

**WINDSOR UNIFIED SCHOOL DISTRICT**  
9291 Old Redwood Highway, Windsor, California 95492  
Building 500 School District Conference Room

**SPECIAL SCHOOL BOARD MEETING AGENDA WORKSHOP FOR NOVEMBER 8, 2018**

**5:30\*PM Agenda Online Workshop, 6:30\*PM Open Session – Building 500 District Conference Room**

1. **Roll Call:** Bill Adams, Sandra Dobbins, George R. Valenzuela, Eric Heitz, Esther Lemus  
**Flag Salute: Esther Lemus**

2. **TRAINING WORKSHOP**  
**2.1 Agenda Online training workshop**

3. **ADJUSTMENTS TO THE AGENDA:**

**Public Comment:**

Any person may address the Board on any Consent Action item or item not listed on the agenda. Pursuant to the Brown Act, during this period, the Board is not allowed to consider issues or take action on any item not listed on the agenda. We ask that public comment be spoken into the microphone from the podium. In accordance with BP9323: Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

4. **REPORT/DISCUSSION ITEMS:**

**4.1 Study Session: Consideration of and Discussion about Budget Adjustments – Expenditures – Part 2;** Chief Business Officer, Lois Standing will present this item to the Board of Trustees.

**ADJOURNMENT**

\* Convening and adjournment times are estimated. In accordance with Board Bylaw 9320 and Government Code 54953.2, 54954.1: A complete copy of this Board packet is available at the Windsor Unified School District office: 9291 Old Redwood Highway, Building 500, Windsor, California. The District shall provide appropriate translation services, and disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. Please call 837-7701 for assistance.

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## WINDSOR UNIFIED SCHOOL DISTRICT

TO: Bill Adams, Board President

FROM: Brandon Krueger, Ed.,D. Superintendent

DATE: November 8, 2018

ITEM: **AGENDA ONLINE TRAINING WORKSHOP**

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### **BACKGROUND INFORMATION:**

Several years ago, the Board Trustees requested staff to explore a **paperless** system of building, managing, and communicating board meeting agendas and related reference materials. Several informative presentations were provided and an interest in pursuing implementation of a new system, Agenda Online – a California School Boards Association (CSBA) product, was generated.

As momentum was established to plan for training and implementation of Agenda Online during the 2017-2018 school year, the original system was being updated to address the feedback that had been received about the base program. As of July, 2018, the new version of Agenda Online is available for further exploration, training, and implementation.

Agenda Online (2.0) provides greater ease in building and tracking agenda items, streaming and recording meetings, providing customizable communication features and a cloud-based platform for reliability. Customer service is now available 7 days a week, 24 hours a day.

### **CURRENT CONSIDERATION:**

Agenda Online Training is arranged for Thursday November 8<sup>th</sup> as followed (according to user groups)

10:00 am - 1:30 pm	Meeting Manager (s) & Technology Support
3:00 pm - 4:00 pm	Submitters, Cabinet, Superintendent
5:30 pm - 6:30 pm	Board Trustees

### **RECOMMENDATION:**

This is a training workshop towards the implementation of the new Agenda Online PRO. This will provide Trustees the opportunity to have questions and clarifications addressed.

### **ATTACHMENTS:**

No

## WINDSOR UNIFIED SCHOOL DISTRICT

TO: Bill Adams, Board President

FROM: Lois Standring, CBO

DATE: November 8, 2018

ITEM: **STUDY SESSION: CONSIDERATION OF AND  
DISCUSSION ABOUT BUDGET ADJUSTMENTS –  
EXPENDITURES – Part 2**

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### **BACKGROUND INFORMATION:**

Over the last several years Windsor Unified has struggled with a structural deficit within the annual budget. The impact of significant increases in pension costs to school districts (and to employees) is, to a large degree, consuming our district's budget. As expenditures continue to outpace revenues, it has become apparent that adjustments need to be made to maintain fiscal solvency in the District.

In May of 2018 there was a Board Study Session which reviewed budget building blocks in light of increasing deficits. During the session, we discussed and agreed to explore revenue enhancements along with the following concepts in order to reduce expenditures:

- Staffing Ratios/Formulas
- Class Size to Contract Levels and by Sections
- Current District/School Configurations
- \*Transportation Routes and Configurations
- Review of Funding Source Pathways

At the June 26, 2018 Board Meeting, the Board approved the proposed budget for the 2018-19 fiscal year and reviewed a timeline for addressing concerns for potential deficits projected, in the multi-year projection, in the 2020-21 fiscal year.

At the September 18, 2018 Board Meeting, we began the conversation about budget adjustments by looking at revenue enhancements (student attendance increases, fee structures, community sponsors, grants, etc.) which are also critical in reducing ongoing and/or one-time costs. \*Transportation was originally explored as a revenue source, yet was shifted to an area of expense for review for further cost containment/savings.

On November 1, 2018, a study session was held. This second part of the discussion (scheduled, but tabled on October 16, 2018) focused on the expenditure side of the budget equation. Possible expenditure reduction items were presented, which, if implemented, would decrease deficits. For each expenditure reduction area, listed above, but possibly in a different order, we shared information regarding initial ideas, posed

specific questions to the Board, and asked for guidance and direction. The study session was extended and scheduled for November 8, 2018 (today).

**CURRENT CONSIDERATION:**

This continued discussion will further inform our preparation of the 2019-20 fiscal year budget adjustments which we plan to provide updates for, on the November 13, 2018 Board meeting, and present for action and consideration of approval in December, 2018.

The discussion will include additional ideas and a draft communications/engagement schedule/plan to proceed with.

**RECOMMENDATION:**

This item is informational only and designed to provide/elicit clarifications for our exploration, thus far, and for next steps.

**ATTACHMENTS:**

Yes

# Our Best Thinking – FY19/20 Budget Adjustments – Part 2

Reduce Expenditures

## November 1 Recap: Areas Suggested for Initial Exploration to Reduce Expenditures

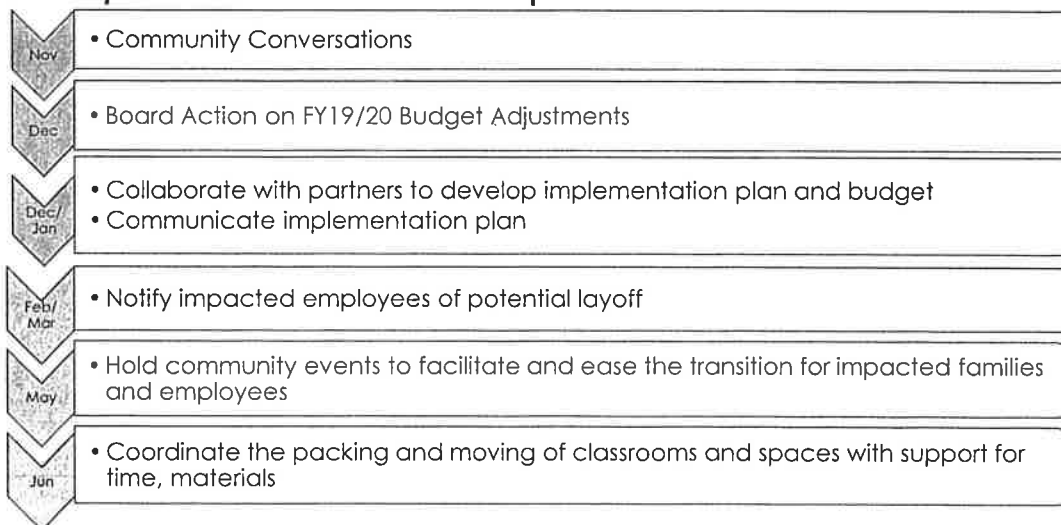
- Reconfigure Elementary Schools
  - Hold Community Conversations to present our best thinking on reconfiguration and gather questions and feedback?
- Adjust Staffing Formulas & Class Sizes
  - Adjust formulas to approximate maximum class sizes?
  - Explore needs-based staffing for support positions?
- Improve Site and Facility Operations
  - Join SPURR's Energy Center?
- Revise Transportation Program
  - Propose changes to routes and vehicles?
- Identify Changes to Funding Source Pathways

# Other Ideas

- Reconfiguration Options
  - Other Ideas – short term
  - Other ideas – long term
- Formula Changes for High School Staffing
- Reductions to Specialized Funding
- Staffing to Student Needs
  - Initial position analysis
- Operational Savings
  - Technology Services/Contract Adjustments
- (Site) Unrestricted Budget Allocation Reductions
- Additional funding pathway adjustments
- Other Thoughts (to assist with the goal of a positive fund balance and increased employee compensation)

Looking at the unrestricted site budgets

# Elementary School Reconfiguration – *updated* conceptual timeline



# Formula Changes for High School Staffing

## Staffing Formula Proposal

### General Education

Enrollment \* 6.5 / 158 = Teacher FTE to

Enrollment \* 6 / 158 = Teacher FTE

### Proposed Savings

FTE \_\_\_\_\_

\$ \_\_\_\_\_

## Current Class Sizes

### General Education

- Average class size of 24.58 students
- 57 section < 22 students

### Physical Education

- Average class size of 33.14 students
- 2 sections < 25 students

### Music

- Average class size of 27.17 students
- 4 sections < 25 students

**High School**

# Reductions to Specialized Funding

## Changes in place

ROP Supplies

PreMed Funding

**High School**

# Staffing to Student Needs

## Explore Classified Staffing

- Needs based vs. enrollment based
- Program needs
- Student needs

# Operational Savings

Technology Services/Contract  
Adjustments

**FY18/19 Budget, \$953K**

Previous - AT & T

Current - SONIC

Other Services/Utilities

Cost savings potential

\$ \_\_\_\_\_



## Operational Savings

Transportation Routes and  
Vehicle Adjustments

**FY18/19 Budget, \$953K**

Cost savings \$\_\_\_\_\_

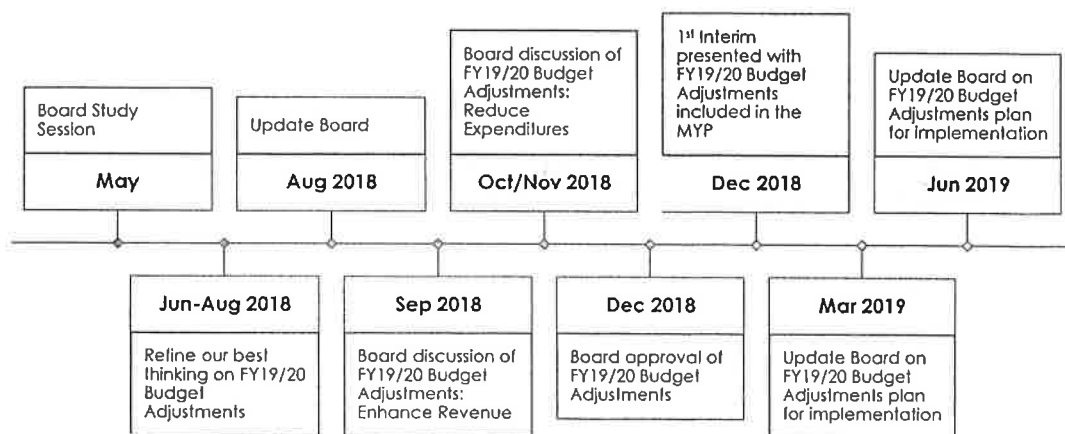
## (Site) Unrestricted Budget Allocation Reduction

- Current Practice
- Implication/Savings of Reductions

## Additional Funding Pathway Adjustments

- Other resources

## Our Best Thinking – Timeline (updated)



## Next Steps

Assess revenue enhancements and expenditure reductions based on the criteria below:

- Feasibility of realizing savings
- Timing of realized savings
  - Short-term
  - Intermediate-term
  - Long-term
- Complexity of implementation
- Board guidance

## Guidance for Exploration/Future Proposal

- Reconfiguration Options
  - WCE idea
  - Other Ideas – short term
  - Other ideas – long term
- Formula Changes for High School Staffing
- Reductions to Specialized Funding
- Staffing to Student Needs
  - Initial position analysis

## Guidance for Exploration/Future Proposal (continued)

- Operational Savings
  - Technology Services/Contract Adjustments
  - Transportation Routes and Vehicle Adjustments
- (Site) Unrestricted Budget Allocation Reductions
- Additional Funding Pathway Adjustments
- Other Thoughts (to assist with the goal of a positive fund balance and increased employee compensation)

## Our Best Thinking – FY19/20 Budget Adjustments

- Community Conversations Schedule (if applicable)
- Update to the Board – November 13, 2018
- Board Action on FY19/20 Budget Adjustments, December 4, 2018

DRAFT (for discussion)

Next Steps – Budget Adjustments for FY 2019-20

Date	Item	Notes
Ongoing	Communication on WHY	Messaging the facts about district budgets and the impact of increasing pension costs, healthcare costs, etc.
November 1	Board Study Session – Expenditures	<p>Provided presentation tabled from the October 16 meeting.</p> <p>Board extended the study session to November 8.</p>
November 7	Budget Advisory Focus Group Meeting	<p>Review our work in the 2017-18 school year.</p> <p>Provide updates on revenues and expenditures being explored for enhancement (revenues) or adjustment (expenditure reductions).</p> <p>Generate ideas to take back to the Board (on November 8) and then out to town hall/community meetings to involve people in the process.</p> <p>Secure Focus Group member participation in the town hall meetings.</p> <p><a href="mailto:mybudgetquestions@wusd.org">mybudgetquestions@wusd.org</a></p>
November 8	Board Study Session – Expenditures (extended from November 1)	<p>Continue discussion.</p> <p>Get clarifications and guidance.</p> <p>Propose a communications plan.</p> <p>Prepare for action item (coming to the Board by December 4)</p>

November 14 – 6:00-7:30 p.m.	Town Hall – WCE Multi Use Room	Bring central ideas forward for communication and discussion.
November 26 – 6:00-7:30 p.m.	Town Hall – MWE Multi Use Room	Bring central ideas forward for communication and discussion.
November 27 – 6:00-7:30 p.m.	Town Hall – BES Multi Use Room	Bring central ideas forward for communication and discussion.
December 4	Regular Board Meeting Discussion/Action Item – Recommendations for Budget Adjustments for the FY 2019-20	Present recommendations and respond to direction given.
December 18	Regular Board Meeting	Present any additional action items needed Board approval.

DRAFT