

MEMORANDUM

TO: Members of the Board of Education
FROM: Carol Carstensen
DATE: July 14, 2005
SUBJECT: REQUEST FOR PROPOSAL FOR EXTERNAL REVIEW OF BUSINESS SERVICES

I suggest the RFP for business services be centered around these questions:

As we face the need to make further cuts to the school district budget please:

1. identify ways that we can carry out our current functions more efficiently (in terms of time and/or staff)
2. identify the areas/functions that we can reduce and/or eliminate without harming the district's legal responsibilities;
 - a) with a 0% increase for next year
 - b) with a 3% decrease from this year's level
 - c) with a 5% decrease from this year's level