

INTEROFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

TO: All Employees
Division of Adult and Career Education

DATE: March 23, 2009

FROM: Ed Morris
Interim Assistant Superintendent

SUBJECT: **DIVISION OF ADULT AND CAREER EDUCATION
BUDGET REDUCTIONS FOR 2009-2010**

California recently enacted 20 percent budget reductions for the two major programs that the Division of Adult and Career Education administers: Regional Occupational Centers and Programs (ROC/P) and Adult Education.

The state budget reductions require the Division to make significant budgetary and programmatic cutbacks for the 2009-2010 school year. Specifically, the Division needs to reduce its operating expenses by approximately \$30 million to remain solvent, avoid encroachment on the District's General Fund, and sustain the Division's core missions.

At this point, the Division is developing a measured response to these reductions and analyzing the Division's budget for the upcoming year from various perspectives—including fiscal, programmatic, and operational areas. All options are being examined and weighed against the frameworks of statutory and contractual flexibilities and restrictions.

As we go forward, the Division will focus on programs that produce high priority outcomes and increases in net revenues; while identifying and discontinuing activities that cannot survive the scrutiny of a stringent cost-benefit analysis.

In accordance with state statutes and in compliance with the federal Workforce Investment Act, for 2009-2010, the Division will:

- Continue to provide Regional Occupational Centers and Programs (ROC/P) courses that lead to high entry-level wages.
- Maintain Adult Education citizenship and English as a Second Language classes, at levels appropriate to need.
- Meet contractual obligations under the federal Workforce Investment Act (WIA), Titles I and II to provide services for high school students and out-of-school youth (Title I); and adult basic education and high school diploma courses (Title II).

Additionally, for the 2009-2010 school year, the Division will:

- Support those programs that also serve high priority populations, such as District K-12 parents and Alternative Education and Work Center students, former high school dropouts who are separately funded. All other programs will be optional.
- Decrease Central Office nonsalary items first and to the maximum. For example, most leases will not be renewed nor will most third-party contracts.
- Reduce Central Office staff to operational minimums.
- Consider combining schools—where operationally feasible and fiscally advisable—and returning some school sites to “B” basis, with summer sessions scheduled where warranted.

As stated earlier, balancing the 2009-2010 budget will require reductions in supplies, materials, programs, and personnel. The Division will continue efforts to minimize the impact of these reductions on Division staff, who work with the neediest and hardest to serve populations in the Los Angeles area.

sak

c. Ramon Cortines