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MEMORANDUM

TO: Superintendent's Leadership Team
FROM: David Neter *D.N.*
CC: Dr. Del Burns, Superintendent
DATE: November 25, 2008
RE: 2008-09 WCPSS Budget Reductions & Changes Effective Immediately

We are now preparing recommendations for reversion of \$5.5 million in state funding, and a potential reduction of \$5.7 million in county funding for fiscal year 2008-09. The final recommendation will be brought to the Board of Education's Committee of the Whole on Tuesday December 2nd, 2008.

As a result of the pending budget reductions and with the economic climate visibly weak into the foreseeable future, we are putting the following measures into place *effective today*:

- o The 60 day freeze on vacant central service positions is extended to 90 days.
- o Out of State travel will not be permitted regardless of funding source. If there is a situation requiring out of state travel you believe should be exempted from this freeze, a written Chief's approval of the request for exemption must be submitted to Finance Officer Mark Winters for consideration. Chiefs must include in their request the names of those requesting to travel, the purpose of the travel, reason for waiver request, location of travel, funding source, and total expense associated with the travel (including detail of registration fees, travel expense, hotel, per diem, car rental/taxi, parking, etc.). *School Field Trips will be exempted from the Out of State travel freeze at this time.*
- o Non-essential spending will cease.

Please communicate this information throughout your respective Divisions and with the leadership of our Schools. The state of the economy is impacting all of us. As we move forward with measures to adjust our budget to available funding, we will continue to make recommendations based upon a thoughtful process with the goal of minimizing impact on our core mission of learning and teaching.