

Dear School Leaders,

On September 17<sup>th</sup> you were informed that we would be providing schools with staffing adjustment decisions today, Wednesday, September 19<sup>th</sup>. Additional time was needed so that staff could carefully review the data and the needs of our schools to ensure that classrooms in our schools are appropriately staffed to serve our students. Thank you for your patience.

Disrupting building staffing is hard on everyone. We are sorry staffing adjustments must be made. However, this is necessary because we only have funding for staff when enough students come to school every day to balance our revenue with our expenditures. Unfortunately, enrollment projections for the 2018-19 school year were significantly higher than actual student enrollment. An estimated 775 fewer students are enrolled than were projected. This creates a reduction in revenue of over \$7.5M to our already challenged budget. We set aside some fall staffing adjustment funds to address the differential between spring enrollment projections and actual enrollment. This year, the set-aside funds are not enough to cover the actual revenue loss from the lower enrollment.

Seattle Public Schools is not alone in having fewer students enrolled this fall than was projected last spring. Many of our neighboring districts to the east and south have experienced lower enrollment than projected. Reasons vary; cost of housing in our area compared to wages earned is a likely reason.

Projecting enrollment is an art and a science. This year, our projected enrollment was off by about 1.4%. That sounds small, but it translates into disruptions for schools, individual students, and staff. As a learning organization, we will work to better project enrollment in the future based on new trends and variables.

Staffing adjustment recommendations were developed by a team of representatives from Teaching and Learning, Budget, Human Resources, Enrollment Planning, School Operations, and Capital Planning. The team considered multiple factors, including equity and detailed school, class, and program configurations.

Overall, the WSS generated a net reduction in staffing, with some schools gaining staff and others losing staff. We know these changes are often stressful and confusing for schools, students, staff, parents/guardians, and principals. **As the instructional leader of your school, please help your school community understand these adjustments and the factors taken into consideration. We need your local leadership to make this process as smooth as possible.**

Today we are announcing the following staffing changes at schools based upon enrollment above or below projection:

**Schools receiving additional teacher allocations:**

School	FTE
Cedar Park	1.0
Emerson Elem	1.0
Gatewood Elem	1.0
Lafayette Elem	1.5
Loyal Heights Elem	1.0

Madrona K-5	1.0
North Beach Elem	1.0
Olympic Hills Elem	1.5
Eckstein MS	1.0
Chief Sealth HS	1.0
Rainier Beach HS	1.0
<b>Total adds:</b>	<b>12.0</b>

**Schools with reduced teacher allocations:**

School	FTE	Notes
Arbor Heights Elem	(1.0)	
Cascadia Elem	(1.0)	
Daniel Bagley Elem	(1.0)	
Franz Coe Elem	(1.5)	
Genesee Hill/Schmitz Park	(1.5)	
John Hay Elem	(1.0)	Vacancy
John Muir Elem	(1.0)	Vacancy
Lawton Elem	(1.0)	
Leschi Elem	(1.0)	
Lowell Elem	(1.0)	Vacancy
Montlake Elem	(1.0)	Vacancy
Queen Anne Elem	(2.0)	
Thurgood Marshall Elem	(1.0)	Vacancy
View Ridge Elem	(1.0)	
Viewlands Elem	(1.0)	Vacancy
Whittier Elem	(1.0)	
Broadview-Thomson K-8	(1.0)	

Catherine Blaine K-8	(2.0)	
Louisa Boren STEM K-8	(0.5)	
Salmon Bay K-8	(0.5)	
Meany MS	(1.0)	<b>Vacancy</b>
Mercer MS	(1.0)	
Franklin HS	(1.0)	<b>Vacancy</b>
Garfield HS	(1.0)	
Roosevelt HS	(2.0)	
Interagency	(2.0)	<b>Vacancy</b>
Nova	(2.0)	
World School	(1.0)	
<b>Total reductions:</b>	<b>(33.0)</b>	

Please note that staffing adjustments for Special Education (SPED) and English Language Learning (ELL) will be determined and communicated by October 5, 2018. If you have questions regarding SPED allocations and adjustments, please contact Trish Campbell, Director of Special Education, [pacampbell@seattleschools.org](mailto:pacampbell@seattleschools.org). If you have questions regarding ELL allocations and adjustments, please contact Michelle Ota, Director of ELL and International Services, [mota@seattleschools.org](mailto:mota@seattleschools.org).

**Staffing adjustment timeline (General Education only):**

<b>Task</b>	<b>All schools</b>
Staffing adjustments are communicated to Principals.	Wednesday, Sept. 19
Principals communicate staffing to school staff and community/PTA, start the displacement process.	Thursday, Sept. 20
Principals identify displaced staff, collect displacement forms and forward to HR. New positions from additional allocations identified and submitted to HR.	Monday, Sept. 24 by 3 p.m.
Placements made by HR/Executive Directors.	Tuesday, Sept. 25 and Wednesday, Sept. 26
Placements communicated to Principals and Teachers.	Thursday, Sept. 27
Teachers move into new assignments (paid Extra Time).	Friday (afternoon)-Sunday, Sept. 28-Sept. 30

Teachers begin work in new assignments.	Monday, Oct. 1
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**Displacement process:** Principals should cut vacant positions whenever possible. If your reduction requires you to displace staff, you must first try to solicit volunteers within three (3) business days. If there are insufficient volunteers, identify the least senior person by category(ies) as the person to displace. If you displace an employee, all remaining teachers must be assigned in their approved categories. Complete one displacement form for each teacher displaced, checking the reason the displacement is necessary (Reduction of Positions – Voluntary Displacement OR Lowest Seniority within Category). Principals determine the content or category to displace after asking for volunteers. [The Certificated Displacement form can be found by clicking here.](#) If forms are not turned into HR by the Sept. 24 deadline, HR will default to the least senior teacher in the building. Displaced staff should also be offered the opportunity to complete the [Right to Return Form \(if they wish to return to a comparable position that opens at the school\), which can be found by clicking here.](#)

**Employee displacement:** The district is committed to retaining staff. All displaced individuals will be assigned to a position in their category. If a suitable vacancy is not found, teachers will be assigned as building-designated substitutes until a position becomes available.

If you have questions or concerns, please discuss with your Executive Director first. If your school has received a staffing adjustment, you can work with your assigned HR Business Partner to identify next steps for filling the position.

Thank you for everything you are doing to ensure all classrooms are appropriately staffed to serve our students.

Sincerely,

Michael Tolley  
Associate Superintendent  
Teaching and Learning

Flip Herndon  
Associate Superintendent  
Facilities and Operations

Clover Codd  
Assistant Superintendent  
Human Resources

JoLynn Berge  
Assistant Superintendent  
Business and Finance