



*Highline Public Schools Board Action Report*

DATE: January 25, 2023

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Dr. Steven Grubb-Chief Talent Officer-Human Resources

For Introduction: February 1, 2023      For Action: February 15, 2023

**I. TITLE** School Board Resolution 11-23, to issue non-renewal notices pursuant to a reduction in workforce to achieve a balanced budget and to properly staff District educational programs and departments.

Select one:     New Item     Renewed Item     Annual Item     Revised Item

**II. WHY BOARD ACTION IS NECESSARY**

Given fiscal uncertainty, due to residual impact of the COVID pandemic and timelines for reduction of ESSER relief funds, Highline School District does not presently have assured financial resources due to the loss of revenue, program changes, and the reduction of categorically-funded projects. The resolution is necessary to minimize impacts of possible budget cuts or program changes for the 2023-24 school year on certificated employees.

**III. BACKGROUND INFORMATION**

During the spring of each year, student projections and program changes are used to reconcile current staffing with projected budgets. Each year, teachers are displaced due to program and master schedule changes because these program changes and master schedule changes make the teachers excess to the needs of the staffing at schools.

Based on our reconciliation of staff to budgets with each principal and an analysis of known resignations and retirements, Human Resources staff has determined that it is foreseeable that some staff may be issued notification of adverse action (non-renewal of their employment contracts) due to reduction in workforce, the loss of revenue, program changes, and the reduction of categorically-funded projects at the present levels for the 2023-24 school year.

Highline School District is required by RCW 28A.405.210 and RCW 28A.405.220 to provide written notice to teachers who are adversely affected by reduction in force by May 15, 2023.

**IV. RECOMMENDED MOTION**

I move that the Highline School Board approves Resolution 11-23 authorizing the Superintendent to direct action to implement the reduced educational program for certificated staff for school year 2023-24 and notify certificated non-supervisory staff adversely affected by the reduction prior to May 15, 2023.

**V. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \_\_\_\_\_ (amount, budget code and source including fund Example - \$522,000 from budget code xxxx from general fund Title 1 revenue).

The fiscal impact is neutral, the intent is to align certificated staff with student projections and the educational programs for school year 2023-24.

The revenue source for this motion is N/A.

Expenditure:  One-time  Annual

**VI. APPLICABLE POLICY(S)**

This action is in compliance with the following: School Board Policy 5280, Termination of Employment.

**VII. ALTERNATIVES**

The alternative to approving Resolution 11-23 is the risk of extra certificated staff with endorsements that do not contribute to the education program for school year 2023-24.

**VIII. COMMUNITY ENGAGEMENT**

Community Engagement Required:  Yes  No

**IX. ATTACHMENTS**

Proposed Resolution 11-23

**HIGHLINE SCHOOL DISTRICT #401  
RESOLUTION NO. 11-23**

A RESOLUTION of the Board of Directors of Highline School District No. 401, King County, Seattle, Washington, which authorizes the Superintendent to issue non-renewal notices pursuant to a reduction in force to achieve a balanced budget and to properly staff District educational programs and departments.

WHEREAS, Highline School District does not have the presently assured financial resources due to uncertain revenue and program changes at the present levels for the 2023-24 school year;

WHEREAS, the District is attempting to minimize impacts of possible budget cuts or program changes for the 2023-24 school year on certificated employees; and

WHEREAS, vacancies created by retirements, resignations, leaves, and discharges are not yet determined; and

WHEREAS, the number of available certificated positions for the 2023-24 school year is not available; and

WHEREAS, in order to maintain the level of school district expenditures within the level of reasonably anticipated revenues, it may be necessary to make certain reductions in the District's certificated positions for the 2023-24 school year; and

WHEREAS, it is necessary at this time for the Board of Directors to adopt a reduced educational program for the 2023-24 school year so that certificated employees who would be affected by said plan may be properly notified by May 15, 2023 as required by law:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Highline School District No. 401, King County, Washington, that

1. The Board hereby approves of all reductions due to loss of revenue, program changes or reduction of categorically-funded projects and ESSER funded positions, for the 2023-24 school year.
2. The Superintendent is authorized to take such action as may be required by law, collective bargaining agreements, or Board policy to implement the reductions and to cause statutory notices of non-renewal to be delivered on or before May 15, 2023 to such certificated personnel as he determines are necessary in his discretion to achieve a balanced budget; and
3. The Superintendent is authorized to make such other plans to implement the Reduced Educational Program as are necessary to comply with the legal obligations of the District.

Adopted by the Board of Directors of Highline School District No. 401, King County, Washington, at a regular open public meeting of the Board of Directors held February 1, 2023.

HIGHLINE SCHOOL DISTRICT NO. 401

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Board of Directors

I, Ivan Duran, Secretary to the Board of Directors of Highline School District No. 401, do hereby certify that the above is a true and accurate copy of Resolution No. 11-23 for the use and purpose intended.

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Ivan Duran, Ed.D  
Secretary to the Board