

Suggested Format for the Cost Reduction Task Force Summary of Cost Reduction Strategies—please provide sufficient details but not to exceed 1,000 words (2-3 pages).

*Please return completed forms to William McGill at  
wmcgill@pasbo.org*

**TYPE of STRATEGY:**

- Revenue Enhancement
- Expenditure Reduction
- Reduction of Future Growth in Expenditures
- Efficiency Measure (reduction in staff time or other savings that may not necessarily reduce a direct expenditure.)
- Other

**INDICATE THE LEA OR LEA'S WHERE THIS STRATEGY WAS**

**IMPLEMENTED.** (If this is a potential strategy that has not yet been implemented indicate none.)

**DESCRIPTION:** Please describe in sentence form the Cost Reduction Strategy that was implemented or is being implemented.

**SAVINGS/COST AVOIDANCE/COST REDUCTION:** What is your estimate of savings (expenditures) or growth in revenues both short and long term? If possible provide savings and growth in dollars and percentages. Are savings projected (budgeted) or actual?

**MAJOR ASSUMPTIONS (ON HOW CALCULATIONS OF SAVINGS/COST AVOIDANCE/COST REDUCTION' WERE MADE:** What parameters on the methods of calculations were used to determine the savings/cost avoidance/cost reductions?

**INITIAL INVESTMENT REQUIREMENTS:** What are the up-front direct costs and related personnel requirements?

**BENEFITS:**

**IMPLEMENTATION BARRIERS:** What problems or collateral issues should be anticipated in planning and implementation of this strategy?

**RESOURCES:** provide links to additional information including web sites, articles, etc.

**CONTACT INFORMATION FOR THIS STRATEGY:**