



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

DATE OF MEETING: **February 10, 2015**

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 enrollment, as of the 40th school day (historically, a date of some significance in budgeting) is included with this item by attachment. It demonstrates a very modest decrease in enrollment from last fiscal year. Last year's 40th day student enrollment count (FTE) was 13,684. This year's 40-day count was 13,334, a decrease of some 350 students.

Using the 40-day count 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:

Todd A. Jaeger, Associate to the Superintendent

Date: February 3, 2015

Patrick Nelson, Superintendent

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

| Job Classification | 14-15 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 | 14-15 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 | 14-15 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. | 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 | = | 7,881.90 |
| 001.00.100.2210.589.6811 | Staff Development, Cert. | \$0.00 | X | Rglr. Ed. Tchrs. | = | 0.00 |
| 001.00.100.1001.589.6339 | Outside Print 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 | = | 10,500.00 |
| 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 | = | <u>13,476.23</u> |
| Total M & O Allocation | | | | | | <u>217,384.95</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 | = | <u>37,120.00</u> |
| 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. Certified Regular Education FTE | 701 |
| Building Square Footage | 23.60 |
| Athletic Supply Rate | 104,060 |
| Athletic Equipment Rate | \$11,580.00 |
| | \$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 | | | | | | 82,849.54 |

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 | | | | | | 66,346.55 |

Total Net Allocation

\$149,196.09

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

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. | = | <u>6,236.91</u> |
| 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 | = | <u>7,664.80</u> |
| Total Capital Outlay Allocation | | | | | | <u><u>36,206.80</u></u> |

Total Net Allocation

\$72,785.31

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