

**NOTICE TO THE GOVERNING BOARD  
OF RECOMMENDATION TO REDUCE/ELIMINATE CMSA SERVICES  
FOR THE 2017-2018 SCHOOL YEAR,  
PURSUANT TO EDUCATION CODE SECTIONS 45117 AND 45308**

**TO: GOVERNING BOARD**

The undersigned, Wendy K. Sinnette, Superintendent of the La Cañada Unified School District, hereby gives written notice to the Governing Board, pursuant to Education Code sections 45117 and 45308 and recommends that the Governing Board reduce/eliminate CMSA positions associated with the services set forth in Exhibit "A" to the Resolution, No. 11-16-17, attached hereto and incorporated hereby by reference.

It is necessary to decrease the number of employees of the District for the 2017-2018 school year, consistent with the recommended lay off of positions described due to lack of work or lack of funds. It is recommended that the Governing Board send a notice to affected employees pursuant to Education Code sections 45117 and 45308 that their services will be eliminated effective July 14, 2017.

Respectfully submitted,

\_\_\_\_\_  
Wendy K. Sinnette  
Superintendent, La Cañada Unified School District

Dated: \_\_\_\_\_

**BEFORE THE GOVERNING BOARD OF THE  
LA CAÑADA UNIFIED SCHOOL DISTRICT,  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION NO. 11-16-17**

**REDUCTION/ELIMINATION OF CMSA SERVICES  
EFFECTIVE JULY 14, 2017**

**WHEREAS**, the District Superintendent has recommended to this Board that lay off notices be given to affected employee(s) in the classification(s) identified in Exhibit "A" attached hereto and incorporated herein by reference, be laid off effective July 14, 2017. Such action is taken in accordance with Education Code sections 45117 and 45308.

**WHEREAS**, the Governing Board has considered all positively assured attrition which has occurred to date, that is, all deaths, resignations, retirements, and other permanent vacancies reducing these services, and, but for the attrition already assured, would have found it necessary to reduce additional particular kinds of service.

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. The above recitals are true and correct.
2. The order of termination of employees within a classification will be determined by length of service, such that the employee who has been employed the shortest amount of time in the class, plus higher classes, shall be laid off first.
3. The affected employee(s) in the classification(s) described in Exhibit "A" attached to this Resolution are to be laid off effective July 14, 2017 in accordance with the recommendations of the Superintendent.
4. The Superintendent is directed to determine which employees' services will not be required for the 2017-2018 school year as a result of this reduction/elimination of services and to take all steps necessary under the law to lay off the affected CMSA employee(s) of the District. Said employee(s) shall be afforded all rights to which the employee is entitled under the law and District Board Policy and Administrative Regulations, and shall be informed of displacement rights, if any, and reemployment rights.
5. The Superintendent is further directed to give notice of layoff in the same manner to other CMSA and classified (CSEA) employees to provide for displacement rights of laid off employee(s), if any.

The foregoing resolution was adopted by the Governing Board of the La Cañada Unified School District on May 9, 2017, by the following vote:

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

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

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

\_\_\_\_\_  
Dan Jeffries, President  
Governing Board of the  
La Cañada Unified School District

I, Brent Kuszyk, Clerk of the Governing Board of the La Cañada Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on May 9, 2017.

\_\_\_\_\_  
Clerk, Governing Board of the  
La Canada Unified School District

**IDENTIFICATION OF AFFECTED POSITIONS  
FOR CMSA LAYOFF(S)**

**EMPLOYEE CLASSIFICATIONS**

**HOURS PER DAY**

Supervisor of Operations (LCHS)

8.0 hrs

**Total CMSA hours      8.0 hrs/day**

**EXHIBIT "A" TO RESOLUTION NO. 11-16-17**