**DATE:** January 7, 2020

 **TO:** Leadership Support Team

 **FROM:** Superintendent Greg Upham

 **RE:** Reduction in Operational Budgets and Staffing Plan

 Effective School Year 2020-2021

You are aware of the revenue shortfall in the Elementary District.  I appreciate the hours and hours of work you and other members of our staff have put in proposing potential solutions to this problem.  I set three principles to guide us through the process of finding a workable solution in balancing the elementary budget. Any option considered, must to the greatest extent possible, align with the following criteria: (1) support school safety; (2) meet accreditation standards; and (3) look to reduce versus eliminate supports for students.

Given the structure of our budget, including revenue projections, the most reasonable and prudent solutions at this point are a reduction in operational budgets and a reduction in staffing.  This solution is not easy by any measure. Our teachers, support staff, and administrators do an outstanding job. We are starting to see advancements in student achievement, which is a testament to the hard work and extended efforts of all staff.  I sincerely wish we had other options available. That stated, I want everyone to know I remain open to additional measures to consider.

I want to be transparent and honest with our employees and the public regarding the budget deficit and how we are addressing the problem.  Realizing the impact that reductions will have on staff, I will work to minimize concerns through open and direct communication. I will continue to be available to address questions and concerns; I would rather have accurate, timely information given rather than rumors spin out of control on social media.

Beginning in May of 2019, many hours have been spent working with our CFO, K-12 Executive Directors, and Human Resources Executive Director in exploring options aligned with the guiding principles.  I am directing the following timeline and budget reductions:

**January 2020**

* Board of Trustees review and give feedback regarding Superintendent’s recommendation for reductions.
* Union Presidents review and give feedback regarding Superintendent’s recommendation for reductions.
* Superintendent and K-12 Executive Directors meet with Principals to discuss school staff reduction plans.
* K-12 Executive Directors will meet with impacted employees.

**Reductions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Title** | **FTE** | **Effective** | **Location** |
| ADMIN | Executive Director | 1.0 | 20-21 | Lincoln Center |
|   | EL Asst. Principal | 1.0 | 20-21 | Orchard |
| CERTIFIED | General Ed | 1.5 | 19-20 | K-5 |
|   | Library | 3.0 | 19-20 | K-8 |
|  | Interventionists | 11.0 | 20-21 | K-5 |
|  | Music | 3.0 | 20-21 | K-5 |
|  | Quest | 2.6 | 20-21 | K-5 |
|  | Library | 3.0 | 20-21 | K-8 |
|  | ELL | 0.5 | 20-21 | K-8 |
|  | Middle School FTE | 6.0 | 20-21 | 6-8 |
| CLASSIFIED | Lincoln Contract Support | 1.0 | 20-21 | Lincoln Center |
|   | Lincoln Custodian III | 1.0 | 20-21 | Lincoln Center |
|  | Business Office | 0.5 | 20-21 | Lincoln Center |
|  | Secretary III | 2.0 | 20-21 | Facilities, Lincoln Center |
|  | Library Services Coordinator | 1.0 | 20-21 | Warehouse |
|  | Groundskeeper | 0.5 | 20-21 | Facilities |
|  | Quest | 0.6 | 20-21 | Primary |
|  | Library Circulation |   | 20-21 | Hourly |
| ACTIVITIES | Middle School Stipends |  | 20-21 | 7-8 |

|  |  |  |
| --- | --- | --- |
|  |  **FTE**  |  **Amount**  |
| **FTE Total** | **39.2** |  **$ 2,600,000** |
| **10% Reduction in All Operating Budgets** |  |  **$ 1,600,000** |
| **2 Year (19-20, 20-21) Grand Total Savings to Balance Budget** |  |  **$ 4,200,000** |

**Rationale**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Title** |  **FTE**  |  **Year**  | **Location** | **Exec Dir** | **Rationale** |
| Admin | Executive Director | 1.0 |  20-21  | Lincoln Center | Greg | Consolidation of Adult Education Ex. Director position with K-12 Ex. Director. A percentage of K-12 Ex. Director salary would become allowable in Adult Education fund. An Adult Ed coordinator or TOSA can be hired to assist with daily duties; all of salary can be allocated to Adult Ed fund. |
| Admin | EL Asst. Principal | 1.0 |  20-21  | Orchard | Brenda, Dave | Restructuring of 6th grade to middle school (MS), resulted in an enrollment decrease at Orchard. This allows for a reallocation of the administrative savings to all Title I schools. |
| Certified | General Ed | 1.5 |  19-20  | K-5 | Brenda, Dave | Did not fill 1.5 FTE allocation from 18-19. |
| Certified | Library | 3.0 |  19-20  | K-5 | Kim | Library FTE allocated based on student enrollment. |
| Certified | Interventionists | 11.0 |  20-21  | K-5 | Brenda, Dave | Interventionists are not required under the accreditation standards. Reduction of 11 interventionist FTE will resume staffing prior to 2017; all elementary schools will reduce from a current 1.0 to a .5 interventionist. |
| Certified | Music | 3.0 |  20-21  | K-5 | Kim | We currently offer band and orchestra for 5th grade students, which exceeds accreditation standards. We will expand our current elementary music curriculum to include exploratory units exposing students to a wider variety of musical instruments. Current design and scheduling will remain the same for MS band and orchestra. |
| Certified | Quest | 2.6 |  20-21  | K-5 (Central Heights classroom) | Kim | The QUEST program currently serves 4th and 5th grade students selected by lottery in two stand-alone classrooms. With the reductions and restructuring, 4th and 5th grade QUEST students will be transported to the QUEST Center one day per week. Primary students will receive QUEST services within their home school, or if needed, bussed to another school to receive services.  |
| Certified | Librarian | 3.0 |  20-21  | K-8 | Kim | Library FTE allocated based on student enrollment. |
| Certified | ELL | 0.5 |  20-21  | K-8 | Jennifer | ELL services moves from existing 2.0 FTE serving K-12 students to a 1.5 FTE serving K-12 students. |
| Certified | Middle School FTE | 6.0 |  20-21  | 6-8 | Brenda, Dave | Each middle school will reduce by 1.0. FTE. |
| Classified | Lincoln Contract Support | 1.0 |  20-21  | Lincoln Center | Brenda, Dave | Reduction of 1.0 contract support; duties to be redistributed among existing 3.0 administrative support FTE in other departments.  |
| Classified | Lincoln Custodian III | 1.0 |  20-21  | Lincoln Center  | Scott | Reduction of 1.0 FTE with upcoming retirement.  |
| Classified | Business Office | 0.5 |  20-21  | Lincoln Center retirements | Craig | Reduction of 1.0 FTE with upcoming retirements in December 2020; resulting in a .5 FTE for the 20-21 year and 1.0 FTE for subsequent years. Duties will be redistributed among existing staff. |
| Classified | Secretary III | 2.0 |  20-21  | Facilities, Lincoln Center | Scott | Reduction of 2.0 with upcoming retirements. |
| Classified | Library Services Coordinator | 1.0 |  20-21  | Warehouse | Kim | Reduction of 1.0 FTE; duties to be redistributed in technology department. |
| Classified | Groundskeeper | 0.5 |  20-21  | Facilities | Scott | Reduction of a .5 FTE groundskeeper position. |
| Classified | Quest | 0.6 |  20-21  | Primary | Kim | The QUEST program currently serves 4th and 5th grade students selected by lottery in two stand-alone classrooms. With the reductions and restructuring, 4th and 5th grade QUEST students will be transported to the QUEST Center one day per week. Primary students will receive QUEST services within their home school, or if needed, bussed to another school to receive services. |
| Classified | Library Circulation |  |  20-21  | Hourly | Kim | Reallocation of duties to existing staff. |
| Activities | Middle School Stipends |  |  20-21  | Instructional League Stipends 7-8 | Mark | Combine 7th and 8th Grade instructional basketball and volleyball into one program.  |

It is my intent to follow state law and our collective bargaining agreements in implementing these steps.  We will continue to communicate with union presidents to discuss how employees in their units will be affected. There are provisions in the BCEA Collective Bargaining Agreement that will govern these reductions.  At this time we do not anticipate activating the BEA Collective Bargaining Agreement’s provisions concerning reductions in force of tenured teachers. The employment status of employees not covered by collective bargaining agreements will be communicated by their direct supervisors.

Our HR Executive Director is prepared to work with each impacted employee to assist with end-of-employment matters specific to their need.

c: Rachel Schillreff, BEA President

 Megan Simons, BCEA President

 Tim Schaff, MPEA President

 School Board Trustees