

**Santa Monica-Malibu Unified School District  
Board of Education Meeting  
WORKSHOP**

**March 4, 2009**

A workshop of the Santa Monica-Malibu Unified School District Board of Education was held on Wednesday, March 4, 2009, in the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education called the meeting to order at 5:30 p.m. in the Board Conference Room at the District Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. At 5:31 p.m., the Board of Education moved to Closed Session regarding the items listed below. The public meeting reconvene at 6:41 p.m. in the Board Room.

**I CALL TO ORDER**

A. Roll Call – Board of Education

Ralph Mechur	Jose Escarce
Barry Snell	Maria Leon-Vazquez
Ben Allen	Kelly Pye
Oscar de la Torre	

B. Pledge of Allegiance

*Led by Mr. de la Torre.*

**II CLOSED SESSION**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC§54957, as cited in the Brown Act (Director, Coordinator, Principal, Assistant Principal, Nurse, Counselor, Psychologist, Teacher, Dean of Students, Multisite Supervisor) (10)
- Conference with Real Property Negotiators pursuant to GC §54956.9 (b) as cited in the Brown Act (16<sup>th</sup> Street and 4<sup>th</sup> Street properties. District’s Negotiator: Dean Pappas. Other Party: STG Group)

*No action was taken during Closed Session.*

**III BUDGET WORKSHOP**

During this workshop, district staff will present to the Board of Education and the Financial Oversight Committee information regarding the impact of the state budget and federal stimulus package on SMMUSD’s budget, including the current budget forecast, staffing at the school sites and district office, and areas for potential reductions.

*Superintendent Cuneo announced that the district needs to make very hard choices over the next three months as part of developing the budget. We need to carefully examine our set of priorities. He recommended approving a portion of the full list of proposed cuts for next year, and then additional cuts the following year. Board President Mechur welcomed members of the FOC to tonight’s workshop.*

*Ms. Maez first reviewed the district’s vision statement, expected student outcomes, principals for budgetary decisions, and the 2009-10 budget calendar (this presentation can be found under Attachments at the end of these minutes.)*

*Ms. Maez then presented the most recent budget assumptions and projections for 2009-10 (this presentation can be found under Attachments at the end of these minutes.) Ms. Maez and Dr. Chou gave examples of programs under mandated costs, including the collective bargaining process and related costs, expulsion hearings, and certain mental health services. Dr. Chou listed the categorical programs that fall*

*under the Tier Three program cuts. Ms. Maez explained that the deficit from state funding would be 13%.*

*Mr. Silvern stated that the FOC was grateful to the board for hosting this workshop. He thanked Ms. Maez and her staff for doing an unbelievable job in trying to stay on top of the economic situation. Mr. Silvern asked if the flat enrollment calculation was made by offsetting declining enrollment projections with interdistrict permits. Dr. Matthews explained that the board will be revising its interdistrict permit policy to allow more permits to come in, and also expects families to return to public schools because of the economy. Ms. Torres suggested revising the Strategic Plan for long-term budget planning.*

*Ms. Maez then ran through scenarios regarding different budget cut amounts for the 2009-10, 2010-11, and 2011-12 school years.*

*Dr. Matthews then presented proposed budget reductions (this presentation can be found under Attachments at the end of these minutes). The board requested a longer list of contracted services, both districtwide as well as at individual sites, that are not related to Special Education (with a possible threshold of contracts over \$50,000). Mr. Mechur requested to see staffing formulas for each site.*

*Mr. Hamilton suggested increasing the K-3 ratio to 25:1 in order to avoid cuts elsewhere. Mr. Mechur suggested making parents aware of the fiscal impact discretionary absences have on revenue from the state. Ms. Maez said that such an effort had been made, and that staff could more closely analyze the effects of those past efforts. Ms. Torres suggested the district not only examine budget cuts, but also possible sources of revenue enhancements. Ms. Reese suggested that the district also consider alternate compensation models. Mr. Lee addressed the community's questions regarding transparency by inviting members of the public to attend FOC meetings.*

*Ms. Leon-Vazquez expressed her appreciation to staff for providing the flexibility of possibly releasing administrators as means of reducing expenditures. She remarked that none of the proposed administrator cuts are coming from the Malibu sites, despite declining enrollment in the Malibu schools. Mr. de la Torre requested that a budget workshop, such as tonight's, should become an annual event. He suggested that each site administrator put together a list of possible reductions for his/her site. He commented on a possible pay cap for the highest paid administrators. He voiced his opposition to cutting nurse, music teacher, and intervention positions. Mr. Allen thanked Ms. Maez and her staff. He voiced his support for Ms. Torres's idea about revenue enhancements, said he was interested in Mr. de la Torre's idea of a pay cap, and requested that the DACs provide input regarding where possible cuts could occur in the programs they deal with. He said he had also heard people mentioning consolidating the SMASH and Muir administrators. Ms. Pye requested that fiscal facts be posted online in a simple format. She voiced her interest in possible furloughs, and requested information regarding the difference in potential cost savings between placing teachers on special assignment versus issuing furloughs. She expressed her concern about cutting nurses, asked staff if reducing elementary music by one FTE (rather than the proposed two) would result in the old music pull-out program, and requested information on the duties/responsibilities of counselors and advisors. She suggested a freeze of staff training for a year or two, said she was interested in examining a 25:1 K-3 model with early intervention, and supported*

approving more cuts in 2009-10 in order to avoid deeper cuts in the following two years. She wondered if an administrator at a smaller school could take on more responsibilities to reduce staff, and then requested information regarding class sizes at all the sites, especially at SMASH. Mr. Snell suggested freezing salary compression. He agreed with Ms. Torres's suggestion for the board to seriously consider what constitutes an adequate reserve for future years. Dr. Escarce thanked the public for attending tonight's workshop and providing input. He thanked the FOC, staff, Ms. Maez, and Dr. Matthews for their efforts in providing this information.

Dr. Matthews addressed a few points that board members brought up. Regarding transparency, he announced that the handouts from tonight's workshop would be on the district website tomorrow. Regarding asking site administrators to create a list of what they can cut, he commented that the schools are staffed at a minimum and are operating on a bare materials budget already. Regarding personnel, he said that the district is hopeful of carryover and the federal stimulus package. He also reminded the board that staff has not brought forward any recommendations for layoffs from either employee union group. Mr. de la Torre suggested forming a community school partnership committee in order to find or replace afterschool programs services; he added that various nonprofits across Santa Monica that could provide such services. Mr. Mechur cautioned against one-time funds as budget solutions.

#### IV PUBLIC COMMENTS

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "III. Public Comments," except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. This Public Comment section is limited to twenty (20) minutes.

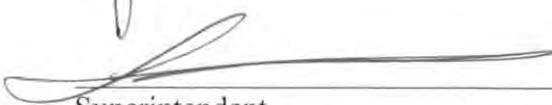
- *Jim Jaffe, Leonard Adler, Danielle Brazell, Elizabeth Acker, Marlene Siegel, Tana Waldren, Asvka Hisa, Elizabeth Stearns, Deb Love, Amy Kivnick, Patti Braun, Marty Smith, Laurie Yehia, Judith Meister, Abby Adams, Cory Kramer, Richard McKinnon, Tracey Hom, Brad Pollack, Susan Hartley, Marcy Ross, Jon Kean, Maurice Maxwell, Shauna Barry, Anette Bolan, Jane Jeffries, Zina Josephs, Janis Gabbert, Teri Zakzook, Wendy McGinty, Cindy Rosmann and Area Kramarsky addressed the board. In response to one of the public comments, Dr. Escarce requested that staff investigate the economic implications of furloughs.*

#### V ADJOURNMENT

It was moved by Mr. Allen, seconded by Mr. Snell, and voted 7/0 to adjourn the workshop at 11:49 p.m. The next regular meeting will be held on **Thursday, March 5, 2009**, at **5:30 p.m.** at the Malibu City Council Chambers: 23815 Stuart Ranch Road, Malibu, CA.

Approved: 3/19/09

  
\_\_\_\_\_  
President

  
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Superintendent

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## **ATTACHMENTS**

ATTACHED ARE THE FOLLOWING DOCUMENTS

- Memo from Michael D. Matthews: "Information for Workshop"
- Presentation: "SMMUSD: Vision Statement, Expected Student Outcomes, Principals for Budgetary Decisions, 2009-10 Budget Calendar"
- Presentation: "SMMUSD 2009-10 Budget: Assumptions and Projections"
- Presentation: "Budget Planning for 2009-10: Proposed Reductions for a Challenging Budget"

# Santa Monica Malibu Unified School District

VISION STATEMENT  
EXPECTED STUDENT OUTCOMES  
PRINCIPLES FOR BUDGETARY DECISIONS  
2009-10 BUDGET CALENDAR

Santa Monica Malibu Unified School District

# Vision Statement

As a community of learners, the Santa Monica-Malibu Unified School District works together in a nurturing environment to help students be visionary, versatile thinkers; resourceful, life-long learners; effective, multilingual communicators and global citizens. We are a richly varied community that values the contributions of all its members. We exist to prepare *all* students in their pursuit of academic achievement and personal health and to support and encourage them in their development of intellectual, artistic, technological, physical and social expression.



# Santa Monica Malibu Unified School District Expected Student Outcomes

All SMMUSD students will graduate as individuals who are:

- ***VISIONARY, VERSATILE LEARNERS*** who recognize and solve complex problems through reflection, informed risk-taking, critical evaluation and artistic exploration.
- ***THINKERS*** who are resourceful and have a working knowledge and appreciation of academics, aesthetics, personal wellness and self, as well as an understanding of and respect for the needs of others.

# Santa Monica Malibu Unified School District

## Student Outcomes - continued

- ***GLOBAL CITIZENS*** who value their richly-varied world and act to sustain the natural environment by participating in democratic processes through ethical, informed decision-making.
- ***LIFE-LONG LEARNERS*** who, individually and in collaboration with others, are intrinsically motivated to pursue their personal bests and attain meaningful, productive lives.
- ***EFFECTIVE, MULTILINGUAL COMMUNICATORS*** who use verbal, written, mathematical, artistic and technological languages to give, receive, value and process information.



Santa Monica Malibu Unified School District

# Principles for Budgetary Decisions

- Maintain a **balance** between current and future-year **income and expenditures** so as to ensure the **long-term financial integrity** of the District.
- Recognize that the **highest** financial **priority** is directly related to improving **student achievement**.
- Instructional and support service **programs** shall be **aligned with Board** of Education identified **goals and priorities**.



Santa Monica Malibu Unified School District

# Principles for Budgetary Decisions

- Maintain **competitive salaries and benefits** that will enable the District to **attract and retain** an excellent teaching and support service staff.
- Recognize that some programs and services may need to be reduced or eliminated. **Regularly evaluate all programs** and services for cost effectiveness.
- Consistent with the need for standardization, **align resource distribution with accountability for student achievement**....the greater the degree of accountability, the more direct control the school site should have over the distribution of funding.



# Santa Monica Malibu Unified School District

## Principles for Budgetary Decisions

- Work to **reduce**/eliminate the financial impact (**encroachment**) that various **categorical** and incentive **programs** have on the General Fund.
- Recognize that an **adequate infrastructure** is needed in order to provide a high level of programs and services.
- Ensure that the District is in **compliance** with state and federal **mandates**.

# Santa Monica Malibu Unified School District

## 2009-10 Budget Development Calendar

- **December 11, 2008** *1<sup>st</sup> Interim Financial Report (2008-09) for the period ending October 31, 2008 presented to the Board of Education – BOE regular meeting*
- **January 9, 2009** *The Governor presented the 2008-09 Proposed State Budget to the Legislature*
- **January 15, 2009** *Presentation of Enrollment Projections, Permit Policy and an “Early Tell” incentive – BOE regular meeting*
- **February 5, 2009** *Initial Board review and discussion of the Governor’s proposed budget for 2009-10 – BOE regular meeting*
- **February 5, 2009** *Budget planning information and calendar presented to the Board of Education – BOE regular meeting*

# Santa Monica Malibu Unified School District 2009-10 Budget Development Calendar

- **February 19, 2009** *Budget development activities as scheduled by the Board of Education – BOE regular meeting*

- **March 4, 2009** **Board of Education Workshop with Financial Oversight Committee (FOC)**

- **March 5, 2009** Budget development activities as scheduled by the Board of Education – BOE regular meeting
- **March 5, 2009** 2<sup>nd</sup> Interim Financial Report (2008-09) for the period ending January 31, 2009 presented to the Board of Education – BOE regular meeting
- **March 19, 2009** Budget development activities as scheduled by the Board of Education – BOE regular meeting



# Santa Monica Malibu Unified School District 2009-10 Budget Development Calendar

- **April 2, 2009** Budget development activities as scheduled by the Board of Education – BOE regular meeting
- **April 23, 2009** Budget development activities as scheduled by the Board of Education – BOE regular meeting
- **June 4, 2009** Proposed 2009-10 District Budget presented to the Board of Education – BOE regular meeting

# Santa Monica Malibu Unified School District 2009-10 Budget Development Calendar

- **June 22-25, 2009** Proposed 2008-09 District Budget placed on display for public review

- **June 25, 2009** **The Board of Education conducts a public hearing and approves the 2009-10 District Budget – BOE regular meeting**

- **June 26, 2009** Business Services files the 2009-10 District Budget with the Los Angeles County Office of Education



**SANTA MONICA MALIBU  
UNIFIED SCHOOL  
DISTRICT**

**2009-10 BUDGET**

**March 4, 2009 – Board of Education Workshop**

**Assumptions and Projections**



# BUDGET ASSUMPTIONS

# Revenue Assumptions

1. The 2008-09 Ending Balance reflects current midyear State reductions that includes a deficit to the Revenue Limit of 7.844%, resulting in a net loss of 2.63%.
2. The 2008-09 Local Revenues include payment of funds withheld by City of Santa Monica in 2007-08 and a rebate from the District's workers compensation JPA, SLIM, of over \$731,000.
3. Revenue Limit calculations for 2009-10 will be based upon 11,006 ADA, with a 5.02% COLA (Cost of Living Adjustment). This COLA will be adjusted by a 13.094% deficit, resulting in a net loss of .969%.



## Revenue Assumptions continued

4. Enrollment is estimated remain flat and is projected to be 11,565.
5. Class Size Reduction revenue is estimated at \$1,071 per K-3 enrollment.
6. Mandated Cost revenue is estimated at \$0.
7. Lottery revenue is estimated at @ \$110.00 per prior year ADA.

## Revenue Assumptions continued

8. Special Education revenue calculated based on the AB 602 calculation is without a COLA.
9. Transportation revenue calculated at a funding level equal to prior year revenue without a COLA.
10. Categorical revenue is budgeted at a level where revenue is equal to expenditures without funding increases.
11. Local Revenue from the City of Santa Monica and the City of Malibu is estimated to be \$7,800,000.

## Revenue Assumptions continued

12. Local Revenue generated by the voter approved parcel tax measure is estimated to be \$10.6 million.
13. Income from lease and rental sources is estimated to be \$ 2.7 million.
14. Interest revenue will be calculated based upon estimated cash flow projections and lower than usual rates.
15. Benefits of the Federal Stimulus package proposed in Congress have not been incorporated into projections at this time.



# Expenditure Assumptions

1. Staffing ratios will remain status quo.
2. Current salary schedules used for SMMCTA, SEIU, Classified and Certificated management.
3. Step and Column increases have been included in budget projections.



## Expenditure Assumptions continued

4. Health and welfare benefits rates are estimated to increase by 7%.
5. Instructional and Custodial Supply allocations remain unchanged.
6. Utilities projected by estimating rates and usage.
7. Contracted Services projected at level equal to 2008-09 spending.



## Expenditure Assumptions continued

8. Capital outlay budgets have been eliminated in this projection.
9. Deferred maintenance will be budgeted at the full ½ of 1% level.
10. The Routine Restricted Maintenance Account is funded at 3% of total general fund expenditure



# Reserve Assumptions

1. The desired level of Reserve for Economic Uncertainties will be 3%.

# MULTIYEAR PROJECTION

Unrestricted General Fund

**REVENUE**

March 4, 2009

**After State Budget**

	2008-09	2009-10	2010-11	2011-12
Description	2ND INTERIM	PROJECTED	PROJECTED	PROJECTED
<b>Revenue:</b>				
<b>Revenue Limit</b>	61,990,555	61,143,041	61,563,507	62,998,130
<b>Other Federal</b>	40,840	40,840	-	-
<b>Other State Apportionments</b>	666,026	637,027	645,965	657,398
<b>Class Size Reduction</b>	3,300,000	3,300,000	3,300,000	3,300,000
<b>Other State (Lottery...)</b>	1,270,460	1,270,460	1,270,460	1,270,460
<b>Meas. "R"</b>	10,300,420	10,609,433	10,927,716	11,255,547
<b>All Other Local Income</b>	11,729,134	11,154,891	11,532,040	11,668,958
<b>Interfund Transfer In</b>	1,000,000	1,000,000	1,000,000	1,000,000
<b>LGFC</b>	(16,681,336)	(16,681,336)	(16,681,336)	(16,681,336)
<b>Total Revenue</b>	73,616,098	72,474,355	73,558,351	75,469,156

# Expenditures

March 4, 2009

# After State Budget

	2008-09	2009-10	2010-11	2011-12
Description	2ND INTERIM	PROJECTED	PROJECTED	PROJECTED
<b>Expenditure:</b>				
Certificated Salary	45,306,948	46,165,943	47,273,926	48,408,500
Salary Compression		577,129	590,980	605,164
Classified Salaries	11,145,977	11,313,167	11,482,864	11,655,107
Benefits	15,709,333	16,253,555	17,066,233	17,919,545
Supplies/Books	924,589	804,526	804,526	804,526
Other Operational Costs	6,694,338	5,966,093	5,966,093	5,966,093
Capital Outlay	85,800			
Transfers	6,800	6,800	6,800	6,800
Indirect	(1,252,656)	(850,000)	(850,000)	(850,000)
Debt Services	-	-	-	-
Transfer Out	1,075,000	75,000	75,000	75,000
<b>Total Expenditure</b>	<b>79,696,129</b>	<b>80,312,213</b>	<b>82,416,422</b>	<b>84,590,734</b>

# Reserves and Ending Balances

March 4, 2008

## After State Budget

	2008-09	2009-10	2010-11	2011-12
Description	2ND INTERIM	PROJECTED	PROJECTED	PROJECTED
Increase (Decrease) Fund Balance	(6,080,031)	(7,837,858)	(8,858,071)	(9,121,579)
Beginning	21,020,258	13,940,227	6,102,369	(2,755,702)
Fund Balance	14,940,227	6,102,369	(2,755,702)	(11,877,280)
Reserve- Revolving cash, Store	96,000	96,000	96,000	96,000
Reserve - New Student System	1,000,000	-	-	-
Total Available Fund Balance	13,844,227	6,006,369	(2,851,702)	(11,973,280)
5% Contingency Reserve	5,712,221	3,491,285	3,578,915	3,600,000
Unappropriated Balance	8,132,006	2,515,084	(6,430,617)	(15,573,280)

# REVENUE

February 5, 2009

	2008-09	2009-10	2010-11	2011-12
Description	1st INTERIM	PROJECTED	PROJECTED	PROJECTED
<b>Revenue:</b>				
Revenue Limit	60,762,148	58,839,199	59,223,448	60,433,218
Other Federal	40,840	40,840	-	-
Other State Apportionments	766,598	767,743	768,497	768,497
Class Size Reduction	3,088,085	3,088,085	3,088,085	3,088,085
Other State (Lottery...)	1,270,460	1,270,460	1,270,460	1,270,460
Meas. "R"	10,300,420	10,609,433	10,927,716	11,255,547
All Other Local Income***	12,637,661	11,209,726	11,736,875	11,973,794
Interfund Transfer In	1,000,000	1,000,000	1,000,000	1,000,000
LGFC	(16,345,388)	(16,590,569)	(16,839,427)	(17,092,019)
	73,520,824	70,234,917	71,175,654	72,697,582

# EXPENDITURES

February, 5, 2009

	2008-09	2009-10	2010-11	2011-12
Description	1st INTERIM	PROJECTED	PROJECTED	PROJECTED
<b>Expenditure:</b>				
Certificated Salary	45,305,930	46,195,621	47,304,316	48,439,619
Salary Compression		577,129	590,980	605,164
Classified Salaries	11,138,602	11,305,681	11,475,266	11,647,395
Benefits	15,694,797	16,438,292	17,158,207	17,914,117
Supplies/Books	920,143	804,526	804,526	804,526
Other Operational Costs	6,598,043	5,966,093	5,966,093	5,966,093
Capital Outlay	77,266			
Transfers	6,800	6,800	6,800	6,800
Indirect	(1,239,818)	(850,000)	(850,000)	(850,000)
Debt Services	-	-	-	-
Transfer Out	1,075,000	75,000	75,000	75,000
	79,576,763	80,519,142	82,531,188	84,608,714

# RESERVES AND ENDING BALANCES

February 5, 2009

	2008-09	2009-10	2010-11	2011-12
Description	1st INTERIM	PROJECTED	PROJECTED	PROJECTED
Increase (Decrease) Fund Balance	<b>(6,055,939)</b>	<b>(10,284,225)</b>	<b>(11,355,534)</b>	<b>(11,911,132)</b>
Beginning	21,020,258	13,832,319	3,548,093	(7,807,440)
Fund Balance	14,964,319	3,548,093	<b>(7,807,440)</b>	<b>(19,718,573)</b>
Reserve- Revolving cash, Store	96,000	90,000	90,000	90,001
Reserve - New Student System	1,000,000			
Reserve - Small School Planning	132,000			
Total Available Fund Balance	13,736,319	3,458,093	<b>(7,897,440)</b>	<b>(19,808,574)</b>
Reserve for Economic Uncertainty	5,712,221	3,500,000	3,500,000	3,500,001
Unappropriated Balance	8,024,098	<b>(41,907)</b>	<b>(11,397,440)</b>	<b>(23,308,575)</b>



# Budget Planning for 2009-10

Proposed Reductions for a  
Challenging Budget

# Necessity for Budget Reductions

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- The State Budget, although a little better than anticipated, is still a dramatic reduction.
- \$3 million in reduced funding for 08-09 and 09-10.
- Scheduled increases for employee compensation:
  - Approximately \$600,000 for SMMCTA salary schedule compression in each of the next three years for a total of \$1.8 million.
  - Health insurance, Step and Column, Professional growth, Longevity

# SMMUSD Budget Projection

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- Without any reductions to the 09-10 budget, the ending balance will be:
  - \$8.1 million above 5% reserve in 08-09
  - \$2.5 million above 3% reserve in 09-10
  - \$6.4 million below 3% reserve in 10-11
  - \$15.5 million below 3% reserve in 11-12

# Goals for Budget Reductions

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- No reduction planned for 2008-09, but carefully monitored spending
- \$4 million of ongoing reductions in the 2009-10 budget
- Such a reduction would still have SMMUSD budgeted to deficit spend by approximately \$4 million a year.
- Still, such a reduction would result in positive balances for the 2009-10, 2010-11 and 2011-12 school years.

# SMMUSD Budget Projection

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- With \$4 million in ongoing reductions beginning in 2009-10, and \$2 million in additional reductions in 2010-11:
  - \$8.1 million above 5% reserve in 2008-09
  - \$6.5 million above 3% reserve in 2009-10
  - \$3.5 million above 3% reserve in 2010-11
  - \$0.4 million above 3% reserve in 2011-12

# Special Education

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- Without reducing services, the District can reduce the budget for Special Education by \$700,000 based on trend analysis over the last three years.
  - After budget analysis, it is evident that there is an average of \$700,000 in annual carryover.
  - We will make budget adjustments to account for this.
- Total of this reduction: \$700,000
- Total of all proposed reductions: \$700,000

# Special Education

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- \$700,000 in Special Education Reductions
  - No personnel reductions: This is money that has been allocated, but unspent and carried over year after year.
  - Actions to be taken on March 5: None
  - Time for the Board to take action: Adoption of 2009-10 Budget in June

# Categorical Program Flexibility

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- The state is allowing districts to use some categorical program funding for general fund purposes.
- SMMUSD is proposing \$600,000 of categorical funding flexibility for 09-10.
  - Delaying Textbook Purchases, GATE, Peer Assistance Review, Two Buy-Back Days
- Total of this reduction: \$600,000
- Cumulative total of all proposed reductions: \$1,300,000

# Categorical Flexibility

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- \$600,000 in Categorical Program Reductions
  - Actions taken be taken on March 5: None
  - Time for the Board to take action:
    - Public Hearing by June 30, 2009
    - Adoption of 2009-10 Budget in June

# District Office Reductions

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- Workloads will fall upon other administrators.
- Teachers on Special Assignment may be hired to assist.
- Actions taken on March 5: Release and reassignment of administrators. Some have already resigned.
- Time for the Board to take action: March 5
- Total of this reduction: \$300,000
- Total of all proposed reductions: \$1,600,000

# Samohi Reorganization

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- The District is committed to supporting the Samohi House system, but is examining ways to reduce costs.
  - No determination yet of 09-10 house structure
  - Options include:
    - 6 Houses, but other reductions
    - 5 Houses
    - 4 Houses
- Total of this reduction: \$550,000
- Total of all proposed reductions: \$2,150,000

# Samohi Reorganization

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- \$550,000 in Samohi Reorganization
  - Impact of options currently being explored
    - Between one and three administrators
    - Up to three clerical employees
    - Up to three student outreach specialists
    - Up to two Student Support Advisors
    - Up to one librarian
  - Combinations of any of the above may occur

# Samohi Reorganization

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- Actions to be taken on March 5 Agenda:
  - Must take action on March 5 to notify administrators that they **are** released or **may** be released
- Timeline for the Board to take action after March 5:
  - No non-administrative certificated layoffs required
  - Must determine by late April the configuration of Samohi for 09-10
  - If required, Board action for classified layoffs would occur in May or June

# Reducing Contracts

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- Almost half of the \$5 million in the contracts account goes toward Special Education contracts.
- Other contracts can be reduced or eliminated.
  - Work will fall upon district office administrators.
  - Actions to be taken on March 5: None
  - Time for the Board to take action: Adoption of 2009-10 Budget in June
- Total of this reduction: \$300,000
- Total of all proposed reductions: \$2,450,000

# Nurses, Intervention Counselors, & Elementary Music Teachers

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- Reducing Nurses, Intervention Counselors, and Elementary Music Teachers
  - Nurses: Funding from St. John's Reduced
  - Elementary Music: Funding from State reduced
  - Intervention Counselors: Funding from State reduced
- Total of this savings: \$400,000
- Total of all proposed savings: \$2,850,000

# Nurses, Intervention Counselors, & Elementary Music Teachers

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- Results of proposed reductions:
  - Reduction of 2 Nurses: Nurse to student ratios would decrease.
  - Reduction of 2 Elementary Music Teachers: 3rd Grade Music would be discontinued.
  - Reduction of 1 Intervention Counselor: Although there would be one fewer intervention counselor, all secondary schools would continue to have intervention counselor services.
- Actions to be taken on March 5 Agenda
  - Must take action on March 5 to reduce positions in these areas

# Class Size Increase

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- Class size increases in 2009-10 will save \$1,200,000
- With proposed reductions:
  - Class size in K-3 increases from 20 to 23.
  - Class size at JAMS increases from 29 to 30.
  - Class size at other secondary schools increases from 31 to 32.
  - Note: The District is proposing to lower all Title I grade 4-5 classes to a ratio of 25:1.
- Total of this reduction: \$1,200,000
- Total of all proposed reduction: \$4,050,000
- Time for the Board to take action:
  - No layoffs required on March 5
  - Board will take action in the adoption of the 2009-10 budget in June.

# How an Elementary School is Staffed

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- From Next Year's Projection
  - # of Students in K-3 Classes
  - # of Students in 4-5 Classes

# Elementary School Staffing (John Muir Elementary)

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- 199 Students Expected in Grades K-3
  - If we staff at 23 students per class:
    - 8.65 teachers required, staffed at 9
- 83 Students Expected in Grades 4-5
  - If we staff a 25 students per class (Title 1):
    - 3.32 teacher required, staffed at 4
- Total 09-10 Staffing for Muir:

$$9 + 4 = 13$$

# Elementary School Staffing (Franklin Elementary)

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- 515 Students Expected in Grades K-3
  - If we staff at 23 students per class:
    - 22.39 teachers required, staffed at 23
- 289 Students Expected in Grades 4-5
  - If we staff at 30 students per class:
    - 9.63 teachers required, staffed at 10
- Total 09-10 Staffing for Franklin:

$$23 + 10 = 33$$

# Secondary School Staffing Formula

- In 09-10, secondary schools staffed at 32 students per class (except JAMS: 30)
- The formula is not simply # of students in a school divided by 32.
- Students take 6 classes per day
- Teachers only teach 5 classes per day
- Formula:

$$\begin{array}{|c|} \hline E \\ \hline \end{array} \begin{array}{|c|} \hline (enrollment) \\ \hline \end{array} \times \begin{array}{|c|} \hline 6 \\ \hline \end{array} \begin{array}{|c|} \hline (student\ classes) \\ \hline \end{array} \div \begin{array}{|c|} \hline 5 \\ \hline \end{array} \begin{array}{|c|} \hline (teacher\ classes) \\ \hline \end{array} \div \begin{array}{|c|} \hline 32 \\ \hline \end{array} \begin{array}{|c|} \hline (class\ size) \\ \hline \end{array}$$

# Secondary School Staffing (Lincoln Staffing Formula)

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- Lincoln is projected to have 1100 students in 09-10.
- If we simply divided 1,100 by 32, Lincoln would be allocated 34.4 Teachers (FTE)
  - But class size would actually be over 38, with a range of 34 to 42
- The formula for Lincoln:
  - $1,100 \times 6 \div 5 \div 32 = 42.6$
  - 2 Additional Classes (0.4)
  - Total: 43 FTE

# Secondary School Staffing (Samohi Staffing Formula)

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- Samohi is projected to have 2,817 students in 09-10.
  - Does not included students in SDC Classes
- The Formula for Samohi:
  - $2,817 \times 6 \div 5 \div 32 = 105.8$
  - Additional Staffing:
    - Department Chairs (0.8)
    - Athletic Director (1.0)
    - Teacher Leaders (2.4)
    - Other (2.0)
  - Total: 111.4 FTE

# Secondary School Staffing

## Master Schedule Dilemmas

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- Offering Small Classes – Electives that only a few students request
  - If a school is staffed at 32, any class under 32 increases other class averages.
  - Some class averages are lowered due to other classes staffed at over 32, such as PE, some music, etc.,
  - Class size can also be lowered when a school offers ROP classes, and SMC concurrent or dual enrollment classes
  - The Principal must do a cost analysis for classes with low and high numbers
    - Should the school offer a reading class with only 15 students?
    - Should the school offer an A.P. Environmental Science class with only 8 students?
    - Should there be 36 students in an AP US History Class?

# Secondary School Staffing

## Master Schedule Dilemmas

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### ■ Offering AM Classes

#### ■ Students in 9th and 10th grade take:

- Freshman Seminar
- Math
- Science
- English
- PE
- Many also want to take a Foreign Language and Music

7 classes  
in a  
6-period day

#### ■ AM classes offered in 2008-09:

- Samohi: 21    MHS:1    Lincoln: 5    JAMS: 6

#### ■ Offering AM classes allows students to take 7 classes in one day

- At a school like Samohi, each AM class increases class size in other classes by .06 students
- If Samohi had 21 AM classes, the other classes would be increased from an average of 32 students per class to an average of 33.26 students per class

# Summary of Proposed Reductions

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- \$4.05 Million in Proposed Reductions:
  - Special Education (\$0.7 million)
  - Categorical Flexibility (\$0.6 million)
  - District Office Reductions (\$0.3 million)
  - Samohi Reorganization (\$0.55 million)
  - Reducing Contracts (\$0.3 million)
  - Nurses, Elementary Music, Intervention Counselors (\$0.4 million)
  - Class Size (\$1.2 million)

# Summary: Certificated Administrators

<b>Administrator</b>	<b>2001-02</b>	<b>2008-09</b>	<b>2009-10</b>
Principal	17	16	16
Asst./House Principal/Dean	14	18	17
District Office*	15	21	15**
Psychologists	14	13	13
<b>Total</b>	<b>60</b>	<b>68</b>	<b>61</b>

\* Central Office Includes: Superintendent, Assistant Superintendents, and Directors and Coordinators in HR, Special Education, and Education Services

\*\* Definitive as of 3/5/09 Agenda

# Summary:

## Impact of Proposed Reductions

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- SMMCTA
  - 3.5% Reduction
- SEIU
  - 1.1% Reduction
- Administrators
  - 6.5% Reduction