

Los Angeles Unified School District
Inter-Office Correspondence
Office of the Superintendent

TO: Division Heads

DATE: 01/21/2010

FROM: Ramon C. Cortines 

SUBJECT: 2010-2011 CENTRAL OFFICE BUDGET REDUCTIONS

As you are aware, the District will again experience significant state funding reductions; therefore we are faced with the need for additional budget cuts for the 2010-2011 school year. My goal is to achieve these reductions while mitigating the loss of jobs to the degree possible. As an initial step, please prepare a concise plan that outlines a 20% personnel reduction unless otherwise noted below and a 50% reduction of your operational budget. These reductions are to be comprised of a minimum of 75% in General Fund -- regular program or Tier 3 accounts.

Budget Services will provide you with instructions to enter your budget reductions into the Budget Tools software. The information may be entered into the system beginning Tuesday, January 26, 8:00 a.m. Attached are worksheets for personnel and operational reductions that may be used as a guide in your preparation for entering the data into the Budget Tools software.

Please submit a copy of your plan/worksheets to Jim Morris, no later than noon, Thursday, January 28, 2010. I will schedule a meeting with each of you to discuss your budget with me beginning Friday, January 29, 2010 at 8:00 a.m.

All division/offices should include the following in the plan (unless otherwise noted).

- Reduction of A-basis personnel to B-basis. The change in basis will be part of the overall 20% reduction. Since there will be approximately 32 year-round schools remaining in 2010-2011, your plan should include how services will continue to be provided to the year-round schools. There should be no more than 10% of your staff on A-basis.
- The operational budget should reflect a 50% reduction.

Special instructions for selected divisions/offices with a target of a 20% personnel reduction:

- Beyond the Bell – include a list of all programs that are not funded by General Fund Regular program or Tier 3 resources.
- Special Education Division – include a plan that allows the special education population to meet legal mandates while identifying areas for possible elimination/reductions.
- Information Technology Division – include your rationale for advancing, initiating, maintaining, eliminating, downsizing or delaying projects. Include the advantages and disadvantages.
- KLCS – include a plan to redirect resources to increase educational services to schools while decreasing the operational budget.
- Facilities -- update the Facilities Plan based on Proposition Q monies not being available. Include in the plan suggestions regarding consolidation and transfer of

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some functions to other offices. In addition, provide a plan for custodial and maintenance services at school sites to ensure the safety and health of students and personnel.

Special instructions for selected divisions/offices with a target of a 10% personnel reduction:

- Human Resources, Personnel Commission, and Office of the Chief Financial Officer -
- no special instructions.
- School Police – include a plan describing how schools will be covered and how security will be provided for District buildings and properties in light of these reductions.

In our meeting, all division/office heads should be prepared to discuss proposed personnel reductions (i.e., 20% or 10%) and proposed 50% operational reductions as well as:

- Description of the main function of the division/office
- Other division/office functions
- Functions that can be eliminated

Finally, I have discussed with the Board President and I am requesting the Board for a 15% reduction. In addition, I am requesting the Office of the Inspector General to provide a plan for a 15% reduction which may be presented to the Board or to myself. I look forward to the Board's support in these areas.

If there are any questions, please call Jim Morris at extension 17000.

c: Members, Board of Education
Jim Morris
David Holmquist
Bargaining Unit Leaders
Megan Reilly
Yumi Takahashi



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders

From CFE to all staff.

January 26, 2010

I hope you are well. We have much Facilities news to share with you this week.

Maintenance and Operations did a great job of cleaning up the grounds at Fremont High School and should be commended for this.

We have been asked by the Superintendent's Office to work up plans for further reductions in staffing and a change of position basis for 90 percent of staff from A to B basis. The Facilities Services Division is a member of the LAUSD family and as such we will share in the budget solutions. I will know more on this by next week.

Last week we had a meeting with approximately fifty folks to discuss instructional gardens and the greening of our schools. It was very productive and exciting to discuss the value instructional gardens bring to schools and communities. The challenge is to be able to support gardens in a sustainable manner.

Two weeks ago I released a log of communications between our Division and some of our bargaining unit partners, and will continue to do this periodically to keep you informed. I received some very supportive comments and replies from one of our union partners as well as continued concerns from another. I will continue to answer all questions and comments unless they are slanderous, confidential or having to do with a particular individual's singular situation.

I am sad to say that the following comments and questions came from anonymous email addresses. I have stated in the past that I cannot respond to anonymous messages, because, they are by their very nature, anonymous. I am going to make an exception here as the messages seem to originate from a very informed source, and I will do this publically. I have omitted personal details.

1. Where are the organizational charts? If you have them, are they actually correct, meaning if you were to go to the Department, is that what you would see or are the organizational charts just a piece of paper? If you don't have them, then how can you run a Division without it?

I have attached the latest organizational charts for your information and use.

2. Try to work with the unions. Answer all their questions and offer any assistance that they may need. Maybe hire an assistant to deal with the unions' full time. You have a lot of staff that are not doing anything except waiting to get laid off in a month or two.

I am fully supportive of our union partners. Here are examples of this:

- CSEA identified almost one hundred positions that they thought should not be held by contract professionals. After thorough review and analysis, I agreed and closed those positions.
- Regular communications between Facilities and the Teamsters union.
- Building Trades and Facilities are working closely together to ensure that Public School Choice schools are maintained and operated by District M&O.

3. Why are you laying off experienced contract professionals while keeping unqualified District Staff?

As we near the completion of the current Bond Program, both Contract Professionals and District Employees are being released. By function, Contract Professionals will be released prior to District Employees.

4. What is the plan for the future?

The plan is to complete the remaining 48 new K-12 schools, needed to provide every LAUSD student with the opportunity to attend a neighborhood school operating on a traditional two-semester calendar. At this time, we are anticipating completing the remaining existing facilities projects in the current Bond Program. Over the next two years, our staffing will decline as work is completed, and then stabilize to begin the planning stages for future phases of work. We do not now know for certain when additional funds will be available either through anticipated State Matching Funds or via Measure Q.

5. Why did you stop the JOC program?

The JOC program has not stopped. I have initiated a thorough review of current JOC procedures, program implementation and contractors who conduct the work to ensure that the program remains a viable delivery method. JOC contracts continue to be issued to complete work that is critical to the Program's mission. Once the review is complete, we will issue our findings and determine if any adjustments to the Program are required.

6. Why were there so many rumors about the cancelation of Existing Facilities projects?

We try very hard to anticipate and avoid issues. Several months ago, we began a “what if” exercise to determine – if necessary – what projects we might recommend for cancellation and the criteria we would use to make those recommendations if we found ourselves with a cash deficit. We are anticipating the completion of all projects in the current Bond Program.

7. When are you going to start planning for the future?

In an effort to be prepared to commence new projects when funds are available, we have begun a limited pre-planning effort. We are beginning this effort with initial conversations between Boardmembers and the Superintendent.

8. Why did you cut my pay by 20% then not allow my company to compete for future contracts?

All construction management firms were encouraged to compete for future contracts, provided that they met the minimum requirements outlined in the Request for Qualifications.

The 20% reduction reflects current market rates and is not a punitive measure. The entire District, including the Bond Program, is suffering unusually significant budget pressures. There is an open discussion regarding a possible Districtwide 12 percent salary reduction, furlough days and massive layoffs of certificated and classified LAUSD staff. Given the difficult budget environment and the need to identify alternative funding for improvements to our students’ learning environments, it is reasonable to have contract professionals and their construction management firms share in cost saving measures.

9. In today’s meeting you mentioned emails you have been sending to our department. Unfortunately, I haven’t been receiving any emails from you, after the first email I received from you. It might be because of my email structure.

You can go here: <http://vjer/> First link under Network resources.
or send a blank email to: [Subscribe to All FSD EMPLOYEE's mailing list](#)

I am privileged to be able to work with you. Thank you for your continued hard work. Try to keep dry.

James Sohn



Los Angeles Unified School District

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