



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **May 7, 2024**

TITLE: **Projections of Site Staffing and Non-Staffing Allocations**

BACKGROUND:

This agenda item is presented to inform the Governing Board about projected staffing and non-staffing budget allocations for Fiscal Year (FY) 2024-2025. Annually presented each spring by Administration, it provides Board members an opportunity to review allocations ahead of the next fiscal year. These allocations serve as essential documentation for various funding reports submitted by the District to federal and Arizona state governments.

I. State Funding of School Districts

Arizona funds public school districts based on the number of days that each pupil attends school during the first 100 days of school - referred to as a “current year funding” system. This system poses challenges as districts cannot anticipate funding until after the 100th school day. After the 100th day of school, the state calculates each enrolled student’s average daily attendance, a.k.a. Average Daily Membership (“ADM”), during the first 100 days of the current school year, and issues funds to the school district based on the ADM of each student.

The state’s “current year funding” system provides a set amount of funding per student regardless of how many schools that student enrolls in that year. For example, when a student enrolled with Amphitheater also attends another Arizona school district or charter school during the first 100 days, the ADM for that student is divided proportionally between the two schools. Likewise, if a student enrolled in an Amphitheater school also takes a summer school class on-line through a non-District on-line charter program, the funding that the state provides to Amphitheater for the student is reduced proportionally by the number of days that the student was enrolled with the on-line charter program during the same fiscal year. The same is true if a student enrolled in an Amphitheater school simultaneously enrolls in a non-District on-line charter school. This means that Amphitheater loses a proportionate share of a student’s ADM if a student enrolls in an on-line school over the summer even though the student attended an Amphitheater school every day during the first 100 days of schools.

Moreover, Arizona does not provide full funding to a high school if the student is registered for less than four classes per day. It also does not provide any funding for students who start the school year after the 100-day ADM calculation completes. Finally, the state stops providing funding for a student when a student withdraws to move out of state, homeschool or enroll in a private school. Under the state funding laws, a student who has missed school for 10 consecutive days (regardless of whether the absence is excused or unexcused) is automatically dropped and funding ceases for that student unless the student re-enrolls in the school.

II. Predicting Enrollment for Next Year

Because the state uses ADM to fund school districts, Administration forecasts staffing needs for the next fiscal year by analyzing current year ADM for each grade level. This involves advancing grade levels and while considering enrollment trends. For example, the ADM for current year 8th graders is advanced to the high school designated for each student’s attendance for the following school year.

Current year ADM is the most accurate way for sites to start the process for budgeting for the next school year. For example, a school could claim to have 1,000 students enrolled for the next school year. However, if the students do not all attend school during the first 100 days and/or if the students are not registered for at least 4 classes during the year, then the school will not be providing full services to all 1,000 students. Therefore, the school does not need to be staffed as if it is providing full services to 1,000 students. Using the current year ADM, schools are staffed based upon the actual number of students being served as designated by the state.

Therefore, Administration begins budget planning for the subsequent fiscal year each January by reviewing the 100th day ADM from the current fiscal year to project site staffing needs for the following school year. The ADM provided by the state this year indicates that, like other school districts in the area, enrollment has declined,

which has resulted in a loss of projected ADM. A loss of ADM can be a major factor affecting staffing and resource allocations for a school district.

III. Projecting Staffing and Non-Staffing Allocations for Next Fiscal Year

For obvious reasons, there is always some amount of uncertainty when planning for the next fiscal year under a current year funding system. This is particularly true when some staffing positions are specifically allocated based on projected student enrollment. For instance, the number of teachers required to teach at a specific grade in elementary school depends on the number of students enrolled for that grade level. However, some positions remain consistent regardless of enrollment changes, as elementary schools will still need positions like a principal, administrative assistant, health assistant, and custodian. The same is true for most non-staffing allocations as well, inasmuch as school needs for electricity, water, cleaning supplies, etc. are not as dependent on enrollment numbers.

Administration does not rely solely on the ADM roll up to the next grade level to plan for the next school year. In addition, Administration reviews student registrations and open enrollment applications, including cohort enrollment by grade level, to project enrollment for the next school year. Furthermore, Administration identifies other potential enrollment changes through a review of expected property development in neighborhoods served by individual schools, anecdotal data from schools on population trends, etc., ADM information from the earlier years, and open enrollment applications to determine the budget and resource allocations per site for the next fiscal year.

For the purpose of the Board's discussion and review of this annual administrative function, a sample staffing and non-staffing allocation (one each) for each school level (high, middle and elementary) has been attached. These allocations are based upon formulas established by the Governing Board and administration to ensure an equitable distribution of common resources to schools across the District.

The total number of Full Time Equivalent (FTE) positions for each classification to be staffed at the school site is then provided to the site administrator to determine how the FTE allocation is applied to staff, the specific programs, and courses offered by the school. While some courses offerings are mandatory for compliance with the graduation requirements established by the Governing Board and the Arizona State Board of Education, the site principal has discretion to change course offerings and teacher assignments as appropriate to meet the needs of the students, parents, and community for that specific school.

IV. Other Important Information about Staffing Allocations for FY 2024-2025

The Board meeting presentation of this agenda item will include information to show how normal maintenance and operations funding provided to the Amphitheater District by the State of Arizona are generally applied at a high school, middle school and elementary school. It is important to remember that, depending on the individual school site, there are other allocations that may augment these M&O staffing allocations that are funded from additional sources such as the District's M&O budget override, K-3 special programs override, special education programs, Title I, K-3, and other grant funds.

RECOMMENDATION:

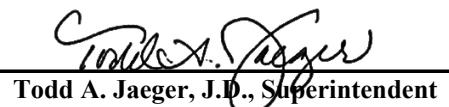
This item is presented for review and discussion and complies with previous Board action. No new action is required at this time.

INITIATED BY:



John Hastings
Director of Human Resources

Date: May 6, 2024



Todd A. Jaeger, J.D., Superintendent