

Woodland Community Consolidated School District 50

FACT  
Financial Advisory Community Taskforce

Board Report

**December 17, 2009**

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### **Section IV: District Communications**

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- I. **Executive Overview:** Through its annual budget process and review, the Board of Education identified a \$3.5 million budget deficit while planning for the 2009-2010 budget year. The budget deficit is a result of depressed economic times that many school districts in Illinois are experiencing but specifically due to revenue shortfalls. The shortfalls include lower than expected tax levies and no increase in state funding, combined with delays in state funding. In alignment with the district's Strategic Plan to maintain fiscal responsibility, the Board requested that a financial advisory taskforce be assembled to seek community input and provide public awareness regarding the state of the district's budget. The goal of the Taskforce was to identify budgetary options that, if approved by the Board of Education, would close the \$3.5 million budgetary shortfall. Included in this report is a summary of the Taskforce's work as well as a final report from the administration including recommendations. The summaries of budget deficit reductions were reviewed by the Financial Advisory Community Taskforce (FACT) and have been recommended to the Board for consideration by the Superintendent and Associate Superintendent. The administration presented a total of \$3,054,965 in budget deficit reductions. Based on additional suggestions and feedback provided by members of the Taskforce, an additional \$901,363 in budget deficit reductions have been identified, for a total of \$3,956,328
  
- II. **The Process:** In September 2009, the Financial Advisory Community Taskforce (FACT) was assembled for the purpose of reviewing administrative budget deficit reduction recommendations. The initial meeting provided taskforce members and observers an overview of the district, its financial picture and expectations for the Taskforce. While all meetings were open to the public, only taskforce members were active participants. The media and the public in attendance were observers. During each meeting, taskforce members were encouraged to review the minutes as well as the responses to questions that had been asked at the previous meeting. Any changes were submitted to the administration. Subsequent meetings began with an administrative presentation on each proposed budget recommendation. Packets containing detailed information about the evening's topics including the financial impact were distributed to taskforce members and posted on the district website following the meeting that evening. Following each presentation, taskforce members were given the opportunity to ask questions of each presenter. After the presentations, taskforce members broke up into groups that were facilitated by a moderator and recorder who recorded feedback on topics presented, new ideas and any additional questions that needed further explanation. A total of seven meetings were held, each one lasting three hours for a total of 21 hours spent in meeting participation. The administration presented on a total of 24 topics. Feedback from the Taskforce resulted in the addition of four topics that were discussed at the November 30 meeting.
  
- III. **Meeting Dates:**
  - a. **September 21**
  - b. **October 5**
  - c. **October 19**
  - d. **November 2**
  - e. **November 16**
  - f. **November 30**
  - g. **December 7**

**IV. Taskforce Members:** Taskforce members were accepted through an application process. Members of the Board of Education, Superintendent, Associate Superintendent and Public Information Specialist met to review the applications with the intent to include a diverse representation of staff, parents, community members and high school students. Sixty-two individuals comprised the Taskforce. Board President Dr. Lawrence Gregorash and Associate Superintendent Robert Leonard served as chairs.

<b>17 Staff</b>	<b>10 Administrators</b>	<b>17 Parents</b>	<b>14 Community Members</b>	<b>4 High School Students</b>
Mary Aicher Elissa Barnabee Sharon Clark Ellen Crahan Frank Dzik  Jennifer Grablin Cynthia Hughes Kate Jones Peter Lasko  Leslie Newman Trina Metz  Judy Ryan Ryan Wollberg	Dr. Kent Ashton David Brown Kim Burke Lori Casey Dann Giesey Dr. Ken Hyllberg Don Selzer Scott Snyder Dr. Anne Swanson Dr. Donna VandenBroek	Bill Barnabee Sandi Beyrer Ken Detina Kristen Carruthers Sue Hansen David Hyman Andy Kamai Ken Lechman Heidi Lyjak  Janet Norman Thomas Paukert David Reynolds Susan Sammons Donna Wiorek Martin Walker John Wasik	David Alarcon IloMae Curran Dr. Catherine Finger Nancy Jorgensen Vince Juarez Beth Lindstrom Kevin Rubenstein Pat Siebenaler Dr. Phil Sobocinski Tim Sloth Jack Termini Pat Termini Carolyn Waller Terri Wignall	Mya Banks Matt Bauer Erica Minor Meera Shah

**V. Communications:** The process was transparent with all meetings open to the public. Information from the Taskforce was shared with the public through a link on the district website: [fact.dist50.net](http://fact.dist50.net). The link included presentation handouts, minutes, breakout discussion notes and responses to questions asked. In addition, information about the Taskforce and the process was shared through a variety of channels. Please refer to the section “District Communications” for a detailed overview of the specific communications that took place with our internal and external publics.

- a. **Internal Community:** Information about FACT was shared with staff through the following channels: Superintendent’s summer welcome letter, e-mails, the automated message system and school visits by the Superintendent and Associate Superintendent. As the process began, principals held meetings following each FACT meeting. As previously mentioned, the website, [fact.dist50.net](http://fact.dist50.net), was a useful reference tool for staff to stay informed. The Friday Flash posted reminders about the website each week. At the conclusion of FACT, the Superintendent once again conducted school site-based visits in an effort to be visible, show support and address any questions from staff.

- b. **External Community:** Information about FACT was shared with the external community through the following channels: letters of invitation, automated message, press releases, dedicated FACT website and the Superintendent's message. The district also maintained close communications with the Parent Teacher Association (PTA) and kept PTA President Polly Hergenreder informed of FACT and its progress. The Superintendent, Associate Superintendent and Public Information Specialist addressed FACT at two PTA meetings. In addition, the PTA December newsletter featured an article submitted by the Superintendent. The district's community newsletter, *A Closer Look*, included a section about FACT that highlighted how to stay informed and upcoming timelines. The Board of Education held a forum with the community last month to highlight the process and answer questions from the public. A second forum will be held in January.

**VI. Opportunities for Public Comments and Review:**

- a. **January 7, 6:30 pm** Committee of the Whole: Board discussion
- b. **January 19, 7:00 pm** Community Forum: Board to seek feedback, answer questions
- c. **January 28, 7:30 pm** Governing Board Meeting
- d. **February 4, 6:30 pm** Committee of the Whole: Board discussion
- e. **February 25, 7:30 pm** Governing Board Meeting: Board to vote and approve final summary of budget changes.

These changes will be implemented as soon as possible.

**VII. Evaluation of Process:** The goal of the Taskforce was as follows:

*To identify budgetary options that, if approved by the Board of Education, would close a \$3.5 million budgetary shortfall.*

- a. **Evaluation to Date:** Based on the contents of this report, the district achieved its goal. To begin, the Taskforce identified \$3,956,328 in budget deficit reductions. Those involved in the FACT process were made aware of the purpose and goals and were thus able to fully participate and assist the district with the budget deficit reductions. The district maintained a focus on internal and external communications by communicating updates about FACT, the process and progress to date on a consistent basis. Though the district had conducted financial reviews in the past, this specific process was different in the sense that the administration proposed initial reductions to the Taskforce. The slightly smaller number of taskforce participants allowed a more open dialogue. The Taskforce had broad representation of staff, parents, community members and high school students who chose to participate. As the meetings were open to the public, observers were welcome to attend and provide input to the Superintendent's Office. The introduction of the website allowed for an increased transparency and public awareness of the FACT process and how the proposed changes would impact the district as evidenced by 3,438 visits to the FACT homepage and 4,411 visits to the FACT meeting page.
- b. **Future Evaluation:** Survey taskforce participants to seek feedback regarding their participation in FACT and the process.

Financial Advisory Community Taskforce  
 Executive Financial Summary  
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Description	FY11 Budget	FY12 Budget	FY13 Budget
-1.0 Teacher - Classroom Teachers Primary	-\$44,991		
-3.0 Teachers - Classroom Teachers Elementary (2nd and 3rd)	-\$134,972		
-8.0 Teachers - Classroom Teachers Intermediate (4th through 5th)	-\$359,926		
-4.0 Teachers - Classroom Teachers MS (6th Grade - Social Studies, Math Language Arts, Science)	-\$179,963		
-4.0 Teachers - Classroom Teachers MS (7th Grade - Social Studies, Math Language Arts, Science)		-\$187,161	
-4.0 Teachers - Classroom Teachers MS (8th Grade - Social Studies, Math Language Arts, Science)			-\$194,648
-1.0 Teacher - PE - Intermediate	-\$44,991		
-3.0 Teachers - Gifted Program Delivery at Middle School	-\$44,991	-\$46,790	-\$48,662
-2.0 Teachers - Exploratory Middle School (Art / Health)	-\$89,981		
-3.0 Teachers - Exploratory Middle School (Music/Spanish/Tech Lab)	-\$134,972		
-1.0 Teacher - Librarians (1 North FY12)		-\$46,790	
-1.0 Teacher - Librarians (1 South FY12)		-\$46,790	
-1.0 Teacher - Librarians (1 South FY13)			-\$48,662
-4.0 Teachers - Technology Advisors	-\$179,963		
-1.0 Teacher - Math Specialists			-\$48,662
<b>-41.0 Certified Teacher Positions (41.0 of 545 or 7.5%)</b>			
-1.0 Network Administrator	-\$87,999		
-1.0 Transportation Behavior Modification Liaison - Administrator	-\$63,766		
-1.0 District Clerical positions - Insurance Benefits Clerk	-\$51,242		
-1.0 Assistant Superintendent of Curriculum, Instruction and Accountability			-\$148,001
<b>-4.0 Non-Union Positions (4 of 53 or 7.5%)</b>			
-1.0 Audio Visual Assistant	-\$26,230		
-1.0 Health Assistant	-\$26,230		
-1.0 Office Assistant - Intermediate	-\$26,230		
-0.5 Office Assistant - Middle School	-\$13,115		
-1.0 Public Relations Assistant	-\$26,230		
-1.0 Operations and Facilities Assistant	-\$26,230		
<b>-5.5 Office Assistants</b>			
-6.0 Paraprofessionals - Resource (2 Elementary, 1 Intermediate, 3 Middle School)	-\$177,598		
-5.0 Paraprofessionals - Bilingual (1 Primary, 3 Elementary, 1 Intermediate)	-\$147,998		
-2.0 Paraprofessionals - K-Plus (2 Primary)	-\$59,199		
-1.0 Paraprofessionals - Personal Analysis Independent Study (PAIS)	-\$29,600		
<b>-14.0 Paraprofessionals</b>			
<b>-3.0 Hall Monitors - Middle School (3 of 10)</b>	-\$78,690		
<b>-22.5 Support Staff Positions (22.5 of 337 or 6.7%)</b>			
<b>Stipend Payments</b>			
-1.0 Middle School Team Leader Stipend	-\$3,242		
-1.0 Middle School Team Leader Stipend		-\$3,372	
-1.0 Middle School Team Leader Stipend			-\$3,507
-4.0 Tech Advisors - Additional Pay (10 days additional in job description)	-\$10,000		
-7.0 Lunchroom Supervision - MS 30 minute sessions	-\$19,635		
<b>-13.0 Reduction in Stipend Positions</b>			
5.0 Technology school improvement leader stipend \$3,242 Anticipated funding from Title II Grant on technology professional development	\$16,210		
<b>-67.5 Positions of 935 or 7.2% of Staff (Excluding Stipends)</b>	<b>-\$2,071,772</b>	<b>-\$330,902</b>	<b>-\$492,139</b>
			<b>-\$2,894,813</b>

Description	FY11 Budget	FY12 Budget	FY13 Budget
<b>Other: Expense Reductions</b>			
Energy Savings	-\$83,453		
Supply Costs - Operations and Maintenance	-\$20,000		
Printer Service and Toner cost reduction	-\$47,000		
Travel And Workshop expenses	-\$90,713		
Field Trip Limitations	-\$18,060		
Library Book Budget - District wide due to centralized purchasing	-\$15,155		
Transportation - Routing Evaluation	-\$10,000		
Transportation - Bus Lease Request for proposal	-\$5,000		
Energy Savings - Alternate	-\$25,000		
Supply Costs - Operations and Maintenance - Alternate	-\$20,000		
Citywide Cleaning Contract - Service reduction	-\$200,000		
Week end staff access limitations	-\$6,000		
Room Rental and staff overtime scheduling software	-\$3,500		
Printer direct - to Central coping	-\$500		
Supply and printing cost reduction - Public Relations	-\$3,000		
Summer School - Increase class size	-\$2,500		
Summer School - 4 day work week	-\$2,500		
Summer School - On line registration	-\$3,500		
Transportation - Diesel fuel management	-\$15,000		
<b>Budgeted Expenditure Reductions \$570,881</b>			
<b>Other: Revenue Generators</b>			
Facility Usage Fee increase	-\$10,000		
Registration Fees	-\$120,807		
Food Service Fees	-\$109,085		
Summer Wonders	-\$35,916		
Intramurals and Clubs	-\$60,500		
Athletics - Middle School	-\$88,875		
Increase Food Service fee to \$2:40 instead of \$2.25.	-\$65,451		
<b>Revenue Generators \$490,634</b>			
	-\$1,061,515	\$0	\$0
	-\$3,133,287	-\$330,902	-\$492,139
		<b>Total</b>	<b>-\$3,956,328</b>