

**BEFORE THE GOVERNING BOARD  
OF THE MOUNT DIABLO UNIFIED SCHOOL DISTRICT  
CONTRA COSTA COUNTY, CALIFORNIA**

In the Matter of the Reduction or )  
 Discontinuance of Classified )  
 Services for the 2020-21 School )  
 Year )  
 \_\_\_\_\_ )

**RESOLUTION NO. 19/20-47**

**WHEREAS**, due to the lack of work and/or lack of funds, this Board of Education hereby finds that it is in the best interest of the MOUNT DIABLO UNIFIED SCHOOL DISTRICT, that as of June 30, 2020, the following classified services now being provided by the District will be reduced and/or discontinued:

<b>Title</b>	<b>Full Time Equivalent</b>
Administrative Assistant Confidential - Elementary	1.0
Administrative Assistant Confidential – Secondary	1.0
Director of Food Services	0.1
Supervisor of Food Services	0.3
Data Base Administrator	1.0
Director of Technology Support	1.0
Assistant Director of Human Resources	1.0
Community School Coordinators	1.425
Administrative Secretary I	0.5
Senior Instructional Assistant – Physical Education	7.1
Custodians	20.2
Campus Supervisor	.5625
Early Childhood Educator	0.75
Parent Liaison	0.5
Intermediate Typist Clerk	1.0

Bond Analyst	1.0
Fiscal Analyst II	2.0
Site Support Technician II	2.33125
Network Technician I	1.0
Print Finisher	1.0
Attendance Student Records Coordinator	1.0
Accountant	1.0
Coordinator Assessment Research and Evaluation	1.0

**Total FTE = 47.76875 FTE**

**WHEREAS**, due to lack of work and/or lack of funds, this Board of Education hereby finds that it is in the best interest of the MOUNT DIABLO UNIFIED SCHOOL DISTRICT, that as of June 30, 2020, certain classified services now being provided by the District have their work year reduced as follows:

**Elementary**

1. Reduce School Office Managers' work year from 238 to 228 days.
2. Reduce School Secretaries' work year from 228 to 217 days.
3. Reduce Intermediate Typist Clerks' work year from 217 to 206 days.
4. Reduce Community School Coordinators' (Bel Air and Fair Oaks) work year from 238 to 228 days.

**Middle School**

1. Reduce Senior School Officer Managers' work year from 260 to 238 days.
2. Reduce Attendance Secretaries' work year from 238 to 228 days.
3. Reduce Instructional Media Assistant I's work year from 238 to 228 days.
4. Reduce Instructional Media Assistant II's work year from 238 to 228 days.
5. Reduce School Secretaries' work year from 228 to 217 days.
6. Reduce Community School Coordinators' (Riverview) work year from 238 to 228 days.

7. Reduce Community School Coordinators' (El Dorado and Sequoia) work year from 206 to 193 days.

### **High School**

1. Reduce Principal School Office Managers' work year from 260 to 238 days.
2. Reduce High Registrars' work year from 260 to 238 days.
3. Reduce Attendance Secretaries' work year from 238 to 228 days.
4. Reduce Career College Advisors' work year from 217 to 206 days.
5. Reduce Community School Coordinators' work year from 206 to 193 days.
6. Reduce Instructional Media Assistant I's work year from 238 to 228 days.
7. Reduce Instructional Media Assistant II's work year from 238 to 228 days.
8. Reduce Media Service Assistant II's work year from 260 to 238 days.
9. Reduce School Secretaries' work year from 228 to 217 days.
10. Reduce Student Resource Technicians' work year from 228 to 217 days.
11. Reduce High School Treasurers' work year from 238 to 228 days.

### **Alternative Education**

1. Reduce Attendance Secretaries' work year from 238 to 228 days.
2. Reduce Career College Advisors' work year from 217 to 206 days.
3. Reduce Community School Coordinators' (Loma Vista Adult) work year from 238 to 217 days.
4. Reduce Instructional Media Assistant II's work year from 238 to 228 days.
5. Reduce Media Service Assistant I's (Willow Creek) work year from 260 to 238 days.
6. Reduce NSHS Clerical Support (Crossroads and Horizon) work year from 217 to 206 days.
7. Reduce Principal School Office Managers' work year from 260 to 238 days.
8. Reduce High School Registrars' work year from 260 to 238 days.

9. Reduce School Office Manager's (Diablo Day Community) work year from 217 to 206 days.
10. Reduce School Office Managers' (Summit Continuation, Shearer Preschool and Shadelands Center) work year from 238 to 228 days.
11. Reduce School Office Manager's (Sunrise Center) work year from 260 to 238 days.
12. Reduce Secretaries' (Alliance) work year from 228 to 217 days.
13. Reduce Secretaries' (Credit Recovery and Loma Vista Adult) work year from 260 to 238 days.
14. Reduce Senior Secretaries' (School and Community Services, After-School Program) work year from 260 to 238 days.
15. Reduce Senior Typist Clerks' (Home & Hospital) work year from 238 to 228 days.

**NOW, THEREFORE, BE IT RESOLVED** that as of the 27 day of April, 2020, the foregoing classified positions of the MOUNT DIABLO UNIFIED SCHOOL DISTRICT will be reduced or eliminated as set forth herein.

**BE IT FURTHER RESOLVED** that the Superintendent of the MOUNT DIABLO SCHOOL DISTRICT is authorized and directed to give notice of termination of employment to the affected classified employees, pursuant to District rules and regulations as well as the applicable provisions of the Education Code of the State of California, not later than sixty (60) days prior to the effective date of layoff as set forth above.

The foregoing Resolution was **PASSED** and **ADOPTED** at a regular meeting of the Board of Education of the MOUNT DIABLO SCHOOL DISTRICT on the 27 day of April by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

DATED: April 27, 2020

\_\_\_\_\_  
President, Board of Trustees  
Mount Diablo Unified School District  
Contra Costa County, California

Certified a True Copy:

\_\_\_\_\_  
Clerk, Board of Trustees  
Mount Diablo Unified School District  
Contra Costa County, California

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