Superintendent Budget Advisory Committee

October 2025

School Administrative Services

PASADENA
Unified School District

School Administrative Services

- Site instructional leadership
- Management of site operations
- Community Relations
- Interdepartmental collaboration
- Care and academic development of students
- Care and professional development of staff

Alignment To District Pillars and Goals

Strategic Plan Pillars & LCAP Goals

Site Administrators have the responsibility of implementing both the pillars of the strategic plan and the goals of the LCAP.

Progress Measures

- Instructional Leadership - All site administrators have been developing in the area of Instructional Leadership for the past 3 years. Site leaders are now leaders their own district-wide Learning Walks.
- CAASPP Data - 2025 SBAC scores indicate that 17/23 schools grew in ELA, almost all middle schools grew in both ELA and Math, and all secondary schools grew in math.
- School Climate Data - Accomplished district suspension goals.

Incremental Reduction Packages- School Administrative Svcs.

	Short Description	FTE	Reduction Amount	Total Reduction
A	Decrease of 3 HS (Marshall, PHS, Muir) AP's Eliminate 1 ES Principal position Eliminate 1 Alt Ed Principal position Eliminate 1 Assistant Principal position -Eliot	6	$1,176,303	A = $1,176,303
B	Decrease 1 MS AP Decrease 1 MS Principal	2 Total = 8	$469,359	A+B = $1,645,662
C	Eliminate 2 HS AP's	2 Total = 10	$396,295	A+B+C = $2,041,957
D	Eliminate 4 MS/ES principals Eliminate 4 Assistant Principal positions	8 Total =18	$1,704,906	A+B+C+D = $3,746,863

School Services Package A

Elimination of three (3) Assistant Principal positions at the high school level

- The following coverage for comprehensive high schools will occur:
  - Blair 1.5 APs
  - Marshall 2.5 APs
  - Muir 2 APs
  - PHS 2 APs
- Adjustments will be made to the administrative staffing formulas for high school sites.

Elimination of 1 Principal at the elementary level

- Site will share administrator with another site or department.

Elimination of 1 principal position at alternative educational sites

- Alternative educational sites will have one principal.

Elimination of 1 MS assistant principal

- Two middle school sites will share an assistant principal

School Services Package B

Elimination of 1 middle school principal position and 1 middle school assistant principal position.

- Middle schools will share assistant principals.
- Two middle schools will share a principal.
- Adjustments will be made to the administrative staffing formulas for middle school sites.

School Services Package C

Elimination of 2 high school assistant principal positions

- Two high school sites will share assistant principals (1.5 at PHS and 1.5 at Muir). Marshall will have 2 assistant principals. Blair will have one assistant principal.There will be six high school assistant principals total.
- Staffing formulas for assistant principals at high school sites will have to be modified.

School Services Package D

Elimination of four (4) assistant principal positions and four (4) elementary/middle school principal positions.

- We will implement a TK-8 model for 2 Middle Schools and 2 Elementary Schools, where sites will share a principal and an assistant principal.
- Two Elementary Schools will share a Principal.
- One Elementary School and Secondary School will share a Principal.
- High Schools will be reduced by an additional 0.5 Assistant Principal.
- The elimination of the four assistant principal positions will decrease the amount administrative support at secondary sites. The four remaining assistant principals will be shared between sites with limited administrative duties, based on need.
- Staffing formulas for sites will have to be modified.

Questions

Reminders

- Committee members only
- Ask questions in a positive way
- Ask clarification questions
- Focus on information in the program packages
- Refrain from advocacy or opposition statements

Superintendent Budget Advisory Committee

October 2025
Special Programs (Additional) Staffing

PASADENA
Unified School District

Services

- K-2 general music/literacy, 3-5 instrumental music instruction
- Social-emotional learning through movement, collaboration, communication
- Multiple subject teachers released for Professional Learning Community time
- Dedicated elementary STEM instructors (Jackson, Washington Elementary)
- International Academy instruction to cohort of 6th-12th grade English Learners; specialized supports to meet the needs of newcomers
- District International Baccalaureate (IB) Primary Years (K-5), Middle Years (6-10), Diploma & Career Programmes (11-12) at Willard & Blair
- IB Curricular framework focuses on:
  - Teaching & Learning in Context
  - Approaches to Learning
  - Conceptual Understanding
  - Service in Action
  - Language & Identity
- Diploma Programme provides for up to 30 college credits for graduating seniors

Alignment To District Pillars and Goals

Strategic Plan Pillars

- Pillar 1. **Learner-Focused Instruction:** Instruction that meets the needs of our diverse learners and prepares them to be ready for college, career, and life as contributing members of their community.
- Pillar 2. **Outstanding and Respected Employees:** Employees are supported to be culturally competent, inclusive, and thrive within a culture of excellence.

LCAP Goals

- **Goal 1.7** Students in grades K-12 will have access to Arts & Music enrichment programming such as instrumental music and visual arts..
- **Goal 1.6** In an effort to promote choice and opportunity for increased engagement, students in grades K-12, especially LI, FY, and ELs, will have access to robust programming such as International Baccalaureate and dual language programs.
- **Goal 7** PUSD will reduce the number of long-term English Learners (LTEL) in secondary school, improve academic language proficiency and academic achievement in order to ensure English Learners graduate college and career ready.

Progress Measures

ELEMENTARY

- All K-5 students receive weekly standards based instruction in music, visual art, PE from certificated specialist teachers
- Provides for Professional Learning Community time in elementary
  - 76.7% of teachers agreed that the PLC helped them to leverage student data to inform instructional decisions
  - 72.3% of teachers agreed that the PLC helped them develop skills or content knowledge as they apply to classroom instruction
- STEM Magnet Schools provide weekly STEM lab instruction with a teacher specialist

INTERNATIONAL BACCALAUREATE PROGRAMME

- 50% of students from Willard continue to Blair for the IB Programme
- 46 students on track for Diploma (35% increase from 2025)
- 260% increase in Diploma and Career Certificates 2025
- Climate Survey results (MYP grades 6-10)
  - 91% indicated that teachers have high expectations for students

ADDITIONAL CLASSROOM TEACHERS (INTERNATIONAL ACADEMY)

- graduation rate 88% 2025, 89% in 2024
  - students can access content required courses with language support
  - attendance and engagement - more individualized support with smaller class sizes

Incremental Reduction Packages - Special Programs

	Short Description	Reduction Amount*	FTE Reduction	Total Reduction
**	PLC/Arts & Movement Initiative, Learning Recovery Expenditures: Elementary Visual Art (1 FTE), PE (8 FTE), Music (1 FTE)	$1,009,173	10 FTE	$1,009,173
A	• Reduce staffing in IB PYP program • Reduce 1 elementary music teacher • Reduce 1 FTE for International Academy • Reduce STEM services at Jackson & Washington (1 FTE)	$ 677,788	4.75 Total= 4.75	A= $677,788
B	• Eliminate IB PYP at Willard (coordinator .5) • Reduce support for IB MYP at Blair (reduce 1 teacher) • 2.5 additional reduction in elementary music	$ 584,935	4.0 Total= 8.75	A+B= $1,262,722
C	• Eliminate IB MYP & CP at Blair, reduce courses offered in DP • 0.5 reduction in International Academy • 1.5 additional reduction in elementary music • Eliminate additional STEM support in elementary	$ 688,846	4.4 Total= 13.15	A+B+C= $1,951,568
D	• Eliminate IB Diploma Programme • Eliminate elementary music program • Eliminate instructional support for International Academy	$ 580,971	4.1 Total= 17.25	A+B+C+D= $2,532,539

Additional Classroom Staffing Services Package A

Elementary

Music for K-2 will be reduced to bi-weekly, teachers will support 2-3 schools (total FTE remaining is 6)

STEM lab classes reduced to bi-weekly, classroom teachers will support STEM instruction

Reduction of 2 FTE

International Baccalaureate (IB)

Retain PYP program and professional development, retain coaching and support, compliance with IB in tact

More distributed leadership in PYP would be needed to ensure compliance with elements of IB program. Language instruction (requirement of IB) would need to be absorbed by existing staff.

*library service must be retained in some capacity for IB programme

Reduction of 1.75 FTE

International Academy (IA)

- Reduction of content area IA classes (history or science)
- IA students will be integrated into content appropriate courses with ELD support

Reduction of 1 FTE

Additional Classroom Staffing Services Package B

Elementary

Music & visual art will be reduced to grades 2-5 only, or on a rotational schedule for K-5 (trimester of rotational classes for K-3, instrumental pull out for 4/5) - total remaining FTE is 4.5

Enrichment offerings will vary across sites

Additional reduction of 2.5 FTE

International Baccalaureate (IB)

Primary Years Programme at Willard (grades K-5) is eliminated

Decreased support for all elements of the Middle Years Programme at Blair (grades 6-10)

Adjustment to master schedule at Blair by reducing one teacher

Additional reduction of 1.5 FTE

International Academy (IA)

- 1.0 classroom teacher dedicated to content area courses for International Academy students - same as Package A

Additional Classroom Staffing Services Package C

Elementary

Elementary music reduced to 4/5 only, teachers serve 4-5 schools (2 FTE remaining)

★ Implications in Prop 28 spending

Reduction in students entering band/orchestra/choir programs at middle and high school level

Eliminate additional STEM support in elementary - multiple subject teachers integrate STEM into daily classroom lessons

Additional reduction of 2.5 FTE

International Baccalaureate (IB)

MYP & CP is eliminated, retain Diploma Programme with one course sequence at Blair

Adjustment to Master Schedule at Blair

Reduce opportunity for connection to CTE/ROTC with IB qualification

Additional reduction of 1.4 FTE

International Academy (IA)

- IA students will be integrated into content appropriate courses with ELD support

Additional reduction of .5 FTE

Additional Classroom Staffing Services Package D

Elementary

Eliminate all elementary staffing for enrichment in unrestricted funding

Reduce music pathways in secondary schools

★ Implications in Prop 28 spending

Additional reduction of 2 FTE

International Baccalaureate (IB)

Closure of IB Programme, with exception of completers

Reduce options for students and potential families

Additional reduction of 1.6 FTE

International Academy (IA)

Total reduction of all services for the International Academy

- Staffing to ratio for International Academy

Additional reduction of .5 FTE

Questions

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Clerical Services

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Clerical Services

- Manage, organize, and support the operations of the school site.
- Support the site leader with tasks that are integral to the operation of the site.
- Support collaboration with educational partners, i.e. parents, community partners, etc.
- Support both internal and external communication
- Liaise between the school site and the district office.
- Support school and community events.

Alignment To District Pillars and Goals

Strategic Plan Pillars

- Pillar 4: Effective, Responsive, and Accountable Organization

LCAP Goals

- Goal 4: Systems and processes of the district are effective, transparent, and efficient.

Progress Measures

- Supports registration and enrollment in conjunction with district Enrollment Department.
- Create effective and welcoming school environment.
- Integral in accurate attendance accounting.
- Integral in accurate financial accounting and site budgeting.
- Ensure high levels of customer service for students, families, and community members.
- Facilitate interdepartmental collaboration in effort to have smooth site operations.
- Engage in accurate timekeeping and payroll.

Incremental Reduction Packages- Clerical Svcs.

	Short Description	FTE	Reduction Amount	Total Reduction
A.1	Eliminate all extra hours for clerical at sites Eliminate 1 School Secretary II, 2 Sr. Clerks, 1 Data control clerk, and 3 Clerks	7	$739,330	A.1 = $739,330
A.2	Eliminate 3 clerks and 1 Sr. Clerk from middle school sites	3.50 Total = 10.5	$294,435	A.1+A.2 = $1,033,765
A.3	Eliminate 1 clerk at each elementary site	10.75 Total = 21.25	$774,144	A.1+A.2+A.3 = $1,807,909
B	Eliminate 3 clerical positions at each HS Eliminate one clerical position at RCHS	13 Total = 34.25	$1,179,726	A+B= $2,987,635
C	Eliminate 7 Registrars, 3 Data Control Clerks, 2 ASB bookkeepers, and 1 Sr. Clerk Typist	13 Total = 47.25	$1,262,626	A+B+C= $4,250,261
D	13 Office Managers, 7 Secretary II's, and 3 Registrars	23 Total = 70.25	$2,158,549	A+B+C+D= $ 6,408,810

School Services Package A.1

Eliminate all centrally allocated extra hours/OT for site clerical, eliminate 1 School Secretary II, 2 Sr. Clerks, 1 Data control clerk, and 3 Clerks - 7 total FTE

- Decreased support at school events at school sites that fall outside of normal work hours, such as registration/welcome events, Back-to-School Night/Open House events, and student performances.
- RCHS and CIS will share clerical staff.
- Decrease of clerical and administrative support at high school level. Duties will be shifted to other clerical staff.

School Services Package A.2

Eliminate three clerks and one Sr. Clerk from middle schools - Total of 3.50 FTE

- Decrease of clerical and administrative support at middle school level. Duties will be shifted to other clerical staff.

School Services Package A.3

Eliminate 1 clerk at each elementary site - Total of 10.75 FTE

- Decrease of clerical and administrative support at elementary school level. Duties will be shifted to other clerical staff.
- Each elementary site will have one clerical staff person (Office Manager).

School Services Package B

Eliminate 7 Sr. Clerk Typists, 4 Data Control Clerks, and 2 ASB Bookkeepers - Total of 13 FTE

- Each comprehensive high school will lose 3 clerical positions. RCHS will lose 1 clerical position.
- Decrease of clerical and administrative support at high school level. Duties will be shifted to other clerical staff.
- Decrease of support for student activities (clubs).

School Services Package C

Eliminate 7 Registrars, 3 Data Control Clerks, 2 ASB bookkeepers, and 1 Sr. Clerk Typist - Total of 13 FTE

- All sites will have one clerical position.
- Decreased support for registration and enrollment services at secondary sites.
- Decreased support for attendance accounting, bookkeeping, and clerical support at secondary sites.
- Decreased services for families/community (registration, enrollment, transcripts, and general customer service) and students (school clubs/activities).

School Services Package D

Elimination of remaining office/clerical staff at all sites - 13 Office Managers, 7 Secretary II's, and 3 Registrars.

- No clerical or administrative support at school sites.

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