



Executive Council Restructuring Plan

School District of the City of Royal Oak
Board of Education Presentation

August 27, 2009

OBJECTIVE:

Reduction of one Executive Director from Central Office Staff

TARGET DATE:

- Transition: September 2009-June 30, 2010
- Completion: July 1, 2010

EXECUTIVE DIRECTOR RESTRUCTURING

- We have financial challenges:
 - Reliance on the State of Michigan for funding
 - Plummeting State Revenues
 - Escalating health insurance and retirement costs
 - Significant wage increment costs
- Financial challenges for Michigan school districts will not get better anytime soon
 - Budget reductions and program restructuring will continue
- To meet our financial challenges, staff has been reduced annually
- All employee groups have been affected
 - Teachers
 - Operational employees
 - Secretaries
 - Hall Guards
 - Psychologists
 - Building Administrators
 - Central Office Administrators

EXECUTIVE DIRECTOR RESTRUCTURING

- Twenty-five (25) administrative positions have been eliminated since 1998
 - Over a 50% reduction in administrative positions
- An Executive Director position will be eliminated in 2010-11 fiscal year
 - One of many budget reductions expected for 2010-11
 - Keeps more “dollars” in the classroom
 - Yields much needed budgetary savings
 - District is getting smaller
- Items to keep in mind:
 - Work that must get done will get done
 - Some duties may have to go
 - Expectations will need to be adjusted
 - Compliance, mandates and essential functions come first
 - Shared reliance on building administration

We will get it done

**Executive Director,
Business and
Technology**

Management/Supervision:

- Transportation
- Maintenance
- Custodial
- Food Service
- Digital Records
- Marketing
- Construction/Facilities
- Environmental
- Facility Usage
- Workers' Comp
- Benefits
- Print Shop
- Building Rentals
- Property Sales
- Technology

Committees:

- Wellness
- Building & Site
- Safety
- Website

Labor

- Contract:**
- ROESPA

**Executive Director,
Business and
Operations**

- Budget Development
- Budget Monitoring
- Long Range Financial Forecasting
- Financial Analysis
- Financial Reporting
- Tax Reporting
- Building Rentals
- Audit
- Finance Dept Oversight & Supervision
- Purchasing
- Cash Management

- Custodial
- Maintenance
- Environmental
- Transportation
- Food Service
- Property Sales
- Negotiations – all groups
- Committee chair
 - Finance
 - Building & Site
 - Safety
- Special Projects
- Payroll

**Executive Director,
Administrative
Services**

- Recruitment & Hiring of all new staff
- Develop & Monitor Staffing Budget
- Assignment of staff – all groups
- Labor Relations – all groups
- Benefits
- Workers Compensation
- Contracted/Substitute Employee Services
- Employee Evaluations
- School Safety/District Emergency Mgmt
- Maintenance of all Employee Files
- Conversion of District to Digital Records
- FOIA Coordinator
- Payroll Authorization

- Contract Negotiations
- ROASA
- ROEA
- ROESA
- ROESPA

**Contract
Negotiations:**
- ROESPA

**W. Compensation
and Benefits**

**Contract
Negotiations:**
- ROEA

- Employee Relations:
-ROESPA & ROESA
- Employee Services & Communication
- Monitor Compliance w/Employment
& Labor Law
- State/Federal Reporting –
Human Resources
- Special Projects
- Committee Chair
 - Wellness
 - Policy
 - Joint Committee
 - Website

SUPERINTENDENT

Marketing

Schools of Choice

Payroll

Technology

Print Shop

Gone:

- Dream Home
- TBD

- Curric/Instr & Prof Dev
- Curriculum Adv. Cmt
- Spec Ed + Early Childhood
- Title I
- 504
- ESL
- Homeless
- Grants

- District Discipline/Expulsions
- Community Education
- Churchill Community HS
- Mentor/Mentee
- Pupil Accounting
- Liaison for Intn'l Academy
- PTA Liaison
- Coord Councils; Prin. & Ad Cnd
- Summer School
- Scholarships
- Monitoring Prof Dev
- Student Early Release Process

**Executive Director,
Student Services**

Key:
GAL Distributed Jobs
Current Job Responsibilities
Shifted Job Responsibilities



Contract Negotiations:
- ROESPA

- Budget Development
- Budget Monitoring
- Long Range Financial Forecasting
- Financial Analysis
- Financial Reporting
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Business and
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**Executive Director,
Administrative
Services**

**Executive Director,
Student Services**

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What can we expect following restructuring?

- The students and our educational programs will continue to be the focus.
- Quality management and supervision of the programs, staff and District functions will continue.
- Certain Central Office responsibilities may be shared with Building Principals.
- Existing work may be restructured for effectiveness and efficiency.
- New initiatives will compete with compliance responsibilities.