



## MINUTES

### BUDGET COMMITTEE MEETING October 5, 2009 - 5:00 p.m.

The following members were in attendance:

<i>Kaye E. Burnside</i>	<i>Marjorie Shipp</i>
<i>Fred Easter</i>	<i>Hourie Taylor</i>
<i>John Trammell</i>	<i>Karen Frison</i>
<i>Richard Werlin</i>	<i>Gunn-Marie Hansen</i>
<i>Carlos Manrique</i>	<i>Hazel Rojas</i>
<i>Joyce Shipman</i>	<i>Glinda Martin</i>
<i>Elsie Marie Truby</i>	<i>Deborah Willard</i>
<i>Rosemarie Taft</i>	<i>Felicia Whitney</i>

The following members were absent:

<i>Micah Ali</i>	<i>David Azcarraga</i>
<i>Calvin Blakely</i>	<i>Adrian Cleveland</i>
<i>Damon Fields</i>	<i>Bernetha Gales</i>
<i>Ann Cooper</i>	<i>Ingrid Meza</i>

Dr. Burnside stated that there are two items to be covered:

- 1) Decide path going forward (*Copies of the Outline of Planned Budget Committee & Subcommittee Meetings were distributed and reviewed. She stated that once the document is finalized, it will be posted on the District website.*)
- 2) The Interim Associate Superintendent, Ms. Deborah Willard, to provide budget update and multi-year projections and a detailed explanation of restricted and unrestricted funds.

Dr. Burnside announced that per a conversation with Superintendent Cortina, she learned that the Governor will not be signing the QEIA bill will ensure that districts receive their QEIA funding.

Dr. Burnside stated that in early January, the Governor will submit a budget, and it has been suggested that there be a district wide forum to talk about the Governor's budget and its impact on the District.



**MINUTES**  
**BUDGET COMMITTEE MEETING**  
*October 5, 2009*

Dr. Burnside stated that at the next meeting there will be another budget presentation similar to the earlier one and that the group will be asked to begin the messaging around restricted and unrestricted funds and begin to meet in small groups.

Dr. Burnside asked the Committee's thoughts and consensus on allowing time during the workday for all employees to discuss the budget and suggest budget cuts in their particular offices, departments, or divisions.

Mr. Easter suggested that there be consensus on budget cut ideas before leaving each meeting so that the committee does not start all over again with the same discussions. Dr. Burnside voiced agreement and added that it was a suggestion at one of the unions that at every meeting there is specific conversation about budgets ideas and suggestions, which would be a place for consensus. She reminded the Committee that it is the body that will make recommendations to the Board of Trustees. Also union presidents suggested that the budget be posted on the website, and this has been done; and staff is working on setting up a symbol so that persons with questions can submit them. Also, minutes of Budget Committee meetings and organization charts, as requested by the unions, will be on the website.

Dr. Burnside reported that the ADA meetings with attendance clerks are taking place, and information regarding an ADA campaign will be presented to the Board of Trustees at its next meeting, which will include information about dropouts.

It was suggested that there be follow-ups with students who check out.

The concern was raised as to why staff cannot track students. Dr. Burnside responded that there are a number of factors involved and there discussions are underway relative to district systems and the importance of those systems being interfaced and "talking" with each other, and to establish protocol.

It was suggested that a form be developed for parents to complete when checking students out of the District.

Written communication from the Superintendent to "all" to be posted at school sites/offices.



**MINUTES**  
**BUDGET COMMITTEE MEETING**  
*October 5, 2009*

In addition to everything else that's taking place with reference to the budget, there will be two meetings at which the budget will be discussed: one in the Board Room and another at one of the high schools, both of which will be open to employees.

Ms. Willard, Interim Associate Superintendent, made a brief presentation on the budget 101 (copies of which were distributed to the Committee) - specifically as it relates to restricted versus unrestricted funds.

Copies of the list of restricted programs that are now Tier 3 were distributed. Mr. Easter emphasized the importance of discussions with the community about reductions in restricted programs, as such reductions could mean that staff assigned to a particular program are entitled to other positions. Ms. Willard responded that staff is looking at this situation.

Ms. Willard stated that she would provide the Committee with a listing of positions funded by Special Education and Transportation.

Copies of budget reductions suggested last year were also distributed and the memo directing that there be a freeze on the budget. Dr Burnside clarified that the listing includes suggestions from Cabinet, the State, and the Board.

As it relates to reductions among the classified ranks, Ms. Willard stated that staff is looking, first and foremost, of ways to generate some additional revenues and/or some savings to the District. She added that a recommendation will be presented to the Board for approval to bring a company in to do an analysis of District utilities, adding that this company's analyses have resulted in other district recapturing thousands of dollars of utility costs.

Ms. Willard stated that she will cost out the savings realized from PARS, which is supposed to generate a savings of \$1.5 million over five years, and this savings will be reflected in the budget.

Ms. Willard stated that information about the budget will be posted on the website, continually, as it is revised.

With reference to health benefit programs, Ms. Willard stated that the audit has been completed and staff is evaluating the findings to determine the amount of savings.

There was some discussion about multi-year projections, which reflects \$26 million in deficit spending currently, which will come from the excess in reserves - \$26 million this year, \$16 million the following year, and \$18 million the third year.



**MINUTES**  
**BUDGET COMMITTEE MEETING**  
*October 5, 2009*

Dr. Burnside interjected that it was shared during a meeting with union presidents that when the District has a \$20 million in deficit spending, "reserve for program expansion" not be included - because that money is not for program expansion. Ms. Willard stated that the revised budget will so reflect this line item change.

Dr. Burnside requested that there be some discussion about the \$30 million deficit and how the Administration plans to deal with the deficit over the next three years.

Mr. Easter emphasized the importance of communicating (District and community wide) the Administration's plan to deal with the deficit. Further, it's important for staff to begin looking into the impact the new housing development, slated to open in January 2010, will have on the District.

Ms. Willard stated that this information will be passed on to the company coming into the District to look at demographics - mapping, transportation, etc. - as it relates to budget development.

Ms. Willard stressed the importance of the hardest decisions be made first, specifically as they relate to the elimination of position (especially those in restricted programs) and that a determination be made as to whether or not the position meets the District's needs.

Mr. Werlin interjected that there is the possibility of many staff members are also parents of children in the District, and if the position is eliminate the family may go as well, negatively impacting ADA. Thus the importance of making personnel decisions early on.

Ms. Willard stated that a one-day furlough for all unit members could possibly save the District \$879,000. Further, that be rolling back the number of school days will be a consideration for 2010/11, and that the District could realize a saving of \$5.4 from rolling back salaries 3%. She emphasized that these savings is still a long way from \$20 million.

Mr. Werlin stated, with the understanding that 80-85% of the budget being personnel, it is important for the Budget Committee to understand that there are positions in the budget this year that may not be continued next year, an example being 70+ teachers who are specialist positions that will not be automatically continued for next school year. There was some discussion regarding staff in those positions. Ms. Willard added that the Administration is also evaluating overtime for School Police assigned to athletic events and Campus Security personnel assigned to school sites, and looking into the possibility of these assignments be funded with student body funds.



## **MINUTES**

### **BUDGET COMMITTEE MEETING**

*October 5, 2009*

Ms. Willard commented about the various other items that are being reviewed and monitored, with a view towards reducing costs, such as:

- 1) overtime
- 2) legal services, including such services for negotiations
- 3) division restructuring, including the elimination of vacant positions - if not needed (A potential savings of \$108,000+ savings in Business Services alone)

Mr. Easter suggested that staff keep in mind that slots must be maintained for tenured teachers in special assignments, in the event that special assignment position is eliminated because of a funding problem.

Ms. Willard stated that staff is looking at the changing the process which has resulted in employees who clearly should have been formally terminated showing up on a time sheet because they have been allowed to return to work when school opens. She continued that HR and Business staff are meeting weekly. Further, appropriate staff from those divisions will be attending workshops at the County to learn how to clean up the system to ensure that “ghost” employees no longer exist in the system. She stated that the timeline for completing this process is January 2010.

Mr. Werlin interjected that Ms. Willard, Mr. Acrie and he meet daily to rigorously review all positions and Personnel Assignment Requests.

Dr. Burnside stated that she would like input from the Committee as to how staff moves forward: Make major cuts 2010, stagger the cuts, etc.

Dr. Burnside stated that she will keep the Committee informed relative to all activities relative to the budget, including specific dates of district wide budget forums, to which Committee Members are invited.

Mr. Easter commented that efficiency within the departments is important, and cited as an example District service trucks he’s seen on numerous occasions in the community, seemingly trailing one another. He suggested that someone should look at the need for two trucks going the same direction; could not one truck be utilized, etc.



**MINUTES**

**BUDGET COMMITTEE MEETING**

*October 5, 2009*

Mr. Trammell stated that the District has the opportunity to show the state and nation how we can deal with the budget deficit - by continuing to come together and supporting the Superintendent - to ensure that the children are taken care of.

Mr. Werlin stressed the importance of cuts be made early on the first year (2010/11) - to avoid having to make mid-year cuts, which will negatively impact students.

Dr. Burnside requested that Ms. Willard cost out the savings for all of the suggested cost savings/budget reductions, and present that information at the October 19<sup>th</sup> meeting. Some-one in the audience suggested that the cost out include the restricted Tier 3 programs as they are currently compared to how they would be with the projected cuts.

With reference to the assignment of CSA's to elementary school sites, Dr. Burnside stated that there needs to be a discussion around the data on safety issues, to hopefully determine the level of actual need. Dr. Burnside added that staff already knows that TIIG funds cannot support the number of positions currently funded by TIIG.

Respectfully submitted,

Kaye E. Elaine, Ed.D.  
Superintendent