

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent _____ Information
_____ 1st Reading
DATE: April 23, 2009

AGENDA ITEM: Interest-Based Negotiations (IBN) Team’s Recommendations for 2009-2010

INITIATED BY: Interest-Based Negotiations Team SUBMITTED BY: Dr. Susan J. Cook, Superintendent and Interest-Based Negotiations Communication Team
Members: Pat Barrier, Pat MacArthur, Ken Simmons, Darrin Squire, Angie Taylor and David Velazquez

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S.§15-502

SUPPORTING DATA

Funding Source: Various
Budgeted: In Process

The mission of the Interest-Based Negotiations (IBN) Team is to provide a collaborative forum for addressing District-wide terms and conditions of employment. The group is comprised of certified, classified and administrator employee representatives; additionally, Superintendent Dr. Susie Cook serves as representative for the Governing Board. Members utilize interest-based strategies, including consensus-building and trust-building techniques, to reach agreement regarding compensation and working condition recommendations. The 2008-2009 IBN Team has embraced and observed these fundamental structural and procedural principles; however, in light of current economic challenges, their priorities have been significantly different from those of years past.

In previous years, the IBN Team’s recommendations were intended exclusively for implementation during the subsequent school year. In contrast, input was solicited from the 2008-2009 IBN Team regarding issues of greater immediacy, including the reduction of \$3 million to Washington Elementary School District’s current budget and the execution of reduction in force (RIF) and excess procedures. The IBN team has addressed the upcoming year’s compensation issues from a drastically different perspective than ever before. Historically, the group has sought to maximize the effective and equitable distribution of revenue increases by developing compensation options that involved individual salary adjustments, market adjustments, compression relief, anomalies, service awards, supplemental monies, incentives and stipends. This year, the group has considered some of the same compensation components; however, they have done so in the context of managing an anticipated \$20-plus million funding reduction for 2009-2010. Furthermore, while IBN has always served as a critical medium for communication with employee groups, the team’s involvement in conveying information and seeking feedback has been of particular significance this year in light of complex budgetary concerns.

SUMMARY AND RECOMMENDATION

It is recommended the Governing Board approve the following (found on pages 2-3):

Superintendent _____

Board Action	Motion	Second	Ave	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

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The 2008-2009 IBN Team has demonstrated remarkable integrity, fortitude and collaborative spirit in pursuing their responsibilities. In developing their recommendations, they were ever mindful of supporting the District's vision, mission and values. Their decisions were made in the best interest of all stakeholders, including, most importantly, the students of the Washington Elementary School District.

SUMMARY AND RECOMMENDATION

1. It is recommended that the Governing Board approve the elimination of the teacher attendance incentive for 2009-2010.
2. It is recommended that the Governing Board approve the elimination of all hard-to-fill stipends, including those for mathematics, science and special education teachers, for 2009-2010.
3. It is recommended that the Governing Board approve reducing the stipend paid to National Board certified teachers by 25 percent for 2009-2010.
4. It is recommended that the Governing Board approve reducing the stipend paid to BEGIN teachers for each of the three years of the BEGIN program by 25 percent for 2009-2010.
5. It is recommended that the Governing Board approve reducing the stipend paid to program coaches for summer work by 25 percent for 2009-2010.
6. It is recommended that the Governing Board approve reducing the stipend paid to "other professionals," including psychologists, speech therapists, social workers and counselors, by 25 percent for 2009-2010.
7. It is recommended that the Governing Board approve reducing the stipend paid to after-school athletic coaches by 25 percent for 2009-2010. It is further recommended that the Governing Board authorize the WESD Sports Council to determine if the schedule (practices and games) should be reduced commensurate with the stipend reduction. It is further recommended that the Governing Board approve the caveat that no sport may be eliminated.
8. It is recommended that the Governing Board approve maintaining the current pay-to-play fees for after-school athletics for 2009-2010.
9. It is recommended that the Governing Board approve having the WESD Sports Council investigate the future implementation of a more extensive intramural program that allows more students to participate at lower costs.
10. It is recommended that the Governing Board approve reducing the substitute budget by 25 percent for 2009-2010.
11. It is recommended that the Governing Board authorize the Superintendent or designee to give each school a substitute budget allocation for each semester during 2009-2010, to be used for both substitutes and class coverage. It is further recommended that the Governing Board approve that if the allocation is fully used, classrooms must be covered at the site level, without benefit of class coverage pay. It is further recommended that the Governing Board approve that long-term absences be excluded from the substitute allocation.

Interest-Based Negotiations (IBN) Team's Recommendations for 2009-2010

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12. It is recommended that the Governing Board approve honoring all lane changes for teachers, speech therapists, principals and assistant principals for 2009-2010.
13. It is recommended that the Governing Board approve implementation of the 2009-2010 work furlough plan that is designated as *Attachment B*, in the event that a work furlough is necessary for WESD to accomplish a balanced budget.
14. It is recommended that the Governing Board determine the need for a work furlough upon receipt of the final budget numbers. It is further recommended that not invoking the work furlough be the first priority should funding be sufficient.
15. It is recommended that the Governing Board approve permitting out-of-county and/or out-of-state field trips for 2009-2010, as long as no District funding (M&O funding) is utilized.

Interest-Based Negotiations Recommendations for 2009-2010

I. Identify the issue from the perspective of involved stakeholders.

Issue:

Each school year, the Interest-Based Negotiations (IBN) Team analyzes the District's compensation programs and makes recommendations to the Governing Board. The recommendations should meet the best interests of the District, including, but not limited to, meeting market demands, attracting and retaining highly qualified personnel and enhancing working conditions and performance, all for the purpose of maximizing student achievement.

As IBN Team members have pursued their charge this school year, they have faced unprecedented fiscal challenges in the context of Arizona's budget shortfall, WESD's declining enrollment, as well as the local, state and national economy. In previous years, IBN sought to *enhance* employees' compensation packages. Operating under the principle of "plan for the worst; hope for the best," this year's team has prepared for an anticipated 2009-2010 budget reduction of \$20-plus million; they have struggled to *preserve* compensation to the greatest extent possible, while minimizing adverse impact on students.

This year's IBN Team has also been instrumental in considering options, making recommendations and communicating with employee groups regarding very immediate budget-related concerns.

Involved Stakeholders:

The 2008-2009 IBN Team is comprised of certified, classified and administrator employee representatives; Superintendent Dr. Susie Cook serves as representative for the Governing Board. Of the 24-member team, 15 are voting members, and the remaining nine are non-voting, resource persons. Please refer to *Attachment A* for a list of 2008-2009 IBN members.

II. Identify the options or alternatives that address the issue, including an option to maintain the status quo, utilizing the efficient and sufficient use of research and data. For each option, identify advantages and disadvantages.

Research/Data

Research conducted by the IBN Team included the following:

- Tracking legislative updates at the state level, e.g., status of proposed K-12 education-related bills, 2009-2010 education funding, Proposition 301 funds, etc.

- Tracking legislative activity at the federal level, e.g., Federal Stimulus Funds for Title I, Federal Stimulus Funds for IDEA, State Fiscal Stabilization Funds and other funding provided by the American Recovery and Reinvestment Act
- Receiving frequent WESD financial status updates from Director of Business Services Cathy Thompson
- Reviewing WESD policies/regulations that pertain to reduction in force and staff assignments and transfers

Options – 2008-2009 SCHOOL YEAR

The 2008-2009 IBN Team addressed several issues that were of immediate concern. These issues, the related options that were generated, the criteria according to which each option was considered and the ensuing IBN recommendations are described below.

- The following options were considered as possible methods of addressing current year education funding reductions (\$2.5 million reduction from revenue control limit, plus \$0.5 million reduction from soft capital):
 - Reduce field trips and professional development.
 - Institute a hiring freeze.
 - Institute a spending freeze.
 - Move up the spending deadline.
 - Use vacancy savings.
 - Eliminate or reduce positions.
 - Eliminate or reduce stipends.
 - Alter bus riding boundaries.
 - Reduce after-school programs and sports.
 - Reduce the substitute budget.
 - Eliminate or reduce travel.
 - Institute a freeze on soft capital purchases.
 - Eliminate or reduce overtime.
 - Reduce paper use.
- In weighing the advantages and disadvantages of each option, the following criteria were considered:
 - Have expenses already been encumbered?
 - Are legally binding agreements or mandates, e.g., contracts, leases, IEPs, etc. involved?
 - Would student safety be potentially compromised?
 - To what extent might students and/or instructional requirements be impacted?
 - To what extent might employee productivity and/or morale be affected?
 - Would WESD's ability to maintain quality education services and operations be jeopardized?

- In light of the given criteria, the IBN team recommended implementation of the following options:
 - Institute an immediate hiring freeze, unless there are safety and/or legal considerations.
 - Institute an immediate freeze on soft capital purchases, unless there are safety and/or legal considerations.
 - Move up 2008-2009 requisition cut-off dates.
 - Effective immediately, on a District-wide basis, minimize expenditures, including overtime.
 - Effective immediately, eliminate travel unless it has already been approved, or it is mandated.

- The IBN team also made recommendations pertaining to the following staffing-related procedures that required immediate implementation:
 - Reduction in force (RIF)
 - On what basis will certified, classified and administrator employees be RIFFED?
 - When will the impacted employees be notified?
 - How will RIF reinstatements be handled

 - Non-renewal of contracts for smartschoolsplus, inc. employees, for personnel contracted through other agencies, for WESD emergency certified teachers with a one-year contract, for WESD teacher intern certified teachers with a one-year contract
 - When will non-renewal notification be issued?
 - What will the rehiring procedures be for persons in these categories?

 - Excess process
 - In accordance with what timeline will the process occur?
 - By what means will excess teachers be placed?

 - Determination of class sizes for 2009-2010 (This has a direct impact on the 2009-2010 staffing process.)
 - Options that were considered included the following:
 - Increase the maximum class size by 0.9; this would yield savings of approximately \$4.35 million.
 - Increase the maximum class size by 1.4; this would yield savings of approximately \$5.30 million.
 - Increase the maximum class size by 2.0; this would yield savings of approximately \$6.50 million.
 - Establish multi-grade classrooms.

- Staff based on current maximum class sizes; however, when leveling, do not add another teacher at a given grade level until all classes have two students more than the maximum.
 - Allow teachers to receive stipends or to be allocated aide time when class size exceeds the maximum.
 - Dissolve job shares.
- In weighing the advantages and disadvantages of each option, the following criteria were considered:
 - Will the quality of instruction be impacted?
 - Will classroom management be impacted?
 - Will the student/teacher relationship be impacted?
 - Will the teacher's workload remain manageable?
 - Is there adequate space allocation, or are safety and liability issues likely to result?
 - Are research-based practices being followed?
 - How will parents react? Will the District's ability to retain students be jeopardized?
- In light of the given criteria, the IBN team recommended increasing the maximum class size by 1.4, meaning that staffing is projected based on the maximum for 2009-2010 only.
- Determination of /possible reduction of classified employee hours/positions for 2009-2010 (This has a direct impact on the 2009-2010 staffing process.)
 - Options that were considered included the following:
 - Review classified assignments at each school and department to determine if reducing hours/positions is feasible.
 - Pursue a more equitable distribution of instructional assistant hours District-wide.
 - Allocate a specified number of instructional assistant hours to each school, e.g., 12 hours per day, and allow each principal to determine assignments accordingly.
 - Share staff between schools.
 - In weighing the advantages and disadvantages of each option, the following criteria were considered:
 - Will laws and regulations, e.g., those pertaining to IEPs, be adhered to?
 - Will student safety be ensured?
 - Will the equity of staffing between schools be improved?
 - Will schools and departments have increased staffing flexibility?
 - Will individual classified employee hours be reduced below 30 per week, thus impacting the employee's eligibility to receive health benefits?

- Will this result in undue impact on any one particular employee group?
- In light of the given criteria, the IBN team recommended that classified positions be reduced/reorganized at the department and school levels as determined by staffing ratios and department needs.
- 2008-2009 leave buyout eligibility deadline

Governing Board Policy GCCA/GDCA, Professional/Support Staff General Leave states the following:

Employees resigning/retiring from the District must notify Human Resources of this in writing by February 1 to ensure they will receive their leave buyout during that fiscal year. Failure to do so will result in the buyout being delayed into the next fiscal year and will result in a reduction in the buyout by fifty (50) percent unless special health related or extraordinary circumstances occur.

In light of staffing reductions, the IBN Team recommended that, for 2008-2009 only, the February 1 deadline be extended to April 1.

Options – 2009-2010 SCHOOL YEAR

- **Area of Focus: Stipends/Incentives**
 - Options:
 1. Option #1: Eliminate all stipends/incentives.
 2. Option #2: Reduce all stipends/incentives.
 3. Option #3: Suspend all stipends/incentives for one year.
 4. Option #4: Maintain the status quo with regard to stipends/incentives.
 5. Option #5: Eliminate all stipends/incentives with the exception of BEGIN program stipends.
 6. Option #6: Eliminate stipends/incentives in the order in which they were implemented.
 7. Option #7: Eliminate attendance incentives and stipends for hard-to-fill positions.
 - Criteria according to which options were analyzed:
 1. Which stipends/incentives are most effective and have the greatest value to the organization?
 2. Which stipends/incentives help WESD remain competitive with other districts in terms of recruiting and retaining highly qualified employees?
 3. Which stipends/incentives promote teacher development, instructional support and student achievement?

4. Which stipends/incentives are mandated by federal grants and/or by Arizona Department of Education regulations?
 5. Does this meet the Governing Board's interests?
- IBN recommendations:
 1. Recommendation #1: Eliminate the teacher attendance incentive for 2009-2010.
 2. Recommendation #2: Eliminate all hard-to-fill stipends, including those for mathematics, science and special education teachers, for 2009-2010.
 3. Recommendation #3: Reduce the stipend paid to National Board certified teachers by 25 percent for 2009-2010.
 4. Recommendation #4: Reduce the stipend paid to BEGIN teachers for each of the three years of the BEGIN program by 25 percent for 2009-2010.
 5. Recommendation #5: Reduce the stipend paid to program coaches for summer work by 25 percent for 2009-2010.
 6. Recommendation #6: Reduce the stipend paid to "other professionals," including psychologists, speech therapists, social workers and counselors, by 25 percent for 2009-2010.
- **Area of Focus: After-School Athletics**
 - Options:
 1. Option #1: Reduce the stipend paid to after-school athletic coaches by 25 percent.
 2. Option #2: Implement the WESD Sports Council proposal, which includes merging separate seventh and eighth grade teams into combined seventh/eighth grade teams, eliminating sports buses and reducing the number of officials to one per game.
 3. Option #3: Maintain the status quo with regard to after-school athletics.
 4. Option #4: Reduce the stipend paid to after-school athletic coaches by 25 percent, and apply the savings to additional transportation.
 5. Option #5: Reduce the total after-school athletics program by 25 percent.
 6. Option #6: Reduce the total after-school athletics program by 35 percent.
 7. Option #7: Do not allow non-exempt employees to fill after-school athletic coaching positions in order to eliminate overtime pay for those positions.
 8. Option #8: Increase the pay-to-play fees for after-school athletics by 25 percent.
 9. Option #9: Expand schools' intramural programs.
 - Criteria according to which options were analyzed:
 1. Will at-risk students and other struggling students lose a positive, motivating influence?
 2. Will all students potentially miss out on positive, healthy activities/outlets?
 3. Will the transportation and/or safety of students be jeopardized?
 4. Will this have a negative impact on the school culture?
 5. How will this be perceived by the community?
 6. Will the after-school athletic coaches be adequately paid for the work they do?

7. Will this cause any programs to be completely eliminated?
8. Does this meet the Governing Board's interests?

- IBN recommendations:

1. Recommendation #1: Reduce the stipend paid to after-school athletic coaches by 25 percent for 2009-2010, and have the WESD Sports Council determine if the schedule (practices and games) should be reduced commensurate with the stipend reduction; no sport can be eliminated.
2. Recommendation #2: Maintain the current pay-to-play after-school athletic fees for 2009-2010.
3. Recommendation #3: During 2009-2010, have the WESD Sports Council investigate the implementation of a more extensive intramural program that allows more students to participate at lower costs.

- **Area of Focus: Substitute Budget**

- Options:

1. Option #1: Eliminate the teacher attendance incentive, and reduce the remaining substitute budget by five percent.
2. Option #2: Reduce the entire substitute budget by 25 percent.
3. Option #3: Divide the total number of available substitute days by the number of eligible staff, and allocate days accordingly.
4. Option #4: Provide a substitute allocation to each school based on the number of teachers at the school; after the school's substitute budget is depleted, the site's staff will be required to cover absences without receiving additional pay. Exclude substitutes required to cover long-term illnesses/maternity leave from the allocation.
5. Option #5: Option #4, with the addition of a bonus/reward granted to schools that do not exceed their allocation.
6. Option #6: Eliminate class coverage pay.
7. Option #7: Maintain the status quo with regard to the substitute budget.

- Criteria according to which options were analyzed:

1. Will a lower rate of teacher absenteeism be promoted?
2. Will student achievement be promoted by having a certified teacher covering every class?
3. Will existing policy and regulation be enforced?
4. Will additional stress result?
5. Will schools be penalized because of teachers' long-term illnesses/maternity leaves?
6. Does this meet the Governing Board's interests?

- IBN recommendations:

1. Recommendation #1: Reduce the substitute budget by 25 percent for 2009-2010.

2. Recommendation #2: Give each school a substitute budget allocation for each semester during 2009-2010, to be used for both substitutes and class coverage. If the allocation is fully used, classrooms must be covered at the site level, without benefit of class coverage pay. Exclude long-term absences from the allocation.

- **Area of Focus: Salary Lane Changes**

- Options:
 1. Option #1: Maintain the status quo with regard to salary lane changes.
 2. Option #2: For principals, Option #1, but examine the principal salary schedule during 2009-2010 for possible realignment effective 2010-2011.
 3. Option #3: For principals, reduce the tier increase by 25 percent.
- Criteria according to which options were analyzed:
 1. Will teachers, speech therapists, principals and assistant principals receive what is “due” to them with regard to salary lane changes?
 - Will teachers and speech therapists receive a lane change for having accumulated the requisite additional education credits/clock hours?
 - Will BEGIN teachers receive a lane change for having successfully completed the three-year BEGIN program?
 - Will principals/assistant principals receive a lane/tier change for having met experience requirements?
 2. Is the option fair and equitable, i.e., if principals/assistant principals are granted lane/tier changes, will teachers also be granted lane changes?
 3. Does this meet the Governing Board’s interests?
- IBN recommendation:

Honor all lane changes for teachers, speech therapists, principals and assistant principals for 2009-2010.

- **Area of Focus: Work Furlough**

- Options:
 1. Option #1: Consider the following as possible furlough days:
 - One day during orientation week, before school begins
 - Last day of the school year
 - Friday before winter break begins
 - One less day of holiday pay during spring break
 - Early-release Wednesdays (for classified staff only)
 2. Option #2: Select furlough days based on employee work calendars; furlough days would vary depending on the employee’s work calendar.
 3. Option #3: Designate the same furlough days for all employees.

4. Option #4: Stagger furlough days so that no more than one-third of employees are on furlough at any given time.
 5. Option #5: Reduce the number of general leave days that employees are granted.
 6. Option #6: Spread the loss of pay due to furlough days across the year.
 7. Option #7: Impact the paycheck for the pay period in which the furlough is taken.
 8. Option #8: Allow the employee to establish a furlough savings account whereby money is voluntarily deducted from each paycheck in order to accumulate savings to cover future furlough days.
- Criteria according to which options were analyzed:
 1. Is the impact on children as minimal as possible?
 2. Is the impact on employees' salary/paycheck as minimal as possible?
 3. Will this enable more employees to keep their jobs?
 4. Is this manageable from an operational standpoint?
 5. Will this result in energy/utilities savings?
 6. How will this be perceived by the community?
 7. Does this meet the Governing Board's interests?
 - IBN recommendations:
 1. Recommendation #1: In the event that a work furlough is necessary for WESD to accomplish a balanced budget, implement the 2009-2010 work furlough plan that is designated as **Attachment B**.
 2. Recommendation #2: Have the Governing Board determine the need for a work furlough upon receipt of the final budget numbers; establish not invoking the work furlough as the first priority should funding be sufficient.

- **Other Considerations and Areas of Focus**

- Field trips

For 2009-2010, IBN recommends that out-of-county, out-of-state field trips may occur as long as no District funding (M&O funding) is utilized.

- Elimination of full-day kindergarten

IBN does not recommend that full-day kindergarten be eliminated for 2009-2010.

- Four-day work week

IBN does not recommend that a four-day work week be implemented for 2009-2010 for the following reasons:

1. Childcare issues for students/families on the fifth day
2. Need to lengthen the school day or year to statutorily comply
3. IBN's interest to minimize impact on students and families

- Early retirement plan

IBN does not recommend that an early retirement plan be considered for 2009-2010 for the following reasons:

1. The long-term liabilities that would be incurred by the District, which are challenging in an unpredictable economy
2. The need for an incentive buy-out this year for anyone who would be retiring early and the lack of current year funding to support it

- School closure

This is not recommended for 2009-2010, as there are statutory requirements and timelines that determine how schools are closed.

- Working conditions

A task force subcommittee of IBN has generated the following ideas to enhance working conditions:

1. Communicate the IBN recommendations again at the beginning of the school year.
2. Document the Board-approved IBN recommendations on the Intranet.
3. Archive all IBN communiqués on the Intranet site for future reference.
4. Review/revise the excessing of personnel regulation.
5. Survey employee satisfaction at the beginning of the school year.
6. Investigate maximizing time.
7. Complete the regulation for the substitute budget by mid-May.
8. Investigate common dismissals.

III. Prepare a cost-benefit analysis/cost assessment of each option.

The following recap of estimated budget reductions for 2009-2010 incorporates and reflects the recommendations proposed by the IBN Team:

ESTIMATED FUNDING LOSS

\$20,045,991

Area or Item Reduced	Amount of Reduction
Department Budgets	\$2,606,376
School Allocations	\$480,056
After-School Athletics Stipends	\$70,875
Staff Reductions (class size/loss of students)	\$5,300,000

Reduced Aide/Monitor Time	\$447,000
Excess Positions (per parity rubrics)	\$1,930,000
Trust Funding Reductions	*
K-3 Override Reduction	\$1,834,322
Work Furlough (non-paid days)**	\$2,216,000
Attendance Incentive	\$367,000
Incentives for Other Certified Professionals (reduce and change funding source)	\$31,500
Substitute Budget (includes class coverage)	\$375,000
BEGIN (change funding source)	\$288,000
TOTAL	\$15,946,129

*The Governing Board will make a decision about Trust Board funding pending receipt of the final budget numbers.

**The Governing Board will determine the need for a work furlough upon receipt of the final Legislative budget decisions.

IV. Seeking stakeholder feedback when relevant and/or necessary.

In mid-December, IBN Team members introduced themselves via a “Holiday Message from IBN Team” e-mail from Superintendent Dr. Susie Cook. The message emphasized that communication is essential to the success of the IBN process, and it invited employees to offer feedback to IBN Team members.

Employees received IBN communiqués (*Attachment C*) via e-mail following each IBN meeting. In addition to providing updated information, each communiqué sought to dispel rumors and to encourage employees to share their questions, comments and suggestions with their respective IBN representative. Each communiqué listed the names and e-mail addresses of all IBN Team members.

In order to individualize IBN’s communication with employee groups as much as possible, WESD’s Management Information Systems Department established unique e-mail distribution groups solely for this purpose.

V. Use conclusion(s) to develop a rationale and prepare recommendation(s) to present to the Governing Board for action.

Conclusions:

- As a result of national, state and local economic challenges, declining student enrollment and Arizona’s budget shortfall, WESD is faced with unprecedented fiscal challenges in 2009-2010.
- The IBN Team has operated under the principle of “plan for the worst; hope for the best.”

- With regard to the 2008-2009 IBN process, the Governing Board's interests and those of the IBN Team are very closely aligned. Both groups have sought to balance the budget, protect programming, support morale, obtain staff buy-in, retain employees, focus on student achievement and maintain parity among schools. These interests are reflected in the recommendations that IBN is presenting.

Recommendations:

1. It is recommended that the Governing Board approve the elimination of the teacher attendance incentive for 2009-2010.
2. It is recommended that the Governing Board approve the elimination of all hard-to-fill stipends, including those for mathematics, science and special education teachers, for 2009-2010.
3. It is recommended that the Governing Board approve reducing the stipend paid to National Board certified teachers by 25 percent for 2009-2010.
4. It is recommended that the Governing Board approve reducing the stipend paid to BEGIN teachers for each of the three years of the BEGIN program by 25 percent for 2009-2010.
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11. It is recommended that the Governing Board authorize the Superintendent or designee to give each school a substitute budget allocation for each semester during 2009-2010, to be used for both substitutes and class coverage. It is further recommended that the Governing Board approve that if the allocation is fully used, classrooms must be covered at the site level, without benefit of class coverage pay. It is further recommended that the Governing Board approve that long-term absences be excluded from the substitute allocation.
12. It is recommended that the Governing Board approve honoring all lane changes for teachers, speech therapists, principals and assistant principals for 2009-2010.
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15. It is recommended that the Governing Board approve permitting out-of-county and/or out-of-state field trips for 2009-2010, as long as no District funding (M&O funding) is utilized.

IBN Recommended Work Furlough Plan for 2009-2010

The work furlough plan distinguishes work furlough days by calendar days paid, providing for those employees who work 193 days to take up to two furlough days and those employees who work 209, 220, 227 and 261 days to take up to four days. The specific days and the order in which the days would be taken, based on budgetary need, are indicated below:

Paid Days	Employee Groups*	1-day furlough	2-day furlough	3-day furlough	4-day furlough
193	Instructional Assistants, Bus Drivers/ Assistants, Crossing Guards, Monitors	Memorial Day (the school calendar for 2009-2010 ends prior to Memorial Day)	March 19, 2010	x	x
209	Teachers, Speech Therapists, Nurses, Librarians, Social Workers, OTs/PTs	December 18, 2009	March 19, 2010	August 3, 2009	May 26, 2010
220	Psychologists	December 18, 2009	March 19, 2010	August 3, 2009	May 26, 2010
227	Principals, Assistant Principals, School Office Staff	December 18, 2009	March 19, 2010	August 3, 2009	May 26, 2010
261	12-month Employees	December 18, 2009	March 19, 2010	August 3, 2009	May 26, 2010

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
1st Reading

DATE: July 9, 2009

AGENDA ITEM: Work Furlough

INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Dr. Susan J. Cook, Superintendent

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

On April 23, 2009, the Interest-Based Negotiations Team made a series of recommendations to the Governing Board regarding the budget for 2009-2010. At that time, IBN did not make a final recommendation regarding the work furlough days, pending Legislative budget actions. As of July 1, 2009, the State budget is still in a state of flux. Although we had planned to make a recommendation regarding the work furlough days to the Board when the Legislature finalized its budget, it is premature to make a decision regarding the need for up to four work furlough days. However, because August 3 was one of the proposed furlough days, there is a need to let employees know whether they will report to work on August 3.

At this time, we believe that it is fiscally responsible to recommend that August 3 be designated as a regular, paid working day for employees. However, we are not making a recommendation for the remaining three proposed furlough days until a final State budget has been determined. IBN will meet after school begins to sort through the issues and prepare a recommendation to the Governing Board regarding the remaining days. It may be more responsible to consider each proposed furlough day as the year proceeds if there is evidence that the State may impose additional mid-year cuts.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board designate August 3, 2009 as a regular, paid working day and authorize the Superintendent to inform employees that they will report to work on August 3, 2009.

Superintendent _____

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
1st Reading

DATE: November 12, 2009

AGENDA ITEM: Work Furlough

INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Dr. Susan J. Cook, Superintendent

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

On April 23, 2009, the Interest-Based Negotiations (IBN) Team made a series of recommendations to the Governing Board regarding the budget for 2009-2010. At that time, IBN did not make a final recommendation regarding the work furlough days, pending Legislative budget actions. As of July 1, 2009, the State budget was still in a state of flux, so the Governing Board voted to recommend August 3 only as a regular work day.

As of November 1, 2009, while some budget decisions have been made regarding K-12 education, the State of Arizona has yet to approve a balanced budget for 2010. Although we had planned to make a recommendation regarding the work furlough days to the Board when the Legislature finalized its budget, it is premature to make a decision regarding the need for all three of the additional work furlough days. However, because December 18 was one of the proposed furlough days, there is a need to let employees know whether they will report to work on December 18. At the October 5 IBN meeting, members reached a consensus that the remaining furlough days would be considered individually as they occur on the calendar since there are still so many unanswered questions regarding the potential of further budget reductions in the current year.

At this time, we believe that it is fiscally responsible to recommend that December 18 be designated as a regular, paid working day for employees. However, we are not making a recommendation for the remaining two proposed furlough days (March and May) until a final State budget has been determined.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board designate December 18, 2009 as a regular, paid working day and authorize the Superintendent to inform employees that they will report to work on December 18, 2009.

Superintendent _____

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
1st Reading

DATE: February 25, 2010

AGENDA ITEM: Work Furlough

INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Dr. Susan J. Cook, Superintendent

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

On April 23, 2009, the Interest-Based Negotiations (IBN) Team made a series of recommendations to the Governing Board regarding the budget for 2009-2010. At that time, IBN did not make a final recommendation regarding the work furlough days, pending Legislative budget actions. As of July 1, 2009, the State budget was still in a state of flux, so the Governing Board voted to recommend August 3, 2009 as a regular work day. On November 12, 2009, the Governing Board designated December 18, 2009 as a regular work day.

As of February 10, 2010, while some budget decisions have been made regarding K-12 education, the State of Arizona has yet to approve a balanced budget for 2010. Although we had planned to make a recommendation regarding the work furlough days to the Board when the Legislature finalized its budget, it is premature to make a decision regarding the need for all of the additional work furlough days. However, because March 19 (during Spring Break) is one of the proposed furlough days, there is a need to let employees know whether they will be paid for this holiday. At the October 5 IBN meeting, members reached a consensus that the remaining furlough days would be considered individually as they occur on the calendar since there are still so many unanswered questions regarding the potential of further budget reductions in the current year.

At this time, we believe that it is fiscally responsible to recommend that March 19 be designated as a regular, paid holiday for employees according to the employee calendar they work. However, we are not making a recommendation for the final proposed furlough day in May until a final State budget has been determined.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board designate March 19, 2010 as a regular, paid holiday and authorize the Superintendent to inform employees that the holiday will be paid.

Superintendent _____

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
1st Reading

DATE: May 13, 2010

AGENDA ITEM: Work Furlough

INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Dr. Susan J. Cook, Superintendent

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

On April 23, 2009, the Interest-Based Negotiations (IBN) Team made a series of recommendations to the Governing Board regarding the budget for 2009-2010. At that time, IBN did not make a final recommendation regarding the work furlough days, pending Legislative budget actions. As of July 1, 2009, the State budget was still in a state of flux, so the Governing Board voted to recommend August 3, 2009 as a regular work day. On November 12, 2009, the Governing Board designated December 18, 2009 as a regular work day. March 19 was also designated as a regular, paid holiday for employees.

At this time, we believe that it is fiscally responsible to recommend that May 26, 2010 be designated as a regular, paid work day for employees, in accordance with the employee calendars they work.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board designate May 26, 2010 as a regular, paid work day if the employees' work calendars call for them to work and authorize the Superintendent to inform these employees that the work day will be paid accordingly.

Superintendent _____

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					