

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 4

MEETING OF May 13, 2024

REVIEWED BY:

ITEM TITLE:

**Implementation of RIF Plan for FY2024-2025**

Motion to approve the implementation of the  
RIF Plan for FY2024-2025

Superintendent

Personnel

Finance

SUBMITTED BY: Daniel Schuler, Business Manager, 907 247 2116

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent 907 247 2109

**SUMMARY STATEMENT:**

The Board is being asked to approve the implementation of the Reduction in Force plan for Fiscal Year 2024-2025.

**BACKGROUND:**

The Board of Education reviewed at its regularly scheduled meeting on April 10, 2024, a draft of the FY2024-2025 Budget that was crafted to accomplish three goals: Maintain the current educational program; provide a repayment to the Ketchikan Gateway Borough (Borough) for an existing self-insurance health fund liability and an amount to restore an unrestricted fund balance in the District's Operating Fund.

The total spending plan presented on April 10, 2024 by the District Administration contained \$44,902,702 in projected expenditures based upon assumptions regarding staffing, health insurance increases and general inflationary pressures.

After that meeting, the Board of Education provided direction to the District Administration to work off of known funding streams as opposed to making any assumptions with respect to changes in funding at the State level. Based upon that direction, the District Administration provided for the Board of Education's consideration at their regularly scheduled meeting on April 24, 2024, an FY2024-2025 Budget consisting of a spending plan with the elimination of just over \$6.4 million in expenditures, accomplished in part in the following manner:

- Elimination of 44.50 Full Time Equivalent Positions across all employee groups
- Elimination of all student activities
- Elimination of all funding for staff extra duties, including contracts for coaches, clubs, etc.
- Elimination of all non-grant funded travel

The Board of Education approved the significantly reduced FY2024-2025 Budget at a Special Board Meeting held on April 30, 2024. Subsequent to the Board's action, District Administration transmitted the FY2024-2025 Budget and a request for spending authority of \$45,739,134 and corresponding appropriations equaling \$11,435,456, comprised of the required local effort of \$5,741,504 and a local discretionary contribution of \$5,693,952 to the Borough for the Borough Assembly's consideration in accordance with Alaska State Statutes.

At their meeting held on May 6, 2024, the Borough Assembly approved Ordinance 2041 – Substitute with an amendment that removed the local discretionary request of \$5,693,952 and reduced the spending authority to \$40,045,082.

With the changes made by the Borough Assembly regarding the Board of Education's spending authority and appropriations request, the District must implement its Reduction in Force plan in order to achieve an additional \$5,000,000 in budgetary cuts to work within the known revenue streams from the State of Alaska and the Borough.

**ISSUE:**

Board Policy 4117.3 and the Negotiated Agreement between the Ketchikan Education Association and the Ketchikan Gateway School District (“the KEA Negotiated Agreement”) allow the Board to enact a reduction in force when it becomes necessary.

State Statute AS 14.20.177 as well, permits a school board to adopt a reduction in force plan if the board finds that the district is experiencing declining student enrollment and a reduction in force will likely be necessary to responsibly manage the district’s finances.

The District Administration has worked to again identify mandatory budgetary cuts across all areas of the FY2024-2025 Budget to work within the known revenue streams from the State of Alaska and the Borough as of May 13, 2024.

The table below focuses on changes between the initial FY2024-2025 Budget presented to the Board of Education on April 10<sup>th</sup> with regard to the number of certificated staff members and the FY2024-2025 Reduction in Force Plan are detailed as follows:

**FY2024-2025 Operating Fund Budget**

	<b>April 10<sup>th</sup> FY2024- 2025 FTE</b>	<b>May 13<sup>th</sup> FY2024-2025 FTE (RIF)</b>
<b>Elementary Schools</b>		
<b>Instructional Staff</b>	<b>70.80</b>	<b>49.00</b>
<b>Support Staff (SPED/Music/PE/Library/Guidance)</b>	<b>16.00</b>	<b>9.00</b>
<b>Middle School</b>		
<b>Instruction Staff</b>	<b>17.00</b>	<b>12.00</b>
<b>Support Staff (SPED/Music/PE/Library/Guidance)</b>	<b>3.00</b>	<b>3.00</b>
<b>High School</b>		
<b>Instruction Staff</b>	<b>39.97</b>	<b>29.00</b>
<b>Support Staff (SPED/Music/PE/Library/Guidance)</b>	<b>9.50</b>	<b>7.50</b>
<b>Administration (Building &amp; District)</b>	<b>19.00</b>	<b>15.00</b>
<b>Support Staff (District Wide)</b>	<b><u>5.00</u></b>	<b><u>5.00</u></b>
<b>Total Operating Fund Certificated Staff</b>	<b>180.27</b>	<b>129.50</b>
<b>FY2024-2025 Special Revenue Budget</b>		
<b>Administration</b>	<b>1.00</b>	<b>1.00</b>
<b>Support Staff</b>	<b><u>19.73</u></b>	<b><u>18.50</u></b>
<b>Total Special Revenue Fund(s) Certificated Staff</b>	<b>20.73</b>	<b>19.50</b>
<b>Total All Certificate Staff</b>	<b>201.00</b>	<b>149.00</b>

Please reference the attachments that provide further detail on the procedures used by Administration to determine where, programmatically, cuts were made and how, if known revenue streams from either the State of Alaska or the Borough or both are subsequently increased, programs that were cut will be evaluated and restored.

**ATTACHMENTS:**

- FY2024-2025 Reduction in Force Plan Supporting Documentation
- FY2024-2025 Budget Projected Income Statement Based on Known Revenue Streams
- FY2024-2025 Budget Historical Enrollment and Projected Enrollment

**RECOMMENDATION:**

The Board of Education has determined that declining enrollment and limited resources exist that requires the Board to take action on the implementation of the Reduction in Force Plan approved by the Board of Education on April 10<sup>th</sup> by making the following finding with a roll call vote: "The School Board finds that the district will experience continued declining student enrollment and a significant reduction in available revenues and has determined that a reduction in certificated personnel is necessary."

**RECOMMENDED ACTION:**

"I move that the Board of Education ratifies and adopts the Ketchikan Gateway Borough School District Reduction in Force Plan due to declining enrollment and a need to responsibly manage the district's finances."