

New Webinar!

# Staffing and Enrollment Strategies: Managing the COVID-19 Collapse

An Interactive Two-Part Webinar Series



COVID-19

School  
Services  
of California  
INC.  
An Employee-Owned Company

Enrollment and staffing challenges cannot be addressed in isolation, and involve collaborative partnerships between the human resources and business services departments. Before the corona virus pandemic hit, more than half of all local educational agencies struggled with declining enrollment. Additionally, the slow-down of the cost-of-living adjustment (COLA) for revenue increases in the Local Control Funding Formula (LCFF) had already begun. While the hold harmless on this year's LCFF revenues from the state and the allocation of the COVID-19 Response Funds are significant, most LEAs, if not all, are spending more than what they had budgeted in order to provide distance learning and meals to students while also managing the reopening of schools.

Growing enrollment from local residential development projects may not entirely come to fruition. Responding to student mobility and the resulting enrollment fluctuations requires accurate enrollment projections and sound staffing practices. With too many unknowns to list, there is one thing that is certain: LEAs will be required to vigorously address enrollment projections and staffing allocations in order to remain solvent in multiyear projections.

This new two-part webinar series will help business office and human resources professionals identify and address enrollment trends, determine the fiscal impacts of attendance, accurately forecast staffing needs, and discuss what to do when staffing reductions are necessary. The sessions will provide attendees with tools to analyze enrollment data utilizing state reporting information, develop and manage staffing ratios, manage position control, implement layoff procedures, and structure communication practices that will strengthen the partnership between the business services and human resources departments.

## WORKSHOP TOPICS INCLUDE:

- Fiscal impacts of fluctuations in enrollment
- Estimating revenues under the current year hold harmless commitment by the state
- Impact on multiyear projections
- Projection methodologies and forecasting staffing needs
- Staffing allocations and ratios: human resources and business services departments roles
- Managing staffing timelines with recruitment needs
- Employee layoff planning and procedures
- Position control management—the business services and human resources connection
- Creating strategic partnerships and communication strategies
- Balancing employee leaves with staffing needs
- Evaluating master schedules and course loading practices
- Making operational reductions

## PRESENTED BY:

**Danyel Conolley**

Director, Management  
Consulting Services

**John Gray**

President and CEO

**Robert McEntire, EdD**

Director, Management  
Consulting Services

## DATES AND TIMES:

**Part 1: October 20, 2020**

9:00 a.m.–10:30 a.m.

**Part 2: October 22, 2020**

9:00 a.m.–10:30 a.m.

## WEBINAR FEE:

**Client Fee:**

\$275 per attendee

**Nonclient Fee:**

\$550 per attendee

Fee includes both webinars

## WEBINAR REGISTRATION:

Online through our website at  
[www.sscal.com/workshops](http://www.sscal.com/workshops)

Email a completed registration form  
(including purchase order or credit card)  
to [michelleb@sscal.com](mailto:michelleb@sscal.com)

Fax a completed registration form to  
(916) 245-3645

Mail a completed registration form to  
Michelle Berge, Event Coordinator  
School Services of California Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814

**Staffing and Enrollment  
Strategies: Managing  
the COVID-19 Collapse**

**DATES AND TIMES:**

**Online Webinars: October 20, 2020, and October 22, 2020**

**Programs Begin: 9:00 a.m. ■ Programs Adjourn: 10:30 a.m.**

To confirm registration, please send an email to: michelleb@sscal.com

<b>District/Organization:</b>			<b>Contact Person:</b>		
<b>Address:</b>	<b>City:</b>	<b>Zip:</b>	<b>Contact's Phone Number:</b>		<b>Extension:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>		<b>Contact's Email Address:</b>		

<b>Attendee #1 Name (required):</b>	<b><u>Dates of Online Webinars</u></b> October 20, 2020 October 22, 2020	<b>Attendee #3 Name (required):</b>	<b><u>Dates of Online Webinars</u></b> October 20, 2020 October 22, 2020
<b>Attendee #1 Email Address (required):</b>		<b>Attendee #3 Email Address (required):</b>	
<b>Attendee #2 Name (required):</b>	<b><u>Dates of Online Webinars</u></b> October 20, 2020 October 22, 2020	<b>Attendee #4 Name (required):</b>	<b><u>Dates of Online Webinars</u></b> October 20, 2020 October 22, 2020
<b>Attendee #2 Email Address (required):</b>		<b>Attendee #4 Email Address (required):</b>	

<b>REGISTRATION</b>	<b>CLIENT FEE</b>	<b>NONCLIENT FEE</b>
<p><b>Online</b> through our website at www.sscal.com/workshops</p> <p><b>Fax</b> completed registration form (including P.O. or credit card number) to (916) 245-3645</p> <p><b>Email</b> completed registration form to michelleb@sscal.com</p> <p><b>Mail</b> completed registration form to Michelle Berge, Event Coordinator School Services of California Inc. 1121 L Street, Suite 1060, Sacramento, CA 95814</p>	<p>_____ <b>Attendee(s) @ \$275</b></p> <p><b>TOTAL: \$</b> _____</p>	<p>_____ <b>Attendee(s) @ \$550</b></p> <p><b>TOTAL: \$</b> _____</p>

<b>PAYMENT OPTIONS</b>	<b>CHECK PAYMENT</b>	<b>PURCHASE ORDER/CREDIT CARD PAYMENT</b>
<p>(Note: Registration <i>will not be accepted</i> without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California Inc. Check # _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only Cardholder name: _____ Account #: _____ Exp. Date: _____</p> <p><input type="checkbox"/> Purchase order #: _____ (A fax copy of the purchase order is an acceptable form of payment.)</p>	<p>If you are prepaying by check, please mail with a copy of the registration form to:</p> <p>School Services of California Inc. P.O. Box 516613 Los Angeles, CA 90051-0599</p> <p><b>Note: For faster processing, please also email or fax your registration form with a copy of the check.</b></p>	<p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 245-3645 or email it to michelleb@sscal.com</p> <p>Or send by mail to:</p> <p>Michelle Berge, Event Coordinator School Services of California Inc. 1121 L Street, Suite 1060 Sacramento, CA 95814</p>

**Please Note: Cancellations received after 5:00 p.m. the Friday before the first webinar will be charged the full webinar fee. If you have a cancellation, please email michelleb@sscal.com and you will be given a cancellation number. This number should be retained for your records. Please call Michelle Berge at (916) 446-7517 or send an email to michelleb@sscal.com if you have any questions.**