

Rudolph F. Crew, Ed.D. , Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF CHANGES TO THE SCHOOL ALLOCATION PLAN, CHANGES TO STAFF NOT GOVERNED BY THE SCHOOL ALLOCATION PLAN, A REDUCTION-IN-FORCE/LAYOFF OF SELECTED POSITIONS AND A REDUCTION IN SCHOOL BOARD OFFICE BUDGETS**

1. APPROVE CHANGES TO THE SCHOOL ALLOCATION PLAN
2. APPROVE A REDUCTION IN ANNUAL DAYS OF WORK FOR EXCEPTIONAL STUDENT EDUCATION PLACEMENT SPECIALISTS AND SCHOOL PSYCHOLOGISTS
3. ELIMINATE THE POSITIONS AND 2008-09 BUDGET ALLOCATIONS FOR THE MARKETING OFFICE
4. APPROVE A REDUCTION IN VOCATIONAL AND COURTESY TRANSPORTATION AND PROVIDE MODIFIED MAGNET TRANSPORTATION ONLY TO DISTRICT-WIDE AND SCHOOL-WIDE MAGNET PROGRAMS AND THE RELATED LAYOFF FOR AFSCME STAFF ASSIGNED TO TRANSPORTATION SERVICES
5. APPROVE A REDUCTION-IN-FORCE/LAYOFF FOR COLLECTIVE BARGAINING UNITS AND EMPLOYEE ORGANIZATIONS EXCLUDING AFSCME PERSONNEL ASSIGNED TO TRANSPORTATION SERVICES
6. AUTHORIZE THE SUPERINTENDENT TO IMPLEMENT A SEPARATION PLAN TO ALL IMPACTED EMPLOYEES (WHICH INCLUDES OUTPLACEMENT ASSISTANCE)
7. AUTHORIZE THE SUPERINTENDENT TO PROVIDE TERMINAL PAY (FOR ACCRUED SICK LEAVE) TO ALL IMPACTED EMPLOYEES
8. APPROVE FURLOUGH DAYS (DAYS WITHOUT PAY) FOR MANAGERIAL EXEMPT PERSONNEL (MEP) ADMINISTRATORS, PRINCIPALS, AND ASSISTANT PRINCIPALS
9. APPROVE REDUCTION IN SCHOOL BOARD MEMBERS AND OFFICE MANAGERS' BUDGETS BY 10%
10. AUTHORIZE THE SUPERINTENDENT TO MAKE MINOR PERSONNEL ADJUSTMENTS, IF NECESSARY, AND REPORT IN WRITING TO THE BOARD

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**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

**LINK TO DISTRICT**

**STRATEGIC PLAN: REFORM BUSINESS PRACTICES TO ENSURE EFFICIENCY AND EFFECTIVENESS**

As stated at Budget Board Workshop of April 28, 2008, the District must reduce the 2008-09 budget by approximately \$284 million to operate within funding provided by the 2008 Appropriations Act and comply with School Board policy. The first reduction, a downsizing and reorganization of District and Regional offices (Agenda Item A-2, April 16, 2008) eliminated 154 district positions. The second reduction, as detailed in this item, is comprised of changes to the School Allocation Plan, changes to staff not governed by the School Allocation Plan, elimination of the Marketing Office, a Reduction-in-Force/Layoff, and a reduction of school board members and office manager's budgets.

**REVISED 2**

**A-3**

**K-12 School Allocation Plan Changes (based on Board consensus at the April 28 and May 13 workshops)**

The May 13, 2008, School Board Budget Workshop detailed revisions to the K-12 School Allocation Plan with respect to the allocation of Gifted Teachers and a reconfiguration of the Magnet Program.

The School Allocation Plan Committee met on June 16, 2008 and did not reach consensus on the revised student/teacher ratio for the gifted program. The committee has agreed to reconvene on Friday June 20, 2008 to revisit the proposal. It is the intent of the administration to bring the recommendation forward at a later date.

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Revisions to the magnet program/school component of the School Allocation Plan set forth the following: (a) an equalization of the formulas by which all magnets are funded; (b) a mechanism for providing performance-based funding tied to the success of the magnet program/school; (c) increased autonomy of school site leaders in the distribution of magnet allocations; (d) a quantifiable process for the cessation of magnets that are deemed to be no longer effective; (e) and a cost-effective model for future program replication and expansion. These revisions will result in a savings of approximately \$9 million.

Additionally, K-12 School Allocation Plan changes approved in School Board Agenda Item E-14, May 21, 2008, include a reduction of 16 Assistant Principal positions at community schools and a reduction of 30 Community School Specialist positions. This Board Agenda Item reflects the 16 Assistant Principal positions and 30 Community School Specialist positions in the Reduction-in-Force/Layoff.

**Other Changes to Staff Not Governed by the School Allocation Changes (based on Board consensus at the April 28 and May 13 workshops)**

Currently, Elementary Physical Education (PE) teachers are allocated at a 1:13 homeroom/teacher ratio. A change in this allocation ratio to 1:16 will result in a savings of \$5.7 million. This equates to a surplus of 75 PE teaching positions, who the District will be working to place into open positions in accordance with the provisions in the UTD labor contract. An increase to the Elementary PE class size was discussed and received consensus at the May 13, 2008, School Board Budget Workshop.

School Psychologists currently work 260 days per fiscal year. As noted at the April 28, 2008, Budget Board Workshop, a reduction of the work days for School Psychologists to 212 work days per year will result in approximately \$2.2 million of savings.

ESE Placement Specialists are currently 12-month employees. Similarly, as noted at the May 13, 2008, Budget Board Workshop, a reduction of the work year to ten months will result in a savings of approximately \$1.8 million.

Schools Psychologists and ESE Placement Specialists may have opportunities for summer employment based upon the needs of the District.

**Elimination of Marketing Office (based on Board consensus at the June 12 workshop)**

As discussed in School Board Budget Workshop on June 12, 2008, the Marketing Office and the positions within the office are proposed for elimination in this item. As a result, there will be a decrease in support for or elimination of the following products and services: (a) selected targeted parent outreach efforts (e.g., Parent Resource Guide, Family Involvement Day, Executive Parent Roundtable); (b) Special initiatives that enhance community partnerships (e.g., Distinguished Alumni campaign, Latin Grammys in Schools, Super Bowl Briefing); (c) Targeted initiatives that generate support for the District (e.g., It Takes... campaign, Heart of America library makeover); (d) Campaigns that enhance student performance (e.g. SPOTsuccess, Futbol Mundial Read More) and; (e) Support for advertisements, newsletters, and speeches.

The six positions associated with the marketing office are reflected in the Reduction-in-Force/Layoff below. Additionally, there is approximately \$0.3 million in savings of general fund non-salary allocations to this office.

**Reduction in Transportation Services and Related Layoffs**

The District currently provides transportation that is not required by law, including school bus service for Magnet, Vocational, and Courtesy students. So as not to disrupt the education of students who attend district-wide and school-wide Magnet programs, it is recommended that the District provide a reduced level of transportation service through the use of predetermined regional depot stops and Metrorail for these schools only. Transportation will not be provided to other Magnet schools. The District would also eliminate Vocational and Courtesy transportation services in this reduction. This would result in a layoff of 114 school bus driver positions. This would also bring the routes that have been operated by private contractors in-house for total cost savings of \$7.9 million.

The District also provides field and activity trips at the rate of \$32 per hour, which does not cover current costs. An increase to \$48 per hour will cover the actual current costs and will generate an additional \$1.1 million annually to the District.

**Reduction-in-Force/Layoff Excluding AFSCME Staff Assigned to Transportation (based on Board consensus at the April 28 workshop)**

Authorization of the Board is requested to approve a Reduction-in-Force/Layoff of selected positions in accordance with Florida Statutes 1001.49 and 1012.27, School Board Rules 6Gx13-4D-1.022, 6Gx13-4D-1.023 and the District's collective bargaining agreements. The process used to propose the Reduction-in-Force/Layoff was reviewed by the School Board Attorney's office and by the Labor Relations' attorney.

As noted in the School Board Budget Workshop on April 28, 2008, the functions of each department were thoroughly reviewed in determining the depth and breadth of the proposed Reduction-in-Force/Layoff. The Reduction-in-Force/Layoff in this Agenda Item is comprised of central office positions, school-site administrative positions reduced by the aforementioned K-12 School Allocation Plan changes, school-site administrative positions reduced through the downsizing of the School Improvement Zone.

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**Reduction-in-Force/Layoff Excluding AFSCME Staff Assigned to Transportation (based on Board consensus at the April 28 workshop) con't**

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The total number of position reductions within this Board Agenda Item excluding AFSCME staff assigned to transportation is 317. The number of position reductions by employee group/bargaining unit is displayed on the following page except for 114 school bus driver positions previously discussed:

**Central Office Personnel**

- American Federation of State, County and Municipal Employees – 24 positions
- Confidential Exempt Personnel – 32 positions
- Dade County School Administrators' Association – 32 positions
- Dade County School Maintenance Employee Committee – 0 positions
- Fraternal Order of Police – 12 positions
- Managerial Exempt Personnel – 41 positions
- United Teachers of Dade – 118 positions

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**School-Site Personnel**

- Managerial Exempt Personnel – 28 positions
- United Teachers of Dade (non-instructional) – 30 positions

To date, none of the incumbents in the aforementioned positions have been terminated.

**Separation Plan and Outplacement Assistance**

The employees affected by these reductions will be treated with dignity, respect, and appreciation of their contributions to the District. The Office of Human Resources, Recruiting, and Performance Management, with assistance from Labor Relations, will review the current title and credentials of each impacted employee to determine their eligibility to seek re-employment in vacancies for which they qualify, within the school system. Additionally, a separation plan has been developed to provide an array of services, including outplacement assistance. Each employee will be directly notified of these services and provided with an individual assistance plan. The separation plan will also address any individual issues affecting impacted employees.

**Terminal Pay (Sick Leave), Annual Leave (Vacation Leave), and Employee Benefits**

Upon termination, all individuals will be compensated for their accrued annual leave (vacation leave) in accordance with School Board Rule 6Gx13-4E-1.18. Although not mandated by collective bargaining agreements or School Board Rule, the Superintendent is requesting authorization to provide terminal pay (accrued sick leave) to all employees who are terminated as part of the Reduction-in-Force/Layoff.

Employee benefits which include healthcare for employees and covered dependents, flexible benefits and life insurance will be provided in accordance with the provisions of the pertinent collective bargaining agreements and according to Federal and State laws, including COBRA continuation of benefits.

**Days Without Pay For Administrators (based on Board consensus at the April 28 workshop)**

To further address this budget shortfall, MEP administrators, principals and assistant principals will have mandatory furlough days, defined as days off without pay. Such furlough days will vary based on the position and/or salary of the employee and range from one furlough day for all MEP school-site and non-school-site employees earning less than \$100,000 in annual salary to five furlough days for the Superintendent and all members of the Superintendent's Cabinet. All MEP contracts for 2008-2009 will be amended to reflect these furlough days. As noted at the April 28, 2008, Budget Board Workshop, the furlough days will result in approximately \$1.0 million of savings.

**School Board Members and Office Managers' Budgets (based on Board consensus at the April 28 workshop)**

Additionally, as detailed at the April 28, 2008, Budget Board Workshop, a reduction in School Board Member and Office Manager's budgets by 10% is proposed to address the budget shortfall. This reduction will result in approximately \$0.3 million in savings.

**Total Savings**

The total savings resulting from this Agenda Item is \$52.6 million to the general fund for 2008-09.

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**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, effective June 30, 2008, or as soon thereafter as can be facilitated, do the following:

1. Approve changes to the School Allocation Plan
2. Approve a reduction in annual days of work for exceptional student education placement specialists and school psychologists
3. Eliminate the positions and 2008-09 budget allocations for the Marketing Office
4. Approve a reduction in vocational and courtesy transportation and provide modified magnet transportation only to district-wide and school-wide magnet programs and the related Layoff for AFSCME staff assigned to transportation services
5. Approve a Reduction-in-Force/Layoff for collective bargaining units and employee organizations as described herein excluding AFSCME staff assigned to transportation services
6. Authorize the Superintendent to implement a separation plan to all impacted employees (which includes outplacement assistance)
7. Authorize the Superintendent to provide terminal pay (for accrued sick leave) to all impacted employees
8. Approve furlough days (days without pay) for MEP Administrators, Principals, and Assistant Principals
9. Approve a reduction in School Board members and office managers' budgets by 10%
10. Authorize the Superintendent to make minor personnel adjustments, if necessary, and report in writing to the Board.

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