
"A place where learning has no limits and together we work for the success of all."

TO: Tracy Shaver and Cynthia Prieto

FROM: Scott Kizner, Superintendent

SUBJECT: Important Information

DATE: April 4, 2017

I need both of you to work together and do the following analysis:

- If we had two 1,300 high schools what would be the staffing pattern for each high school?
- If we had an annex with 800 students, how many new staff members would we need?
- If we had an addition for 800 students, how many new staff members would we need?
- How many staff members do we currently have? What are the operational costs to operate HHS. Staff utilities etc. --break it down.
- For each answer above I need the classification of the positions and costs. You can do it on an excel spread sheet like we do the tiers for the school budget.
- Assume we will have the same programs in high school 2 that we have today.
- Tracy, factor in costs such as technology, cafeteria, materials, utilities, furniture and transportation. I know this will require professional guessing.
- Use today's costs.
- Have a rational statement to help explain your staffing pattern, e.g. SOQs, student needs etc.

I need this analysis by April 17th or 18th. This information will be shared with the High School Space Study Committee.

Ask any clarification questions you may have to complete this important task.

Thanks!