



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

DATE OF MEETING: **February 6, 2018**

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

BACKGROUND:

As the Governing Board knows, the District's budget is driven, even determined, largely by student enrollment. State funding formulas generally use enrollment measures to calculate several portions of budget authority for schools.

Thus, at this time each year, the District begins budget planning for the subsequent fiscal year with a review of enrollment from the current fiscal year. This year's 100th school day is January 25; ADM was recorded as 13,077 students. Compared to last year's 100th day ADM of 13,278 students, this demonstrates a decrease in enrollment of 201 students.

Using the 100-day ADM from the current fiscal year, the budget preparation process begins with staffing and non-staffing allocations. After analyzing anticipated enrollment cohorts by grade level and other demographic information, such as expected property development, open enrollment trends and expectations, and other school level data, site staffing allocations are determined for the next fiscal year. These staffing allocations, as well as the enrollment projection data behind them, are then used in calculating the *non-staffing* allocations for each school.

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.

It should be noted that the allocations shown in the following pages represent only those funded by normal maintenance and operations funding. Other allocations augment these with funding from additional sources such as the M&O budget 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:

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

Date: January 30, 2018

Todd A. Jaeger, J.D., Superintendent

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

Job Classification	15-16 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	15-16 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 536**

Job Classification	15-16 FORMULA FTE
Principal	1.0000
Teachers	17.0000
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.	
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	<u>\$437,297.95</u>
-----------------------------	---------------------

*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.	536
Students Heads, incl. Sp. Ed.	536
Certified Regular Education FTE	17.00
Building Square Footage	69,299

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 Student	=	380.00
001.00.100.2410.587.6532	Postage	\$1.50	X	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><u>36,578.51</u></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><u>36,206.80</u></u>

Total Net Allocation	<u><u>\$72,785.31</u></u>
-----------------------------	---------------------------

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