

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.k12.ca.us

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.

BOARD OF TRUSTEES SPECIAL MEETING

LOCATION:	Antelope View Charter School - Multi-Purpose Room 3243 Center Court Lane, Antelope, California 95843
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DATE/TIME:	January 14, 2009 - 6:00 p.m.
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AGENDA

- I. **CALL TO ORDER/ROLL CALL - 5:45 p.m.**
- II. **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
 - 1. **Student Expulsions/Readmissions (G.C. §54962)**
- III. **CLOSED SESSION - 5:45 p.m.**
- IV. **OPEN SESSION - CALL TO ORDER - 6:00 P.M.**
- V. **FLAG SALUTE**
- VI. **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VII. **ADOPTION OF AGENDA** Action
- VIII. **REPORTS/PRESENTATIONS (8 minutes each)** Info
 - 1. **Governor's January Budget Proposal - Jeanne Bess**
 - 2. **District Organizational Chart History - George Tigner**
 - 3. **Proposed Stipend Plan 2009/10 - George Tigner**
 - 4. **Antelope View Charter School**
 - a. **Governance - George Tigner**
 - b. **Audit Findings - Jeanne Bess**
 - c. **Map and Schedule With Other Schools - Craig Deason**
- IX. **COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA** Public

Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board may not take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323). **All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.**

X. BUSINESS ITEMS (5 minutes each)

A. Administrative Personnel Placement Options

Action

B. Budget Plan for Fiscal Years 2008/09 and 2009/10

Action

XI. ADJOURNMENT

Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]

NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

AGENDA ITEM # VIII-2

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Date: January 14, 2009

To: Board of Trustees

From: George Tigner, Director of Personnel

Action Item

Information Item

Attached Pages

X
3

SUBJECT: District Organizational Chart History

George Tigner, Director of Personnel, will present a report at the Governing Board's request, regarding the District's Organizational History outlining the responsibilities and salaries of the Superintendent's Cabinet Members.

RECOMMENDATION:

AGENDA ITEM # VIII-2

District Organizational Chart History

This information is provided in response to inquiries regarding the responsibilities and salaries of members of the Superintendent's Cabinet. This information does not include reference to the Superintendent's Office, but focuses on the four Cabinet positions (Assistant Superintendent of Curriculum and Instruction, Assistant Superintendent of Operations and Facilities, Director of Fiscal Services, and Director of Personnel).

Business Department

2002 Organization Chart:

- Business Manager
- Accounting Supervisor
- Lead Account Technician
- Account Technicians (2)
- Payroll Technicians (2)
- Central Office Clerk (2)
- District Courier

2009 Organization Chart:

- Director of Fiscal Services
- Lead Account Technician
- Account Technicians (2)
- Payroll Technicians (2)
- Central Office Clerk

Over the past few years, the department has been reduced by three positions. The Director of Fiscal Services is the new title for the individual who served as Accounting Supervisor with no increase in salary when the position was elevated to Cabinet-level.

Curriculum and Instruction

2002 Organization Chart

- Assistant Superintendent
- Assistant Superintendent Secretary
- Staff Secretaries (2)
- Director of Categorical Programs/Public Relations (admin position)
- Special Education Program Specialist
- Lead Reading Coach (admin position)

2009 Organization Chart

- Assistant Superintendent
- Assistant Superintendent Secretary
- Staff Secretaries (1.5)
- Special Education Program Specialist
- Categorical Services Specialist

This department has been reduced by one and a half positions with the duties being assumed by the Assistant Superintendent. The administrative positions in this department have been reduced by three.

Operations and Facilities

2002 Organization Chart

- Director of Maintenance and Operations
- Administrative Secretary
- Staff Secretary
- Computer Systems Manager
- Transportation Supervisor
- Nutrition Services Supervisor
- Custodial Supervisor

2009 Organization Chart

- Assistant Superintendent
- Assistant Superintendent Secretary
- Staff Secretary
- Computer Systems Manager
- Transportation Supervisor
- Nutrition Services Supervisor

This department has been reduced by one position (a management position); the Assistant Superintendent oversees custodial operations at all sites in the district. The Assistant Superintendent is also responsible for overseeing facilities and construction.

Personnel Department

2002 Organization Chart

Assistant Superintendent
District Negotiator
Assistant Superintendent Secretary
Coordinator of Classified Personnel
Personnel Technician
Central Office Clerk (3)

2009 Organization Chart

Director of Personnel
Personnel Technicians (2)
Central Office Clerk (2)

This department has been reduced by three positions (including one management position); additionally, the Cabinet position has changed from Assistant Superintendent to Director. The Director of Personnel has assumed the position of District Negotiator.

Salary Information

The salary total for the four Cabinet positions is ***\$432,007.60*** of which ***\$236,205.90*** comes from the General Fund; the remainder is funded through categorical dollars. Of that remaining dollar amount, a minimum of ***\$40,000*** can be re-claimed by the District through the Mandated Cost process. In conclusion, the actual General Fund expense for two Assistant Superintendents and two Directors (a total of four positions) is ***\$196,205***, or slightly more than the total cost of two elementary site administrators (***\$188,000***) and less than the total cost of three secondary site administrators (***\$282,446***).

AGENDA ITEM # VIII - 3

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Date: January 14, 2009

To: Board of Trustees

From: George Tigner, Director of Personnel

Action Item

Information Item
Attached Pages

X
1



SUBJECT: Proposed Stipend Plan – 2009/10

George Tigner, Director of Personnel, will present recommendations to the Governing Board for proposed stipend suspensions for the 2009/10 school year.

RECOMMENDATION:

AGENDA ITEM # VIII - 3

Proposed Stipend Plan

It is our recommendation that the following positions be suspended for the 2009-2010 School Year:

Center High School

Club Advisors (3)	Savings	\$2250
Newspaper Advisor		1750
Theatre Coordinator		3000
Department Chairs (6)		10500
Assistant Athletic Coach (5)		8750

Riles Middle School

Club Advisors (6)	4500
Department Chairs (6)	10500

Elementaries

SST Coordinator (4)	4100
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Curriculum and Instruction

Special Education Lead Teachers (4)	7000
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Total Savings \$52,350

AGENDA ITEM # VIII-4A

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Date: January 14, 2009


To: Board of Trustees

From: George Tigner, Director of Personnel

Action Item

Information Item
Attached Pages

X
1



SUBJECT: Antelope View Charter School - Governance

George Tigner, Director of Personnel, will present a report at the Governing Board's request, regarding the Governance of Antelope View Charter School.

RECOMMENDATION:

AGENDA ITEM # VIII-4A

PERSONNEL DEPARTMENT MEMORANDUM

TO: CJUSD BOARD OF TRUSTEES
FROM: GEORGE TIGNER, DIRECTOR OF PERSONNEL
SUBJECT: ANTELOPE VIEW CHARTER SCHOOL GOVERNANCE
DATE: JANUARY 8, 2009
CC: SUPERINTENDENT AND CABINET

I have consulted our attorney in order to answer the following questions raised by Board and community members at the Board of Trustees meeting on January 7:

- Who has governance authority at Antelope View Charter School?

The Board Resolution for Charter Renewal dated March 16, 2007, states “the Center Unified School District Board of Trustees retains ultimate responsibility for the **oversight** and **governance** of Antelope View Charter School.” It goes on to state, “Antelope View Charter School is a **district school and is subject to all board policies** unless waived by the governing board of the Center Unified School District.” This resolution, signed by Dr. Jolly and then-AVCS Director Mary Navarro, is clear in establishing the Board of Trustees as the governing body; it is also clear in establishing the fact that AVCS is a district school (a **dependent** charter), not an **independent** charter not directly affiliated with the district.

- Does the Antelope View Charter require a full-time principal?

There is nothing in the charter document or in the Memorandum of Understanding establishing that requirement. Because the principal at AVCS is a district employee, moreover, he/she is subject to reassignment pursuant to district policies and procedures, rather than pursuant to the charter.

- If the District wishes to make changes in either the Charter or the Memorandum of Understanding, may it do so?

The clearly-stated intent of the charter is to vest final authority for governance of the charter school in the District Governing Board. The District could act unilaterally; however, any proposed changes may be discussed with the AVCS Advisory Council prior to final Board action.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: 01/14/09

Action Item

To: Board of Trustees

Information Item X

From: Jeanne Bess 
Director of Fiscal Services

Attached Page


SUBJECT:

Audit Finding for Antelope View Charter School

Jeanne Bess will present a report regarding the audit finding written regarding the Master Agreement used for fiscal year 2006/07 at Antelope View Charter School. The fiscal impact of the finding will be discussed as well as the timeline for the resolution of the finding.

Business Office Memorandum

To: Board of Trustees

From: Jeanne Bess, Director of Fiscal Services 

Date: January 14, 2009

Subject: Antelope View Charter School Audit Finding

This memo will clarify the information regarding the Audit Finding given to Antelope View Charter School (AVCS) for the 2006/07 fiscal year.

While conducting the annual required audit for fiscal year 2006/07, our auditors determined that the Master Agreement used by AVCS did not contain all the required components to qualify for ADA purposes. Therefore, the auditors disallowed the \$1.5 million of apportionment AVCS received.

On June 20, 2008, the District received notification from the California State Controller's office of our right to appeal the finding and its fiscal impact. We had 30 days to ask for a summary review which we did and received confirmation of on July 11, 2008. On December 18, I received a call from the attorney at the Education Audit Appeals Panel asking for addition information. Mr. Rich Simas was quick to get me the information and it was passed on to the EAAP. I am awaiting, hopefully soon, a favorable ruling.

Upon issuing a ruling, a repayment schedule (if necessary) will be established and begun immediately through the withholding of apportionment payments to AVCS. It is, therefore, imperative that funds be held in reserve to cover the potential current year repayment amount. That amount is estimated to be \$220,000 based on the understanding with EAAP that repayment schedules may be set up beginning in the current year and continue for a period of six to seven years. Our auditors, the County office and I all believe CJUSD would not be performing our due diligence if current year funds were not held for the possible repayment.

For that reason, I have held \$220,000 in reserves in the AVCS budget in anticipation of an unfavorable response to our request for a waiving or reduction of an apportionment penalty as a result of the finding.

One further point regarding the finding; at the beginning of the 2006/07 fiscal year, my office conducted an audit of the Master Agreement and related forms used by AVCS. All forms were complete and in compliance with State regulations. The AVCS web site also posted the proper forms. At some subsequent point, the administration at the Charter school unilaterally chose to change the approved form to the incorrect one that resulted in the finding. Once the error was discovered, AVCS administration was quick to fix the error and even asked the auditor to review the current forms.

I have included the audit finding, the request for the waiving of the penalty that was sent to the EAAP as well as a letter of support that our auditors wrote on behalf of AVCS.

CENTER UNIFIED SCHOOL DISTRICT
FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007

2007-4 Charter Attendance Accounting - Independent Study / State Code 10000

Average Daily Attendance reported through independent study at the charter school must comply with Education Code Section 51747. State compliance audit procedures relating to accounting for Independent Study require that a review be made of contracts entered into between the District and pupils enrolled that are generating apportionment attendance. All contracts must be in accordance with the board policies and contain all the required elements. In addition, Districts are required to maintain documentation including a sample of the student work to support the amount of student days claimed for apportionment.

We conducted a review of the Independent Study program at Antelope View Charter School. The information provided to constitute the written agreement was not clear enough to appear compliant. Specifically, the required elements necessary for a written agreement were not evident in one self contained document and as a result, we were not able to clearly identify the following:

- 1) A written agreement existed for each pupil,
- 2) Manner, time, and frequency for submitting assignments,
- 3) Objectives and methods of study,
- 4) Methods utilized to evaluate the work,
- 5) Specific resources available to each pupil,
- 6) Statement of board policies regarding the maximum length of time for assignments,
- 7) Duration of the agreement, not to exceed one semester,
- 8) Number of course credits to be earned,
- 9) Statement that it is an optional program, and
- 10) Signatures of pupil, parent/guardian, and school administrator.

In addition, the work samples provided did not bear the signature or initials of the supervising teacher and the date to indicate the work was turned in by the appropriate due date. This did not provide clear support to the attendance days claimed. The ADA claimed on the P-2 is not clearly traceable to the source documents for an independent study program.



Established 1858

Center Unified School District

8408 Watt Avenue • Antelope, California 95843
(916) 338-6330 • Fax (916) 338-6411

BOARD OF TRUSTEES

Nancy Anderson
Gary N. Blenner
Matthew L. Friedman
Libby A. Williams
Donald E. Wilson

SUPERINTENDENT

Dr. Kevin J. Jolly

July 15, 2008

Executive Officer
Education Audit Appeals Panel
770 L Street, Suite 1100
Sacramento, CA 95814

Re: Audit Finding 2007-4 for Fiscal Year 2006/07

Dear Executive Officer;

Center Unified School District is requesting a summary review on behalf of Antelope View Charter School of the audit finding received during the 2006/07 fiscal year audit number 2007-4. We are asking for a waiving or reduction of any apportionment penalty based on the grounds of substantial compliance.

Antelope View Charter School (AVCS) is a dependent charter school operated under the sponsoring authority of Center Unified School District in Antelope, California. It operates as an independent study charter school.

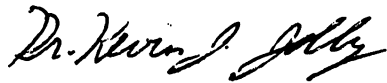
AVCS was one of only ten charter schools, and the only independent study charter school in the State that was awarded a dissemination grant as a model charter school. One of the components of the grant was a summary of "best practices" that new charter schools could use when establishing their school. Included in the manual was a copy of the master agreement used for independent study charter schools, including AVCS.

At the time of the auditor's (Robertson, Cahill & Assoc) spring 2007 visit, the auditor pointed out a clerical error that occurred during the up-dating of the form. It interrupted the clear understanding of the written master agreement as required by Ed Code. Specifically, the required elements necessary for a written agreement were not evident in one self contained document. Immediate steps were taken to return to the previous master agreement that was used as an example of best practices through their dissemination grant. Existing students were contacted and signatures were obtained on the correct agreement by students, parents and administrators by May 2007 (see attachment 1).

To ensure full compliance in the future and to demonstrate a good faith effort to comply with all regulations, the District signed an additional engagement letter with our auditors (see attachment 2) that included a complete review of the forms to be used for fiscal year 2007/08. That review was completed and approved (see attachment 3). Proof of the quality education students received was displayed with the growth of 85 points on the API score for AVCS which put AVCS in the top 4% of charter schools statewide for growth on the API score.

It is the District's belief that the intent of the law was followed, corrective action taken, and the educational program is sound. We ask for a favorable decision. If you have any questions or concerns, please feel free to contact me at (916) 338-6409 or Jeanne Bess, Director of Fiscal Services at (916) 338-6302. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Kevin J. Jolly". The signature is fluid and cursive, with the first name "Kevin" and last name "Jolly" being the most prominent parts.

Dr. Kevin J. Jolly, Superintendent
Center Unified School District

Enclosures (3)

Master agreement
Auditor engagement letter
Auditor statement

ROBERTSON, CAHILL & ASSOCIATES, CPAs

A PROFESSIONAL CORPORATION

55 FIRST STREET, BOX G, SUITE 306 ♦ LAKEPORT, CA 95453
VOICE (707) 263-9012 ♦ FAX: (707) 263-6001

WWW.ROBERTSONCPA.COM

290 E. GOBBI STREET ♦ UKIAH, CA 95482
VOICE (707) 463-2078 ♦ FAX (707) 463-0388

July 9, 2008

Center Unified School District
8408 Watt Ave
Antelope, CA 95843

Dear Dr. Kevin Jolly,

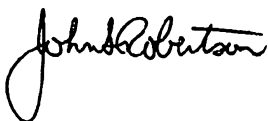
Pursuant to our conversation with Jeanne Bess, Director of Fiscal Services, we present our preliminary assessment of the documents supporting the independent study program at Antelope View Charter School for the fiscal year 2007/2008.

We have reviewed the documents used by this Charter School, which include the Master Agreement, Amendment (if necessary), Monthly Goals and Assignment Agreement, work samples, and board policy on independent study. The documents have met the criteria set out for auditing purposes. It appears the Charter is using processes and procedures that are in compliance with the K-12 Audit Guide.

In 2006/2007 the District received a finding and recommendation to review and update the documents supporting this program to meet the requirements of the K-12 Audit Guide. The documentation contained all the necessary elements and the education provided to the pupils appeared to be satisfactory, however, the format of the elements did not comply with the guidance provided by the State. We found the components in different documents, and the requirements state they should be contained in one master document. We believe the District has implemented the recommendation and is eligible for apportionment funding.

If you have any questions, please contact our office.

Regards,



John S. Robertson, CPA
Engagement Partner

dtp/JSR

ROBERTSON, CAHILL & ASSOCIATES, CPAs

A PROFESSIONAL CORPORATION

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776 S. STATE STREET, SUITE 101 • UKIAH, CA 95482
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June 20, 2007

Center Unified School District
Attn: Jeanne Bess, Director of Fiscal Services
8408 Watt Avenue
Antelope, CA 95843

Dear Ms. Bess:

This letter is to confirm the additional services required to complete the audit work for the June 30, 2007 audit. As discussed with you conditions evident during interim audit necessitated expanded audit work in the area of attendance testing at the Charter School, kindergarten retention, the issuance of Bond proceeds by June 30, 2007 and other issues as they arise. The additional work is not within the scope of our audit, so we will bill you separately for these services at our standard rates. Our standard hourly rates range from \$40 to \$120 per hour, and vary according to the degree of responsibility and experience level of the staff assigned to perform the additional testing. We anticipate that the total should be \$5,000 to perform the additional services in this area. If we find that this work will exceed \$5,000 by more than 10%, we will notify you of the reason and will obtain your approval before incurring the additional expenses.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. Any amounts not paid within thirty days from the invoice date will be subject to a late payment charge of .83% per month (10% per year) or a minimum \$10.00 per month rebilling charge. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the contracted services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Our engagement cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform you of any such matters that come to our attention.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

As always, if you have any questions about this letter or any other issue relating to any services we may provide to your District, please feel free to call contact us at (707) 263-9012.

Sincerely,

Robertson, Cahill & Associates, CPAs

Robertson, Cahill & Associates, CPAs
Accepted:

Name _____

Title _____

Date _____

COPY

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

Date: January 14, 2009

Action Item _____

To: Board of Trustees

Information Item X

From: Craig Deason, Assist. Supt.

Attached Pages 2

Assist.Supt. Initials: CD

SUBJECT: Antelope View Charter School -
Map and Schedule With Other Schools

I will be discussing the map and schedule for co-locating McClellan High, Antelope View Charter and Global Youth Charter on the previous Center Jr. High campus.

RECOMMENDATION:

Memo

To: Dr. Kevin Jolly, Superintendent
From: Craig Deason, Asst. Superintendent
Scott Loehr, Asst. Superintendent
Date: January 8, 2009
Re: POSSIBLE Daily Schedule if Continuation and Charters School are Co-located

If McClellan High, Antelope View Charter, and Global Youth Charter are co-located on the previous Center Jr. High campus, the attached map and schedule below could reflect a possible daily schedule for each school. This map and schedule would allow for all schools to co-exist within the campus with minimal interaction and therefore preserve each school's identity and access to the campus. This is an example of a possible schedule and map that could be modified further to meet any school's needs.

Possible Daily Schedules

	McClellan High School	Antelope View Charter	Global Youth Charter
Start Time	8:30 a.m.	8:15 a.m.	7:55 a.m.
Ending Time	2:20 p.m.	12:35	3:20 p.m.
Lunch Time	12:45 – 1:20 p.m.	<i>Currently do not utilize Cafeteria</i>	12:00 -12:35 p.m.
	<i>Students attend daily</i>	<i>No students on campus Mondays</i>	<i>No student on campus Fridays</i>

By alternating school start times, passing periods will not overlap.

AGENDA ITEM # X-A

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Date: January 14, 2009

To: Board of Trustees

From: George Tigner, Director of Personnel

Action Item X

Information Item
Attached Pages 2

SUBJECT: Administrative Personnel Placement Options

George Tigner, Director of Personnel, is requesting approval from the Governing Board for authorization to implement the District's recommendations for placement of administrative personnel for the 2009/10 school year. The District is recommending use of options A3; B; C3 and D3 in determining administrative assignments for the 2009/10 school year.

RECOMMENDATION: Approve District's Recommendations for Administrative Placements for the 2009/10 SY.

AGENDA ITEM # X-A

From: George Tigner, Director of Personnel
To: Dr. Kevin J. Jolly, Superintendent
Date: December 30, 2008
Subject: Administrative Personnel Placement Options

Due to the State budget crisis, the Board has expressed an interest in saving money by reducing Principal, Secondary Assistant Principal, and Elementary Vice Principal positions to the most efficient levels. With that in mind, the Board has asked for the Personnel Department to present procedural options for the Board to consider. There are four questions to address:

- A. What level of staff is the most efficient?
- B. What criteria should be used in making staffing determinations?
- C. Which administrative staff members, if any, should be released?
- D. What procedures will be used to staff vacant positions, should any need to be filled?

Options to address each question are presented below:

- A. What level of staff is the most efficient?

Options:

- 1. Maintain all 17 Principal, Secondary Assistant Principal, and Elementary Vice Principal positions
- 2. Maintain 13 Principal and Secondary Assistant Principal positions by:
 - a. Eliminating all four Elementary Vice Principal positions
- 3. Maintain 12 Principal and Secondary Assistant Principal positions by:
 - a. Eliminating all four Elementary Vice Principal positions
 - b. Maintaining one administrator to serve as Principal at both McClellan and Antelope View
- 4. Maintain 11 Principal and Secondary Assistant Principal positions by:
 - a. Eliminating all four Elementary Vice Principal positions
 - b. Maintaining one administrator to serve as Principal at both McClellan and Antelope View
 - c. Reducing Riles and CHS by .5 Secondary Assistant Principal positions at each site

- B. What criteria should be used in making staffing determinations?

The following is based on current CUTA contract language, and are not in prioritized order:

- Experience at the grade levels assigned to supervise
- Recent ACSA or other administrative training
- Quality of District service (including evaluations, similar state ranking comparisons and growth, feedback from Cabinet and other supervisors)
- Particular and specific needs of the site (as it relates to student performance and behavior and/or community concerns)

- C. Which administrative staff members, if any, should be released?

Options:

- 1. Release all Principals, Assistant Principals, and Vice Principals
- 2. Release only those Principals, Assistant Principals, and Vice Principals who are currently assigned to positions that are being eliminated.

3. Release only those Principals, Assistant Principals, and Vice Principals who are currently assigned to positions that are being eliminated, and those who will be released based on the criteria in section B above.

D. What procedures will be used to staff vacant positions, should any need to be filled?

Options:

1. Post all vacancies that need to be filled
2. Appoint staff to all vacancies that need to be filled
3. Post and/or appoint staff, as appropriate, to all vacancies that need to be filled

Center Unified School District

AGENDA REQUEST FOR:

Dept/Site: Business Department

Date: 01/14/09

Action Item X

To: Board of Trustees

Information Item

From: Jeanne Bess 
Director of Fiscal Services

Attached Page

SUBJECT:

Budget Plan for Fiscal Year 2008/09 and 2009/10

Jeanne Bess, Director of Fiscal Services is presenting the 2008/09 and 2009/10 Budget Plan for Board action. This action is anticipated to take place on January 28th, and will address the estimated \$4.4 million shortfall that is expected over the next 18 months. The plan consists of input from the Superintendent, Cabinet, Board members, staff, and community members.

RECOMMENDATION: To approve a Budget Plan for 2008/09 and 2009/10 to close the expected budget shortfall.

**Center Joint Unified School District
Budget Plan
For Fiscal Years 2008/09 and 2009/10**

ANTICIPATED BUDGET SHORTFALL

1/09	7/09
1,570,000.00	2,832,000.00
Total \$4,402,000	

APPROVED 12/17/08

A. 1	Generate \$60,000 for particulate matter traps if the grant is unsuccessful		(60,000.00)
2	Maintain 95% of Board stipends (5% reduction effective 1/1/09)	396.00	792.00
3	Provide classroom subs, long term custodial subs only; allow short term subs to be site funded	15,000.00	30,000.00
4	Accept donation from Center Endowment for Educational Excellence	24,700.00	
5	Recover carryover of unrestricted general fund site and department budgets from 2007/08	100,000.00	
6	Maintain 3% required reserve in Fund 1 (\$570,000 current surplus)		
7	Reduce expenses for classified compensation by 11.5 FTE		527,783.00
8	Recover Sip Carryover (\$92k); 06/07 Block Grant (\$118k); Pupil Retention (\$219k); Art and Music (\$210k) subject to categorical flexibility	639,000.00	
9	Maintain ADA by having all first-time out-going students contacted by the principal, assistant superintendent for C & I, and Superintendent in order to meet student needs		
10	Rent unused space if it results in a net profit to the District.	X	X
11	Investigate starting new programs to attract new students	X	X
12	Freeze hiring	X	X
13	Make every effort to provide continued employment and benefits wherever possible	X	X
14	Investigate cell phone carriers; current Request for Proposals posted.	X	X
15	Propose Certificated and Classified retirement programs with two year freeze on rehire		X

TABLED ON 12/17/08

B. 1	Charge \$1 per day up to capacity on existing routes; \$0.50 reduced lunch, \$0.00 free lunch and Special Education		39,500.00
2	Maintain cell tower revenue in Fund 1 (\$50k cut to CHS). This will cover 50% of the ten year stadium turf replacement	45,000.00	50,000.00
3	Fund 85% of site/department budgets	187,000.00	187,000.00
4	Reduce site/department budgets by an additional 5%	42,978.00	42,977.00
5	Maintain 50% of stipend positions; positions will remain vacant. No action needed		52,350.00

NOT DISCUSSED AS OF 12/17/08

C. 1	Maintain 100% District paid employee only coverage; 65% District paid coverage for 2-party and family health benefits for the 2009/10 school year		(375,000.00)
2	Sell advertising space at CHS stadium per Board policy		X
3	Establish lead driver, eliminate transportation supervisor		61,000.00
4	Eliminate transportation supervisor and dispatcher; create co-ordinator		61,000.00

5	Move McClellan to old junior high site; reduce costs through efficient combining of services with Charter campuses		70,000.00
6	Maintain one academic coach; one coach returns to classroom		83,000.00
7	Establish Athletic Fees (CHS = \$75/sport, \$150 cap/yr; WCR = \$50/sport, \$100 cap/yr; Family cap \$400/yr)		60,000.00
8	Reduce expenses for certificated compensation by 26 FTE Increases 6th through 12th grade contractual cap to 178 student contacts for the 2009/10 school year. Memorandum of Understanding approved; no action required.		1,690,000.00
9	Equalize administrative work days		15,000.00
10	After staffing efficiently, reducing all expenses to minimal levels, raising all reasonable revenues, and fully utilizing all excess reserves, reduce all district salaries by an across the board percentage as needed to maintain a positive budget certification (cut 5%, subject to negotiation)		1,262,390.00
11A	Site administrator reduction 4.0 elementary VP (3 general funded)		240,000.00
11B	.5 secondary principal (combine McClellan/AVCS administration)		50,000.00
11C	.5 middle school AP and .5 high school AP		80,000.00
12	Freeze Administrator Steps (50% at top step; subject to negotiation)		19,000.00
13	Parcel Tax One Year (7,886 parcels @ \$558.20) Five Year (7,886 parcels @\$558.20/5 years)		4,402,000.00 880,393.00

HELD FOR FUTURE CONSIDERATION IF NECESSARY

D. 1	Investigate possible Request for Proposals for worker compensation carrier	X	X	
2	Maintain 95% salary for cabinet/superintendent to fund Safe Schools Program (subject to negotiation)			30,864.00
3	Staff 9th grade English and Math at 34 (cut 9th grade CSR)			76,972.00
4	Staff K at 33, 1-3 at 30			48,940.00
5	Maintain SRO (cut Safe Schools Program)			88,000.00
6	Maintain Safe Schools Program (cut SRO)	32,000.00		184,524.00
7	12/26/08, 1/02/09 Furlough (1% reduction in annual salary). Dates Passed.			
8	Maintain 3 cabinet members. Conclusion: already at minimal levels			100,000.00
9	Maintain 1 principal for 2 elementary schools.			200,000.00
10	Establish 2 day furlough (1% reduction in annual salary) Subject to negotiation	230,867.00		230,867.00
11	Pay 99% of salary (cut 1% salary) Subject to negotiation	252,478.00		252,478.00
12	Maintain employees at current salary schedule column only (freeze column) Subject to negotiation			87,630.00
13	Maintain employees at current salary schedule step only (freeze step) Subject to negotiation			390,000.00
14	Pay employee Health & Welfare premium only. Subject to Negotiation	354,000.00		708,000.00
15	Maintain 3 Elementary Schools			185,000.00
16	Computer match			(175,000.00)
17	Replace one bus			(130,000.00)
18	Reduce school year to 175 days; reduce all staff by 5 days			625,000.00
19	Economic reserve from 3% to 1.5%			600,000.00
20	Routine Maintenance from 3% to 2%; eliminate deferred maintenance match			400,000.00
21	Routine Maintenance from 2% to 1%; eliminate deferred maintenance match			400,000.00
		1,054,074.00	3,347,926.00	
Grand total of all bolded items for 2008/09 and 2009/10				\$4,402,000.00