



District Budget Advisory Committee's Recommended Budget Savings Plan

Report to the Superintendent of Schools

January 29, 2010

Part I: Charge to the Committee:

The District Budget Advisory Committee (DBAC) is charged with the task of developing a recommended rank-order list of budget savings ideas to the Superintendent of Schools based upon budget savings ideas that were submitted, as part of the Budget Savings Plan process, by students, staff, parents and community members prior to December 18, 2009. The committee worked only with the budget savings ideas on List 1, which contains suggestions that have been determined as legal or possible. The list that has been generated is a *recommendation*. Careful consideration and planning is required to determine if each budget savings idea can be implemented by September 1, 2010. Implementing one idea, for example, could make another idea not feasible due to the overall impact on the school district. The state Legislature is currently in session so it is still unknown how much funding the district will receive for next school year and how many reductions it will need to make. The process to use stakeholder input to develop and adopt a Budget Savings Plan by mid-March prepares the district to have prioritized reductions for implementation as needed based upon the amount of reduced state funding.

The committee's recommendations are listed in rank order on the basis of agreement with the original budget savings idea. Budget savings ideas deemed by the committee to be of least importance to sustain in the budget will be listed first. These budget savings ideas have a beginning rank order of 1. All budget savings ideas on List 1 were ranked. The budget savings ideas toward the end of the list – item 99 is the last item ranked – represent ideas which the committee has the greatest disagreement with implementing. Only stakeholder representatives of the committee provided input, representing their level of agreement/disagreement on each of the items listed, using anonymous electronic survey software with official group results immediately available for committee review.

Part II: Committee Membership:

Listed below are the committee members who have attended the committee meetings to date and the stakeholder groups they represent. A third party facilitator was used to assist the group in the process.

<u>Name</u>	<u>Stakeholder Group</u>
Laura Anderson	Nurse, Bellingham Education Association

David Baily	Transportation, Non-Represented
Pam Behee	Parent, Roosevelt and Whatcom
Jody Benjamin	Speech/Language Pathologist, Bellingham Education Association
Tamara Bonner	Transportation, Teamsters
Steve Clarke	Principal, Bellingham Administrators Organization
Jeff Coulter	Principal, Bellingham Administrators Organization
Jaylani Evans	Teacher, Bellingham Education Association
Forrest Laine	Student, Sehome High School
Steven Ness	Parent, Whatcom and Squalicum
Roxana Parise	Student Services, Non-Represented
Matthew Read	Utility/Grounds Maintenance, Service Employees International Union
Don Shepherd	Teacher, Bellingham Education Association
Peggy Shepherd	Secretary, Bellingham Association of School Employees
Heidi Sherman	Teacher, Bellingham Education Association
Alex Singer	Parent, Geneva
Mr. Tom Venable	Principal, Bellingham Administrators Organization
Heidi Wassan	Paraeducator, Bellingham Association of School Employees

Ex-Officio (Were available to answer questions and clarify budget saving items.)

Brett Greenwood	Chair
Sherrie Brown	Acting Superintendent
Karst Brandsma	Acting Deputy Superintendent
Ron Cowan	Assistant Superintendent
Doug Kyles	Executive Director, School Administration
Nora Klewiada	Executive Director, Human Resources
Tanya Rowe	Director, Communications and Community Relations
Dr. Steven Smith	Board Member
Dr. Scott Stockburger	Board Member

Part III: Meeting Dates, Times and Location

January 19, 2010	1 to 5 p.m.	Central Services Board Room
January 26, 2010	1 to 5 p.m.	Central Services 212

Part IV: Meeting Norms

The following norms were used in the facilitation of the committee meetings identified in Part III above.

District Budget Advisory Committee (DBAC) Group Norms

These group norms, agreed to by the committee, describe how we will work together to achieve our charge. We will:

- Attend all meetings, be on time and work according to the established schedule. Attempt to leave only during committee breaks to avoid disruption. If we have to leave during sessions, we will do so in the least disruptive manner.
- Turn off cell phones and will not use electronic devices during the meeting.
- Pay close attention and avoid disruptive side conversations.
- Not communicate with observers during committee meetings.
- Ask clarifying questions. The only stupid question is the one that is not asked.
- Not attempt to influence other committee members' decisions or advocate.
- Thoughtfully contemplate the budget savings ideas from our stakeholder groups.
- Will not publicly share information until it is made public, according to the Budget Process and Timeline.
- Use the Philosophy and Criteria for making decisions.
- Provide input on every budget savings idea presented on an individual basis, representing our stakeholder groups.
- Serve as key communicators and representatives of the committee's work.
- Support and respect the budget savings plan process.
- "Watch my air time" to help ensure that committee members could complete their work and that everyone had an opportunity to speak and get their questions answered.

Part V: Description of the Input Process for Recommended Rank Order

The following steps were used to generate the recommended rank order list:

DAY 1: January 19, 2010

- The chair of the committee welcomed the group and introduced the Superintendent
- The Superintendent welcomed the members of the committee and requested that each member do a self introduction. He then introduced the members of the Central Administrative Team that were there to answer any questions the committee members had
- The Superintendent orally presented the charge to the committee and introduced the facilitator
- The facilitator explained in general terms how each item would be rank ordered
- The facilitator reviewed the norms with the group and asked for changes

- The facilitator used the norms and several other sample questions as examples of the way in which the electronic survey devices operated as practice for the group
- The facilitator read each item on List 1 and checked committee members for understanding and questions on each listing
- Central Administrative Team members answered the questions of committee members as required
- The committee requested that a few items from List 1 be rephrased for clarification
- Committee members were asked to share and discuss List 1 with their constituents and come to the next meeting prepared to give their input on each budget savings item
- The chair of the committee provided the members copies of List 2 for review
- The Committee meeting was adjourned at 5 p.m.

DAY 2: January 26, 2010

- The facilitator reconvened the committee at 1 p.m.
- The facilitator reminded members of the group norms
- The electronic survey devices were distributed by the committee chair
- The facilitator read each item as it appeared on the screen for survey purposes
- The input process was concluded at 2:50 p.m.
- Preliminary (non-official) results were provided and reviewed with members of the committee
- Committee members were thanked for their service and reminded of upcoming DBAC meetings and further steps in the process of creating a budget savings plan
- The committee adjourned at 3:10 p.m.

Part VI: Rank-Ordered Recommendations

District Budget Advisory Committee (DBAC) Recommended, Rank-Ordered Budget Savings Ideas

Voting took place January 26, 2010

List 1:

These are recommended rank-ordered budget savings ideas (reductions, eliminations, revenue sources, additional operational efficiencies and restoration proposals) by the District Budget Advisory Committee for the Superintendent’s consideration. This is a recommendation from suggestions submitted by students, staff and community members. Items on this list have been determined as legally feasible. The list that has been generated is a *recommendation*. Careful consideration and planning is required to determine if each budget savings idea can be implemented by September 1, 2010. Implementing one idea, for example, could make another idea not feasible due to the overall impact on the school district. The state Legislature is currently in session so it is still unknown how much funding the district will receive for next school year and how many reductions it will need to make. The process to use stakeholder input to develop and adopt a Budget Savings Plan by mid-March prepares the district to have prioritized reductions for implementation as needed based upon the amount of reduced state funding. For next steps in the budget process and opportunities to provide input, visit: <http://bellingshamschools.org/budget-process-2010>

The committee voting average is based on a six- point scale: 6 corresponds to Very Strongly Agree; 5 to Strongly Agree; 4 to Moderately Agree; 3 to Moderately Disagree; 2 to Strongly Disagree; and 1 to Very Strongly Disagree.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
1.	6	Districtwide	Eliminate district funded water cooler purchases and deliveries.	\$ 3,000.00	Currently some schools use building budget funds.
2.	6	Districtwide	Freeze all travel and trainings for a year if not paid for by grants, subject to collective bargaining or legally required.	\$ 119,213.00	Represents travel funded by basic education. Travel and training budget reduced accordingly.
3.	6	Districtwide	Maximize implementation of resource conservation measures related to utility use (i.e. energy use, fuel consumption, recycling, reducing paper use, photocopying costs, etc.)	\$ 51,000.00	Current Resource Conservation Management (RCM) savings goal for 2010/11 school year.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
4.	5.838	Maintenance	Reduce landscaping and grounds NERC costs by 10%.	\$ 16,908.00	Grounds expenses for supplies and materials will be decreased by 10%.
5.	5.777	Central Services	No administrative retreats/travel.	\$ 5,000.00	Freeze all travel and trainings for a year if not paid for by grants, subject to collective bargaining or legally required.
6.	5.726	Elementary	Align primary and intermediate elementary dismissal time.	\$ 100,000	Transportation efficiency. May not be able to implement by fall 2010.
7.	5.67	Districtwide	Reduce all annual secretaries' work year by five days.	\$ 12,370.00	Salaries and benefits. \$1,237 per annual secretary
8.	5.611	Transportation	Have a pre-school on the south side to reduce extensive busing routes/times.	\$ 5,000.00	Researching feasibility and potential transportation savings.
9.	5.503	Transportation	Reduce Transportation Manager annual contract by five days.	\$ 1,772.00	Salaries and benefits.
10.	5.448	Districtwide	Eliminate CRT computer monitors and replace with LCD computer monitors.	\$ 8,000.00	Estimated utility savings.
11.	5.447	Elementary	Eliminate District subsidy of International Baccalaureate (IB) Program.	\$ 8,000.00	No salary and benefit savings. Affects only budget expenses and non-bargained expenses. Annual fee only per school.
12.	5.447	Central Services	Close Central Services during winter break.	\$ 1,621.00	Researching feasibility. Cost savings represents potential utility savings.
13.	5.446	Districtwide	Don't purchase colored file folders.	\$ 700.00	Reduce supply budget accordingly.
14.	5.39	Districtwide	Eliminate use of general funds for outside consultants for professional development unless funding is part of collective bargaining agreement.	\$ 500.00	Limits use of school or department budgets.
15.	5.337	Elementary	Eliminate elementary school principal position(s) by sharing a principal between small elementary schools.	\$ 126,442.00	Salaries and benefits. 1.0 full-time equivalent position = \$126,442
16.	5.335	High School	Move Graduation Reality and Dual Role Skills (GRADS) Program to a Bellingham School District high school.	\$ 22,000.00	Salaries and benefits. Utilities.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
17.	5.333	Elementary	Return to every other day, full day kindergarten program.	\$ 70,000.00	Savings will be recognized through transportation efficiencies.
18.	5.171	Districtwide	Eliminate district subsidy of summer school.	\$ -	No summer school except for legally required Special Education extended school year. (Currently paid from I-728 - \$75,000)
19.	5.115	Central Services	Reduce School Board budget by 10%.	\$ 2,608.00	School Board expenses for supplies, materials, professional development, elections, legal fees and travel will be decreased by 10%. (Budget was decreased by 25% last year.)
20.	5.06	Central Services	Eliminate one position (non-management) in the Human Resources Department.	\$ 66,273.00	Salaries and benefits.
21.	5.003	Districtwide	Allow classified staff option of taking fewer hours on early release days.	\$ 22.92	Salaries and benefits. One hour = 22.92
22.	5.002	Central Services	Eliminate one assessment secretary position.	\$ 36,357.00	Salaries and benefits.
23.	4.943	Central Services	Change Central Services (Roeder building) hours to 8:00 - 4:30 with a half hour lunch.	\$ 1,300.00	Utility savings?
24.	4.894	Central Services	Eliminate one full-time business and operations position.	\$ 52,467.00	Salaries and benefits.
25.	4.888	Instructional	Eliminate Measures of Academic Progress (MAP) testing.	\$ 50,000.00	Per pupil cost for testing K-8.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
26.	4.841	Districtwide	Reduce each school's building budget by an additional 10%.	\$ 105,647.00	Currently, schools receive a building allocation based upon the number of students at their school. These funds are used for printing, copies, copier supplies, office supplies, some instructional materials, etc. These budgets will be decreased by 10% or less as principals will reallocate resources within their budgets.
27.	4.841	Central Services	Small school principals will be assigned district-level responsibilities and one district-level position will be eliminated.	\$ 134,623.00	Savings based on elimination of one Central Services position.
28.	4.67	Districtwide	Eliminate 1.0 full-time warehouse position.	\$ 55,304.00	Salaries and benefits.
29.	4.669	Athletics	Eliminate high school C Team (freshman) athletics.	\$ 22,500.00	Freshmen are eligible to play junior varsity or community-based athletics. Currently participation fee based. Saving represents excess cost over participation fees - 15 total positions
30.	4.619	Central Services	Eliminate one administrative position and combine Federal/Special Program position with Special Education position.	\$ 134,623.00	Salaries and benefits.
31.	4.617	High School	Reduce Culminating Project Coordinator full-time equivalent	\$ 7,198.00	Salaries and benefits. (savings based on .1 full-time equivalent position)
32.	4.617	Maintenance	Reduce one Maintenance Staff Secretary from full-time to part-time.	\$ 4,880.00	Salaries and benefits. Savings per .1 full-time equivalent position.
33.	4.615	Central Services	Reduce classified accounting staff hours.	\$ 13,114.40	Salaries and benefits. One hour = \$25.22. Savings based on a 2 hour reduction.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
34.	4.613	Athletics	Eliminate the Assistant Girls Swim Coach at all three high schools (not the diving coach). Currently Head Coach, Assistant Coach and Assistant Coach (diving).	\$ 6,090.00	Stipends.
35.	4.505	Maintenance	Reduce Landscaping and Grounds position by one full-time equivalent.	\$ 58,539.00	Salaries and benefits.
36.	4.501	Maintenance	Eliminate one Maintenance Staff Secretary position.	\$ 36,605.00	Salaries and benefits.
37.	4.5	Districtwide	Eliminate remaining basic education funded (non-grant funded) elementary literacy support or equivalent positions.	\$ 393,750.00	Salaries and benefits. (5.25 full-time equivalent position)
38.	4.499	Athletics	Eliminate three high school Athletics/Activities Coordinator positions and replace with one Athletics/Activities Coordinator for the district.	\$ 144,689.00	Salaries and benefits. For a total savings of 1.4 full-time equivalent positions.
39.	4.448	Central Services	Eliminate one purchasing staff position.	\$ 52,467.00	Salaries and benefits.
40.	4.447	Central Services	Eliminate Computer Services Manager position.	\$ 106,557.00	Salaries and benefits.
41.	4.445	Central Services	Eliminate Executive Director of School Administration.	\$ 145,274.00	Salaries and benefits.
42.	4.444	Central Services	Reduce Assessment and Evaluation Specialist to a part-time position.	\$ 49,780.00	Salaries and benefits. (.5 full-time equivalent position)
43.	4.443	Athletics	Eliminate high school gymnastics.	\$ 8,510.00	Stipends.
44.	4.442	Central Services	Reduce accounting classified staff by one position.	\$ 52,467.00	Salaries and benefits.
45.	4.44	Central Services	Eliminate one full-time payroll position.	\$ 52,467.00	Salaries and benefits.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
46.	4.388	Central Services	Eliminate district receptionist position (Human Resources Department).	\$ 47,482.00	Salaries and benefits.
47.	4.279	Activities	Eliminate middle school activity advisor positions.	\$ 507.00	Stipends. (Cost listed is average per position)
48.	4.221	Central Services	Eliminate either Food Service Manager or Transportation Manager into one full-time position.	\$ 90,575.00	Salaries and benefits.
49.	4.22	Middle School	Eliminate one Middle School Assistant Principal.	\$ 118,140.00	Salaries and benefits.
50.	4.114	Districtwide	No new textbooks or curriculum.	\$ 85,000.00	Curriculum budget adjusted accordingly.
51.	4.114	Athletics	Reduce Athletics/Activities Coordinator positions from .8 to .6 full-time equivalent and have coordinator teach two classes.	\$ 54,258.00	For a total savings of .6 full-time equivalent positions. Salaries and benefits.
52.	4.113	Instructional	Reduce certificated position for the hearing impaired to a part-time position.	\$ 50,518.00	Salaries and benefits.
53.	4.061	Instructional	Increase class size average by one or more.	\$ 540,000.00	This is the cost savings realized by increasing the classroom teacher/student ratio by one student. This proposal may need to be adjusted based on state Legislative action, such as reduction or elimination of I-728 and/or K-4 enhancement class size funds. Until the Legislature completes its work, it is unclear which grade levels or specific staff ratios will be affected if class size needs to be increased.
54.	4.057	Athletics	Increase sports participation fees.	\$ 8,500.00	Increase current fees by \$5.00.
55.	4.055	Districtwide	Reduce warehouse staff hours.	\$ 13,826.80	Salaries and benefits. One hour = \$26.59 (based on 2 hour reduction)

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
56.	4.053	Districtwide	No purchasing of consumables (i.e., workbooks).	\$ 10,000.00	TERC II.
57.	4.004	High School	Eliminate Culminating Project Coordinator full-time equivalent.	\$ 57,581.00	Salaries and benefits 3.0 full-time equivalent positions total for district.
58.	4.003	Libraries	K-8 Library Media Specialist (Librarian) teach one class (as certification allows).	\$ 198,253.42	Not all librarians are certificated for classroom instruction. Salary and benefits. Savings based on one class = .2 full-time equivalent position for all librarians
59.	3.949	Maintenance	Reduce custodial time.	\$ 27.01	Salaries and benefits. One hour = \$27.01
60.	3.949	Instructional	Restore sixth grade conservation site if tuition based/no cost to district.		Parents or outside agencies would have to provide funding.
61.	3.944	Transportation	Eliminate district funded transportation for high school students.	\$ 428,020.00	Transportation efficiency. Students to ride Whatcom Transportation Authority buses. Savings based on a per pupil cost for high school students, divided by subsidy.
62.	3.837	Central Services	Eliminate Central Services Special Education Assistant Secretary position.	\$ 40,792.00	Salaries and benefits.
63.	3.833	Activities	Reduce club/activities advisor positions.	\$ 1,013.00	Middle and high school clubs/activities only. A portion of the total cost for stipends. (AVG per position)
64.	3.832	Athletics	Eliminate high school Athletics/Activities Coordinator position and assign the duties to High School Assistant Principals.	\$ 217,034.00	Salaries and benefits. Currently three .8 full-time equivalent positions for a total of 2.4 full-time equivalent positions
65.	3.832	Districtwide	Restore Special Education Assistant Director position by reassigning these additional duties to a current administrator.		

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
66.	3.783	High School	Reduce classified staff Career Center/Running Start Coordinator position by 50%.	\$ 29,190.00	Salaries and benefits.
67.	3.726	Districtwide	Eliminate district subsidy portion of Prevention Specialist positions.	\$ 99,772.00	District subsidy = \$99,772
68.	3.72	Central Services	Reduce Central Services Communications and Community Relations Director to a half-time position.	\$ 59,472.00	Salaries and benefits.
69.	3.616	Central Services	Eliminate Deputy Superintendent position.	\$ 153,897.00	Salaries and benefits.
70.	3.56	Activities	Eliminate club/activities advisor positions.	\$ 56,759.00	Middle and high school clubs/activities only. Total cost for stipends.
71.	3.448	Middle School	Eliminate .5 full-time equivalent Middle School Counseling positions (currently 1.5 full-time equivalent position per building).	\$ 75,687.00	Salaries and benefits.
72.	3.448	Libraries	Reduce K-8 Library Media positions to half-time.	\$ 520,756.00	Salaries and benefits. Cannot impact planning time.
73.	3.445	High School	Close Options High School.	\$ 150,000.00	Salaries and benefits.
74.	3.445	Instructional	Charge official transcript fees to middle and high school students as applicable.	\$ 600.00	Official transcript fee of approximately \$3.00 will be charged as applicable.
75.	3.279	Instructional	Charge lab fees to middle and high school students as applicable.	\$ 10,000.00	Lab fees will be increased as applicable. Fees only applicable for consumable material.
76.	3.115	Central Services	Eliminate Human Resources Manager position.	\$ 90,575.00	Salaries and benefits.
77.	3.113	Instructional	Reduce the Special Education funded half-time Elementary Support Specialist (ESS) for the Bridges Program.	\$ 10,144.00	Salaries and benefits. (savings based on .1 full-time equivalent position)

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
78.	3.002	Instructional	Eliminate certificated position for the hearing impaired.	\$ 101,037.00	Salaries and benefits.
79.	2.997	Instructional	Reduce Elementary Student Support (ESS) positions.	\$ 10,144.00	Salaries and benefits. (Savings based on .1 full-time equivalent position)
80.	2.893	High School	Eliminate Campus Monitor positions at the high schools.	\$ 87,910.00	Salaries and benefits.
81.	2.892	High School	Eliminate Graduation Reality and Dual Role Skills (GRADS) program.	\$ 103,000.00	Salaries and benefits.
82.	2.891	Districtwide	Eliminate one full-time equivalent school nurse position.	\$ 83,780.00	Salaries and benefits.
83.	2.836	Central Services	Restore Director of Technology and Libraries position by eliminating the Computer Services Manager position.		Not cost neutral and no computer services management support during summer.
84.	2.836	Central Services	Eliminate the Curriculum Director position.	\$ 127,587.00	Salaries and benefits.
85.	2.776	Districtwide	Charge rental fees for district owned musical instruments.	\$ -	Currently no fee. Fees based on a \$50 per year rental charge.
86.	2.728	Athletics	Eliminate high school athletics.	\$ 1,443,992.00	Athletics only. (Not activities.)
87.	2.671	Instructional	Eliminate the Special Education funded half-time Elementary Support Specialist (ESS) for the Bridges Program.	\$ 50,723.00	Salaries and benefits.
88.	2.671	High School	Eliminate classified staff Career Center/Running Start Coordinator position.	\$ 58,379.00	Salaries and benefits.
89.	2.671	Libraries	Eliminate elementary school Library Media Specialist (Library) positions and have Library Assistants work full-time.	\$ 1,041,512.00	Salaries and benefits. Cannot impact planning time.
90.	2.452	High School	Eliminate one High School Assistant Principal position at each of the three comprehensive high schools.	\$ 360,408.00	Salaries and benefits.

Recommended Priority Order	Committee Voting Average	Department or Category	Item	Estimated Savings	Impact, Information, and Implementation
91.	2.447	Middle School	Eliminate Middle School Assistant Principal positions (four full-time equivalent).	\$ 466,480.00	Salaries and benefits.
92.	2.396	Central Services	Eliminate Executive Director of Human Resources position.	\$ 145,274.00	Salaries and benefits.
93.	2.391	Maintenance	Eliminate Night Custodians.	\$ 1,441,096.00	Salaries and benefits.
94.	2.338	Central Services	Eliminate Student Services Director position.	\$ 134,623.00	Salaries and benefits.
95.	2.333	Central Services	Eliminate Assistant Superintendent position.	\$ 149,316.00	Salaries and benefits.
96.	2.333	Elementary	Reduce music specialist position in elementary schools.	\$ 7,500.00	Salaries and benefits. Implementation cannot affect planning time. (Savings is per .1 full-time equivalent position, total 6.3 full-time equivalent positions) - STRINGS CAN BE ELIMINATED WITHOUT AFFECTING PLANNING TIME
97.	2.228	High School	Use Culminating Project full-time equivalent (FTE) position to restore the Athletics/Activities Coordinators to 1.0 FTE.		Reduced support for Culminating Projects.
98.	2.169	Elementary	Reduce physical education specialist position in elementary schools.	\$ 7,500.00	Salaries and benefits. Implementation cannot affect planning time. (Savings is per .1 full-time equivalent position, total 6.3 full-time equivalent positions)
99.	1.671	Transportation	Eliminate all bus transportation except for where required for some students in special education.	\$ 1,252,202.00	District subsidy for Transportation