



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

DATE OF MEETING: May 9, 2023

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 Fiscal Year (FY) 2023-2024. Administration provides this information to the Board annually each spring to permit Board members to review the allocations before the next fiscal year. Following Board review, these allocations are provided as essential documentation for various funding reports that the District must submit annually to the 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. This is referred to as a “current year funding” system, meaning school districts cannot know how much money they will receive from the state for the current fiscal year until after the 100th school day completes. 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 reenrolls in the school.

II. Predicting Enrollment for Next Year

Because the state uses ADM to fund school districts, Administration reviews the current year ADM for each grade level, with grade levels advanced to their next appropriate grade or school, as the first step to plan for site allocations for the next fiscal year. This means that 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 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. As explained during the November 15, 2022 presentation to the Governing Board, the ADM provided by the state this year indicates that, like other school districts in the area, 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. 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 do not change with enrollment changes, as elementary schools will still need positions like principal, administrative assistant, health assistant, and custodian regardless of overall school enrollment changes. In fact, custodial staff allocations are based on a school's square footage rather than enrollment since the school footprint remains the same when enrollment changes. 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.

Having lived with this reality for nearly a decade, Administration knows well enough not to 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 2023-2024

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 applied generally 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.

This is the final year where the District is receiving 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 has submitted plans to the state to use ESSER funds to assist with retention and recruitment of staff, and to provide necessary intervention services for students during the summer and throughout FY 2023-2024 through its AMP UP! Summer program, RISE credit recovery program, and allocating pandemic intervention recovery teachers at every school site.

RECOMMENDATION:

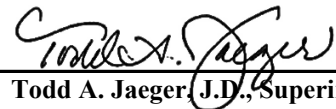
This item is presented for review and discussion and complies with previous Board action. No new action is required at this time.

INITIATED BY:



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

Date: May 2, 2023



Todd A. Jaeger, J.D., Superintendent