

Attendees: Jim Freeman, Bruce Sanderson, Mary Ann Maupin, Brett Randolph, Roger Elliott, Julie Clopton, Terry Huelskamp, Tracey Repp, Janice Eldridge, Rob Dickson, Dr. Crystal Hummel, Sherame Kneisel, Ann Katt, Dale Graham, Mark Templin, Craig Gray, Mark Evans, Tom Ostrander, Keturah Austin, Marvin Hladik, Brett White, Cicely Dare, Celia Ralston

Five audience members.

Absent: Dr. Andy Koenigs, Melinda Fritze, Scott Wilson

Budget Advisory Committee

February 25, 2009

6 p.m.

Agenda

1. **Welcome and Review** – Jim Freeman welcomed attendees back and reviewed the charge, understandings and norms. He reminded committee members to focus on the issue and stated that he may have to stop some discussions to keep things moving, and that committee members are here just to learn – this is not the time yet for advocating – that will come later. Mr. Evans noted that all things have value and he knows it's a challenge to divorce some of the emotion and not take cuts personally. He said every window we look out of is different depending on our position, and that is what we see, so our views will all be different. Mr. Freeman said he's talked with other districts, and there's really nothing they are looking at that we haven't. He reminded members that everything is on the table. He also asked that the group review these norms and if at any time we need to modify them, we will with the agreement of the group.
2. **Update Legislative Action**
 - a. **State** – the Governor has signed SB23 with a \$33 Base State Aid Per Pupil (BSAPP) reduction (\$209,719 for us) for this year. There's also a small cut in special ed, but it will not affect us. There is currently no budget bill on the floors or in committees. Governor's recommended budget for next year -- \$66 off BSAPP.
 - b. **National** – Federal stimulus package signed into law last Tuesday with significant money for education, but it doesn't necessarily mean a great deal of funding for our district. \$40 billion will go to states for fiscal stabilization funds for education, but it's only one year money, and there is little information at this point as to what it can be used for. State legislative action will likely be impacted.
 - c. Mr. Freeman noted he recently attended a Kansas State Department of Education (KSDE) Budget Workshop led by Dale Dennis with KSDE. He told attendees that while what they're hearing about the financial crisis in the state is real, they must be careful not to overreact or compare districts – what's best for one may not be right for another. Mr. Freeman referenced one of the slides he showed to the group regarding federal legislation and the stimulus package and said if they would like to receive this document to let him know. Mr. Evans said he and board members took a group of students to Topeka last week and had

conversations with legislators from our area. He said some of them are sympathetic, others aren't. Mr. Freeman said he and Mr. Evans would try to keep the committee updated of what's happening at the state level.

3. Items for Consideration Round One

a. Information requested –

- i. **Board of Education (BOE) memberships** were shown – KASB legal assistance fund - \$1,100, KASB member dues \$11,131, NSBA association funds \$4,000, SCKESC dues \$6,983, total \$23,214.
- ii. **Youth Entrepreneurs of Kansas (YEK)** – payments (item 82) for next year will be \$6,000 per school (\$12,000) instead of \$10,000 (\$20,000)
- iii. Mr. Freeman handed out a new graph showing the percentage of the budget occupied by salary/benefits (75% or \$26,301,630); Must Pays (utilities, phone, fuel, etc.) is 18% or \$6,113,961; and the remaining budget – what we really have to spend – is 7% or \$2,539,117. Also available at each committee member's place were: the meeting agenda, a printed version of the PowerPoint being used at the meeting, an updated Item Listing, and the updated pages for the Round Two Items being discussed at the meeting.
- iv. Mr. Freeman also referenced the new Items for Consideration List he handed out. It has two new columns this time. He cautioned the group about this list. Now that it contains budget impact and staffing. It is important any time someone sees the list to remind them that **NO DECISIONS HAVE BEEN MADE, NO RECOMMENDATIONS HAVE BEEN MADE – IT IS PURELY INFORMATIONAL AT THIS POINT.** Some of the percentage numbers – for instance the 10% under high school supplemental pay – is just a number to look at. He again cautioned committee members that this list is **NOT** what we're going to do – it's just numbers and ideas to try to figure out what it is that we will do. Mr. Evans reiterated the importance of sharing the words "under consideration" which are on the list – he wants to make certain people understand this. The district does not yet know what steps it will take to meet the budget challenges coming from the state level next year. Mr. Freeman also noted the emails that have been coming to committee members advocating for certain things. Whether or not members respond is up to them, and they should look at them as information.

b. Complete items from Round One

i. Outline #3 – 1D 103, 104

1. **#103 – Reduce or eliminate expenditures for Leadership Academy.** The group meets once a month. The budget pays for lunch and supplies, such as books for a book study. Budget Impact: \$1,200.
2. **#104 – Reduce expenditures for the Admin and Board Retreat.** Summer retreats. Budget pays for meals, supplies for meetings. Budget Impact: \$3,000.

ii. **Outline #4 – ID 2, 8 31, 80**

1. **#2 – Increase district fixed operating costs – natural gas, electricity, motor fuel, etc.** We spend nearly \$1.5 million on these operating costs. Postage is increasing, natural gas will likely increase as well, and Westar plans to raise rates 11%. Mr. Freeman will work with them to hopefully reduce this increase. Mr. Elliott asked if the energy conservation plan would help this. Mr. Freeman said it would, but changing current practices will help in the future. Mr. Sanderson noted that it helps to monitor those expenses as well. Budget Impact: \$160,000 increase.
2. **#8 – Increase the deductible on all insurance policies.** Mr. Freeman is working with the insurance broker (property, casualty, work comp only) to realize some savings in premiums. This is not a certain savings as of yet. Budget Impact: \$43,000.
3. **#31 – Reduce or eliminate the Student Resource Officers (SROs).** Mr. Templin said adding the second SRO has proved extremely beneficial to the district, and the schools use the SROs every single day. Having two instead of one makes it easier for the students and staff to get to know the SRO. Mr. Ostrander noted a potential grant with the city that would pay for this for three years, and we would have to agree to keep that program in place for a period of time after that. Mr. Gray asked about the middle school impact as well, and Mr. White said that while they spend most of their time at the high school and there is a greater demand there, they do have a presence in the middle schools as well and assist with issues from time to time. Dr. Hummel noted that elementary schools have used their assistance during difficult situations as well. Andover Police Department (APD) Chief Mike Keller commented that the APD often has two or three officers on the street on any given day, not counting the SROs, and removing SROs would sorely affect response time by APD because of this. Chief Keller said he is a big supporter of education and he knows the group will make the decisions that are best for the students but wants to make sure that safety is a high priority as well. He is encouraged by the grant possibility and is willing to go forward to the city and BOE with this grant so that the district may keep the SROs. He feels their presence in the schools is important and essential. He said the grant will open quickly and is due by April 10. The results would likely be known in May or June, he said. Budget Impact: \$70,000.
4. **#80 – Reduce all maintenance and custodial budgets.** Mr. Sanderson noted this is a necessary cost, and a reduction would result in deferring maintenance on buildings. Earlier this year, this budget was reduced by not filling two positions that were scheduled to be filled. Budget Impact: \$48,780.

iii. **Outline #9 – ID 17, 18, 19, 20, 21, 22, 23, 24, 29, 68, 101, 121**

1. **#17 – Freeze all salaries and wages.** Budget Impact: \$0.
2. **#18 – Lower the health insurance benefit amount.** The district pays \$315.93 each month for employees that take the health benefit. A reduction would lower the district's expenditures but require employees to pay more of the premium. This is not an increase in premiums – just a change in who pays them. The insurance committee has not yet met and received other info. Budget Impact: \$131,620 with a 10% change.
3. **#19 – Eliminate grandfathered fringe payments.** Prior to 1992 there was a different benefits package and a group of certified employees at that time were grandfathered into this and receive \$2,300 to recoup lost pay from adding insurance payments that year. This affects 14 people. Budget Impact: \$27,600.
4. **#20 – Eliminate salary in lieu of health benefit.** Classified employees who do not take the health insurance plan are given \$120 per month. It currently affects 176 classified employees. Budget Impact: \$116,040.
5. **#21 – Reduce or eliminate all cell phones and cell phone allowances.** Approximately \$16,600 is in cell phone allowances, and approximately \$22,000 is in cell phone charges. Mr. Freeman noted that IRS rules regarding cell phones may be changing how this is addressed in our district. Budget Impact: \$38,600.
6. **#22 – Eliminate the YMCA benefit.** The district's agreement with the YMCA provides a membership discount to district employees. If a number of additional people join when the new YMCA opens in Andover in April, we may be over budget this year. Currently 208 employees use the benefit. Mr. Repp asked if we're contractually obligated with the Y in any way, esp. considering our building right next to them. Mr. Evans said we have agreements as to land use, etc., in the areas where we built side by side, but this agreement can be ended or started at any time. Dropping this agreement would have no ramifications on our relationship with the YMCA, except that district employees who are members would have to pay more. Mrs. Katt also noted that the district wellness policy uses this information as a way the district helps promote health and wellness to its employees. Budget Impact: \$32,000.
7. **#23 – Reduce or eliminate mileage reimbursement.** Some district level employees receive this for in-district travel. Mr. Templin noted that principals who attend a basketball game in another town, for instance, have mileage paid from a different fund. This fund is purely for in-district. The current federal rate, which the district uses, is 55 cents per mile. Those who get a car allowance do not turn in mileage. Budget Impact: \$48,000.
8. **#24 – Eliminate longevity pay.** This is for both classified and certified. Certified staff receive \$300 annually for service with

district between 14-19 years, \$400 for 20-24 years, and \$600 for 25+ years. Classified staff receive this benefit after 3 years with the district ranging from 1.5% of base pay (one time payment) up to 50 cents per hour after 30 years of service. Mr. Evans noted that for people who receive these types of items, it means a lot to them. Budget Impact: \$22,600.

9. **#29 – Hiring freeze on all employee groups.** The district would not fill any vacant positions. Our district has no vacancies at this point but will soon as teachers or other staff leave. Down the road, if we're in need of a physics teacher, for instance, and have a hiring freeze, the district would have a problem. It doesn't mean you can't move people around – you just can't hire more. It would also be difficult because we don't know where growth might be – additional staff may be needed in some areas. Budget Impact: \$0.
10. **#68 – Raise the Local Option Budget to the 31% maximum.** The Board of Education would have to approve a vote of the public who would need to approve this increase. Budget Impact: \$270,000.
11. **#101 – Reduce or eliminate all travel expenditures for employees (in state, out of state).** These budgets cover travel in and out of state for teachers and administrators, covering transportation, lodging, meals, registration fees, etc. Budget Impact: \$50,000. This is the full cost – it could be a percentage instead. Mr. Evans said there are some items – such as the history grant we have that requires some of our history teachers to travel. Mr. Gray noted that if he doesn't attend some of Kansas Music Educators Association (KMEA) meetings, his students won't be eligible to participate in the State Honor Groups.
12. **#121 – Move the District Office (DO) to the North end of Meadowlark or other district facility.** The lease on the DO is up on June 1. This would take up space in the new Meadowlark that was originally intended for instructional use. Budget Impact: 77,457.32. The savings is in \$16,000 per year for reductions in custodial, utilities and insurance. Capital outlay would save \$61,457.32 for lease and taxes. Mr. Freeman noted there are other options – not all good, most would require work. Mr. Evans noted he'll be meeting with the owner of the DO facility soon.

The group took a brief break.

Mr. Freeman called the meeting back to order. He reminded the group that we are not making decisions about our recommendations at this point. We are gathering information and learning about the budget. He said we won't spend a lot of time on any piece, so if they have questions, they should stop him. In addition, if they need additional information, they should let him know.

4. Items for Consideration Round Two

a. **In order of ID#**

- i. **#1 – Increase staff at the high schools to accommodate enrollment growth.** 14 to 1 is the typical ratio considered when looking to staff a high school. Based on the schedule from last year, according to Mr. Templin, 100 students have been added, and only 1 teacher. It's pretty easy to see, he said, that the ratio will be way off and there will be problems created – such as in math. Not hiring additional staff will mean, for instance, increasing class size to 35 or more, or not offering advanced classes. Foreign language is also a problem – levels 3 and 4 in Spanish and French may not be offered if staff is not hired. He said Andover High School has similar issues. Budget Impact: \$230,000 increase. (based on average salary and FTE)
- ii. **#10 – Implement a 4 day work week.** Must lengthen day by 50 minutes. Budget Impact: \$456,481. (salary impact in food service is \$114,368 or 20%, transportation is \$113,487 or 20%, custodial is \$118,637 or 10%, aides is \$76,768 or 7%, and fuel is \$33,221. Mr. Freeman noted these numbers are guesstimates at best.) Ann Katt noted that food service and other workers may move under 30 hours and lose benefits. Mr. Freeman noted we could change the benefit level. Mr. Sanderson noted that energy savings in buildings would be seen as well, but we had no way to estimate that. Mr. Templin noted that because of practices and such, the buildings may not be able to be shut completely down. Mrs. Maupin said in research she saw that student and staff attendance was raised, test scores didn't decrease, and fewer subs were needed. Mr. Gray noted a community ramification in the form of day care.
- iii. **#26 – Reduce sick leave plans.** Certified staff have 11 total leave days, and classified have from 5 to 7 leave days. Budget Impact: \$33,400.
- iv. **#27 – Reduce personal leave plans.** Budget Impact: \$33,400.
- v. **#28 – Reduce vacation leave plans.** Classified staff receive two to four weeks per year paid vacation, based on years of service. Staff would miss less time, but we pay them for that time off, so there is no impact. Classified staff rarely have substitutes when gone. Budget Impact: \$0.

Mr. Freeman noted that we're now moving in to staffing pieces.

- vi. **#34 – Reduce the technology staff.** Mr. Dickson noted this is the support side of technology, fixing computers and phone issues, as well as a data specialist who deals with any data import/export or similar issues. Some buildings give a supplemental pay or release time for a person who helps with tech issues in their building. Budget Impact: \$18,933.
- vii. **#35 – Reduce the maintenance staff.** Mr. Sanderson noted we're already nearly half the recommended number of maintenance staff members for the square footage we have in the district. Mr. Hladik noted cuts would likely result initially in foregoing routine maintenance, such as filter changes, which will cost the district in the long run. Others noted response

time would be down. Mr. Ostrander noted that reducing the staff could also increase overtime. Budget Impact: \$40,808.

- viii. **#36, 37, 38 -- Reduce the custodial staff at elementary, middle and high schools.** There would be a noticeable difference in cleaning, security could become an issue without custodians there at all shifts, could result in overtime to clean up after extracurricular activities. Budget Impact: (10% each) \$40,314 for elementary, \$32,202 for middle, and \$46,121 for high.
- ix. **#39 – Reduce the clerical staff at elementary, middle and high schools.** Mrs. Eldridge noted that reducing to 1.5 would mean only priorities would get done, especially if there was no overtime. She wasn't sure what could realistically be eliminated. Mr. Freeman noted that it often results in the principal doing extra office work as well. Several noted there are ripple affects that would result in increased calls and needs from other people/departments. Dr Hummel said this department has not increased during her time here. Budget Impact (10% each), \$24,907 for elementary, \$15,531 in middle, and \$16,843 in high.
- x. **#42 – Reduce the length of all administrators' contracts.** This reduction could results in less compensation. Budget Impact: (per day) \$8,823.
- xi. **#43, 44, 45 – Reduce the leadership staff – elementary, middle and high schools.** This would require multi task and multi building assignments for leadership in the buildings. Budget Impact: (10%) \$40,654 at elementary, \$33,423 at middle, \$53,378 at high.
- xii. **#46 – Reduce the leadership staff – district.** This includes Superintendent of Schools, Associate and Assistant Superintendents, as well as the business manager and all directors. Budget Impact: (10%) \$76,817.
- xiii. **#47, 48, 49 – Reduce the food service staff at elementary, middle, high schools.** There may be slower service as a result, and there may be fewer menu selections. Also – TMH students are dishwashers at the elementary level, and they would likely be cut prior to any other staff being cut. Budget Impact: (with listed reductions such as changing the half hour lunch to a 15 minute break, reducing full time food service staff to 31 hours per week) \$15,023 for elementary, \$5,405 for middle, \$18,074 for high.
- xiv. **#50 – Evaluate how bus drivers are paid.** Is the guaranteed hours method the most cost effective way of paying drivers? Currently they're paid approximately 30-45 minutes above their actual route time. It's typically for down time between elementary and middle school routes, when they are to keep their bus clean, filled with fuel, etc. A time clock system would be required to keep track of all of that. Budget Impact: \$11,349 – by paying actual time required for pretrip, route and post trip time – about 2%.
- xv. **#51 – Reduce the transportation staff.** Could result in longer routes, no office staff available to answer phones at transportation department, buses

not fixed in timely manner, etc. Average routes right now are anywhere from 15 to 40 minutes. Budget Impact: (10%) \$69,421.

- xvi. **#52 – Reduce the district office classified staff.** Currently there are 9 classified positions who work full time in the District Office (not counting administrators or directors). Budget Impact: (10%) \$37,418.

The group took a 10 minute break.

Mr. Freeman called the meeting back to order.

- xvii. **#53 – Reduce the number of teacher contract days.** We currently have nearly four days of “cushion” built in over the state minimum. The state requirements are contact hours or day – whichever you choose. Most districts, including ours, choose to go by hours. Budget Impact: \$93,287 (per day).
- xviii. **#54, 55, 56 – Reduce the teaching staff at elementary, middle, high schools.** These are classroom teachers and the figure includes salary plus fixed benefits for these groups. Class sizes would increase if staff members were reduced. In addition, principals noted that the types and number of curriculum we offer goes down. Budget Impact: (10%) \$621,194 at elementary, \$358,175 at middle, \$446,784 at high.
- xix. **#57, 58, 59, 60 – Reduce certified support staff – elementary, middle, high schools.** Positions such as counselors, librarians, nurses, academic coaches, etc, are not required by the state but are extremely helpful to have. Budget Impact: (10%) \$68,465 at elementary, \$36,788 at middle, \$49,671 at high.
- xx. **#60 – Reduce certified support staff – district.** Budget Impact: \$0. Considered elsewhere in items #32 and #30. Only two positions are included in this category.
- xxi. **#61, 62, 63 – Reduce classified support staff – elementary, middle, high schools.** These are primarily health and library aides. There is no legal requirement to have a nurse or a health aide – though there is a liability concern. Office staff would have to be trained to pass out medicine as well. Budget Impact: (10%) \$15,105 at elementary, \$4,342 at middle, \$5,007 at high.
- xxii. **#64, 65 – Eliminate all or some extracurricular activities (non-athletic) at the middle school and high school level.** A variety of spelling and geography bees, vocal and band festivals, scholar’s bowl, etc., are included at the middle school level. Budget Impact: (10%) \$3,940 at middle, \$14,638 at high.
- xxiii. **#66, 67 – Eliminate all or some extracurricular athletics at the ms/hs level.** Mr. Gray noted that one of the reasons we have small schools is to get more kids involved. Others noted that colleges look for involvement in these types of activities. Budget Impact: (10%) \$16,693 at middle, \$53,669 at high.

- xxiv. **#70 – Increase the pupil-teacher ratio (change Board of Education guidelines).** Dr. Hummel noted the district worked very hard to get these guidelines in place. They've been in place for 10 to 12 years. Mr. Gray asked about state average class sizes. Budget Impact: \$165,000 by increasing the current ratio by 10%.
- xxv. **#71 – Reduce transportation for activities, field trips and athletics.** Trips are currently 55% athletics, 22% activities/music, and 23% field trips. Some of this cost will already be increasing as high schools are or will be in 5A bracket – we'll be traveling farther for athletics. Budget Impact (10%) \$20,368.
- xxvi. **#72, 73, 74 – Transport only those students that live 2.5 miles or more from school.** Budget Impact: \$410,319 based on current student population. * **Transport only those students that live 1.5 miles or more from school.** Budget Impact: \$175,851 based on current student population. * **Transport only those students that live 1.0 miles or more from school.** Budget Impact: \$117,234 based on current student population. Would reduce routes. Student safety in walking to school is an issue. It wouldn't be determined by just drawing a circle around the school but also using judgment in the safety of where students may have to cross. This would result in a reduction in staff as well.
- xxvii. **#75 – Reduce the cleaning of buildings to three times per week.** Room cleaning would likely only be dumping trash, pencil sharpeners and cleaning the board on a daily basis. There is a concern of secondary health issues that may result from less proper cleaning. Budget Impact: \$330,000 by having students help clean rooms as community service, and by reducing night custodial staff by 15 positions.
- xxviii. **#76 – Delay maintenance projects on all school facilities and equipment.** Delaying maintenance often results in problems later on and sometimes costly repairs in the future. There would no time for preventative maintenance. Budget Impact: (10%) \$25,118.
- xxix. **#85, 86, 87 – Eliminate Summer School, Summer Academy and Driver's Ed.** The BOE heard these items at the February meeting with recommendations to keep driver's ed with increased fees to make it self-funding and eliminate summer school and summer academy. They will vote on these items during the March meeting. Mr. Templin noted not having summer school will affect credit recovery at the high school level and there may be students who do not graduate because of this. Budget Impact: \$24,000 for summer school, \$78,169 for summer academy, and \$0 for driver's ed (program pays for itself).
- xxx. **#88 – Eliminate Project Encore.** Budget Impact: \$1,618 negative impact. We will actually lose money by dropping this program. These are non resident students – we have about 45 that we get state funding for, and even though Encore bills us for those students, we do make some money on the program. This is for adult students – not the high school alternative students.

- xxxi. **#120 – Hire ½ time grant writer.** Could generate additional revenue. May take some time before the position pays for itself. The district is typically too affluent and high achieving to receive grants. Budget Impact: \$35,000 increase.
- xxxii. **#127 – Across the board salary reduction to eliminate all other cuts.** Budget Impact: \$246,755 (1%)
- xxxiii. **#128 – Create class sizes that are equitable across the district.** Budget Impact: \$0. We currently have guidelines at the elementary levels but this would be geared toward the middle and high school. Staffing will affect this. May be an increase in cost.
- xxxiv. **#130 – Reduce the classified instructional staff.** This includes instructional aides, reading, math and gifted aides, etc. Budget Impact: (10%) \$44,107.

5. Next Meeting

- a. **6 p.m. Tuesday, March 10, 2009.** This will get through round 3, which is shorter than tonight's round, and then we'll begin to review what we've heard. The meeting after that is March 31, when we will begin prioritization of these items.