



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: May 11, 2021

TITLE: Projections of Site Staffing and Non-Staffing Allocations

BACKGROUND:

This agenda item is presented to provide the Governing Board with information about projected staffing and non-staffing budget allocations for next fiscal year. While Board members are already familiar with the information given its annual presentation every spring, detailed information is still included in this agenda item because the Board's annual review of site staffing and non-staffing allocations serves as essential documentation for certain federal and state funding reports that the District must submit each spring. Therefore, this agenda item is provided to give Board members detailed information about the processes used this year to determine projected budget allocations for staffing and non-staffing for Fiscal Year (FY) 2021-2022.

I. State Funding of School Districts

Arizona state funding formulas generally use student enrollment measures to calculate the annual budget authority for schools. The State of Arizona funds school districts through a "current year funding" model, which provides funds to school districts based upon each enrolled student's average daily attendance, a.k.a. Average Daily Membership ("ADM"), during the first 100 days of the current school year. In other words, the average number of days that each enrolled student attends school during the first 100 days of school determines that school district's current fiscal year ADM funding.

The state funding formula provides a set amount of funding per student. 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. For example, 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. Similarly, if a student enrolls in multiple different Arizona school districts during the first 100 days, then each school district receives a portion of the state funding for that student pro-rated by the number of days that the student attended each school during that first 100 days of the fiscal year.

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 on an unexcused absence is automatically dropped and funding ceases for that student.

II. State ADM for Current Year is Used as the Starting Point to Determine Site Allocations

With this in mind, Amphitheater uses the current year ADM for each grade level, with grade levels advanced to their next appropriate grade or school, to plan for site allocations for the next fiscal year. In other words, the ADM for current year 8th graders is advanced to the high school designated for each student's attendance for the

following school year. This gives each site an accurate account of the actual funds per student generated by that site during the current 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 1000 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 1000 students. Therefore, the school does not need to be staffed as if it is providing full services to 1000 students. Using the current year ADM, schools are staffed based upon the actual number of students being served as designated by the state.

Each spring semester, Administration begins budget planning for the subsequent fiscal year, which includes a review of enrollment from the current fiscal year, to project site staffing needs for the following school year. As explained during the November 17, 2020 presentation to the Governing Board, the ADM provided by the state this year indicates that, like other school districts in the area, total enrollment has declined in Amphitheater, which has resulted in a loss of projected ADM from the State this year. A loss of ADM can be a major factor affecting staffing and resource allocations for a school district.

III. Process Used to Determine Site Staffing Allocations

This year, the District offered families the opportunity to attend school fully online through the Amphi Academy Online (AAO) K-12 school in lieu of traditional learning options through one of the District's physical "brick and mortar" schools. To plan for next year, Administration surveyed the current AAO families about their plans to continue with AAO next year to assist Administration to determine next FY's staffing needs for school sites and for AAO.

Armed with this information, Administration started the staffing allocation by reviewing each of the school site's current ADM with the grade-level ADM advanced to the next grade or school. The same process occurred for AAO based on knowledge of which students plan to continue with the AAO fully next year. This information is then compared to registrations and open enrollment applications, including cohort enrollment by grade level, for the next school year. In addition, 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 are also used 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 is provided to the site administrator. The site administrator is responsible to determine how the FTE allocation is applied to staff the 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 2021-2022

The allocations shown in the following pages represent only those funded by normal maintenance and operations funding provided to the Amphitheater District by the State of Arizona. Other allocations augment these M&O

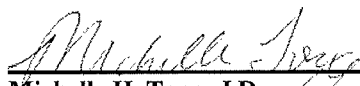
staffing allocations with funding from additional sources such as the District's M&O budget override, K-3 special programs override, special education programs, Title I, K-3, and other grant funds.

This year, the District received additional funding from the federal government to address necessary changes to traditional learning and mitigation measures required by COVID-19. This funding was provided to schools through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, 134 Stat. 281 (Mar. 27, 2020), through disbursements under the Elementary and Secondary School Emergency Relief Fund (ESSER Fund). The District is using ESSER funds to provide necessary intervention services for students during the summer and throughout FY 2021-2022 through its AMP UP! Summer program and pandemic intervention recovery teachers at every school site. The District's non-staffing allocations for COVID-19 mitigation measures and the additional pandemic relief site staffing allocations are not included on the below pages since they are funded through federal ESSER funds and not through the District's M&O state 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:



Michelle H. Tong, J.D.,
Associate to the Superintendent and General Counsel

Date: April 28, 2021



Todd A. Jaeger, J.D., Superintendent

**Sample High School
Staffing Allocations (M&O) for Projected Enrollment of 1,630**

| Job Classification | 20-21 FORMULA FTE |
|-------------------------------------|----------------------------------|
| Principal | 1.0000 |
| Assistant Principal | 3.0000 |
| Instructional Support Asst. | 0.0000 |
| | |
| Teachers(less non-JTED CTE)* | 50.8000 |
| CTE Teachers (non-JTED) | 5.6000 |
| Teacher Aims Intervention | 1.0000 |
| Orchestra Teacher | 0.2000 |
| Counselor | 4.5000 |
| Librarian | 2.0000 |
| School Nurse | 1.0000 |
| | |
| Athletic Trainer | 1.0000 |
| Behavior Intervention Mtr | 0.6000 |
| Chief Clerk | 1.0000 |
| High School Registrar | 1.0000 |
| Secretary I | 3.0000 |
| Attendance Clerk | 1.0000 |
| Clerk Typist II or Clerk II | 1.0000 |
| Bookstore Clerk | 0.5000 |
| Bookstore Manager | 1.0000 |
| Library Assistant | 1.0000 |
| Computer Operator | 1.0000 |
| Bookkeeper I | 1.0000 |
| Equipment Manager | 0.5000 |
| School Health Assistant | 1.0000 |
| Library Clerk | 0.5000 |
| Library Media Technician I | 0.5000 |
| Computer Repair | 1.0000 |
| Security Officer | 3.0000 |
| Campus Monitor | 0.5000 |
| Custodian III | 1.0000 |
| Custodian II | 2.0000 |
| Custodian I | 11.3000 |
| Groundskeeper II | 1.0000 |
| Groundskeeper I | 3.0000 |
| High School Maintenance Mechanic | 1.0000 |

* State law mandates that school districts cannot supplant their CTE programs with those funded by a JTED. Thus, the District must maintain its (proportionate) pre-JTED CTE staffing levels.

Sample Middle School
Staffing Allocations (M&O) for Projected Enrollment of 701

| Job Classification | 20-21 FORMULA FTE |
|-----------------------------|----------------------------------|
| Principal | 1.0000 |
| Assistant Principal | 1.0000 |
| Instructional Support Asst. | 0.0000 |
| | |
| | |
| Teachers | 23.6000 |
| Orchestra Teacher | 0.4000 |
| Counselor | 1.0000 |
| Librarian | 1.0000 |
| School Nurse | 1.0000 |
| | |
| | |
| Computer Repair Tech | 0.6000 |
| Library Clerk | 0.0000 |
| Middle School Secretary | 1.0000 |
| Registrar | 1.0000 |
| Attendance Clerk | 1.0000 |
| Clerk Typist II or Clerk II | 0.2500 |
| School Health Assistant | 0.0000 |
| Security Officer | 1.2500 |
| Behav. Intvn./ISS Monitor | 1.0000 |
| Campus Monitor | 0.7500 |
| Crossing Guard | 1.0000 |
| Custodian II | 1.0000 |
| Custodian I | 3.8000 |
| Groundskeeper II | 1.0000 |
| Groundskeeper I | 2.0000 |

**Sample Elementary School
Staffing Allocations (M&O) for Projected Enrollment of 332**

| Job Classification | 20-21 FORMULA FTE |
|----------------------------------|----------------------------------|
| Principal | 1.0000 |
| | |
| Teachers | 14.0000 |
| Art | 0.6000 |
| Band | 0.2000 |
| Music | 0.6000 |
| Orchestra | 0.2000 |
| P.E. | 0.8000 |
| Academic Intervention | 0.5000 |
| | |
| Asst. to Elem. Principal | 1.0000 |
| Educational Assistant | 0.5000 |
| Clerk Typist II or Clerk II | 0.5000 |
| Computer Repair Tech. | 0.6000 |
| Behavior Intervention Monitor | 1.0000 |
| School Health Assistant | 1.0000 |
| Library Assistant | 1.0000 |
| Library Clerk | 0.0000 |
| Campus Monitor | 0.7500 |
| Crossing Guard | 0.5000 |
| Custodian II | 1.0000 |
| Custodian I | 2.0000 |
| Groundskeeper I | 0.5000 |

Amphitheater Public Schools
Non-staff Allocations
Sample High School

589 - Sample High School

| <u>Factors used for calculations:</u> | <u>Projected</u> |
|---------------------------------------|------------------|
| Student FTE, incl. Sp. Ed. | 1630 |
| Students (Heads), incl. Sp. Ed. | 1630 |
| Certified Regular Education FTE | 56.40 |
| Building Square Footage | 326,218.00 |
| Athletic Supply Rate | \$24,880.00 |
| Athletic Equipment Rate | \$37,120.00 |

M & O Allocations

| | | <u>Per Unit</u> | | <u>Unit</u> | | <u>Preliminary Allocation</u> |
|--------------------------|--|-----------------|---|-----------------------|---|-------------------------------|
| 001.00.100.1001.589.6611 | Supplies | \$31.20 | X | Student FTE | = | \$52,322.40 |
| 001.00.100.1001.589.6615 | Graphics & Printing | \$20.70 | X | Student FTE | = | 34,713.90 |
| 001.00.100.1001.587.6432 | Copier Maint. Agreements | \$4.70 | X | Student FTE Rglr. Ed. | = | 7,881.90 |
| 001.00.100.2210.589.6811 | Staff Development, Cert. Outside Print | \$0.00 | X | Tchrs. | = | 0.00 |
| 001.00.100.1001.589.6339 | Newspapers | | | Flat Rate Student | = | 7,500.00 |
| 001.00.100.2410.589.6532 | Postage | \$3.00 | X | Heads | = | 5,031.00 |
| 001.00.100.1001.589.6515 | Field Trips | \$0.00 | X | Student FTE | = | 0.00 |
| 001.00.100.2220.589.6611 | Library Supplies | \$4.70 | X | Student FTE | = | 7,881.90 |
| 001.00.620.1001.589.6611 | Athletic Supplies | | | Flat Rate | = | 24,880.00 |
| 001.00.620.1001.589.6333 | Referees | | | Flat Rate | = | 12,000.00 |
| 001.00.620.1001.589.6431 | Athletic Equip. Maintenance & Repair | | | Flat Rate | = | 2,800.00 |
| 001.00.620.1001.589.6811 | AIA Membership Fee | | | Flat Rate | = | 8,000.00 |
| 001.00.100.2620.589.6616 | Custodial Uniforms | | | Flat Rate | = | 2,958.00 |
| 001.00.100.2620.589.6611 | Custodial Supplies | \$0.09 | X | Sq. Ft. | = | 29,359.62 |
| 001.00.100.2630.589.6611 | Grounds Supplies | | | Formula | = | 13,476.23 |
| Total M & O Allocation | | | | | | <u>218,884.95</u> |

Capital Outlay

| | | | | | | |
|---------------------------------|--------------------------------|-------|---|---------------------|---|-------------------|
| 625.00.100.1001.589.6700 | Carry-over from previous year* | | | | | |
| 625.00.100.1001.589.6731 | Furniture and Equipment | 21.85 | X | Student FTE Student | = | 36,642.45 |
| 625.00.100.1001.589.6642 | Textbooks | 66.00 | X | Heads | = | 110,682.00 |
| 625.00.100.1001.589.6645 | Textbook Adoption | 7.15 | X | Student FTE | = | 11,990.55 |
| 625.00.100.2220.589.6641 | Library Books | 14.00 | X | Student FTE | = | 23,478.00 |
| 625.00.620.1001.589.6732 | Athletic Equipment | | | Flat Rate | = | 37,120.00 |
| Total Capital Outlay Allocation | | | | | | <u>219,913.00</u> |

Total Net Allocation

\$437,297.95

*Carryover amounts will be determined after the Annual Financial Report (AFR) is prepared.

Amphitheater Public Schools
Non-staff Allocations
Sample Middle School

588 - Sample Middle School

| <u>Factors used for calculations:</u> | <u>Projected</u> |
|---------------------------------------|------------------|
| Student FTE, incl. Sp. Ed. | 701 |
| Students (Heads), incl. Sp. Ed. | 701 |
| Certified Regular Education FTE | 23.60 |
| Building Square Footage | 104,060 |
| Athletic Supply Rate | \$11,580.00 |
| Athletic Equipment Rate | \$9,180.00 |

M & O Allocations

| | | <u>Per Unit</u> | | <u>Unit</u> | | <u>Preliminary Allocation</u> |
|--------------------------|--------------------------|-----------------|---|------------------|---|-------------------------------|
| 001.00.100.1001.588.6611 | Supplies | \$29.20 | X | Student FTE | = | \$20,469.20 |
| 001.00.100.1001.588.6615 | Graphics & Printing | \$20.70 | X | Student FTE | = | 14,510.70 |
| 001.00.100.1001.587.6432 | Copier Maint. Agreements | \$4.70 | X | Student FTE | = | \$3,294.70 |
| 001.00.100.2210.588.6811 | Staff Development, Cert. | \$0.00 | X | Rglr. Ed. Tchrs. | = | 0.00 |
| 001.00.100.2410.588.6532 | Postage | \$3.00 | X | Student Heads | = | 2,103.00 |
| 001.00.100.1001.588.6515 | Field Trips | \$0.00 | X | Student FTE | = | 0.00 |
| 001.00.100.2220.588.6611 | Library Supplies | \$4.00 | X | Student FTE | = | 2,804.00 |
| 001.00.620.1001.588.6611 | Athletic Supplies | | | Flat Rate | = | 11,580.00 |
| 001.00.620.1001.588.6333 | Referees | | | Flat Rate | = | 6,200.00 |
| 001.00.100.2620.588.6616 | Custodial Uniforms | | | Flat Rate | = | 1,218.00 |
| 001.00.100.2620.588.6611 | Custodial Supplies | \$0.09 | X | Sq. Ft. | = | 9,365.40 |
| 001.00.100.2630.588.6611 | Grounds Supplies | | | Formula | = | 9,704.54 |
| Total M & O Allocation | | | | | | <u>82,849.54</u> |

Capital Outlay

| | | | | | | |
|---------------------------------|--------------------------------|-------|---|---------------|---|------------------|
| 625.00.100.1001.588.6700 | Carry-over from previous year* | | | | | |
| 625.00.100.1001.588.6731 | Furniture and Equipment | 13.65 | X | Student FTE | = | 9,568.65 |
| 625.00.100.1001.588.6642 | Textbooks | 39.60 | X | Student Heads | = | 27,759.60 |
| 625.00.100.1001.588.6645 | Textbook Adoption | 14.30 | X | Student FTE | = | 10,024.30 |
| 625.00.100.2220.588.6641 | Library Books | 14.00 | X | Student FTE | = | 9,814.00 |
| 625.00.620.1001.588.6732 | Athletic Equipment | | | Flat Rate | = | 9,180.00 |
| Total Capital Outlay Allocation | | | | | | <u>66,346.55</u> |

Total Net Allocation

\$149,196.09

*Carryover amounts will be determined after the Annual Financial Report (AFR) is prepared.

Amphitheater Public Schools
Non-staff Allocations
Sample Elementary School

587 - Sample Elementary

| <u>Factors used for calculations:</u> | <u>Projected</u> |
|---------------------------------------|------------------|
| Student FTE, incl. Sp. Ed. | 332 |
| Students Heads, incl. Sp. Ed. | 332 |
| Certified Regular Education FTE | 14.00 |
| Building Square Footage | 106,000 |

M & O Allocations

| | | <u>Per Unit</u> | | <u>Unit</u> | | <u>Allocation</u> |
|-----------------------------------|--------------------------|-----------------|---|------------------|---|-------------------|
| 001.00.100.1001.587.6611 | Supplies | \$23.70 | X | Student FTE | = | \$12,703.20 |
| 001.00.100.1001.587.6615 | Graphics & Printing | \$20.70 | X | Student FTE | = | 12,703.20 |
| 001.00.100.1001.587.6432 | Copier Maint. Agreements | \$4.70 | X | Student FTE | = | 2,519.20 |
| 001.00.100.2210.587.6811 | Staff Development, Cert | \$0.00 | X | Rglr. Ed. Tchrs. | = | 0.00 |
| 001.00.100.2410.587.6153 | Summer Clerical Hours | | | Flat Rate | = | 380.00 |
| 001.00.100.2410.587.6532 | Postage | \$1.50 | X | Student Heads | = | 804.00 |
| 001.00.100.1001.587.6515 | Field Trips | \$0.00 | X | Student FTE | = | 0.00 |
| 001.00.100.2220.587.6611 | Library Supplies | \$1.00 | X | Student FTE | = | 536.00 |
| 001.00.100.2620.587.6616 | Custodial Uniforms | | | Flat Rate | = | 696.00 |
| 001.00.100.2620.587.6611 | Custodial Supplies | \$0.09 | X | Sq. Ft. | = | 6,236.91 |
| Total M & O Allocation | | | | | | <u>36,578.51</u> |

Capital Outlay

| | | | | | | |
|--|--------------------------------|-------|---|---------------|---|------------------|
| 625.00.100.1001.587.6700 | Carry-over from previous year* | | | | | |
| 625.00.100.1001.587.6731 | Furniture and Equipment | 13.65 | X | Student FTE | = | 7,316.40 |
| 625.00.100.1001.587.6642 | Textbooks | 39.60 | X | Student Heads | = | 21,225.60 |
| 625.00.100.1001.587.6645 | Textbook Adoption | 14.30 | X | Student FTE | = | 7,664.80 |
| Total Capital Outlay Allocation | | | | | | <u>36,206.80</u> |

Total Net Allocation \$72,785.31

*Carryover to be determined after the Annual Financial Report (AFR) is prepared.