Step by Step Corrective and Preventative Action Plan (CAPA)

Date: Revised on 12.17.2025

Project Name: Staffing/Program Reductions & Financial Solvency - CAPA #1

Primary Owner(s) of Project: Business & Finance and Human Resources

<u>Team Members Working on Project:</u> Board of Trustees, Dr. Milton Fields, Ms. Cecilia Davis, CFO (Vacant), Dr. Lacey Gosch, Dr. Mary Toppen, Dr. Kristin Saunders, Mr. Daniel Brooks & Dr. Nicole Taguinod

<u>What is Driving the Need for this project?</u> A budgeted ~\$40M deficit (\$34,370,575 as of November Board Meeting, with an additional \$4.5M amendment proposed for December 18, 2025 to cover the run-out costs from the Self-Funded Health Insurance) for FY 2025–26. Forecasted actual deficit is currently \$34.1M, this includes SFHI of \$15.8M.

<u>Description of Project:</u> Judson Independent School District (JISD) faces a projected ~\$40 million deficit for FY 2025–26. The 2 Finance CAPAs are a comprehensive framework outlining strategic initiatives to address immediate financial needs while strengthening long-term operational practices. These plans provide structured steps, timelines, and expected outcomes to restore fiscal stability and prevent recurrence of similar challenges within 2 years.

<u>Purpose:</u> Address the projected ~\$40 million budget deficit (\$6.8M + \$4.5 = \$11.3M is a one-time cost for the current FY for Self-Funded Health Insurance, resulting in a \$28.7 recurring deficit) through equitable program and staffing reductions and eliminations, policy changes, and non-payroll cuts.

- \$30 million from staff and program reductions and eliminations. The reductions can be implemented through:
 - a.) A formal Reduction in Force (RIF) through financial exigency or a program change **or**
- b.) **STAFF RECOMMENDATION:** Through staff attrition, and reduction of positions, contract expirations, reduction of probationary contracts and non-renewals.
- **\$2 million** from policy-based changes

Overall Reduction Targets and Commitments:

• Year 0 Goal 25-26: Decrease deficit by ~\$5 million based on current vacancies (approximately 162 vacancies) by implementing a soft freeze, or hiring pause, consolidating classes and reassigning employees from within JISD. In addition, eliminate \$15M in positions, reductions, or policy-

based changes {identified by Moak Casey as overstaffed and identified positions by cabinet}. Projected FY End Deficit of \$40M, including \$4.5M of SFHI Runout.

- Year 1 Goal 26-27: End school year 26-27 (FY27) with a decreased \$15M deficit, leaving a remainder of \$15M.
- Year 2 Goal 27-28: End school year 27-28 (FY28) with a near-balanced budget from the decisions made in the 26-27 SY.

Commitments:

- No certified classroom teachers will be reduced Year 0 (2025-2026)
- Preserve as many academic programs and student supports as possible
- Consider funding sources when prioritizing reductions ie. Child Nutrition Funding vs. Local Funding vs. Grant Funding

Step:	Owner of	Start &	Expected Outcome for this step:	Process Notes:	Additional	Cost
	Step:	Completion:			Steps:	
Step 1: Develop			Establish equitable reduction targets for	This step ensures compliance with	Provide	
equitable reduction			each Cabinet member. Reduction targets	recommendations A.2, A.3, F.1, and F.2 by	department-	
targets to identify			are based on all the departments they	applying a data-driven and equitable	level reduction	
positions and program			oversee and their percentage of the total	methodology to reductions across	target report	
reductions/ eliminations.			payroll budget. <i>This is a preliminary</i>	departments based on payroll costs.	to Cabinet for	
			target as we await Moak Casey's final	Cabinet members were asked to reduce	review and	
			staffing study.	their total payroll costs as it related to the	analysis before	
				deficit. All departments over the last	Step 2 begins.	
			Initially, Cabinet identified two tiers of	several years have reduced budgets,		
		00/2025	positions based on the VATRE outcome.	closed positions and reduced personnel,	Cross-walk	
	Cabinet	09/2025 –	Now, both Tiers will be proposed for	but we are working with the current	positions with	
	Members	Present	reduction.	budget deficit and current payroll costs.	identified	
					position	
			For Central office departments only,	Tier I & II Positions:	overages from	
			Cabinet department personnel was	Tier I: Positions identified for reduction	the Moak	
			reduced by the percentage of the	regardless of the VATRE outcome. These	Casey's	
			department's total payroll cost in	positions will be targeted through closing	Staffing Study	
			relation to the deficit.	vacancies, attrition or reassignment in	and identified	
				Year 0.	program	
			Positions will be cross walked with Moak	Tier II Positions: Additional programs/	reductions	
			Casey's Final Staffing Study.	positions slated to be reduced or	suggested by	
				eliminated to attempt to close the entire	Cabinet.	

				deficit. This tiered approach makes sure	
				the district can respond quickly and	
				strategically to the VATRE results,	
				protecting as many programs/positions as	
				possible while maintaining financial	
				stability and an ability to effectively run	
				the district.	
				Total in Positions Reduced: \$ \$6,502,945	
Step 2: Cabinet members			In alignment with Moak Casey Staffing	Aligns with recommendations A.2, C.1,	Consult with
identify specific			Analysis, identify positions and programs	and F.3 by evaluating programmatic	Legal Team to
programs and positions			for elimination or reduction based on	impacts and prioritizing instructional	identify best
to recommend for			positions that are overstaffed compared	preservation. Focus on attrition for Tier	course of
elimination or reduction			to our peers.	I&II positions and examine each individual	action for
based on Moak Casey				vacancy.	reduction of
Staffing Study;			Preliminary positions that are overstaffed compared to peer district's		personnel:
Superintendent grants			per Moak Casey's Study on 12.6.2025.	Moak Casey Staffing Study: <u>Judson FHI</u>	Either a formal
final approval for the			per work casey's study on 12.0.2023.	Final Report to Board 11.18.25.pdf	RIF or seek
recommendations to be			Over steffed	Baseline d 12 E 202E	efficiencies
brought to the board.			Over-staffed Custodial Staff: 30.4	Received 12.5.2025 Judson Final Report PPT 12 5 25 DRAFT	through
			Identified 27 for reduction	to Board.pptx	attrition and
				to Board.pptx	non-renewals
	Cabinet	11/01/2025-	Transportation: 25.2 Identified 8 for reduction	Received 12.6.2025	of at-will
	Members	Present	Child Nutrition: 18.57		employees,
			Identified 9 for reduction	PDF	DOI/non-
				4-JISD and	certified
			Total Teaching Staff: 15.4 Identified 20 plus consolidations for	Comparisons by job	personnel or
			Identified 20 plus consolidations for		probationary
			reductionSocial Worker: 12.3		contracts.
			Support Services LSSP: 10.5 Abble to a select the services and a services and a services are services.		HR will provide
			Athletics other than Director: 4.7 Athletics other than Director: 4.7 Athletics other than Director: 4.7 Athletics other than Director: 4.7		guidance on
			Identified 1 for reduction		specific
			Other Non-Exempt Auxiliary: 3.2 Tack Brack 2.03		processes
			LEA Campus Info Tech Prof: 3.02		related to
			• School Counselor 3.1		position and
			Other LEA Exempt Prof: 2.5		program
					reductions,

			Truant Officer: 2.35 Identified 1 for reduction Understaffed Central Admin Staff: -20.5 Instructional Coach: -16.2		eliminations, and reassignments.	
Step 3: Judson ISD implements a "soft freeze" with only criticalneeds hiring	Superintendent and Cabinet	11/2025 - EOY	To ensure operational continuity, JISD is shifting to a "critical-needs" hiring protocol. All vacancies are individually reviewed, and only positions that are necessary to avoid disruption will be filled, while the others are closed. As part of this process, we connect directly with principals and supervisors to ensure continuity of operations and identify any alternatives before moving forward with a hire.	~\$4.1M Local GF (for notification to Board, did not include in total reduction) In November 2025, 83 vacancies were closed, totaling \$4.1 Million in budgeted local payroll funds.	The "soft freeze" is implemented throughout the entire 25-26 SY.	
Step 4: Judson ISD Board members select position and program reduction plan from two choices.	Board of Trustees	12/2025	A. Board may formally approve a resolution to authorize a RIF process through Financial Exigency or Program Reduction, and address the entire deficit; however, this is not recommended by administration. B. Administration Recommendation: Create a plan to address Tier I &II positions through end-of-year attrition and non-renewals of DOI/non-certified staff as well as probationary	Supports recommendations A.5, F.1 and F.4 by providing legal authority for reductions while preserving instructional quality. Personnel Reduction Considerations in 2025-2026 to implement starting 2026-2027 Non-renew identified DOI/Non-Certified Teachers (EOY 25-26) Reduce Central Office Personnel Reduce At-Will Clerical- District and Campus (EOY & Attrition) Reduce At-Will Auxiliary- District and Campus (EOY & Attrition)	Legal counsel reviews resolutions and contract and language.	\$6,502,945

			staff, and rigorous vacancy reviews, to include a soft-freeze, ensuring a minimum reduction of \$\$6,502,945 from the deficit. Tier I+II Positions = \$6,502,945 Vacancies Closed as of 11.7.25 = \$4.1 M from GF	Program Structure Changes (Librarians, Academic Trainers)	
Step 5: Implement staff and program reduction process selected by the Board of Trustees.	Human Resources and Cabinet	12/2025 – 03/2026	Implement the staff and program reduction process selected by the Board with consistent application of policy and procedures. January 2026 • Update Principals/Directors of potential next steps • Notify identified positions • Notify of program structure changes and offer vacant teaching positions February 2026 • Send DOI contract ending letters • Provide campuses with REVISED staffing model • Identify personnel for reduction; train supervisors on procedures for conversation • Hold meetings with individual employees who will not return March of 2026 • Identify and send courtesy letters for eliminated positions • Staffing Meetings	Aligns with A.3, B.4, and F.4 by ensuring reductions are fair, compliant, and transparent. Written Processes and Documents Scripted procedures for notification to employees and Update form letters (courtesy letters for non-renewals, termination, separation of employment due to identified reductions) Develop written outline of program structure changes Develop New Staffing Models for campuses Department Reorganization Plans Job Description Updates	HR to coordinate with Finance to budget ensure accurate reporting and staffing budgets to the Board.

Step 6: Execute \$2M policy savings through elimination of grandfathered stipends, TRS surcharges, and overtime-to-comp-time conversion.	Finance and Human Resources	25-26 and 26- 27 SY	Achieve \$2M in recurring savings by eliminating TRS Surcharges \$420K Grandfathered Stipends \$959,235/758 Stipends Total 88 Feeder Pattern Aides 347 Feeder Pattern Teacher 39 Math 216 Master in Subject 15 Master's Grandfathered 31 Science 10 Other 12 CTC Overtime Policies \$400K for 410 Employees in PayGrade 300 Clerical & Instructional FICA \$160,000 Total = \$1,939,235	Addresses B.1 and B.4 by eliminating unsustainable, one-time funded positions and ongoing expenditures. Eliminate Grandfathered Stipends: We no longer pay these for new hires Masters in Subject \$1500 Secondary Math & Science \$1500 Wagner Feeder Pattern \$1000/\$500 Campus Testing Coordinator Stipend at ES & MS \$3000 There are stipends that exist for Masters in Subject (\$500) so employees will still receive a stipend. For Wagner Feeder Pattern, the Teacher Incentive Allotment will be more appropriate.	Provide Board and Cabinet with quarterly updates on savings progress from overtime to comp time conversion, TRS surcharges, and list of eliminated stipends.	\$1,939,235
Step 7A: Additional Cost Savings Reduce Cabinet Base Pay by 2% of the MP.	Superintendent	26-27 SY	Reduce the base salary for all Cabinet positions by 2% of the MP. This recommendation is exclusive to Cabinet members. In addition, reduce Cabinet by 1 Assistant Superintendent = \$147,000 In addition, Cabinet will also take a reduction of 6 workdays, reflected in Step 7B. The reduction of 6 workdays for	Reduction in PG 510 at MP: 25-26 MP = \$601.26 New MP w 2% Decrease = \$589.23 Reduction = \$2,718.78 +18.5% = \$3221.75 x 4 positions in PG 510 based on 226 days = \$12,887 Reduction in PG 511 at MP: 25-26 MP = \$697.22 New MP w 2% Decrease = \$683.28	Currently, there are: 7 positions in cabinet PG510 = \$12,887 PG511 = \$11,200	\$171,087

			Cabinet members is an additional pay cut as follows: PG 510 Assistant Superintendent: \$3,608 for 6 days x 4 positions = \$14,430 PG 511 Deputy Superintendents & CFO: \$ 4,183 for 6 days x 3 positions = \$12,549	Reduction = \$3,150 +18.5% = \$3,733.27 x 3 positions in PG 511 based on 226 days = \$11,200		
Step 7B: Additional Cost Savings Reduction of days for 12-month employees	Finance	July 2026	Reduce 12-month employees by 6 days Board must approve to rescind previous decision to reduce Elementary Principal Days by 10 Superintendent will return 8.5 days of pay to the district each year, totaling \$10,000/year.	6 Day Reduction = \$1,000,398 Row Labels	226 – CO Staff/Principals 240 – District Maintenance Supervisors 220 J – JECA Counselor 220 YR – 2 Associate Principals 226 JYR – JECA Office Staff PDCD 230 – Chief and Police Officers at 230	\$1,000,398
Step 7C: Elimination of ESSER Added Positions	Cabinet	July 2026	Elimination of ESSER Added Positions – See positions now carried by local funding	 *\$1,731,360 (Accounted for already in the Positions List Total) ESSER Librarians = Librarians on the books today = 22, so we would remove 3 since 3 are on CAPA #2. That would be a reduction of 19 librarian positions, but we would keep 4 to run the library program for a total reduction of 15 librarians. \$1,333,125. Paras on the books today = 7, so we would need to hire 		

				an additional 19 paras at a cost of \$665,000. Therefore, the total savings are Total Savings = \$668,125 • ESSER Counselors (3) for large campuses =\$225,000 • ESSER Assistant Principals (3) = \$343,360 • ESSER Hall Monitors (2) = \$58,000		
Step 7D: Software Program Reductions	Technology	July 2026	Elimination of Software Programs based on usage and ROI	~\$500,000	C&I and Technology Teams will collaborate to determine specific software	\$500,000
Step 7E: Elimination or Restructure of Enrichment Programs	C&I	July 2026	Elimination or restructure of enrichment/non-required /non-funded programs, including Spanish Immersion (SI), Academic Enrichment (AE) at Elementary, and Leadership Officer Training Corps (LOTC) in Middle School a. Sunset SI after current 1st grade class exits elementary in 2030 b. Eliminate the AE program in ES c. Eliminate LOTC in MS Spanish Immersion Numbers: 1st Grade-24 Students 2nd Grade-14 Students 3rd Grade-18 Students 4th Grade-10 Students 5th Grade-13 Students	SI: Next year reduce by 2 SI Teachers = \$177,750 w Benefits + \$25K for instructional materials = \$202,750 AE (20 Paras) = \$700,000 funded by Title Not counted in total on right because it is grant funds and does not impact local budget LOTC (3 Teachers Total) = Proposing a reduction of 3 teaching personnel to allow for increased electives = \$266,625 plus \$25,000 materials costs=\$291,625 CCMS = 193 students JMS= 144 students KMS = 101 students MMS= 203 students	AE is funded by Title I Spanish Immersion is located in Wortham Oaks and is different than Dual Language. LOTC is at 5 out of 6 Middle Schools.	\$494,375

				WHMS = 391 students (2 Teachers) Total = 1,032 students		
Step 7F: Restructure 2- Way Dual Language to 1- Way	C&I	26-27	Restructure 2-Way Dual to 1-Way Dual Language Programs	~\$444,375 DL (5 Teachers)	Hopkins and Selma are 2- Way; Relocate bilingual teachers to high needs campuses Paschall, SMES, Hartman	\$444,375
Step 7G: Campus Consolidations of 3 Campuses	Operations	26-27	Close 3 campuses as described in CAPA 2. 1 Middle School 2 Elementary Campuses	~\$4.71M to \$6.131M		\$5,500,000
Step 7H: Re-structure the GT program to be campus based and reduce 5 GT positions paid for out of local funds.	Innovation	26-27	We have 10 GT positions in our district, and we receive a GT allotment that covers 5 positions. The other 5 we pay out of local funds and we recommend restructuring our GT program to be campus based.	Reduce 5 GT Teachers from local funds = \$425,000 The 5 GT teachers that remain will be responsible for assessment identification and are paid out of the GT state allotment required expenditure.		\$425,000
Step 7I: Athletics Reductions in B Teams Football Powerlifting			No football B Teams for 7 th and 8 th grade only. We would play in-district only. We would withdraw from STAC for all sports competition, reducing the travel and additional costs.	Athletics Cost Proposal.docx	Football Team:	\$47,870
Band, Cheerleading and Pep Squad Travel for Away Games	Operations	26-27	Eliminate powerlifting at the end of the year as it is not a UIL sponsored event.	Powerlifting has 94 students districtwide.	Powerlifting:	\$47,293
			Eliminate travel for Away Games for Band, Cheerleading and PepSquad	Cost of Charter Buses and Local for Transportation to Away Games	Away Game Travel	\$100,000

Step 7J: Reduce Elementary Counselor Calendar Days	Finance & Human Resources	26-27	Reduce Elementary Counselor Days from 197 to 192 MP = 367.22 Approximate Savings: \$1836 per counselor x 23 = \$42,228 + 18.5% = \$50,040.18	Reduction of 5 days from Elementary counselors	\$50,040
Step 7K: Increase Adventure Club Fee	C&I	26-27	The proposed tuition increase is \$55/month for 10 months = \$550 per year per child. With 900 kids estimated to enroll next year, we project increased revenue of \$495,000.	Adventure Club Proposal.docx	\$495,000
Step 7L: Reduce Trainers by 5 days	C&I	26-27	Reduce Academic Trainer Days from 197 to 192 Approximate Savings: \$1,836 per academic trainer (41) = \$75,276 + 18.5% = \$89,202		\$89,202
Step 7M: Reduce LOTC Teachers by 5 days	LOTC	26-27	Reduce LOTC Teacher Days from 197 to 192 Approximate Savings: \$1,836 per LOTC Teacher (6) = \$11,016 + 18.5% = \$13,053		\$89,202
Step 7N: Change Graduation Location to Rutledge Stadium	Cabinet	26-27	Cost of Contract = \$130,000 + \$6000 New Creations Cost of Equipment for Rutledge = \$63,000	\$136,000 - \$63,000 = \$73,3000	\$73,000
Step 70: Grandfathered Employees in Higher Paygrade	HR	26-27	Place employees who are grandfathered in a higher pay grade into the position's appropriate pay grade. Approximate Savings: \$45,351 for 5 positions without benefits	Approximate Savings: \$45,351 + 18.5% = \$53,740 for 5 positions	\$53,740
Step 7P: Duplicate Stipends for Athletic Coordinators	HR	26-27	Remove stipends: Athletic Coordinator Stipend (\$8,400): \$50,400 for 6 Coordinators	Athletic coordinators are on a PG 506, were moved from the teacher pay scale to professional paygrade two budget cycles	\$50,400

				previous. Athletic coordinators will still receive the stipend for the sport they coach.	
Step 7Q: Reduce days for LSSP positions from 226 to 202	HR	26-27	16 LSSPs on 226 Days \$6,637.17 X 24 Days (to remove) = \$159,292.08 X 18.5% Benefits = \$188,761.11	24 TOTAL LSSPs: 16 positions on 226 8 positions on 202	\$188,761
	Call fo	or a VATRE in Nov	rember of 2026. If the VATRE is unsuccessful	, below is a plan for continued reductions.	
Step 1: Campus Consolidations: Part 2 2 More Elementary Campuses	Operations	27-28	Consolidate 2 more elementary campuses	ES: \$1,244,430 - \$1,639,380 x 2 = \$2,488,860 - \$3,278,760	\$3,278,760
Step 2: Eliminate Academic Trainers	C&I	27-28	Eliminate Academic Trainer Program	Only 8 Academic Trainers are on local funds.	\$711,000
Step 3: Reduce the number of RtI Teachers	C&I	27-28	Reduce the number of RtI Teachers	About 50 Teachers are on local funds.	\$4,400,000
Step 4: Eliminate all non- varsity team travel	Operations	27-28	Travel will be limited to 9 th grade A Teams, Varsity and JV, across all athletic programs at high school, and only A Teams for each sport at the MS.		\$105,102
Step 5: Eliminate Positions in Central Office, ERC, Technology and Maintenance Buildings	Cabinet	27-28	Eliminate 5 additional positions per building in Central Office, ERC, Technology and Maintenance for a total of 20 positions	Base Pay of \$66,685 x 20 = \$1,333,700 + 18.5% benefits	\$1,580,435
Step 6: Increase staffing ratios at elementary	HR	27-28	Increase class size ratios for staffing by 1 or 2 students at elementary. Staffing 1:23 = 73 Teachers Reduced Staffing 1:24 = 88 Teachers Reduced	Used demographer projections for next year (K-5) at 23:1 with 5 th grade at 25:1 73 Teachers = \$6,487,875	\$6,487,875

				88 Teachers = \$7,821,000		
Step 6: Sale of Commercial Property	Finance	26-27	Selling Commercial Facilities: After campus consolidations, consider relocating central office, ERC, J-TECH to empty campuses and sell the commercial properties listed on the right.	Appraisal Value Listed: ERC/Central Offices \$9.7MM J-TECH \$5.8MM Land by Woodlake = \$2.7MM Appraisals obtained online Bexar CAD. The land appraisal that was obtained last year was \$2.7MM	Please note, we are not recommending that we sell any campuses that have been consolidated. We are only considering commercial property -areas not identified as instructional (i.ePolice department, ERC, Central Office, J-TECH)	\$18,200,000
Step 7: Print Center Elimination	Communications	27-28	Eliminate PRINT CENTER- pending contract review; TERM 60 months; contract start 2023-2024 SY	~\$160,000 Approximate Expenditures (average over 3 years)		\$160,000
					Continued Totals:	\$34,923,172

Total Savings Amount: \$17,766,923 Year 1 Reductions
Total Savings Amount: \$34,923,172 Year 2 Reductions

Current Fund Balance: \$86.5 MM

\$18.3MM is the Recurring Deficit = (\$34.1MM – 15.8MM of SFHI)

Estimated Deficit for 26-27 = \$31.6M (Without Year 1 reductions and projected revenue and student enrollment decreases)

Estimated Deficit for 26-27 = \$13.9M (With Year 1 reductions applied)

EOY Fund Balance 26-27: \$38.5M = 75 Days of Operating is \$51.4M/60 Days is \$41.1M (56 Days Operating)

Daily Operational Cost 25-26 = \$734,490

EOY Fund Balance 25-26: \$52.4M = 75 Days of Operating is \$55M/60 Days is \$44M (71 Days Operating) EOY Fund Balance 26-27: \$38.5M = 75 Days of Operating is \$51.4M/60 Days is \$41.1M (56 Days Operating) EOY Fund Balance 27-28: \$55.3M = 75 Days of Operating is \$44.2M/60 Days is \$35.4M (94 Days Operating)