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Board Cover Memorandum

To Board of Education

From Denise G. Saddler, EdD, Interim Superintendent
Tara Gard, Chief Talent Officer

Meeting Date October 8, 2025

Subject Temporary Hiring and Position Freeze – School Sites and Central Office – Talent/Human Resources

Ask of the Board Approval by the Board of Education of Resolution No. 2526-0063, Temporary Hiring and Position Freeze – School Sites and Central Office Positions.

Background The district is facing a significant budget shortfall and enrollment decline that will require difficult decisions regarding staffing and resource allocation. In preparation for the 2026–2027 budget development process, staff placement decisions, including layoffs, reductions, and reassignments, must be prioritized before new positions are created or vacancies are filled.

In addition, many vacant positions remain unfilled throughout the year, which carries fiscal risk when coupled with declining enrollment. The district must take steps to stabilize staffing levels, prevent unsustainable growth in ongoing salary and benefit costs, and ensure that available vacancies are preserved for employees who may be displaced through the reduction and reassignment process.

Discussion Approval of this resolution authorizes a temporary, districtwide freeze on hiring and the creation of new positions until after the completion of the 2026–2027 budget development process and the final placement of employees impacted by reductions, layoffs, or reassignments.

The freeze applies to both classified and certificated positions across all funding sources (General Fund, Restricted, and Grants). Recruitment activities already in progress may continue only if a candidate was identified and the hiring process was initiated prior to the issuance of this resolution. Future vacancies will automatically fall under the freeze unless specifically exempted.

Exemptions: Certain positions essential to school operations, student safety, compliance, and contractual staffing remain exempt from this freeze, but only to the extent they are required to meet a sites or department's base formula allocation. Positions above base allocations are not exempt and will be reviewed as part of this freeze.

Exempt School-Based Positions (base formula allocation only):

Principals, CDC Site Administrators, Assistant Principals, Classroom Teachers (General and Special Education), Paraeducators, Instructional Assistants, Early Literacy Tutors, Attendance Specialists, Noon Supervisors, Culture Keepers, and Climate Ambassadors.

Exempt Central Office Positions (base formula allocation only):

Custodians, Food Service Workers (Assistants, Managers, Production Assistants), and Specialized Student Services (Nurses, Psychologists, Social Workers, Speech Therapists, Counselors, and Licensed Vocational Nurses).

March 15 Alignment: Any exempt position that remains unfilled as of January 1, 2026, will be frozen until after March 15 notices are issued and final staff placements are complete. March 15 notices are required by California Education Code for certificated staff and are paralleled by similar timelines for classified staff under law and contract. These processes provide employees with advance notice of potential layoffs or reassignments and allow them to exercise their contractual and statutory rights to placement in available positions. Freezing unfilled exempt positions during this period ensures that both certificated and classified employees with seniority and reemployment rights are prioritized before external hires are considered.

Outsourcing Restrictions: Sites and departments may not supplement frozen positions with outsourcing or contracting out the work. Contracting out bargaining-unit work would violate collective bargaining agreements and expose the district to legal and labor relations risks.

Appeal Process: Appeals for exemptions to the freeze will be reviewed by the Interim Superintendent and the Senior Leadership Team, with final determinations communicated to hiring managers.

Fiscal Impact

All funding sources are impacted. The hiring and position freeze will prevent additional ongoing salary and benefit obligations from being added to the budget during a period of financial uncertainty, providing the district flexibility to realign staffing levels with available resources and ensuring fiscal stability during the 2026–2027 budget development process.

Attachment(s)

None



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2526-0063**

- Temporary Hiring and Position Freeze – School Sites and Central Office -

WHEREAS, the District is facing a significant budget shortfall and enrollment decline that will require difficult decisions regarding staffing and resource allocation in preparation for the 2026–2027 budget development process; and

WHEREAS, staff placement decisions, including layoffs, reductions, and reassignments, must be prioritized before new positions are created or vacancies are filled; and

WHEREAS, vacant positions left unfilled throughout the year create fiscal risk, particularly in the context of declining enrollment, and it is necessary to stabilize staffing levels, prevent unsustainable growth in ongoing salary and benefit costs, and ensure that available vacancies are preserved for employees who may be displaced through the reduction and reassignment process; and

WHEREAS, a districtwide hiring and position freeze is necessary to facilitate the placement of both classified and certificated employees who may be impacted by reassignments, layoffs, or position reductions; and

WHEREAS, exemptions to the freeze are necessary to maintain essential school operations, student safety, compliance, and contractual staffing, but only to the extent that they are required to meet a site's or department's base formula allocation; and

WHEREAS, any exempt position that remains unfilled as of January 1, 2026 shall be frozen until after March 15 notices are issued and final staff placements are complete, consistent with California Education Code requirements for certificated staff and parallel statutory and contractual provisions for classified staff, in order to ensure that employees with seniority and reemployment rights are prioritized before external hires are considered; and

WHEREAS, outsourcing or contracting out bargaining-unit work as a means to supplement frozen positions is expressly prohibited, as doing so would violate collective bargaining agreements and expose the District to legal and labor relations risks;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby imposes a temporary hiring and position freeze for certificated and classified school site and central office positions across all funding sources, effective October 8, 2025, until the conclusion of the 2026–2027 budget development process and the final placement of employees impacted by layoffs, reductions, and reassignments; and

BE IT FURTHER RESOLVED, that exempt positions shall include only those necessary to meet base formula allocations for school sites and central office functions, specifically:

- **School-Based (base formula only):** Principals, CDC Site Administrators, Assistant Principals, Classroom Teachers (General and Special Education), Paraeducators, Instructional Assistants, Early Literacy Tutors, Attendance Specialists, Noon Supervisors, Culture Keepers, and Climate Ambassadors.
- **Central Office (base formula only):** Custodians, Food Service Workers (Assistants, Managers, Production Assistants), and Specialized Student Services (Nurses, Psychologists, Social Workers, Speech Therapists, Counselors, and Licensed Vocational Nurses).

BE IT FURTHER RESOLVED, that any exempt position remaining unfilled as of January 1, 2026 shall be frozen until after March 15 notices and final staff placements are complete, in alignment with the statutory and contractual rights of both certificated and classified employees; and

BE IT FURTHER RESOLVED, that the Superintendent or designee, in consultation with the Senior Leadership Team, may approve exceptions to the hiring and position freeze consistent with the criteria set forth above, and final determinations will be communicated to hiring managers and shall ensure full implementation of this resolution, including monitoring to prevent outsourcing of bargaining-unit work, in order to protect District stability, honor collective bargaining agreements, and preserve resources for students.

Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

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 October 8, 2025.

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OAKLAND UNIFIED SCHOOL DISTRICT

Jennifer Brouhard
President, Board of Education

Denise G. Saddler, EdD, Interim Superintendent and
Secretary, Board of Education