

**BEFORE THE BOARD OF TRUSTEES OF  
PALISADES CHARTER HIGH SCHOOL**

**RESOLUTION REGARDING THE ELIMINATION AND/OR REDUCTION IN  
HOURS/WORKING DAYS OF  
CLASSIFIED POSITIONS:  
CORRESPONDING LAYOFF/REDUCTION OF CLASSIFIED EMPLOYEES**

**RESOLUTION 6.3.2020**

On motion of member \_\_\_\_\_, seconded by member \_\_\_\_\_, the following Resolution is adopted:

**WHEREAS** the Board of Trustees of the Palisades Charter High School (“PCHS”) has determined in evaluating anticipated income and expenditures, and budget priorities, for the 2020–2021 school year, that there is a need to eliminate and/or reduce certain classified positions, and based upon such elimination of, or reduction in, services, classified employees will be subject to layoff for lack of work and/or lack of funds within the meaning of Education Code section 45308;

**WHEREAS** the eliminations/reductions in hours of classified services referred to herein are as follows:

<b>POSITION</b>	<b>ELIMINATION / REDUCTION</b>
IT Tech III	Eliminate one (1) position of 8.0 hours/day,
Library Media Technician	Eliminate one (1) position of 8.0 hours/day,
Copy Clerk	Eliminate one (1) position of 4.0 hours/day,
Office Assistant	Eliminate one (1) position of 6.0 hours/day, three (3) days a week,
Tutoring Center Coordinator	Eliminate one (1) position of 8.0 hours/day,
Sr. Cafeteria Clerk	Reduce one (1) position from 7.5 hours/day five (5) days a week to 7.5 hours/day one (1) day a week as of September 17 <sup>th</sup> , 2020,
ASB Accounting Clerk	Reduce one (1) position from 8.0 hours/day five days a week to 8.0 hours/day two (2) days per week,
Campus Safety Assistant	Reduce six (6) positions from 8.0 hours/day five days a week to 8.0 hours a day two (2) days per week,
Senior Office Assistant	Reduce seven (7) positions from 8.0 hours/day five days a week to 8.0 hours/day four (4) days a week.
Office Assistant	Reduce three (3) positions from 8.0 hours/day five (5) days per week to 8.0 hours a day four (4) days per week.

**NOW THEREFORE, IT IS RESOLVED AND ORDERED BY THE BOARD OF TRUSTEES AS FOLLOWS:**

1. The above recitals are true and correct;
2. The services being performed in the classified positions set forth hereinabove shall be eliminated/reduced in hours/days and as a result of said action, affected classified

employees shall be laid off due to lack of work and/or lack of funds;

3. Said elimination of a classified positions shall become effective sixty (60) days after the affected classified employees receive written notice of layoff;
4. The Executive Director or her designee is directed to give sixty (60) days' notice of layoff/reduction in hours to affected classified employees (considering displacement or "bumping" rights) as set forth in the Education Code, including sections 45298 and 45308, where applicable;

IN WITNESS of the adoption of the foregoing Resolution, we the trustees present and voting thereon have set our hands this 3rd day of June, 2020 at PCHS, Pacific Palisades, County of Los Angeles, California.

**BOARD OF TRUSTEES OF THE  
PALISADES CHARTER HIGH SCHOOL**

Approval:

---

---

---

---

---

Dissenting:

---

---

Abstaining:

---

---

Recused:

---

---

Absent:

---

---

I, Dr. Pam Magee, Executive Director and Secretary to the Board of Trustees of the Palisades Charter High School of Los Angeles County, California, do hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by said Board at a public meeting thereof, at the place and by the vote above stated, which Resolution is on file and of record in the office of said Board.

Date: \_\_\_\_\_

\_\_\_\_\_  
Pam Magee  
Executive Director/Secretary to Board