

**San Mateo-Foster City School District**

Estimated Unrestricted General Fund Required Reductions and Revenue Enhancements Through 2011-12: \$8.4 Million

Item #	Program Name	Budget Action	Additional 2009-10 Proposed Budget Reductions	Additional 2009-10 FTE Reductions	Additional 2010-11 Proposed Budget Reductions & Revenue Enhancements	Additional 2010-11 FTE Reductions	2011-12 Proposed Budget Reductions & Revenue Enhancements	2011-12 FTE Reductions	Impact	Total 3 Year Savings (through 2011-12)
<b>A. Revenue Enhancements.</b> This section highlights increases to the revenue budget.										
A-1	<b>Restricted Routine Maintenance (RRM) Flexibility</b>	The required RRM match is 3% of the total expenditure budget, and the State has authorized districts to fund 0%. Each year, as our total expenditures are reduced, so is the contribution. This year, and through 2010-11, we have reduced this budget from 3% to 2.5% of the total expenditure budget. With this new budget action, we would reduce the RRM contribution from the current 2.5% to 2% in 2010-11 and 2011-12.	0	0	428,150	0	428,150	0	This action would further reduce the amount of RRM 8150 funds spent on sites by an additional \$856,300 (on top of the \$1.3 million reductions we have already made to M&O). Each 0.5% is equivalent to approximately \$428,000, and reducing this department to 1.5% would result in an additional estimated \$428,000 of reduced M&O services and transfers to help balance the UGF. The reduction of RRM 8150 funds results in a reduction of services provided by M&O which, among other things, means that M&O responses to work order requests from sites will be further delayed.	<b>856,300</b>
*A-2	<b>Restricted Program Flexibility.</b> Deferred Maintenance	Transfer the prior year ending balance to the Unrestricted General Fund (UGF).	0	0	500,000	0	0	0	As a result of Board action taken in 06/2009, the District no longer matches Deferred Maintenance (DM). Rather, what would have been the match is now used to help offset the UGF deficit. In addition, the District places <u>ALL</u> DM State Revenue in the UGF. The District has transferred \$1,050,000 of DM to help balance the UGF. The District had previously set aside some funds to (1) complete much needed district-wide student restroom work (replace bathroom partitions, linoleum, grout, etc.) and (2) create a safe and secure plan/facilities space to accommodate Measure L Facilities projects. However, the scope of these projects will be significantly reduced to use this reserve to balance the UGF. With this action, the two projects will be significantly reduced to \$220K, and the balance of \$500K would be used for the UGF.	<b>500,000</b>
*A-3	<b>Restricted Program Flexibility.</b> Other Categorical	Transfer balances from restricted Tier III programs to the UGF. As in the prior year, we will continue to use categorical dollars and restricted balances to fund 1 Principal and K-5 Library Assistants.	0	0	200,000	0	0	0	Categorical program support provided by the District Office to the sites would be further reduced. Total Tier III reductions would be \$615,000 and a portion of this amount would be used to fund 1 Principal and K-5 Library Assistants. Estimated costs associated with 1 Principal, K-5 Library Assistants is \$414,000. The balance of \$200,000 would be used for general education purposes.	<b>200,000</b>
^A-4	<b>Facility Use Fees.</b> CPI Increase	Increase Facility Use Fees by CPI at Knolls and in Facility Use Agreement	0	0	10,000	0	10,000	0	Facility Use Fee Policy with annual CPI was presented to and approved by Board of Trustees in Spring 2009. Staff will provide a figure once we confirm the May 2010 CPI.	<b>20,000</b>
^A-5	<b>Enterprise Revenue from Print shop.</b> Expand Services	With Print groove, publicize Printshop Services to outside organization to generate revenue.	0	0	6,000	0	8,000	0	This action would require some publicity, and a detailed cost analysis to confirm estimated revenues. Staff will provided a Cost Benefit Analysis in May 2010 to determine actual estimated revenue.	<b>14,000</b>

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^*A-6	<b>Summer School Programs. Fees</b>	<i>Charge for summer school Enrichment Program and transfer State revenue received for the enrichment program to the UGF.</i>	0	0	98,999	0	0	0	<i>Families would not pay for the Jump Start or English Learners programs, which they don't now. However, parents would need to pay for the enrichment summer program.</i>	<b>98,999</b>
^*A-7	<b>Annex Contribution</b>	<i>Annex to contribute a one-time \$348,747 in addition to ongoing annual contribution</i>			348,747				<i>This one-time Annex contribution is directly associated with Annex funds that were budgeted for Annex portables, and unspent. The District returned the unspent funds to the Annex in 2009-10. The Annex will make the additional one-time contribution to the UGF in 2010-11.</i>	<b>348,747</b>
<b>A. Subtotal Revenue Enhancements</b>			<b>0</b>	<b>0</b>	<b>1,591,896</b>	<b>0</b>	<b>446,150</b>	<b>0</b>		<b>2,038,046</b>

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<b>B. Certificated Administration.</b> This section highlights reductions in the expenditure budget.										
*B-1	District Office Administration	Reduce District Administration.	0	0	(26,000)	0	0	0	Reduced staffing will result in reduced services district-wide.	(26,000)
<b>B. Subtotal Certificated Administration</b>			<b>0</b>	<b>0</b>	<b>(26,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(26,000)</b>
<b>C. Classified Administration.</b> This section highlights reductions in the expenditure budget.										
C-1	District Office Administration, Human Resources	Eliminate the Human Resources Coordinator position.	0	0	(137,769)	(1.00)	(139,836)	(1.00)	This action will require that the Assistant Superintendent and other management assume duties related to classified staff.	(277,605)
*C-2	District Office Administration, Technology and Facilities	Charge 85% of Director of Technology to Facilities for four months during the Measure L classroom technology projects implementation (June, July, August and September 2010). Directly charge to Measure L during infrastructure project which is fully funded with Measure L funds.	(8,000)	0	(24,000)	0.00	0	0.00	Help offset the UGF by an additional \$32,000.	(32,000)
<b>C. Subtotal Classified Administration</b>			<b>(8,000)</b>	<b>0</b>	<b>(161,769)</b>	<b>(1.00)</b>	<b>(139,836)</b>	<b>(1.00)</b>		<b>(309,605)</b>

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<b>D. Certificated Personnel.</b> This section highlights reductions in the expenditure budget.										
D-1	Class Size Reduction, K-3	Increase K-3 class size by an average of 2 students.	0	0.00	(959,956)	(30.00)	(974,355)	(30.00)	K-3 class size would increase by an average of 2 students per classroom.	(1,934,311)
D-2	Special Education	Reduce Speech and Language Therapist and Adaptive Physical Education (APE) services.	0	0.00	(175,000)	(3.00)	(177,625)	(3.00)	Services will be aligned to more efficiently provide required services.	(352,625)
D-3	Special Education	Reduce Psychologist services.	0	0.00	(91,000)	(1.00)	(92,365)	(1.00)	Services will be aligned to more efficiently provide required services.	(183,365)
D-4	Special Education	Reduce Program Specialist Services.	0	0.00	(90,000)	(1.00)	(91,350)	(1.00)	Services will be aligned to more efficiently provide required services.	(181,350)
<b>D. Subtotal Certificated Personnel</b>			<b>0</b>	<b>0</b>	<b>(1,315,956)</b>	<b>(35.00)</b>	<b>(1,335,695)</b>	<b>(35.00)</b>		<b>(2,651,651)</b>

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<b>E. Classified Personnel.</b> This section highlights reductions in the expenditure budget.										
E-1	District Office, Student Services and Education Services	Eliminate 1.5 FTE Administrative Assistants.	0	0	(71,279)	(1.50)	(74,130)	(1.50)	Support/administrative assistant functions performed by these eliminated positions will need to be absorbed by other District Office staff. Some services presently provided by this position will be eliminated or reduced. District Office services provided to school sites and community will be reduced.	(145,409)
E-2	District Office, Fiscal Services	Eliminate Accountant.	0	0	(76,628)	(1.00)	(79,693)	(1.00)	Accounting functions performed by eliminated accountant will need to be absorbed by other District Office staff. Some services presently provided by this position will be eliminated or reduced. District Office fiscal functions and services provided to schools, retirees, and community will be reduced.	(156,321)
E-3	District Office, Fiscal Services	Eliminate Accounting Specialist.	0	0	(33,949)	(0.53)	(35,307)	(0.53)	Some services presently provided by this position will be eliminated or reduced. Other functions will need to be absorbed by other district-wide staff.	(69,256)
E-4	District Office, Technology	Eliminate Technology Technician.	0	0	(66,613)	(1.00)	(69,278)	(1.00)	Some services presently provided by this position will be eliminated or reduced. Other functions will need to be absorbed by other staff.	(135,891)
E-5	District Office, Publications	Eliminate Materials Processing Clerk (mail position).	0	0	(29,486)	(0.53)	(30,665)	(0.53)	Mail functions performed by this eliminated position will need to be absorbed by other District Office staff. Mail services to school sites, within central office, and external entities will be reduced.	(60,151)
E-6	District Office, Human Resources	Eliminate HR Office Assistant.	0	0	(30,510)	(0.63)	(31,730)	(0.63)	Some services presently accomplished by this Human Resources position will be eliminated or reduced.	(62,240)
E-7	Instructional Materials	Reduce Instructional Materials Center support by 0.5 FTE	0	0	(30,000)	(0.50)	(31,200)	(0.50)	Services provided by this position will be funded through categorical resources.	(61,200)

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E-8	Special Education IDEA Local Assistance	Reduce Para-Educators II	0	0	(158,591)	(3.925)	(164,935)	(3.925)	Services will be more efficiently and effectively aligned with student needs.	(323,526)
E-9	Special Education	Reduce Para-Educator I, Hours	0	0	(39,648)	(0.8125)	(41,234)	(0.8125)	Services in this area will be more effectively and efficiently aligned with student needs.	(80,882)
E-10	District Office, Fiscal Services	Eliminate 1 Hour of Payroll Technician	0	0	(8,488)	(0.13)	(8,828)	(0.13)	Some services provided with the 1 hour will need to be absorbed by others. Service provided to schools and district-wide staff will be reduced.	(17,316)
AE-11	District Office, Technology	Update Network Manager JD to reflect Measure L Technology Projects starting June - September 2010 and charge a portion of this position to Measure L.	(5,000)		(15,000)				Help offset the UGF by an additional \$30,000.	(20,000)
<b>E. Subtotal Classified Personnel</b>			<b>(5,000)</b>	<b>0.00</b>	<b>(560,192)</b>	<b>(10.56)</b>	<b>(567,000)</b>	<b>(10.56)</b>		<b>(1,132,192)</b>
<b>F. Other Employees.</b> This section highlights reductions in the expenditure budget.										
F-1	District Office, Special Education	Reduce Occupational Therapist Position	0	0	(93,000)	(1.00)	(94,395)	(1.00)	OT services will be provided to support the educational needs of students.	(187,395)
F-2	District Office, Special Education	Reduce Behavior Therapist Positions (6 hour positions)	0	0	(28,500)	(1.50)	(28,928)	(1.50)	Diminished need for BT services.	(57,428)
<b>F. Subtotal Other Employees</b>			<b>0</b>	<b>0</b>	<b>(121,500)</b>	<b>(2.50)</b>	<b>(123,323)</b>	<b>(2.50)</b>		<b>(244,823)</b>

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<b>G. Other.</b> This section highlights reductions in the expenditure budget.										
G-1	Encroachment	Reduce Transportation Services and Encroachment to UGF	0	0	(375,000)	0	(375,000)	0	Site management agreed to delay reductions (and compounded associated savings) for one-year to be able to better prepare. We anticipate additional savings in transportation. Bell schedules will be changed to reduce costs associated with transportation services. We will also continue to target additional opportunities to reduce special education encroachment.	(750,000)
G-2	Unfilled positions, materials and supplies	Implement 2009-10 mid-year reductions of approximately \$700,000 in 2010-11 and 2011-12 (includes reductions to CSR, special education, technology, Fiscal Services, etc)	0	0	(700,000)	0	(700,000)	0	District Office reductions in this category will continue to deplete services provided to sites. Deferring needed purchases to unknown subsequent years results in a reduction in programs, services, and other needs. Discretionary budgets at the site level were not touched, and will need to be discussed if further reductions are required in May 2010. If further reductions are required, then site budget reductions will be considered.	(1,400,000)
<b>G. Subtotal Other</b>			<b>0</b>	<b>0</b>	<b>(1,075,000)</b>	<b>0</b>	<b>(1,075,000)</b>	<b>0</b>		<b>(2,150,000)</b>
<b>Summary of Recommendations</b>										
<b>* Total Revenue Enhancements and Budget Reductions</b>			<b>(13,000)</b>	<b>0</b>	<b>(4,852,313)</b>	<b>(49.06)</b>	<b>(3,687,003)</b>	<b>(49.06)</b>		<b>(8,552,316)</b>
* While we have identified \$4.85 million in revenue enhancements and budget reductions in 2010-11, about \$950,000 of this amount is one-time money.										