



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

DATE OF MEETING: **March 7, 2017**

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

BACKGROUND:

The District's budget is driven – essentially *determined* -- by its student enrollment. State funding formulas generally use various enrollment measures to calculate most aspects of budget authority for school districts.

In the past, shortly after establishment of the “100th day count” by the Arizona Department of Education, the District developed the most significant component of the projected budget for the subsequent fiscal year: staffing allocations. District staffing costs, after all, represent approximately 90% of the District's entire M&O annual budget.

With the move to “Current Year Funding” looming, I decided instead this year to look at average monthly enrollments over a period of five months (September to January) to begin preliminary discussions related to staffing allocations. Here is a bit of history. During 2015-16, the ADE determined that Amphi's 100th day student enrollment count was 13,164. The 100-day count for 2016-17 was 13,743. For comparison purposes, our 90-day count this year was 13,760.

This year, using the District's average daily enrollment count data from September through January, the budget preparation process now 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, initial site staffing allocations are determined for the next fiscal year. The staffing allocations, as well as the enrollment projection data behind them, are also used to calculating *non-staffing* allocations for each school.

One new component of the elementary projected enrollments is the Innovation Academy.

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 through funding from additional sources such as the M&O budget override, Special Education (IDEA) grant funding, Title I funds, K-3 MOWR (Move on When Reading monies, etc.

RECOMMENDATION:

This item is presented for review and discussion. No action is required at this time.

INITIATED BY:

Monica Nelson, Associate Superintendent

Date: March 6, 2017

Patrick Nelson, Superintendent

**Sample High School
Staffing Allocations (M&O) for Projected Enrollment of 1,600**

Job Classification	17-18 FORMULA FTE
Principal	1.0000
Assistant Principal	3.0000
Instructional Support Asst.	0.0000
Teachers(less non-JTED CTE)*	49.2
CTE Teachers (non-JTED)	5.6
Teacher AzMERIT Intervention	1.0
Orchestra Teacher	0.2
Counselor	3.5
Librarian	1.0
School Nurse	1.0
Athletic Trainer	1.0
Behavior Intervention Monitor	1.0000
School Administrative Assistant	1.0000
High School Registrar	1.0000
Secretary I	3.0000
Attendance Clerk	1.5000
Clerk II	1.0000
Bookstore Clerk	0.5000
Bookstore Manager	1.0000
Library Assistant	1.0000
Computer Systems 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
Instr. Tech. Speciliast	1.0000
Security Officer	3.0000
Campus Monitor	0.5000
Custodian III	1.0000
Custodian II	2.0000
Custodian I	10.000
Groundskeeper II	1.0000
Groundskeeper I	3.0000
Assistant Plant Manager	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 553**

Job Classification	17-18 FORMULA FTE
Principal	1.0
Assistant Principal	1.0
Instructional Support Asst.	0.0000
Teachers	18.5
Orchestra Teacher	0.3334
Counselor	1.0
Librarian	1.0
School Nurse	1.0
Instr. Tech Specialist	0.6
Library Clerk	0.0000
School Administrative Asst	1.0
Registrar	1.0
Attendance Clerk	1.0
Clerk Clerk II	0.5
School Health Assistant	0.0000
Security Officer	1.25
Behavioral. Int. Monitor	1.0
Campus Monitor	0.75
Crossing Guard	.5
Custodian II	1.0000
Custodian I	3.8000
Groundskeeper II	1.0000
Groundskeeper I	00000

**Sample Elementary School
Staffing Allocations (M&O) for Projected Enrollment of 456**

Job Classification	17-18 FORMULA FTE
Principal	1.0000
Teachers	14.5
Art	0.6
Band	0.2
Music	0.6
Orchestra	0.2
P.E.	0.8
Academic Intervention	0.5
School Admin Assistant	1.0
Ed. Asst. to Elem. Principal	0.5
Clerk Clerk II	0.5
Instr. Tech. Specialist.	0.6
Behavior Intervention Monitor	1.0
School Health Assistant	1.0
Library Assistant	1.0
Library Clerk	0.0000
Campus Monitor	0.75
Crossing Guard	0.25
Custodian II	1.0000
Custodian I	2.0000
Groundskeeper I	0.0000

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	=	13,476.23
Total M & O Allocation						217,384.95

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						219,913.00

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.

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.	=	<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.