School District of Poynette
Cost Savings / Revenue Committee
Staffing Sub-Committee
December 15, 2009 3:30 PM at HS IMC

In attendance:
Nancy Mair
Sue Hornback
Jason Jennings

Absent:
Richard Wilkinson

1. **Discussion on Information from Blog/Website:** No new entries from December 2 meeting. Nancy will type up question/idea and answer for the sub-committee's review. Jason will research more information on two questions.
2. **Discussion of Sub-committee Process**
    - Sue Hornback reported on her conversation with Brian Sutton. He is not planning any changes to the curriculum for 2010-11 that would require new textbooks or extra materials. Staffing needs could change depending on the Board of Education's decision to keep Arlington at K-3 or make it a Kindergarten center. A Kindergarten center would require more Special Education staff. He expects to need only three sections of third and fourth grades in 2010-11 based on the projected student count. Closing Dekorra has reduced staff needs for custodian, cook, secretary, and library assistant sources. There may be no savings in busing costs if more students are bused to Arlington.
    - Retirement was discussed. The sub-committee will recommend that when a staff position is vacated by retirement or resignation the administration assesses the need to hire. The first priority would be to reduce staff through attrition. Present staff could be reassigned depending on licensure required and job duties could be reshuffled.
    - Reducing staff with limited face-to-face student time was discussed. One area discussed was summer hours. The sub-committee will recommend that any paid summer hours that do not add to summer school FTE be reduced or eliminated. Also, no increase to cooks time is anticipated at Arlington or Poynette K-8 for 2010-11. Any lunch timing issues should be resolved through scheduling lunch within the present time constraints.
    - Required classes, graduation requirements, and class size policy were reviewed. No changes to policy were recommended.
    - 21st Century Learning Skills and the block schedule were discussed.
    - The sub-committee discussed the need for more research/expertise to review potential FTE reductions for Educational Excellence, Technology Integration Specialist, Reading/Title I, Guidance, custodian time, and non-Special Education Educational Assistants.
    - Furlough days were discussed. Nancy will cost out the daily rate of each employee so the sub-committee can evaluate the pros and cons of reducing contracted days.
    - Jason reported on the list of positions previously cut by the district over the last 11 years.

- Next group meeting will be January 6 at 6:30. The sub-committee reports may be needed by mid-January. The Staffing Sub-committee will communicate via email.

3. **Adjourn:** The committee adjourned at 5:30 PM.