

## **Budget Conservation Items as of 3/13/09**

### **Personnel**

1. Reduce the administrative benefit package.
2. Restrict professional development to in-state venues unless paid through a dedicated grant or non-BCSC resources.
3. Combine Harris Academy teacher/Novel Stars supervisor.
4. Delay hiring the 4<sup>th</sup> BCSC Police Officer.
5. Transfer costs for background checks to candidates for employment.
6. Reduce summer school options.
7. Reduce staff by attrition: 1 Grounds Supervisor, 1 Custodian, 1 Maintenance Technician, 1 Food Service, 1/2 Harris Academy teacher, 1/2 Medical Assistant, 1 Mechanic
8. Change hours for instructional assistants to 7 hrs./day, and change days to only when students are present.
9. Reduce number of college hires for summer maintenance staff.
10. Adjust hours for administrative assistants employed 9, 10 or 11 months - work 8 hours with 7.5 hours paid and a .5 hour unpaid lunch. Effective July 1, 2009.
11. Adjust hours for hourly desktop techs - work an 8.5 hour shift with 8 hours paid, and .5 hour unpaid lunch. Effective July 1, 2009.
12. Adjust hours for all classified personnel employed 9, 10, 11, or 12 months. For example, personnel with a half hour unpaid lunch will work an 8.5 hour **minimum** day; and those with a one hour unpaid lunch will work a 9 hour **minimum** day. Effective July 1, 2009.
13. Eliminate all but emergency overtime for nurses with the exception of CPR training. Hours during meeting weeks will change so that total weekly hours equal 40. Effective July 1, 2009, nurses will work and be paid for an 8-hour day, as they must be in the building for lunch as children might need them at any time.
14. Reduce an administrative assistant position or equivalent at Central Office. Effective July 1, 2009.
15. Eliminate one Central Office administrative position. Effective August 1, 2009
16. Reduce two elementary teaching positions through attrition and leaves, if enrollment allows. Effective 2009-2010 school year.
17. Maintain teaching positions in grades 6-12 at current level. Effective 2009-10 school year. The exception will be to add one half teaching position at BHS if required by music enrollment in midi lab.
18. Maintain classified positions for 2009-10 at current level except for required areas (i.e. special ed). Effective immediately.
19. Establish team cleaning concept in custodial staffing, which will reduce by performance or attrition up to eight positions over a several month period.
20. Freeze all administrative and classified salaries at the 2008-09 level for one year. Effective July 1, 2009.

### **Reduce, Reuse, Recycle**

21. Look for free resources when possible and available.
22. Use both sides of a page of paper, whenever possible.

23. Recycle plastics, glass, aluminum, steel, paper, and printer cartridges in all classrooms, offices, and departments.
24. Eliminate cafeteria use of Styrofoam and many paper products.

### **Utilities**

25. Delay heating/air conditioning of buildings until the beginning of the school day.
26. Reset heating and air conditioning set points.
27. Remove all holiday decorations, incandescent lighting fixtures, coffee makers, refrigerators and other electrical devices in classrooms.
28. Remove selected lamps from fixtures when equipment will not be damaged or light levels impaired, where possible.
29. Turn lights off when not in use in spaces with multiple light switches. Consider only turning on lights that are needed, or use natural light.
30. Turn off projectors and monitors except for curricular use.
31. Reset exterior door locks so doors are not propped open during student arrival and dismissal.
32. Shut down all computers, monitors, and peripheral equipment when not in use.
33. Eliminate two copy machines in Central Office. Effective asap
34. Disable override buttons throughout corporation, except in public areas. Effective asap.
35. Utilize night set back for all practices and after school activities throughout corporation, etc. except for public events. Effective asap
36. Eliminate color printing, except as follows:
  - OK for **final** printing in classes where color is essential – i.e. Project lead the Way, art
  - OK when necessitated by IEP's or other legal reasons
  - OK to use cartridges in stock, however, no more will be purchased through school funds. Effective asap
37. Eliminate outside lights at tennis court unless needed for school events. Effective asap.
38. Eliminate outside basketball court lighting. Effective asap

### **Other**

39. Eliminate “elective” lawn treatments.
40. Reduce building supply budgets by 10% to date.
41. Increase fees for Challenger Learning Center.
42. Eliminate Victory Field Celebration and January Celebration. Keep Employee Recognition Banquet, and Beginning of School Picnic— both sponsored by Coke. Effective immediately.