

**BEFORE THE BOARD OF TRUSTEES OF THE
CAPISTRANO UNIFIED SCHOOL DISTRICT
COUNTY OF ORANGE, STATE OF
CALIFORNIA**

RESOLUTION NO. 2324-24

**PRELIMINARY RESOLUTION
LAYOFF OF CLASSIFIED MANAGEMENT AND NON-
MANAGEMENT EMPLOYEES FOR LACK OF WORK
AND/OR LACK OF FUNDS
(Education Code §§ 45117 and 45308)**

WHEREAS, Education Code sections 45117 and 45308 require action by the Board of Trustees to reduce or eliminate services and permit the layoff of classified employees; and

WHEREAS, the Superintendent of the Capistrano Unified School District has recommended to the Board of Trustees that a lack of work and/or lack of funds require the layoff of classified employees no later than the end of the 2023-2024 school year; and

WHEREAS, the Board of Trustees has determined that a layoff for lack of work and/or lack of funds is needed no later than the end of the 2023-2024 school year; and

WHEREAS, the Board of Trustees has considered all positively assured attrition which has occurred to date, that is, all probationary releases, deaths, resignations, retirements, and other permanent vacancies, in reducing these services and, in addition to the attrition already assured, finds it necessary to conduct a layoff; and

WHEREAS, any additional attrition will be taken into account by Administration to determine whether the number of permanent and probationary employees affected by the layoff may be mitigated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Capistrano Unified School District:

1. That all of the foregoing recitals are true and correct.

Classified Positions to Be Reduced or Eliminated

2. That the Board of Trustees determines to reduce or eliminate the positions set forth in Exhibit A, attached hereto, by job classification, months per year, days per week and hours per day (full-time equivalent), no later than the end of the 2023-2024 school year.
3. That in identifying the particular job classifications listed in Exhibit A and referenced above for reduction or elimination, the Board of Trustees confirms that all programs and services performed by classified employees of the District that are not so identified shall be maintained and staffed with individuals who are both qualified to perform such services. The Board of Trustees reserves the right to identify additional positions for

reduction or elimination.

Seniority of Probationary and Permanent Classified Employees

4. That seniority shall be determined by the first date of paid service in a classification, plus higher classifications.

Preliminary Notices of Layoff to Probationary and Permanent Employees

5. That, no later than March 15, 2024, the Superintendent or designee will send appropriate notices to all probationary and permanent employees possibly affected by the layoff. The notices shall state it has been recommended that each of their services will not be required for the 2023-2024 school year, pursuant to Education Code sections 45117 and 45308.
6. That said notice shall notify affected employees of their displacement rights, if any.

Miscellaneous

7. That nothing in this Resolution affects the District's ability to conduct additional layoffs when classified positions must be eliminated as a result of the expiration of a specially funded program pursuant to Education Code section 45117(g).
8. That the Superintendent or designee is delegated authority to take all actions necessary and appropriate to the accomplishment of the purposes of this Resolution.

EXHIBIT A

Position Elimination/Classified Management and Classified Non-Management	Bargaining Unit	Number of Full-Time Equivalents	Total Number of Positions Eliminated
Manager I, Grounds Operations	CUMA	1.0	1
Preschool Site Facilitator	CSEA	3.0	3
Bilingual Instructional Assistant-Preschool	CSEA	1.875	3
Instructional Assistant- Preschool	CSEA	4.1875	7
TOTAL		10.0625	14

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

RESOLUTION NO. 2324-24
RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT

PASSED AND ADOPTED by the Board of Trustees of the Capistrano Unified School District on February 21, 2024, by the following vote:

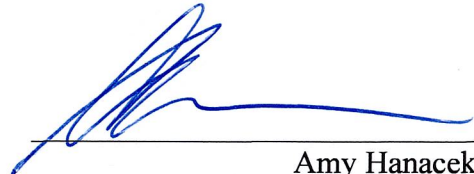
AYES: 7
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

**BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT,
COUNTY OF ORANGE, STATE OF CALIFORNIA**



Krista Castellanos
President to the Board of Trustees

I, Amy Hanacek, Clerk of the Capistrano Unified School District Board of Trustees, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its regular meeting held on February 21, 2024.



Amy Hanacek
Clerk of the Board of Trustees