

cAMBRIAN

PROPOSAL TO PERFORM A STAFFING RATIO STUDY
FOR
CAMBRIAN SCHOOL DISTRICT



PRESENTED BY

SCHOOL EMPLOYERS ASSOCIATION OF CALIFORNIA

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October, 2022

SCHOOL EMPLOYERS ASSOCIATION OF CALIFORNIA

Research | Training | Advocacy

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October, 2022

Dear Superintendent Schwiebert:

We are pleased to present this proposal for a staffing ratio study to the Cambrian School District. We believe this proposal will meet your current needs to ensure that your divisions and departments are adequately staffed and able to fulfill all of the support roles necessary for the efficient operation of your district.

School Employers Association of California (SEAC) has provided research, training, and advocacy in matters regarding collective bargaining since 1976. We have extensive experience in such studies and our services are targeted to school districts in California such as yours. Our firm, which is a Joint Powers Authority under California Government Code 6500, was formed to provide a creative approach to the provision of public services, and also to permit public agencies with the means to provide services more efficiently and in a cost-effective manner.

Perhaps more than any other such agency or organization in California, SEAC is uniquely qualified for such studies in that its staff has a well-established background in Human Resources, Human Capital Management, Health and Welfare Benefits, and Collective Bargaining. Our staff is primarily composed of former school district superintendents with background in these areas and our board of directors is composed of active district, county, and community college superintendents and presidents.

This proposal is formatted in eight sections and we are pleased to present this to you and/or your Board of Trustees at any private or publicly held meeting.

Sincerely Yours,

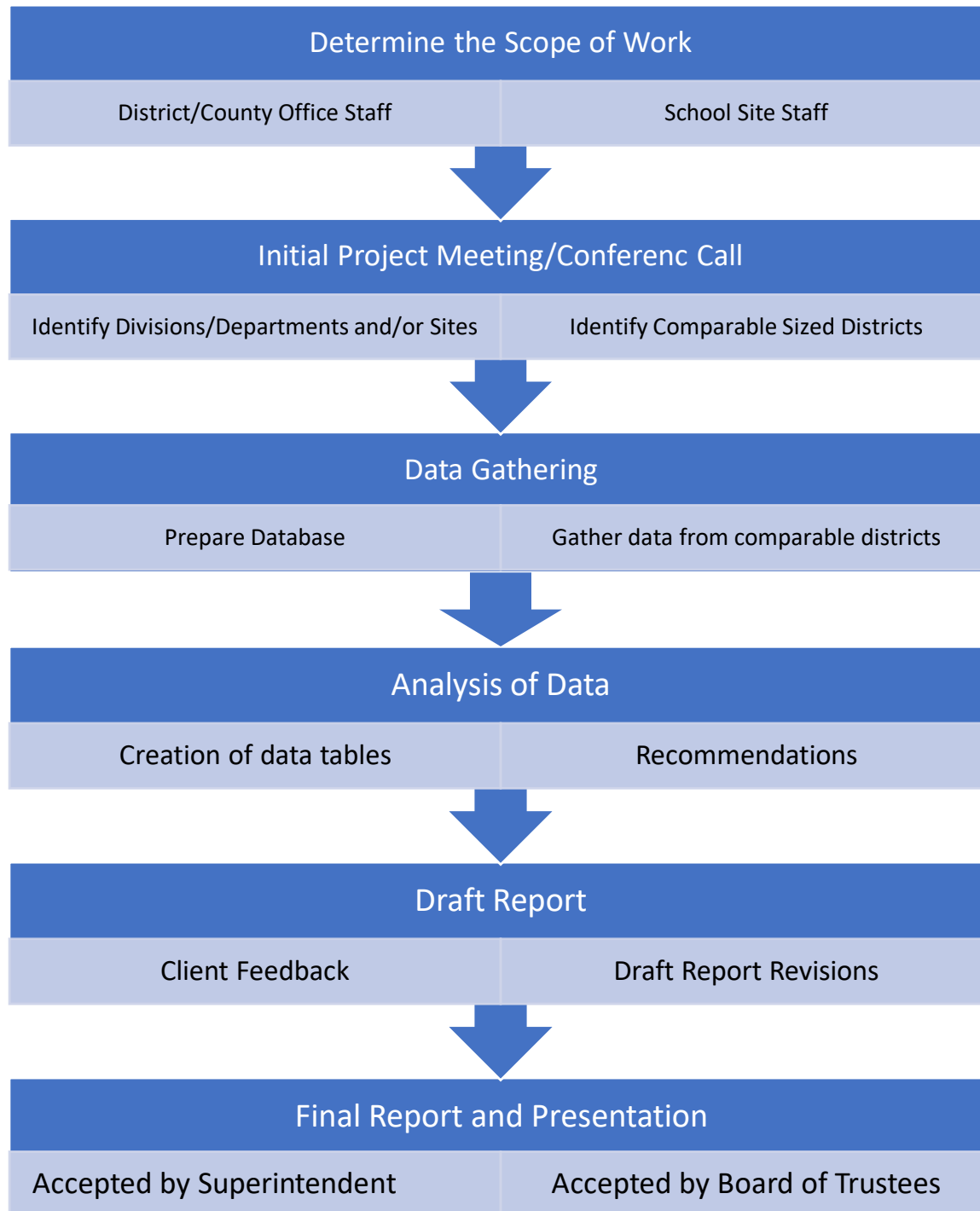


Executive Director, SEAC

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1. Scope of Work and Work Flow



The Cambrian School District has requested a staffing ratio study with the following as comparable districts:

1. San Carlos (San Mateo)
2. Rincon (Sonoma)
3. Lafayette (Contra Costa)
4. Los Gatos (Santa Clara)

The study will include data regarding comparisons which are considered as appropriate to the specific study requested and may or may not include:

1. Number of students, parents, school sites, certificated, classified, confidential, unrepresented, and management positions
2. Number of positions within each site, division, department, or other grouping
3. An analysis of Full-Time Equivalents (FTEs) and less than FTEs.
4. An analysis of number of months employed annually

In the interest of transparency and communication, should the district wish to, representatives from School Employers Association of California will meet with the leadership of the bargaining unit of selected classifications involved to explain the process and methodology of this study.

The district has chosen this option.

The district has not chosen this option.

2. Identified site, division, department, or other grouping

District (Central) Office, all

3. Methodology

For a staffing ratio study, an analysis is performed using the current staffing numbers in sites, divisions, departments, or other groupings in relation to employee groups and/or students and/or parents. Districts or schools of similar size are used to create comparisons to determine staffing adequacy or inadequacy. Each district is personally contacted to ensure that all data collected is accurate. Also, we look for unusual, specialty, or grant funded positions that would not ordinarily count in permanent staffing.

4. Schedule, Staffing and Cost

We propose the following timeline, based on the scope of work. Timelines may change due to scheduling with employees and calendared breaks such as spring, summer, winter, and federal or state holidays. We have assigned this project to our Consultant for Special Projects, Roger Gallizzi, whose qualifications and experience are listed.

| ACTIVITY | WEEK | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------------|------|---|---|---|---|---|---|
| Approval by Board of Trustees | | ■ | | | | | |
| Execution and return of contract | | ■ | | | | | |
| Research and compilation of data | | | ■ | ■ | | | |
| Draft Report | | | | | ■ | | |
| Revisions to Report | | | | | | ■ | |
| Final Report | | | | | | | ■ |

The cost of the project, including expenses is \$5,000.00. SEAC will bill the District after completion of project and presentation of the report to the District.

5. Draft and Final Report

Once the report is created, it is offered to the district for examination and response. Clarification and revisions are made as is deemed necessary. SEAC is willing to change wording in its report but will not alter any data reported. After the draft is responded to by the district, a final report will be generated for acceptance by the Superintendent or the Board of Trustees.

6. About School Employers Association of California

Our Mission

The SEAC mission is to provide education, support, and professional development to superintendents and management team negotiators through training, research, and advocacy. SEAC represents district interests regarding labor relations and collective bargaining on statewide, regional, local, and district levels.

Our Core Values

Our fundamental values are:

- Placing student interests first in bargaining
- Advocating and protecting management rights to lead and operate effective school districts
- Assisting districts to build and protect fiscal integrity
- Assisting districts to provide fair and competitive salaries, benefits, and working conditions for their employees

Our Goals

- The SEAC Board of Directors adopted two focused goals for SEAC:

- To be the “go-to organization” to assist school district management teams in establishing collective bargaining processes that reflect the four core values.
- To rally superintendent voices for collective bargaining and employer-employee rights that focus on student interests.

Board of Directors

- Mr. Paul Johnson, Chair - Superintendent Mill Valley School District
- Dr. Carol Hansen, - Superintendent, Ocean View School District
- Dr. Mary Ann Dewan - Superintendent, Santa Clara County of Education
- Mr. Brett McFadden - Superintendent, Nevada Joint Union School District
- Dr. Catherine Kawaguchi – Superintendent, Sulphur Springs Union School District
- Julie Mitchell – Superintendent, Rowland Unified School District
- Dr. Tiffany Morse - Superintendent, Ojai Unified School District
- Dr. Ralph Gómez Porras - Superintendent, Pacific Grove Unified School District
- Melissa Moore, Ed.D. - Superintendent, El Segundo Unified School District
- John A. Roach, Ed.D - Executive Director, SEAC

7. Staff and Qualifications

The Project Lead for this study will be Mr. Roger Gallizzi, Consultant, Special Projects, SEAC. Mr. Gallizzi has over 30 years of educational experience. Within the area of Human Resources, Mr. Gallizzi has held the positions of Director of Human Resources (Classified, Certificated, and Management), Director of the Personnel Commission, and Assistant Superintendent of Human Resources. He was the lead negotiator for certificated and classified collective bargaining and represented management groups in their compensation packages. Additionally, Mr. Gallizzi has served as the Director of Biliteracy Programs, Migrant, and Immigrant Education. Mr. Gallizzi also served as the Superintendent of Schools for Palmdale School District for eight years. He has performed countless numbers of salary comparison studies on behalf of the district and SEAC. He currently serves on the faculty of the SEAC School Management Negotiators Certification Program. He provides classification and compensation studies, job description revisions, Human Resources mentoring, and has served in interim positions to assist school districts with HR staffing shortages.

8. References and Clients for Recent Studies

Buena Park Elementary School District

King City Union School District

Lancaster Elementary School District

Pomona Unified School District

Santa Clara County Office of Education

Sulphur Springs School District

Wiseburn Unified School District

9. Signature Page

For the Cambrian School District

Name and Title

Date

For the School Employers Association of California (Tax ID# 68-050351)



John A. Roach, Executive Director

Date