT FURTHER RESOLVED**, the Board, in approving this Resolution, intends that the position results labeled in the column "FTE (24-25)" be achieved.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Jennifer Brouhard, Jorge Lerma, Valarie Bachelor, Clifford Thompson, President Benjamin Davis

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Vice President Mike Hutchinson, Vida Mendoza (Student Director), Anevay Cruz (Student Director)

**CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on June 26, 2024.

<b>Legislative File</b>	
File ID Number:	24-1720
Introduction Date:	06/26/2024
Enactment Number:	24-1269
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By:	er

**OAKLAND UNIFIED SCHOOL DISTRICT**



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Benjamin Davis  
President, Board of Education



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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

The following information provides explanation of the Exhibit B: Classified Layoff Amendment 06.26.24 column headers. Note: Exhibit B is sorted by 'Position Title' and then by 'Funding Site' As new funding are confirmed the information provided may change.	
Exhibit B - Column Header	Description
<b>Funding Site</b>	The department or school site that is funding the position.
<b>Position Location</b>	The department or school site that the person in the position works.
<b>2/28/24 Action</b>	The action taken on the position when originally brought to the Board on February 28, 2024.  <i>For example:</i> <b>Elimination</b> - the position exists currently and was eliminated for 24/25 fiscal year budget on 2/28/24. <b>Addition</b> - the position was added to the 24/25 fiscal year budget on 2/28/24. <b>Reduce</b> - the position's current year FTE was lowered for the 24/25 fiscal year budget on 2/28/24. <b>Increase</b> - the position's FTE was increased for the 24/25 fiscal year budget on 2/28/24. <b>n/a</b> - the position was not in the 23-24 budget and was not impacted on 2/28/24.
<b>6/26/24 Action</b>	The current action taken on the position reviewed by the Board on June 26, 2024.  <i>For example:</i> <b>Elimination</b> - the position exists currently and is being eliminated. <b>Addition</b> - the position does not exist currently and is being added or the position was eliminated or reduced on 2/28/24 and is being restored (added back). <b>Reduce</b> - the position's FTE is being lowered or the position was eliminated on 2/28/24 and is being restored as a reduction. <b>Increase</b> - the position's current year FTE is being increased or the position was eliminated on 2/28/24 and is being restored with an increase to the FTE. <b>n/a</b> - the position will not be in the budget for the 24-25 fiscal year.
<b>PCN</b>	Position control number. The position control number is an identifying number that codes a position to a specific department.
<b>Position Title</b>	The title of the position that references the responsibilities the employee has in the role.
<b>FY23-24 RSC Description</b>	This is the type of funding that is used to fund the position in the 23/24 fiscal year budget. The resource code is a four digit number that creates the link between funding sources and related expenditures. The description of the resource code provides the type of resource that matches to the corresponding code.
<b>Resource 24-25</b>	This is the type of funding that is used to fund the position in the 23/24 fiscal year budget. The resource code is a four digit number that creates the link between funding sources and related expenditures. The description of the resource code provides the type of resource that matches to the corresponding code.
<b>FTE (23-24)</b>	FTE 23-24: The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. OUSD has a variety of positions that range from a 40-hour workweek to a 37.5-hour workweek. Employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs. This column shows the FTE for each position in the current year (2023-24).
<b>FTE (24-25)</b>	FTE 24-25: The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. OUSD has a variety of positions that range from a 40-hour workweek to a 37.5-hour workweek. Employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs. <i>This column shows the FTE for each position indicated for next year (2024-25).</i>
<b>Reason for Notice</b>	Notes taken by the Accounting team that describes how the decision to elimination, add, reduce or increase a position by the department leader.
<b>Union</b>	The union that represents the position.  <b>SEIU:</b> Service Employees International Union, Local 1021 <b>AFSCME:</b> American Federation of State, Local and Municipal Employees <b>UAOS:</b> United Administrators of Oakland Schools  There are also positions that are not represented by a union. <b>CONFID:</b> Confidential Unrepresented

Funding Site	Position Location	2/28/24 Action	6/26/24 Action	PCN	Position Title	FY23-24 RSC Description	Resource 24-25	FTE (23-24)	FTE (24-25)	Accounting Comments	Union
306 - Skyline High School	3060 - Skyline High School	n/a	Reduction	7824	Administrative Assistant 2 Bilingual	0000 - General Purpose-unrestricted	0000 - General Purpose-unrestricted	1.00	0.75	Employee requested assignment to be reduced to .75 next year because attending grad school. Principal approved.	SEIU
303 - McClymonds High School	3030 - McClymonds High School	Elimination	Addition	3751	Administrative Assistant 3	0000 - GP	0000 - GP	1.00	1.00	Fiscal Analyst restored PCN 3751 and closed 10138, job class change not approved by Talent	SEIU
929 - Office of Equity	9290 - Office of Equity	n/a	Elimination	6337	Administrative Assistant 3	0000 - GP	N/A	1.00	0.00	Elimination per Talent desk audit request dated 5/23/24	SEIU
912 - Linked Learning	912 - Linked Learning	n/a	Addition	10327	Administrative Assistant 3 Bilingual	N/A	9339 - Measure H	0.00	1.00	The position add was accidentally removed from one-pager. It is now restored.	SEIU
179 - Manzanita Community School	1790 - Manzanita Community School	n/a	Addition	10398	Administrative Assistant I	N/A	0000 - GP	0.00	1.00	Closed PCN 1862 to open PCN 10398 with different job classification	SEIU
918 - Facilities Planning	918 - Facilities Planning	Elimination	Addition	395	Administrative Assistant I	9655 - Measure Y Series 2021A NonTax	9655 - Measure Y Series 2021A NonTax	1.00	1.00	Per Chief Systems & Services Officer, the position was incorrectly eliminated. Restore to the same funding source. Site 918 One-Pager	SEIU
179 - Manzanita Community School	1790 - Manzanita Community School	n/a	Elimination	1862	Administrative Assistant I Bilingual	0000 - GP	N/A	1.00	0.00	Closed PCN 1862 to open 10398	SEIU
309 - Ralph J. Bunche Academy	3090 - Ralph J. Bunche Academy	n/a	Addition	10383	Case Manager	N/A	7399 - LCFF Equity Multiplier	0.00	1.00	Add PCN per Equity Multiplier funding provided following budget session	SEIU
330 - Sojourner Truth Independent Study	3300 - Sojourner Truth Independent Study	n/a	Addition	10356	Case Manager	N/A	7399 - LCFF Equity Multiplier	0.00	1.00	Add PCN per Equity Multiplier funding provided following budget session	SEIU
330 - Sojourner Truth Independent Study	3300 - Sojourner Truth Independent Study	n/a	Addition	10208	Case Manager	N/A	7399 - LCFF Equity Multiplier	0.00	1.00	Add PCN per Equity Multiplier funding provided following budget session	SEIU
912 - Linked Learning	912 - Linked Learning	Elimination	Addition	4034	Coordinatr Career/College Path	9283 - Salesforce.org	6388 - K12 Strong Workforce Grant	1.00	1.00	Restore position funded by the K12 Strong Workforce Grant. Fiscal confirmed grant funding.	UAOS
138 - Markham Elementary School	1380 - Markham Elementary School	n/a	Addition	pending	Early Literacy Tutor	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
138 - Markham Elementary School	1380 - Markham Elementary School	n/a	Addition	pending	Early Literacy Tutor	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
138 - Markham Elementary School	1380 - Markham Elementary School	n/a	Addition	pending	Early Literacy Tutor	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
172 - Fred T Korematsu Discovery Academy	1720- Fred T Korematsu Discovery Academy	n/a	Addition	10353	Early Literacy Tutor	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
172 - Fred T Korematsu Discovery Academy	1720- Fred T Korematsu Discovery Academy	n/a	Addition	10354	Early Literacy Tutor	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
330 - Sojourner Truth Independent Study	3300 - Sojourner Truth Independent Study	n/a	Addition	10374	Early Literacy Tutor	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
909 - Academics and Instruction	1420 - Joaquin Miller Elementary	n/a	Addition	10328	Early Literacy Tutor	N/A	0710 - LCFF TK Funding	0.00	0.80	Joaquin Miller received TK tutor allocation after budget session	SEIU
193 - Reach Academy	1930 - Reach Academy	n/a	Addition	10382	Facilitator Restorative Justice	N/A	6332 - CCSPP Implementation Grant	0.00	0.50	Site Principal wanted to to repurpose funds received after budget development	SEIU
922 - Comm. Schools & Student Svcs	3030 - McClymonds High School	n/a	Addition	10317	Facilitator, Restorative Justice	N/A	7435 - Learning Recovery Emergency	0.00	1.00	Chief Academic Officer requested the position addition for McClymonds	SEIU
400 - Adult Education	4000 - Adult Education	n/a	Reduction	8859	Instructional Assistant Bilingual	6391 - Adult Education Program	3905 - ABE/ESL/CITIZ/VESL/VABE	1.00	0.80	Reduced FTE to correct funding issue	SEIU
950 - Strategic Resource Planning	950 - Strategic Resource Planning	Reduction	Addition	8620	Manager, Grants	0000 - General Purpose-unrestricted	0000 - General Purpose-unrestricted	1.00	1.00	Restore .20 FTE reduction for Resource 9332. Reduction in site 965 was not communicated to site 950 where .80 FTE lives. The position is to maintain 1.0 with .20 from resource 9332 and .80 from General Fund. The position is being onboarded at 1.0 in FY23-24.	UAOS
965 - Middle School Network	950 - Strategic Resource Planning	Reduction	Addition	8620	Manager, Grants	9332 - Measure G1 Parcel Tx	9332 - Measure G1 Parcel Tx	0.20	0.20	Restore .20 FTE reduction for Resource 9332. Reduction in site 965 was not communicated to site 950 where .80 FTE lives. The position is to maintain 1.0 with .20 from resource 9332 and .80 from General Fund. The position is being onboarded at 1.0 in FY23-24.	UAOS
301 - Castlemont High School	3010- Castlemont High School	Elimination	Addition	6348	Newcomer Assistant	6332 - CCSPP Implementation Grant	7399 - LCFF Equity Multiplier	1.00	1.00	Restore PCN due to Equity Multiplier funding following budget session	SEIU
353 - Oakland International High	3530 - Oakland International High	n/a	Addition	10348	Newcomer Assistant	N/A	6770 - Prop 28 Arts & Music	0.00	0.70	Add by Principal to support curricular overhaul transition year	SEIU
353 - Oakland International High	3530 - Oakland International High	n/a	Addition	10348	Newcomer Assistant	N/A	9243 - Association For Continuing Edu	0.00	0.30	Add by Principal to support curricular overhaul transition year	SEIU
954 - Eng Lang Lmr/multilingual Ach	3010 - Castlemont High School	Elimination	Addition	9209	Newcomer Assistant	7816 - CalNEW Grant CDSS	7816 - CalNEW Grant CDSS	1.00	1.00	Restore position due to new grant funding confirmed	SEIU
954 - Eng Lang Lmr/multilingual Ach	2190 - Frick United Academy of Language	Elimination	Addition	9210	Newcomer Assistant	7816 - CalNEW Grant CDSS	7816 - CalNEW Grant CDSS	1.00	1.00	Restore position due to new grant funding confirmed	SEIU
954 - Eng Lang Lmr/multilingual Ach	2360 - Urban Promise Academy	Elimination	Addition	9212	Newcomer Assistant	7816 - CalNEW Grant CDSS	7816 - CalNEW Grant CDSS	1.00	1.00	Restore position due to new grant funding confirmed	SEIU
954 - Eng Lang Lmr/multilingual Ach	3060 - Skyline High School	Elimination	Addition	9213	Newcomer Assistant	7816 - CalNEW Grant CDSS	7816 - CalNEW Grant CDSS	1.00	1.00	Restore position due to new grant funding confirmed	SEIU
954 - Eng Lang Lmr/multilingual Ach	3520 - Rudsdale Continuation	Elimination	Addition	9214	Newcomer Assistant	7816 - CalNEW Grant CDSS	7816 - CalNEW Grant CDSS	1.00	1.00	Restore position due to new grant funding confirmed	SEIU
151 - Sequoia	151 - Sequoia	Elimination	Addition	4290	Noon Supervisor	9337 - PTA LOCAL SCHOOLS	9337 - PTA LOCAL SCHOOLS	0.30	0.30	Restore .30 FTE Elimination	SEIU
186 - International Community School	186 - International Community School	Elimination	Addition	7795	Noon Supervisor	6332 - CCSPP Implementation Grant	0002 - Unrestricted Supplemental	0.80	0.40	Principal requested the elimination to be restored and reduced to .40	SEIU
975 - Special Education	3080 - Young Adult Program	n/a	Addition	10319	Paraeducator	N/A	6500 - Special Education	0.00	0.80	Executive Director, Special Education requested to reduce NPA budget by \$404,500 and create 5 Para positions	AFSCME
975 - Special Education	3080 - Young Adult Program	n/a	Addition	10320	Paraeducator	N/A	6500 - Special Education	0.00	0.80	Executive Director, Special Education requested to reduce NPA budget by \$404,500 and create 5 Para positions	AFSCME
975 - Special Education	3080 - Young Adult Program	n/a	Addition	10321	Paraeducator	N/A	6500 - Special Education	0.00	0.80	Executive Director, Special Education requested to reduce NPA budget by \$404,500 and create 5 Para positions	AFSCME
975 - Special Education	3080 - Young Adult Program	n/a	Addition	10322	Paraeducator	N/A	6500 - Special Education	0.00	0.80	Executive Director, Special Education requested to reduce NPA budget by \$404,500 and create 5 Para positions	AFSCME
975 - Special Education	3080 - Young Adult Program	n/a	Addition	10323	Paraeducator	N/A	6500 - Special Education	0.00	0.80	Executive Director, Special Education requested to reduce NPA budget by \$404,500 and create 5 Para positions	AFSCME
975 - Special Education	9750 - Special Education	n/a	Addition	10357	Paraeducator	N/A	6500 - Special Education	0.00	0.80	Replace PCN 190 IA position with Para	AFSCME
922 - Comm. Schools & Student Svcs	922 - Comm. Schools & Student Svcs	Elimination	Addition	9283	Program Manager, Attendance	0004 - Central Concentration	0004 - Central Concentration	1.00	1.00	Restore 1.0 per Chief Academic Officer. PCN 9980 was closed in FY23-24 to Maintain PCN 9283 in site 922 One-Pager.	UAOS
918 - Facilities Planning	918 - Facilities Planning	Elimination	Addition	8286	Program Manager, Classified	2600 - Expanded Learning Opp Programs	9655 - Measure Y Series 2021A NonTax	0.00	1.00	Per Chief Systems & Services Officer, restore program manager and move to Facilities. Site 918 One-Pager	UAOS
103 - Brookfield	1030 - Brookfield	Elimination	Addition	7894	Program Manager, Community Schools	(40%) 0004 - Central Concentration (60%) 6332 - CCSPP Implementation Grant	(40%) 0004 - Central Concentration (60%) 6332 - CCSPP Implementation Grant	1.00	1.00	Reverse elimination due to funding change by Exec Director, Community Schools Student Services	UAOS
958 - Communications	9580 - Communications	Elimination	Addition	9078	Regional Family Engagement Liaison	9283 - Salesforce.org	0000 - GP	1.00	1.00	Reinstatement due to improper classification findings per Talent	SEIU
958 - Communications	9580 - Communications	Elimination	Addition	8867	Regional Family Engagement Liaison	9283 - Salesforce.org	0000 - GP	1.00	1.00	Reinstatement due to improper classification findings per Talent	SEIU
929 - Office of Equity	9290 - Office of Equity	n/a	Addition	10391	Spec Operations	0000 - GP	0000 - GP	0.00	1.00	Classification revision per Talent audit correction dated 5/23/24	SEIU
929 - Office Of Equity	9290 - Office of Equity	Elimination	Addition	7936	Spec Target Stud Grp Intervent	3214 - ESSER III Learning Loss	9006 - Oakland Public Education Fund	1.00	1.00	Restored due to new grant funding confirmed. Grant Agreement. Resource 9225 Kaiser will cover the difference.	SEIU
929 - Office Of Equity	9290 - Office of Equity	Elimination	Addition	8157	Spec Target Stud Grp Intervent	3214 - ESSER III Learning Loss	9006 - Oakland Public Education Fund	1.00	1.00	Restored due to new grant funding confirmed. Grant Agreement. Resource 9225 Kaiser will cover the difference.	SEIU
352 - Rudsdale Continuation/Newcomer	3520 - Rudsdale Continuation/Newcomer	n/a	Addition	pending	Specialist Career Pathway Transitions	N/A	7399 - LCFF Equity Multiplier	0.00	0.80	Add PCN per Equity Multiplier funding provided following budget session	SEIU
922 - Comm. Schools & Student Services	9220 - Comm. Schools & Student Services	Elimination	Addition	8215	Specialist, LGBTQ Programming	5844 - Healthy Oakland Teens	5844 - Healthy Oakland Teens	1.00	1.00	Maintain for one month in new FY only, then eliminate the PCN at 7/30/24	SEIU
944 - Talent	944 - Talent	Elimination	Addition	9043	Staffing Assistant	3123 - ESSER	6762 - AMIM Grant	1.00	1.00	Reinstate with grant funds	CONFID

41.15