

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

**SUBJECT:           REQUEST FOR APPROVAL OF SUPERINTENDENT'S  
                      DOWNSIZING AND REORGANIZATION OF SELECTED  
                      DISTRICT OFFICES AND ASSOCIATED REDUCTION-IN-  
                      FORCE/LAYOFF OF SELECTED CENTRAL OFFICE  
                      POSITIONS**

- 1. APPROVE THE PROPOSED DOWNSIZING AND REORGANIZATION OF SELECTED DISTRICT OFFICES**
- 2. DELETE MANAGERIAL EXEMPT POSITION**
- 3. APPROVE A REDUCTION-IN-FORCE/LAYOFF FOR COLLECTIVE BARGAINING UNITS AND EMPLOYEE ORGANIZATIONS**
- 4. AUTHORIZE THE SUPERINTENDENT TO IMPLEMENT A SEPARATION PLAN TO ALL IMPACTED EMPLOYEES (WHICH INCLUDES OUTPLACEMENT ASSISTANCE)**
- 5. AUTHORIZE THE SUPERINTENDENT TO PROVIDE TERMINAL PAY (FOR ACCRUED SICK LEAVE) TO ALL IMPACTED EMPLOYEES**
- 6. AUTHORIZE THE SUPERINTENDENT TO MAKE MINOR PERSONNEL ADJUSTMENTS, IF NECESSARY, AND REPORT IN WRITING TO THE BOARD**

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

As stated in previous Board meetings and workshops, the District is facing severe budget cuts for the 2008-2009 school year. As part of those cuts, the Board has approved two items related to downsizing of primarily District and Regional Center offices. The first item, Agenda Item A-2 (Revised) from the April 2008 School Board Meeting, presented a downsizing and reorganization of District and Regional Center offices which eliminated 154 positions for a net savings of \$13.7 million. The second item, Agenda Item A-3 (Revised<sup>2</sup>), presented at the June 2008 School Board Meeting, included, among other things, a reduction of 259 Central office positions, 58 school-site administrative or other non-instructional positions, and 75 school-site instructional positions (physical education). The aforementioned reductions resulted in a net savings of \$29 million, which represents a sub-set of the \$43.6 million in savings approved in Agenda Item A-3 (Revised<sup>2</sup>). To continue to address the budget shortfall for

2008-2009, the following downsizing and reorganization of selected District offices is proposed.

### **Downsizing and Reorganization of Selected District Offices**

In accordance with Florida Statute Sections 1001.49 and 1012.27, and School Board Rule 6Gx13-4A-1.15, it is within the Superintendent's authority to recommend a reorganization to the Board for approval. Furthermore, School Board Rule 6Gx13- 4A-1.15 states that when the aforementioned matter is to be considered by the Board, the following information must be provided:

- How the proposed reorganization enhances the District's strategic plan and improves the operations of the District.

*The proposed reorganization will streamline operations and provide costs savings by eliminating non-mandatory accountability functions and aligning all mandated accountability, strategic, evaluative, and research functions into one department. Additionally, moving the grant-funded "Project RISE" to the Office of Professional Development and Educational Services will align all teacher National Board Certification efforts under one department.*

- The budgetary impact of the reorganization.

*The proposed downsizing and reorganization will result in annual recurring net savings to the General Fund of approximately \$1.2 million.*

- The reasons for the timing of the reorganization.

*In light of the forecasted budget shortfall for fiscal year 2008-2009, the District must reduce General Fund expenditures.*

Organizational charts (without employee names as specified in School Board Rule 6Gx13- 4A-1.15) were provided to the School Board on Friday, June 20, 2008.

## **Reduction-in-Force/Layoff**

As a result of the downsizing of selected District offices, the approval of the associated Reduction-In-Force (RIF) is requested. The total number of position reductions by bargaining unit and employee association are as follows:

Managerial Exempt Personnel – 5 positions

Dade County School Administrators' Association – 2 positions

American Federation of State, County and Municipal Employees – 1 position

Confidential Exempt Personnel – 1 position

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**

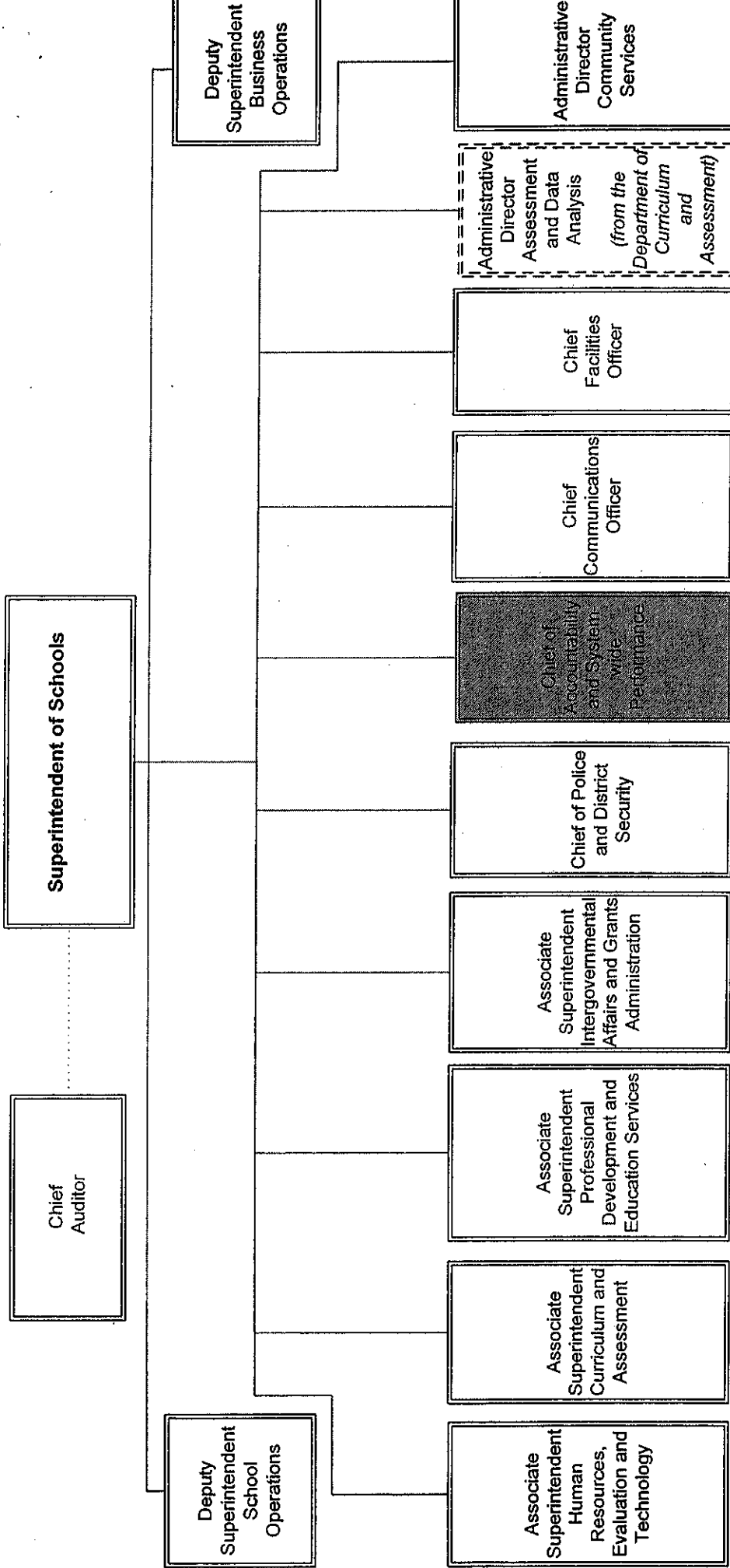
Upon termination, all individuals will be compensated for their accrued annual leave (vacation leave) in accordance with School Board Rule 6Gx13- 4E-1.18. Although not mandated by collective bargaining agreements or School Board Rule, the Superintendent is requesting authorization to provide terminal 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.

**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 the proposed downsizing and reorganization of selected District Offices
2. Delete the following Managerial Exempt (MEP) position:
  - a. Chief of Accountability & System-wide Performance, MEP pay grade 26
3. Approve a Reduction-in-Force/Layoff for collective bargaining units and employee organizations
4. Authorize the Superintendent to implement a separation plan to all impacted employees (which includes outplacement assistance)
5. Authorize the Superintendent to provide terminal pay (for accrued sick leave) to all impacted employees
6. Authorize the Superintendent to make minor personnel adjustments, if necessary, and report in writing to the Board

# Office of the Superintendent



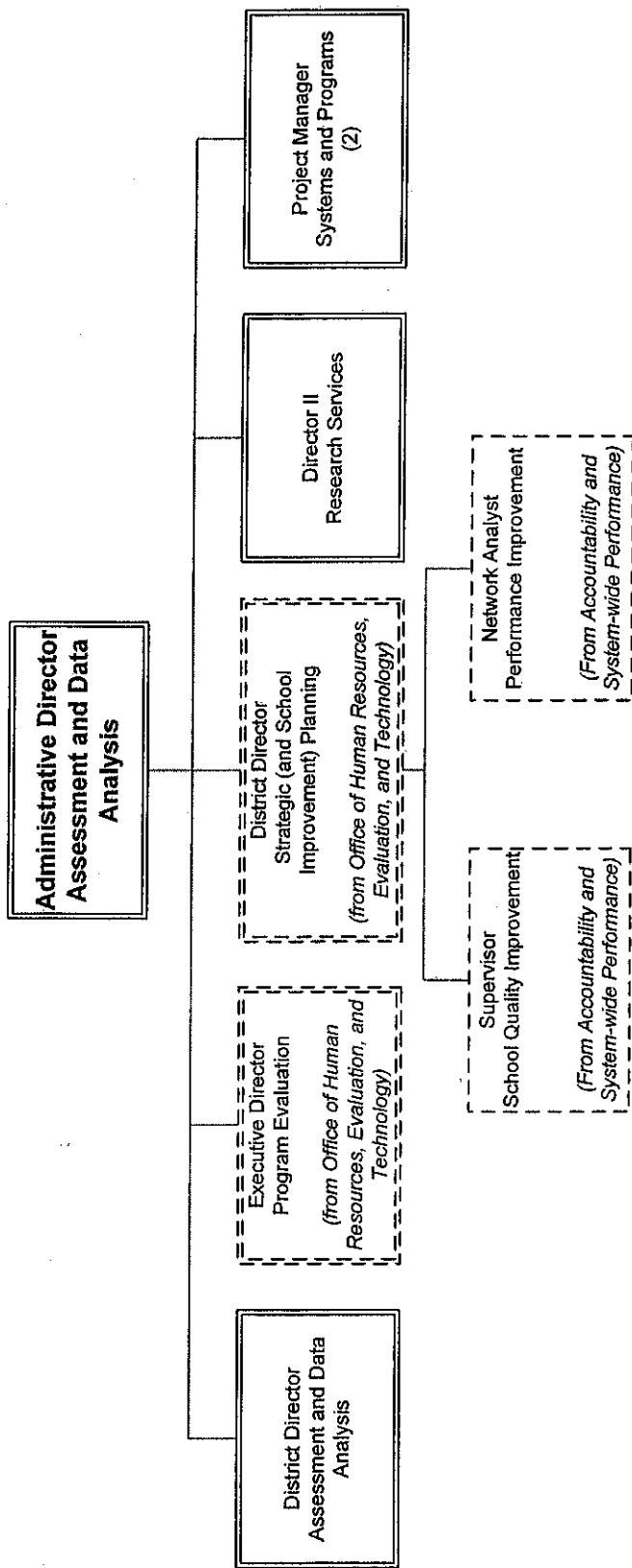
## KEY CHANGES

- Eliminate Office of Accountability and System-wide Performance (and eliminate all associated non-mandatory accountability functions)
- Align all mandated accountability, strategic, evaluative, and research functions and move from various departments into one department (Office of Assessment and Data Analysis)
- Move the Office of Assessment and Data Analysis from the Department of Curriculum and Assessment to directly report to the Superintendent

*Dotted Outline: Signifies that the office reports to a new department*

*Shaded Box: Signifies eliminated office*

# Office of Assessment and Data Analysis

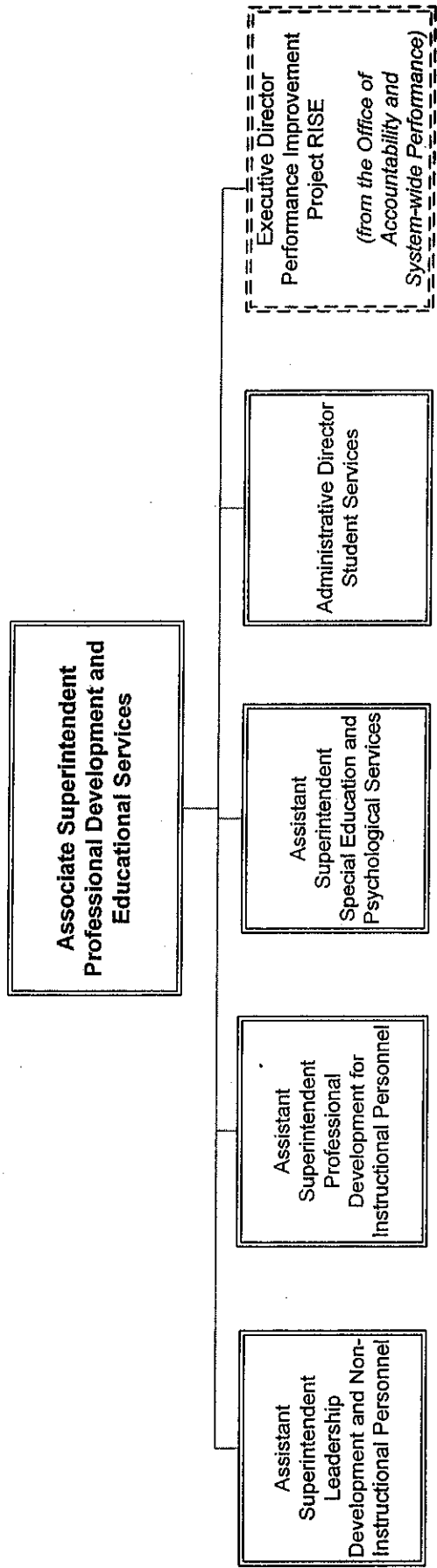


**KEY CHANGES**

- Move the Office of Program Evaluation from the Office of Human Resources, Evaluation, and Technology to this Department
- Move all mandated accountability, strategic, and evaluative functions from the Office of Accountability and System-wide Performance (eliminated) and the Office of Human Resources, Evaluation, and Technology to this Department

*Dotted Outline: Signifies that the office reports to a new department*

# Office of Professional Development and Educational Services



**KEY CHANGES**

- Move Project RISE (grant-funded) from the Office of Accountability and System-wide Performance (eliminated) to this Department

*Dotted Outline: Signifies that the office reports to a new department*