

**BLATTNER & ASSOCIATES**  
*PRACTICAL SOLUTIONS FOR PUBLIC SCHOOLS*

**JANUARY 18 COAST BUDGET RANKING RUBRIC**

In the second meeting of the Superintendent's Budget Advisory Committee, it was agreed:

The Coast USD budget is not in immediate budget crisis, and because of actions already taken in the recent past the district might possibly emerge from the 5-year projection window on a solid economic footing even without additional cost-cutting or revenue-enhancing measures. Nevertheless, it is agreed that such measures **SHOULD** be taken to provide fiscal security under appropriately conservative forecasts and potential unknown costs, as well as to maximize efficiency and offer flexibility in district operations.

[Even in the short time since that meeting, the fiscal situation has improved somewhat, as Governor Newsom's 2019-20 Budget Proposal released last week includes \$3 billion to help reduce LEAs' CalSTRS pension obligations, as well as \$586 million that will probably, to some unknown extent, relieve pressure on LEAs' General Fund from Special Education contributions. Significantly, both of these proposals will benefit Basic Aid as well as LCFF-funded districts. Additionally, the Coast USD Governing Board reorganized the district administration by instituting a shared superintendency with Cayucos ESD, leading to significant savings, probably above what had already been incorporated in budget planning documents.]

After examining a five-year forecast of the major facets of the Budget, and comparing expenditure patterns between Coast and similar districts statewide, it was decided that no one area should be targeted for deep cuts, but rather that modest reductions in numerous departments should be considered to provide necessary savings while minimizing any negative impacts on the district. Additionally, a number of possible revenue enhancements were identified for consideration.

These are the specific areas identified, which are to be discussed at the third and final meeting of the Advisory Board for potential recommendation to the Board of Trustees for possible action, including a proposed Ranking Rubric for use in prioritizing action.

**Potential Revenue Enhancements:**

- (A) Maximizing the yield from leasing excess facility space – including identifying additional opportunities, or increasing the yield from currently leased space.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (B) Analyzing the State’s Civic Center Act to see if community use of district property should bring in more revenue to the district.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (C) Increasing district grant procurement by utilizing the expertise of community volunteers in this effort.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (D) Pursuing additional community donations, if possible in amounts that could fund endowments (providing an ongoing, as opposed to one-time, funding stream).

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

**Potential Cost Reductions:**

(1) Reducing Special Education costs through operation of a Special Day Class by the district.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(2) Increasing staffing efficiency to provide additional programs or services that could increase the number of students choosing Coast HS instead of Morro Bay HS.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(3) For all operations, considering partnership with neighboring LEAS (districts and the county office) to share workload, increase efficiencies, and reduce costs.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(4) Analyzing (with third person perspective as appropriate) organization of clerical services to identify potential efficiencies, that could result in budget savings.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (5) Analyzing (with third person perspective as appropriate) organization of administrative services to identify potential efficiencies that could result in budget savings.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (6) Analyzing (with third person perspective as appropriate) organization of Maintenance & Operations, Custodial, and Grounds services to identify potential efficiencies that could result in budget savings.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (7) Analyzing (with third person perspective as appropriate) organization of Home-to-School Transportation services, including gas purchasing and bus routing, to increase efficiency and generate budget savings.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (8) Analyzing (with third person perspective as appropriate) organization of Food Services for potential savings that could reduce the six-digit annual encroachment into the district General Fund.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (9) Analyzing (with third person perspective as appropriate) organization of technology services to identify potential efficiencies that could result in budget savings.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (10) Considering alternatives to a full-time translator on district staff.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (11) Reducing legal costs from the current \$147,000 annually to less than \$100,000.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (12) Considering reclassification of some current 12-month positions to 11-month.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(13) Considering a two-week Christmas furlough option.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(14) Reducing books & supplies expenditures (projected for about \$225,000 in the Budget Year) by at least \$10,000, with the reductions to be taken as far away from the classroom as possible.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(15) Reducing by at least \$15,000 current expenditures on dues, memberships, travel and searches.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

(16) Reducing utility costs and increasing efficiency.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (17) Reducing software licensing fees, including specifically Rosetta Stone and Windows, while looking for discounts from all vendors.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (18) Initiating collaborative efforts to reduce teacher absences in order to reduce current substitute teacher costs of \$84,000.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			

- (19) Reinstating meetings of a Stipends Committee to assess the utilization of stipends within district organization.

Ranking Rubric	Easy (1)	Moderate (2)	Difficult (3)
Ease of Implementation (Logistical)			
Ease of Implementation (Political)			
Magnitude of Savings (\$\$\$-1, \$\$-2, \$-3)			
<b>Total:</b>			