

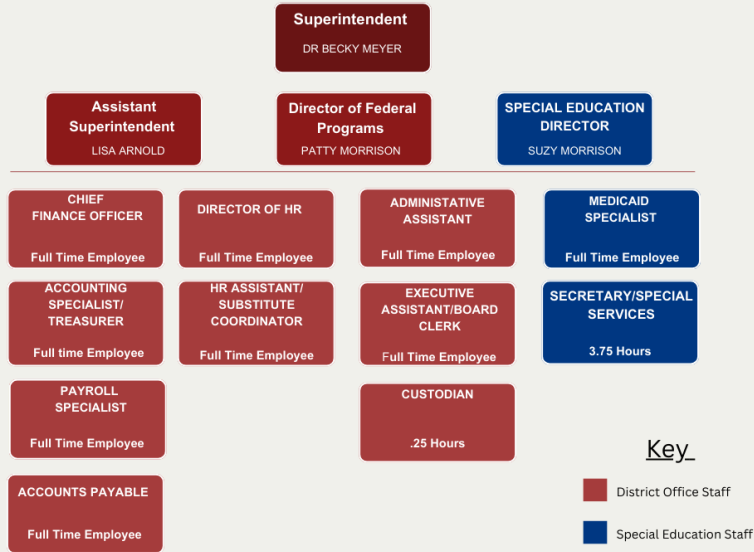
1. At the January 15th board meeting, the Board chair directed me to reduce the district office staff by 3 additional positions. This was not part of the final motion, but I wanted to address the direction and provide information that might help us navigate this.
 - a. We had all of the district programs listed under the district office, which may have caused confusion about the number of people at the district office.
 - b. We have had the same four positions in finance for the entire 34 years that I have been employed by Lakeland. We currently have the following positions at the district office:
 - i. 4 Finance positions
 1. CFO
 2. Payroll Specialist
 3. Accounting Specialist/Controller
 4. Accounts Payable
 - a. We looked at the requirements for these positions and our required internal controls to ensure necessary checks and balances. All 4 of these positions are necessary to maintain the required internal controls.
 - ii. 2 HR positions
 1. HR Director
 2. HR Assistant
 - iii. 3 District Administrators
 1. Superintendent
 2. Assistant Superintendent
 3. Federal Programs Director
 - a. When I was hired the board asked me to reduce the number of administrators in the district. At that point we had 4 full-time district administrators and one part-time. Rather than cut at the building level, we reduced at the district level by one full-time and one part-time administrator. The board indicated at that time that if we needed additional assistance due to the cuts to notify the board. We have made due with the staff we have. It is definitely all hands on deck.

- iv. Executive Assistant
 - 1. This was a half-time position paired with the Board Clerk position, but the Board made the decision to increase the Board Clerk position to full-time, which also increased the executive assistant position to full-time.
- v. Admin Assistant
- vi. Medicaid Specialist
 - 1. This position brings in revenue under our Special Education programs. The revenue generated pays for this position in addition to the additional Medicaid revenue we receive as a result of having someone in this position.
- vii. Multimedia Specialist
 - 1. With the increased reliance on Social Media and the Board's desire to have our websites up to date and easy to navigate, this was the only position I requested to provide assistance in our day to day tasks. This is the position identified as a reduction to the District Office.
- viii. Clerk of the Board
 - 1. This was a half-time position paired with the executive assistant position. The Board made the decision to increase this position to full-time, which also increased the executive assistant position to full-time.
- c. The Multimedia Specialist position was listed as the classified cut to the district office on the recommendation that was approved at the January 15th meeting.
- d. There is a perception that we have added several positions. The comparison between staffing during the 2016/17 and 2024/25 school years is [here](#).
- e. One increase is the change to the clerk position. Previously the clerk duties were assigned to the executive assistant. We now have a full-time clerk and a full-time executive assistant.
- f. As we contemplate additional cuts at the district office, it is important for the Board to know that the CFO, HR Director, Assistant Superintendent, Executive Assistant, Federal Programs Director, and Superintendent all work 50-70 hours per week

(depending on the number of evening meetings for the week) and we all work at least one day on the weekend to keep up with the workload. It would be very difficult for any of us to pick up additional duties associated with fewer staff at the district office.

- g. The staff at the district office are responsible for supporting the staff and students at all eleven schools, staff at our six departments, parents, and our taxpayers.
2. Federal Law was updated with regard to exempt employees (criteria used to determine salaried positions).
 - a. The update can be found [here](#). The update indicates that there was a significant increase in annual wage to meet the threshold for a salaried position. We have several positions that will need to be addressed due to the change. This will impact the job posting we currently have for the board clerk position.
3. Jessica and I updated the language in the superintendent's recommendation for the \$7.52 million levy per Trustee Bain's approved motion at the January 15th Special meeting. Those changes were: the retired mechanic (salary savings - mechanic retirement), an added line item for the two high school cuts at principal discretion, and the counselor reduction was removed from the cuts identified.
- 4.

ORGANIZATIONAL CHART - D.O. EMPLOYEE STAFFING 2016/17



ORGANIZATIONAL CHART - D.O. EMPLOYEE STAFFING 2024/2025

