



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

DATE OF MEETING: **April 12, 2022**

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) 2022-2023. 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 re-enrolls 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 9, 2021 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 more than five (5) years now, 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 2022-2023

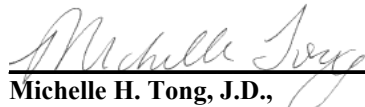
The allocations shown in the following pages represent only those funded by normal maintenance and operations funding provided to the Amphitheater District by the State of Arizona. Other allocations augment these M&O staffing allocations with funding from additional sources such as the District’s M&O 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 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 2022-2023 through its AMP UP! Summer program, RISE credit recovery program, and allocating 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:

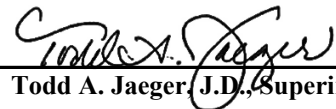
This item is presented for review and discussion and complies with previous Board action. No new action is required at this time.

INITIATED BY:



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

Date: April 4, 2022



Todd A. Jaeger, J.D., Superintendent

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

Job Classification	22-23 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	22-23 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	22-23 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

* Teacher allocations are adjusted to reduce class sizes in Kindergarten through Third Grade when appropriate by virtue of the K-3 budget override (*Proposition 476*) passed in November of 2019.

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 Copier Maint.	\$20.70	X	Student FTE	=		34,713.90
001.00.100.1001.587.6432	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	=		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*				=		36,642.45
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	=	<u>9,704.54</u>
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	=	<u>9,180.00</u>
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 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.