

**MEMORANDUM**

**TO: Members of the Board of Education**

**FROM: Ruth Robarts**

**DATE: July 14, 2005**

**SUBJECT: REQUEST FOR PROPOSAL FOR EXTERNAL REVIEW OF BUSINESS SERVICES**

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*Thanks for the advance opportunity to review this proposal. I agree wholeheartedly with Lawrie's analysis and conclusions. I will not vote for spending any funds on this proposal, for the reasons that Lawrie expressed.*

Her counter-proposal makes much more sense. In effect, we need to direct the administration to analyze the effect on functions of several levels of cuts. They should be able to use the Virchow-Kraus model as a guide, without our spending more money to purchase an analytical framework. I suggest 0%, cutting 3% and cutting 5%.

After we receive that report, we should follow Lawrie's suggestion of hiring an independent consultant who reports directly to the BOE and direct the consultant to advise us on the impact of the various levels of budget reduction. Then benchmarks from other districts and local governmental bodies become relevant. We should accomplish this as soon as possible, so that we have the data in time to develop reduction-in-force policies and procedures consistent with the already existing H.R. policy that recognize the need for RIF procedures for budget reasons.

Finally, I recommend that we keep in mind that our obligations to employees on administrative contracts are created three ways: by authorizing positions using the operating budget, by using grant, state or federal funds to fund administrative positions and by authorizing funds for community service for administrative positions. I believe that we must approach the administrative staff in a coherent and coordinated way. The BOE needs to know which positions are essential and which are not regardless of the funding source. It does not make sense and is bad public relations to continue using retirements and resignations to cut positions that we may need for business or other reasons and at the same time growing central office or MSCR positions.