CREATING A SCHOOL DISTRICT BUDGET

May 10, 2023
Study Session

Board Functions

1 POLICY DEVELOPMENT

The budget serves a central role in an overall policy framework by allocating the available financial resources to the programs which have been established to achieve the district's overall policies.

2 BUDGET PARAMETERS AND ASSUMPTIONS

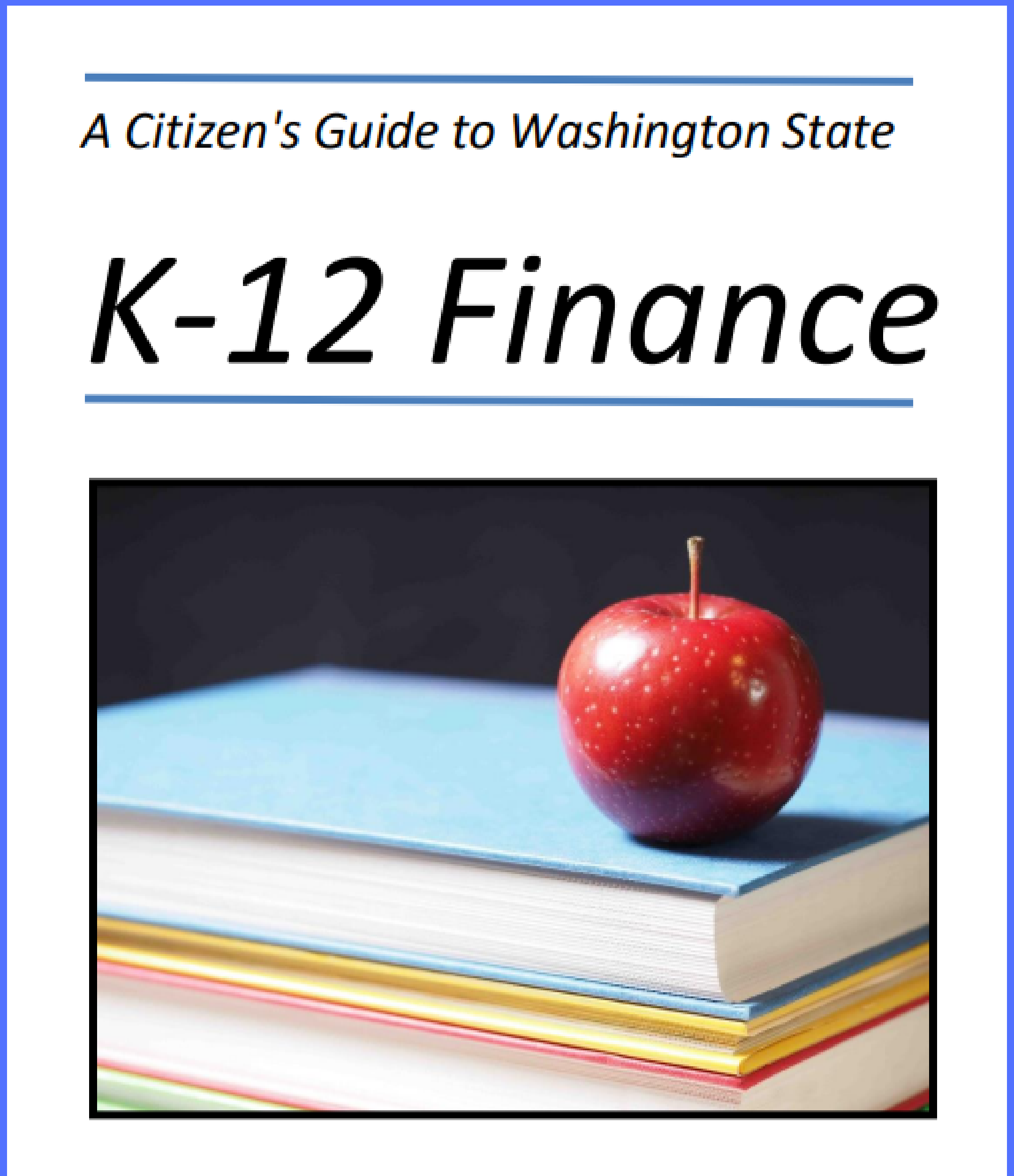
When preparing a district's annual budget, certain items are considered: Enrollment projections for the district, buildings, and courses; staffing levels; transportation; inflation; operational allocations; etc.

3 BUDGET IMPLEMENTATION AND OVERSIGHT

After the budget has been adopted, the board takes on an oversight responsibility. The board monitors spending to ensure that expenditures are within the intent of the authorizations and for the goals previously established.

The best education for every student.
STEILACOOM
Historical School District No. 1
Est. 1854

CITIZEN'S GUIDE TO K-12 FINANCE



The *Citizen's Guide to K-12 Finance* is offered to provide a clear and simple overview of K-12 finance. It is prepared annually by non-partisan Senate Committee Services staff supporting the Senate Ways and Means Committee and the Senate Early Learning & K-12 Education Committee, with the assistance from staff of the Legislative Evaluation and Accountability Program Committee

BUDGET PROCESS

The budget process for Washington State school districts is governed by state law (RCW 28A.505), regulations (WAC 392-123), and instructions provided by the Office of Superintendent of Public Instruction (OSPI).

Within this structure, the Steilacoom Historical School District Board of Directors formally adopts its annual budget prior to the start of each school year. The budget format as prescribed by OSPI is commonly referred to as the F-195 Report.

The District's budget includes five governmental fund types:

- General Fund
- Associated Student Body Fund
- Debt Service Fund
- Capital Projects Fund
- Transportation Vehicle Fund

Washington Office of Superintendent of
PUBLIC INSTRUCTION

ALL APPORTIONMENT, ENROLLMENT AND FISCAL REPORTS ARE ACCESSIBLE ON OSPI

1

GENERAL FUND

The general fund pays for the day-to-day operations of the school district, including instruction and support services for students.

2

CAPITAL PROJECTS FUND

This fund pays for all construction, remodeling, and site acquisition costs. Funding for these projects comes from rental of school property, investment earnings, property sales, and capital levies and bond sales.

3

TRANSPORTATION VEHICLE FUND

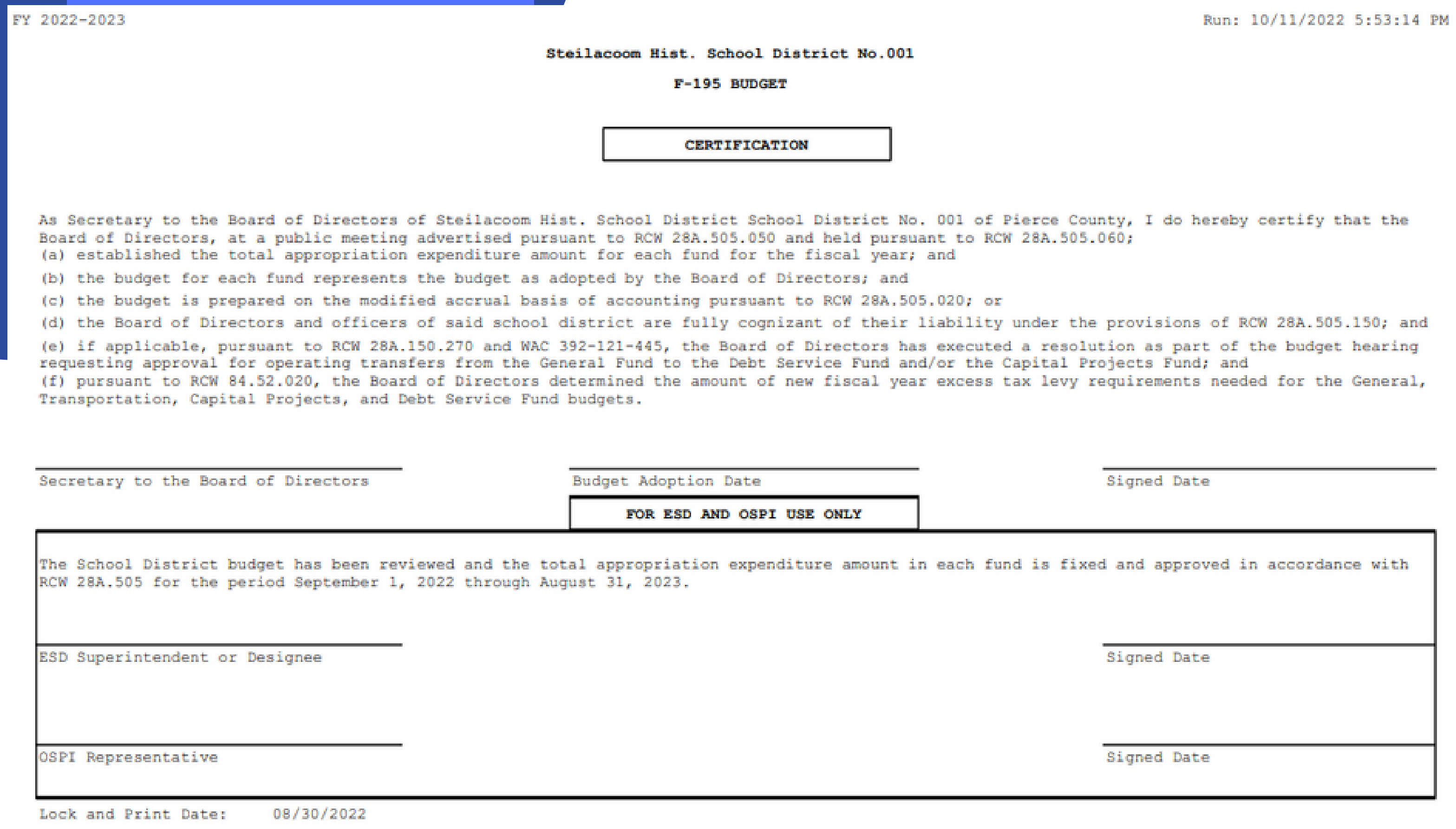
This fund is used to account for the purchase and major repair of pupil transportation vehicles.

4 DEBT SERVICE FUND

When our district sells bonds to finance voter-approved construction, an account is set up to repay the debt associated with the sale. This fund receives the money that is collected from our taxpayers to pay the annual principal and interest cost.

5 ASSOCIATED STUDENT BODY FUND

This fund is financed by the collection of fees from students and non-students for attendance or participation in noncredit events such as football games or dances. Money raised by student fundraisers and sale of ASB cards are also deposited in this fund. Expenditures must be approved by the student council.



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Steilacoom Hist. School District No.001

F-195 BUDGET

CERTIFICATION

As Secretary to the Board of Directors of Steilacoom Hist. School District School District No. 001 of Pierce County, I do hereby certify that the Board of Directors, at a public meeting advertised pursuant to RCW 28A.505.050 and held pursuant to RCW 28A.505.060;
(a) established the total appropriation expenditure amount for each fund for the fiscal year; and
(b) the budget for each fund represents the budget as adopted by the Board of Directors; and
(c) the budget is prepared on the modified accrual basis of accounting pursuant to RCW 28A.505.020; or
(d) the Board of Directors and officers of said school district are fully cognizant of their liability under the provisions of RCW 28A.505.150; and
(e) if applicable, pursuant to RCW 28A.150.270 and WAC 392-121-445, the Board of Directors has executed a resolution as part of the budget hearing requesting approval for operating transfers from the General Fund to the Debt Service Fund and/or the Capital Projects Fund; and
(f) pursuant to RCW 84.52.020, the Board of Directors determined the amount of new fiscal year excess tax levy requirements needed for the General, Transportation, Capital Projects, and Debt Service Fund budgets.

Secretary to the Board of Directors | Budget Adoption Date | Signed Date

FOR ESD AND OSPI USE ONLY

The School District budget has been reviewed and the total appropriation expenditure amount in each fund is fixed and approved in accordance with RCW 28A.505 for the period September 1, 2022 through August 31, 2023.

ESD Superintendent or Designee | Signed Date

OSPI Representative | Signed Date

Lock and Print Date: 08/30/2022

F-195 REPORT

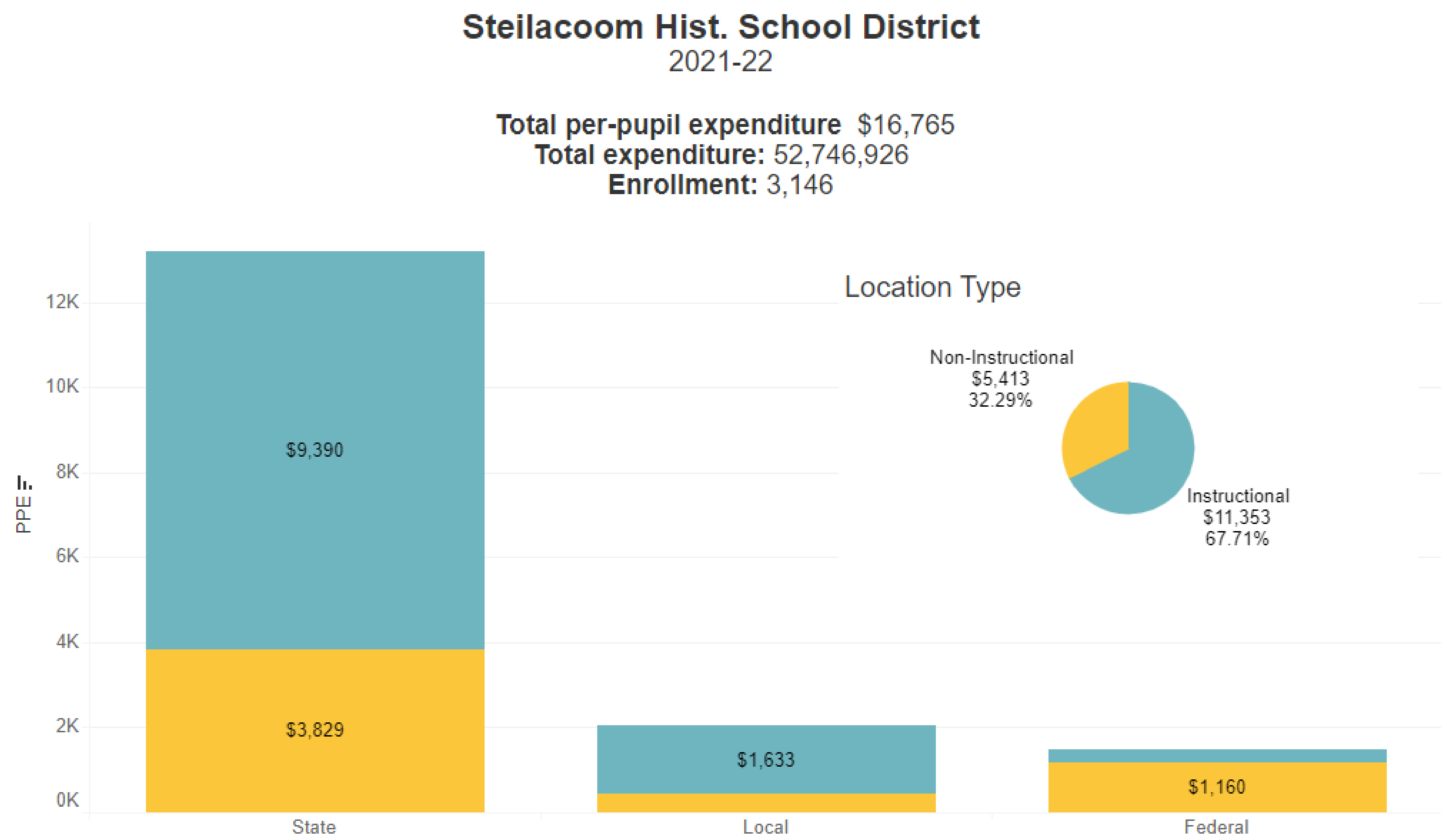
The complete, detailed budget document required annually by the state is called the F-195 Report.

The F-195 Report includes enrollment projections and planned staffing levels in addition to anticipated revenues, expenditures, and fund balances for each fund.

F-196 Report

Summary

What is the per-pupil expenditure fund source distribution?



The above chart shows the per pupil expenditure broken down by fund source and location type. These numbers are based on the financial information as reported by school districts, tribal compacts, and charters through OSPI's F196 financial reporting system. Federal law requires all expenditures to be reported at an instructional level per pupil. Therefore, any expenditures reported by the district at a non-instructional location will be attributed by OSPI proportionately to instructional locations within that district based on their enrollment. Due to this spread, it is possible that expenditure data will tie directly to the F196 reporting system only at a district level and not at the school level. The charts above use year-end annual average full-time equivalent (AAFTE) enrollment for per-pupil expenditure calculations.

THE F-196 IS ANOTHER REQUIRED FINANCIAL STATEMENT REPORT OF A SCHOOL DISTRICT.

IT REPORTS THE SCHOOL DISTRICT'S FINANCIAL CONDITION AND ACTUAL REVENUES/EXPENDITURES FOR THE ENTIRE SCHOOL YEAR.

REVENUE SOURCES

STATE REVENUES

State revenues are allocated to school districts based primarily on enrollment.

The amount that districts receive varies based on a number of factors besides enrollment, such as regional cost of living differences, poverty rates, and the number of special needs or non-English speaking students.

77%

FEDERAL REVENUES

Most districts receive additional federal funding, which is mostly determined by levels of poverty and special needs populations within a district.

Districts like SHSD also receive federal revenues to mitigate the impact of increased educational programs created by military bases.

7%

LOCAL REVENUES

Local revenues include property tax levies, school lunch charges, investment interest, etc.

School districts may levy taxes for general maintenance and operation purposes (EP&O levies), capital needs, and to redeem bond principal and interest.

16%

LEVIES & BONDS

- An **EP&O levy** is a local property tax passed by voters of a school district that generates tax revenue for local school districts. All money generated by school district levies goes directly to the school district to pay for enhancements to the state funded basic education. By voting for a local levy, voters are voting for an additional property tax in their district.

- A **Bond** is a long-term investment that authorizes the district to purchase property for schools, construct new schools, or modernize existing schools. Bonds are sold to investors who are repaid with interest over time from property tax collections, generally between 12-20 years.

LEVIES REQUIRE A SIMPLE MAJORITY TO PASS (50% + 1).

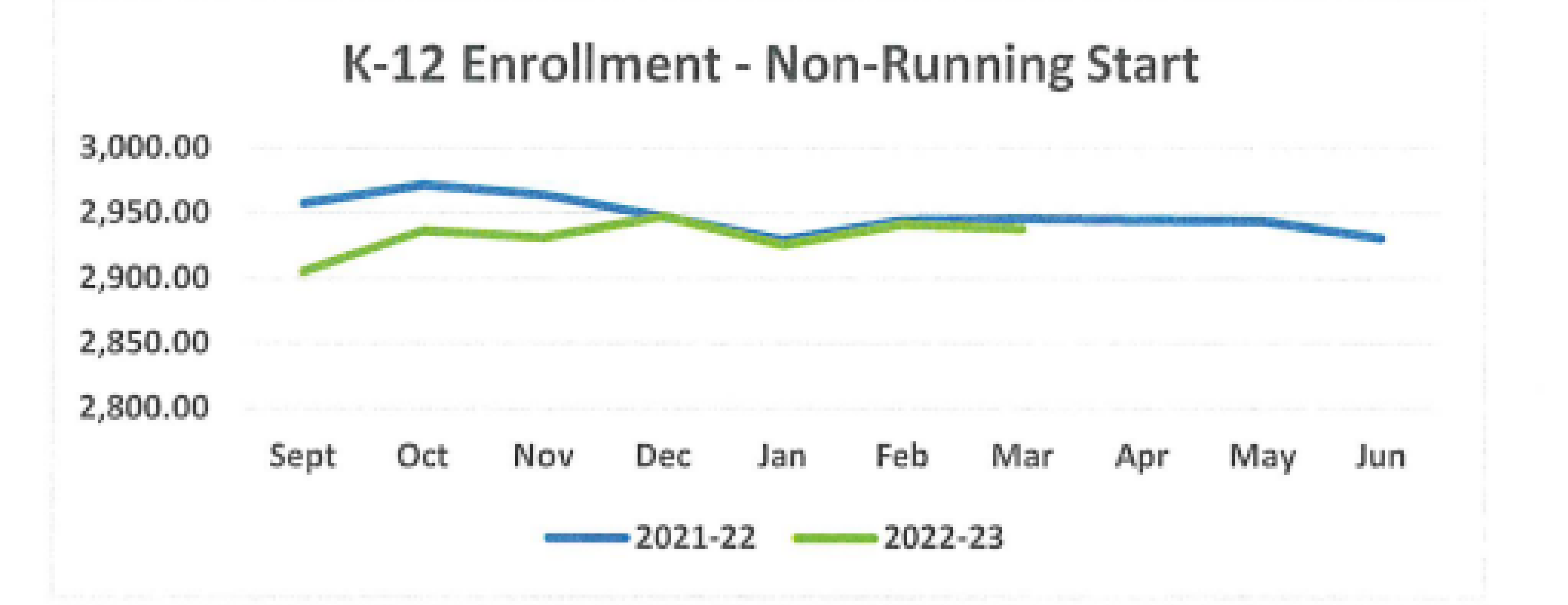
BONDS REQUIRE A SUPERMAJORITY TO PASS (60%).

ENROLLMENT

THE FUNDING DRIVER

Although state law determines the amount of money each district will receive per student, it is the average number of full-time students that drives the majority of school funding. Because not all students can be counted as full time, the funded student count can be different from total "head count" enrollment.

The state portion of school funding allocated per full time student is approximately $13,000 in 2023-24. For each student needing extra services - additional state dollars are provided. These state dollars do not cover the full cost of this additional instruction.



GENERAL APPORTIONMENT FORMULA

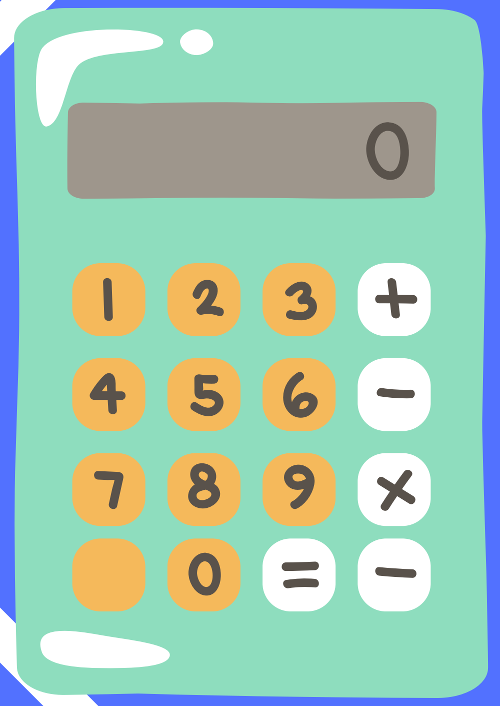
- The General Apportionment formula is complex and follows the prototypical school model. Prototypes illustrate a level of resources to operate a school of a particular size with particular types and grade levels of students.

- Each prototype has a theoretical number of students and designated levels of staffing. The funding to each district is scaled according to actual enrollment.

- The basic education formula starts with student enrollment, defined as the average number of full-time equivalent students. This number is applied to the formula and determines local administration and staff units.

- These units are multiplied by the district's various salary levels, and a number emerges for average basic education allocation per full-time equivalent students.

- Staffing, district-level support and Materials, Supplies and Operating Costs (MSOC) are calculated according to the formulas. Allocations vary from district to district.



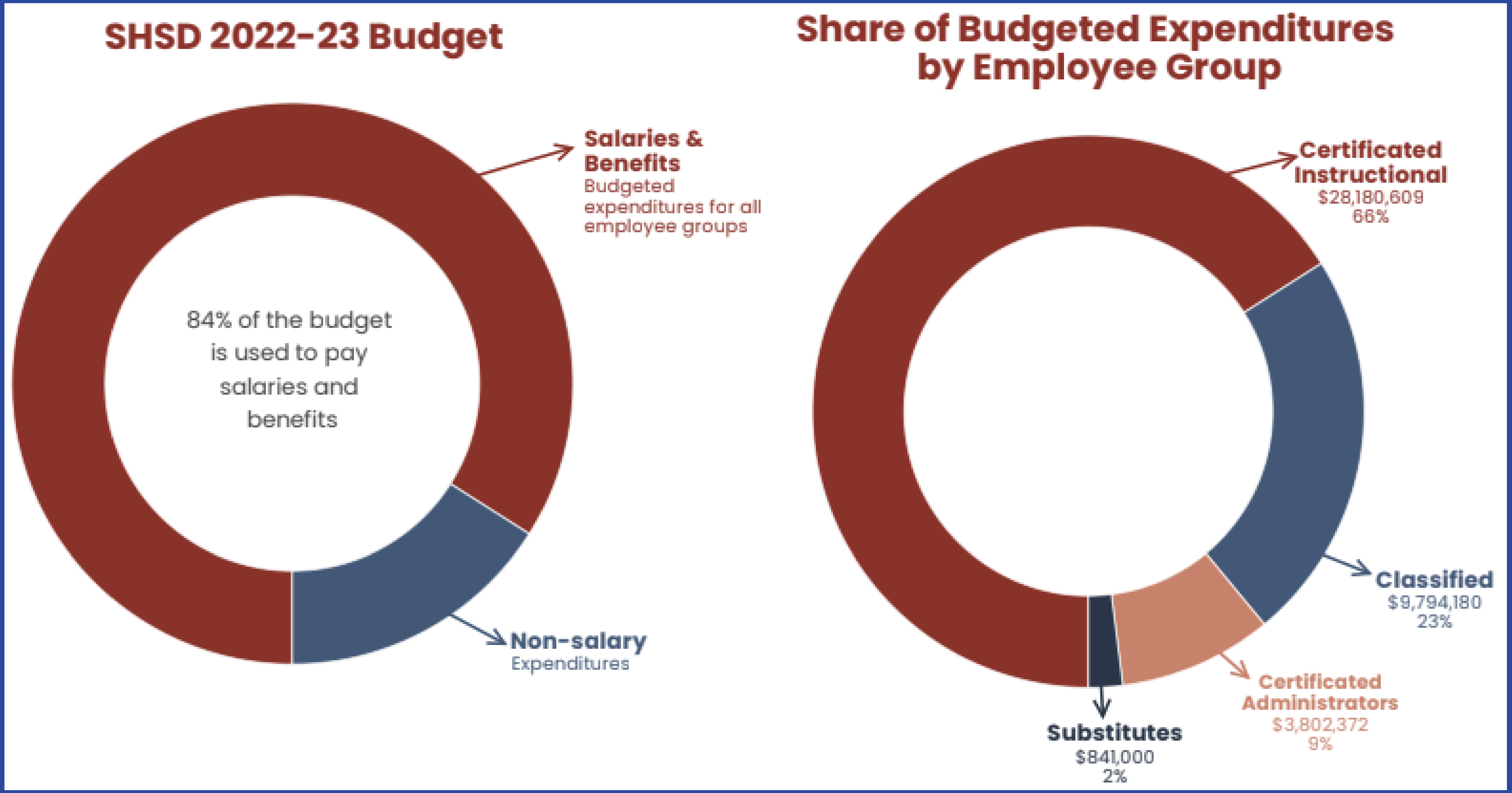
APPORTIONMENT

- The state distributes money monthly based on apportionment formulas and reimbursement claimed through the grants management process.

- The State Treasurer, who is the banker for the state, electronically transmits money to each county treasurer for each of the school districts within their county.

- The county treasurers are the bankers for the school districts. Over 95% of district revenues are received directly by the county treasurer.

EXPENDITURES



- Certificated Salaries
- Classified Salaries
- Benefits: Insurance and payroll taxes
- MSOCS: Materials, supplies and operating costs

REQUIRED BUDGET TIMELINE

School districts prepare an annual budget for public review and comment by July 10 of each school year.

Budgets must be formally adopted by the school board before the beginning of the school year.

Draft budgets are submitted to the Educational Service District for review.

Upon adoption, the budgets are submitted to OSPI.

School districts account for all revenues and expenditures using standard account codes defined in the *Accounting Manual for Public School Districts in the State of Washington.*

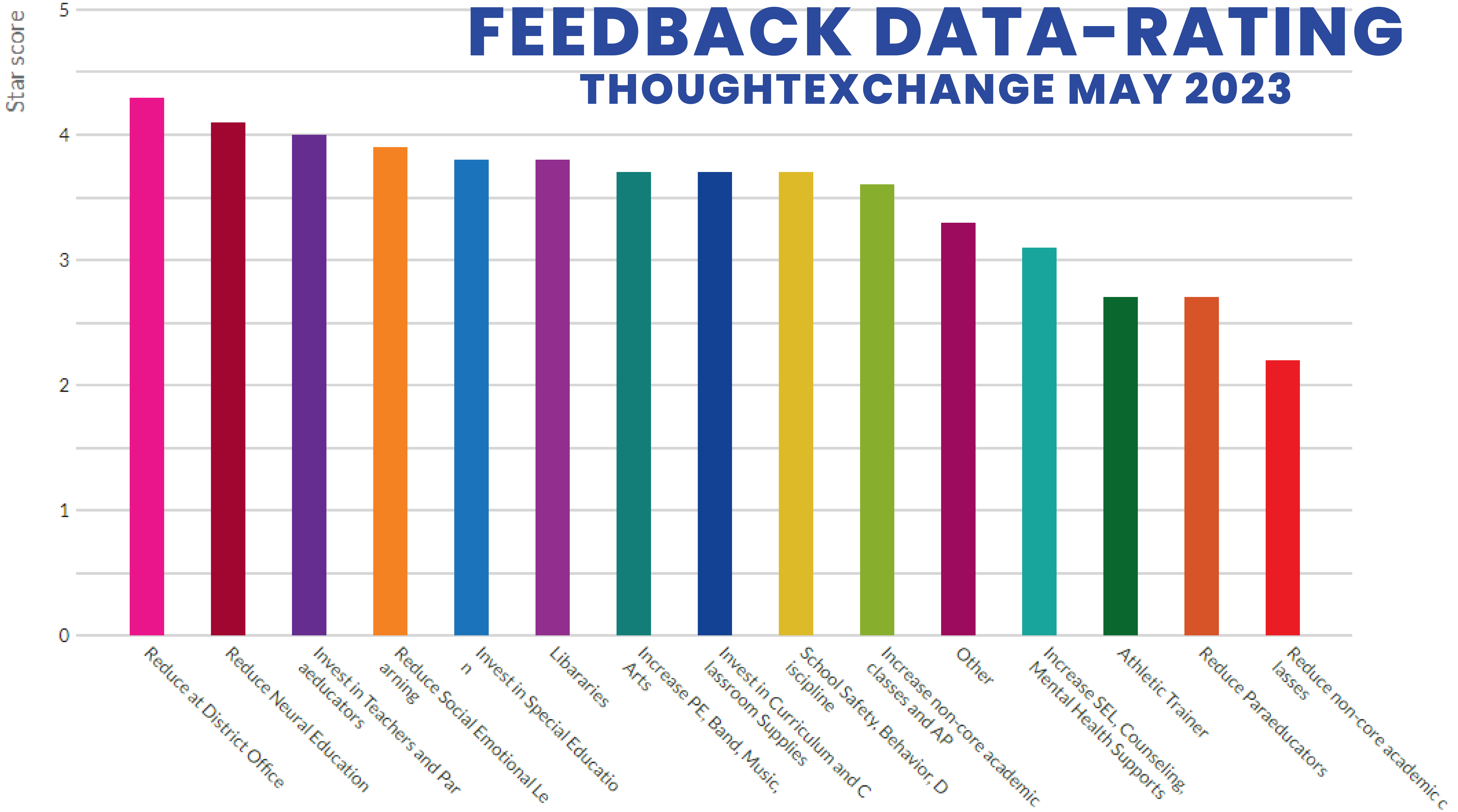
All expenditures are identified by program, activity, and object. Districts submit annual financial reports to OSPI. The Washington State Auditor examines school district accounting practices and compliance with state and federal requirements for receiving funding.

QUESTIONS?

FEEDBACK FROM STAFF AND COMMUNITY

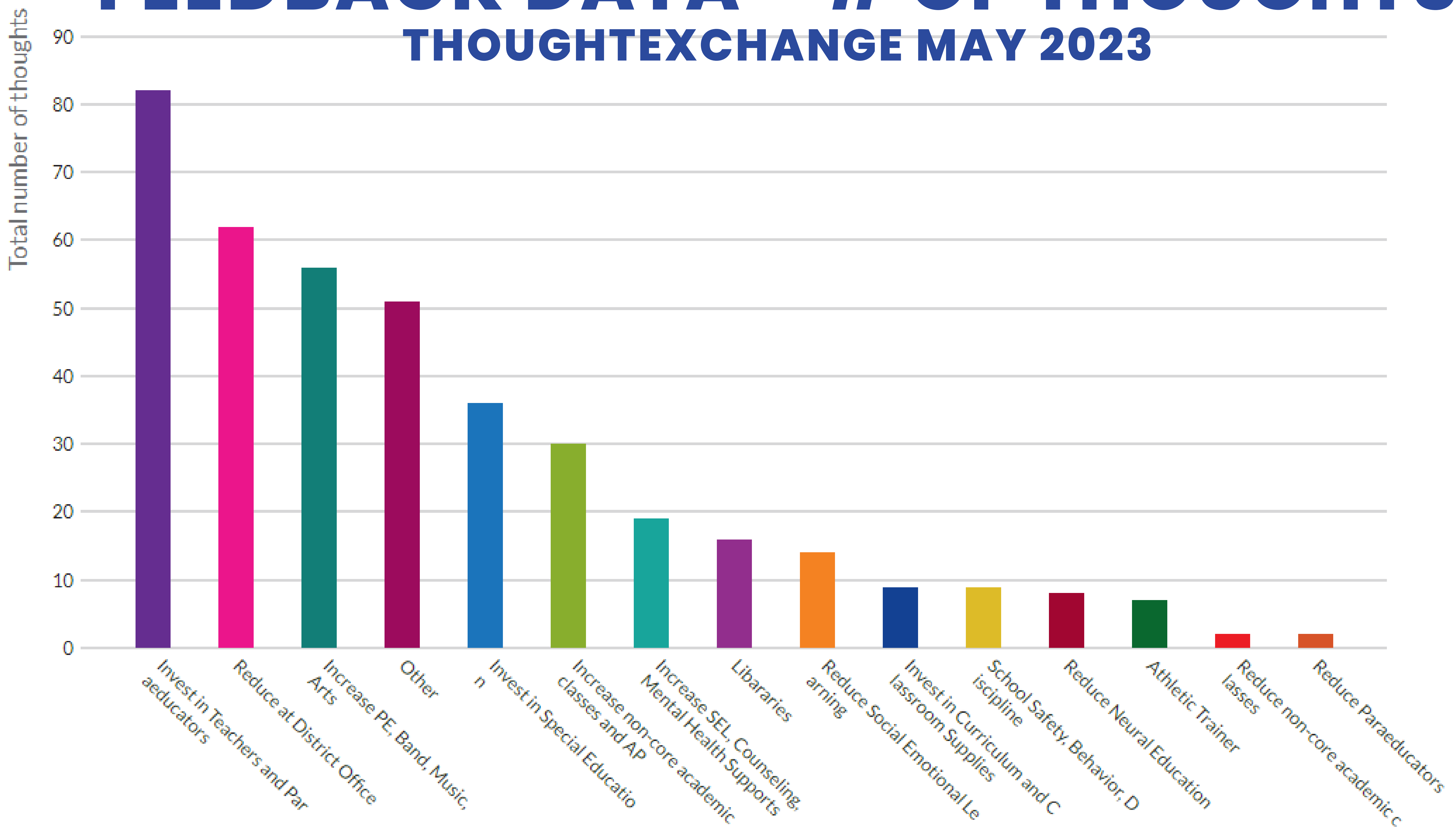
May 10, 2023
Study Session

FEEDBACK DATA-RATING
THOUGHTEXCHANGE MAY 2023



FEEDBACK DATA – # OF THOUGHTS

THOUGHTEXCHANGE MAY 2023



FEEDBACK DATA AI THEMES

THOUGHTEXCHANGE MAY 2023

Categories

Top themes ordered by relevance

1	Teachers	Teachers are an essential part of a successful school year. They provide students with the knowledge and skills needed to succeed in their academic and personal lives. Additionally, teachers are responsible for creating a safe and supportive learning environment for students. They are also responsible for providing guidance and support to students with special needs, as well as providing resources and programs to help students with mental health and social emotional learning. Finally, teachers are responsible for providing students with the necessary tools to succeed in their academic and extracurricular activities. Therefore, it is essential that funding is prioritized for teachers in order to ensure a successful 2023-24 school year.
2	Support staff	Support staff are an essential part of a successful school year. They provide direct services to students, such as counselors, nurses, librarians, coaches, and paras, and are necessary for the safety and wellbeing of students. Additionally, they provide resources and programs that directly impact students, such as mental health and social emotional learning, physical education, libraries and librarians, and classroom electives. Finally, they are essential for the inclusion process and support teachers, providing multiple points of entry and scaffolding to best serve all students.
3	Extracurricular education	Extracurricular education is an important part of a successful school year. It provides students with the opportunity to explore their interests, develop skills, and build relationships with their peers. It also helps to create a sense of community and belonging, which is essential for student success. Furthermore, extracurricular activities can help to improve academic performance, as they provide students with the opportunity to apply their knowledge in a practical setting. Finally, extracurricular activities can help to reduce stress and anxiety, as they provide students with an outlet for their emotions.

FEEDBACK DATA AI THEMES

THOUGHTEXCHANGE MAY 2023

4	Special education programs	Special education programs are an important part of the school system, as they provide resources and support for students with special needs. Special education programs are essential for ensuring that all students have access to the same educational opportunities, and that they are able to receive the necessary support to succeed. Additionally, special education programs provide resources and support for teachers, paras, nurses, librarians, coaches, and counselors, which are essential for providing a quality education to all students. By prioritizing funding for special education programs, the district can ensure that all students have access to the same educational opportunities and resources.
5	Music programs/bands	Music programs/bands are an important part of a successful school year. They provide students with an opportunity to express themselves creatively and to develop their musical skills. Music programs also help to foster a sense of community and belonging among students, and can be a great way to bring people together. Additionally, music programs can help to improve academic performance, as research has shown that students who participate in music programs tend to have higher grades and test scores. Finally, music programs can help to build school spirit and pride, which can be beneficial for the overall morale of the school.

Steliacoom Historical School District
Staff Prioritization Activity (This or That)
Prioritized Ranking

	District Office	Cherrydale	Chloe Clark	Saltar's	Pioneer	SHS	Weighted Average Primary	Weighted Average Elementary	Weighted Average Secondary
Contracts for school safety programs (SRO, Navigation 360, etc.)	10	9	13	8	14	13	12	12	13
CTE/Elective program offerings at high schools	3	7	7	5	9	3	7	7	5
CTE/Elective courses and programs at middle schools	11	11	11	9	3	11	11	11	9
Current funding level of school and classroom budgets	7	6	4	6	4	5	4	5	4
Current schedules and calendars (number of days) for educational support staff at schools and district office	4	5	5	12	8	9	6	6	8
Specialist programs at the elementary schools	8	2	2	3	5	4	2	2	3
Special education support for students	1	1	1	1	1	1	1	1	1
Levy support for grant funded programs (Title 1, LAP, MLL, Highly Capable)	9	4	6	4	10	8	5	4	10
Certified support staff at schools	6	3	3	2	2	2	3	3	2
Extracurricular opportunities for middle and high school students	5	8	10	11	7	6	8	9	7
Teacher training, time, and support beyond contractual and grant requirements	13	13	12	10	11	12	13	13	12
Curriculum support, school supplies, subscriptions, licenses and new curriculum	12	9	9	7	6	6	9	8	6
District administrative and support staff	2	14	15	13	13	14	14	14	14
Subsidized facility rentals for community groups use of facilities and grounds	15	15	14	15	15	15	15	15	15
Maintain current bus stops and start and end times of school day	14	12	8	14	12	10	10	10	11
Participants	23	20	39	17	29	30			

THE LOWER THE NUMBER - THE HIGHER THE RANKING. IN THIS CHART, SPECIAL EDUCATION RANKED AS THE NUMBER ONE PRIORITY BY STAFF IN EVERY SCHOOL, BY DISTRICT OFFICE STAFF, AND AT EVERY LEVEL.

PRIMARY INCLUDES CHERRYDALE AND CHLOE CLARK (NO AIE PARTICIPANTS).

ELEMENTARY INCLUDES CHERRYDALE, CHLOE CLARK, AND SALTAR'S POINT.

SECONDARY INCLUDES PIONEER MIDDLE SCHOOL AND STEILACOOM HIGH SCHOOL

BUDUGET ASSUMPTIONS

GENERAL FUND

May 10, 2023
Study Session

GENERAL FUND BUDGET ASSUMPTIONS

Enrollment by school and by program drives the greatest portion of state funding and state/local expenses.

State, federal, and local revenue estimates by program and determinations of whether the district intends to supplement grant funded programs with local resources.

Staffing levels by school, type of position - ensuring that the district meets federal and state requirements for spending (minimum spending levels, equitable spending by school.

Overall cost increases for employment and non-employment contracts (food service, transportation, insurance) and inflation for other goods and services (gas, diesel, utilities, other goods).

Budget assumptions are never exact. They are assumptions that are made based on known information and information that is estimated based on external factors.

Inital assumptions include expected salary levels of staff based on existing contracts, enrollment based on current year enrollment and historical trend information, and data received from the state based on state and federal budget results.

ENROLLMENT

ASSUMPTIONS FOR 2023-24 (EXCEPT AIE)

	Cherrydale	Chloe Clark	SP, PIO, and SHS	FTE for Budget
Kindergarten	91	120		211
1st Grade	94	124		218
2nd Grade	102	130		232
3rd Grade	91	130		221
4th Grade			211	211
5th Grade			245	245
6th Grade			240	240
7th Grade			234	234
8th Grade			257	257
9th Grade			237	237
10th Grade			260	260
11th Grade			233	180
12th Grade			242	150
Running Start				135
Total				3,031

	2021-22 Actual	2022-23 Actual to Date	FTE for Budget
Kindergarten	231	212	211
1st Grade	227	244	218
2nd Grade	242	227	232
3rd Grade	258	225	221
4th Grade	229	251	211
5th Grade	228	233	245
6th Grade	239	230	240
7th Grade	233	253	234
8th Grade	270	238	257
9th Grade	235	264	237
10th Grade	240	234	260
11th Grade	151	176	180
12th Grade	165	141	150
Running Start	153	133	135
Total	3,101	3,061	3,031

REVENUE SOURCES

ASSUMPTIONS FOR 2023-24

STATE REVENUES

Based on the lastest state revenue information provided, state funding for SHSD will increase by $2,430,489 for the next school year. They do not assume any change in enrollment in this assumption.

77%

FEDERAL REVENUES

Most federal revenues are generally consistent from year to year given stable enrollment in a district. Federal school lunch, DODEA, and impact aid, are three programs that are not driven by overall enrollment. We estimate federal funding will decrease by $591,135 next year due primarily to one time FEMA funding.

5%

LOCAL REVENUES

The district will see an increase in local levy revenue compared to last year amounting to $1,497,815. In addition, the district will be proposing an increase in school breakfast and lunch prices to ensure local school lunches and federal funding cover the cost of the school nutrition program. Non-levy local revenue is expected to increase by $68,261.

18%

LOCAL REVENUE

ASSUMPTIONS FOR 2023-24

Revenue Type	Rev Code	Curent Year Revenue	2023-24 Projected Revenue	Change	Estimate Assumption
Levy	1100	$ 6,834,481	$ 8,332,296	$ 1,497,815	See Levy Calculation
State Timber	1500	$ 1,222	$ 1,000	$ (222)	Rollover - History
Fees	2100	$ 40,000	$ 40,000	$ -	Rollover - History
Surplus	2200	$ 2,200	$ 2,000	$ (200)	Rollover - History
Investments	2300	$ 10,500	$ -	$ (10,500)	No investments
Donations	2500	$ 15,000	$ 15,000	$ -	Current Year
Fines	2600	$ 5,600	$ 5,000	$ (600)	Current Year
Rentals	2700	$ 10,000	$ 30,000	$ 20,000	Current Year plus small rate inc.
Misc.	2900	$ 5,000	$ 5,000	$ -	Current Year
E-Rate	2910	$ 50,000	$ 50,000	$ -	Current Year
Lunch Money	2298	$ 747,292	$ 807,075	$ 59,783	25 cent increase
Total Local			**$ 9,287,371**	**18%**	

STATE REVENUE

ASSUMPTIONS FOR 2023-24

Revenue Type	Rev Code	Curent Year Revenue	2023-24 Projected Revenue	Change	Estimate Assumption
Apportionment	3100	$ 28,845,627	$ 30,278,284	$ 1,432,657	OSPI Estimate
Sped SetAside	3121	$ 773,557	$ 825,385	$ 51,828	OSPI Estimate
Special Ed	4121	$ 4,119,255	$ 4,624,071	$ 504,816	OSPI Estimate
LAP	4155	$ 501,893	$ 612,073	$ 110,180	OSPI Estimate
State Grants	4158	$ 144,191	$ 150,000	$ 5,809	3.7% COLA - National Boards
MLL	4165	$ 203,983	$ 213,321	$ 9,338	OSPI Estimate
High-Cap	4174	$ 94,071	$ 96,528	$ 2,457	OSPI Estimate
State Lunch	4198	$ 13,253	$ 13,000	$ (253)	Rollover - History
Transportation	4199	$ 2,186,343	$ 2,500,000	$ 313,657	Assumes no change in routes
Total State			**$ 39,312,662**	**76%**	

FEDERAL REVENUE

ASSUMPTIONS FOR 2023-24

Revenue Type	Rev Code	Curent Year Revenue	2023-24 Projected Revenue	Change	Estimate Assumption
Impact Aid	5300	$ 223,885	$ 300,000	$ 76,115	Current Year
Impact Aid - Sped	5329	$ 27,173	$ 30,000	$ 2,827	Current Year
Federal Forest	5500	$ 9,000	$ 9,000	$ -	Current Year
Sped Federal	6124	$ 545,500	$ 545,500	$ -	Current Year
Perkins	6138	$ 16,000	$ 16,000	$ -	Current Year
Title 1	6151	$ 440,858	$ 440,858	$ -	Current Year
Title 2	6152	$ 100,979	$ 100,979	$ -	Current Year
Title 3	6164	$ 15,032	$ 25,000	$ 9,968	Current Year plus Carryover
Federal Lunch	6198	$ 728,062	$ 742,624	$ 14,561	Historical Increase in Fed Rate
Fed Commodities	6998	$ 90,000	$ 90,000	$ -	Commodities only
DoDEA	6200	$ 400,000	$ 500,000	$ 100,000	Close out 19 + 22 Funding
ESSR, ARP, Grant Capacity	6300	$ 794,606	$ -	$ (794,606)	One Time Money and Capacity
Medicaid Admin Match	6310	$ 10,000	$ 10,000	$ -	Current Year
Medicaid Billing	6321	$ 3,000	$ 3,000	$ -	Current Year
Total Federal			**$ 2,812,961**	**5%**	

STAFFING LEVELS

ASSUMPTIONS FOR 2023-24

Grade Level	Anderson Island	Classroom Teachers	Students Per Teacher
K	2	0.5	4.00
1	3	0.5	6.00
2	7	0.5	14.00
3	6	0.5	12.00

Grade Level	Cherrydale	Classroom Teachers	Students Per Teacher
K	91	4	22.75
1	94	4	23.50
2	102	4.5	22.67
3	91	3.5	26.00

Grade Level	Chloe Clark	Classroom Teachers	Students Per Teacher
K	120	6	20.00
1	124	6	20.67
2	130	6	21.67
3	130	5	26.00

ELEMENTARY STAFFING NUMBERS DO NOT INCLUDE SPECIALISTS, INTERVENTIONISTS, COUNSELORS OR SPECIAL EDUCATION

Grade Level	Saltar's Point	Classroom Teachers	Students Per Teacher
4	211	8.5	24.82
5	245	9.5	25.79

Grade Level	Pioneer Middle	Classroom Teachers	Students Per Teacher
6	240	11	21.82
7	234	11	21.27
8	257	11	23.36

Grade Level	Steilacoom High	Classroom Teachers	Students Per Teacher
9	237	9.7	24.43
10	260	9.7	26.80
11	180	9.7	18.56
12	150	9.7	15.46

HIGH SCHOOL ENROLLMENT NUMBERS DO NOT INCLUDE RUNNING START AND PART TIME STUDENTS. STAFFING NUMBERS DO NOT INCLUDE SPECIAL EDUCATION

CONTRACT COSTS

- Certificated staff costs are based on the negotiated salary schedule and the people who are assumed to be returning in the 2023-24 school year.
- Classified staff costs are estimated in the budget and not based on an exact salary schedule. Collective bargaining starts this month and the exact amount will not be known until June at the earliest.
- Administrative and Exempt salaries are assumed to increase based on historical practices, but it is also assumed that calendars will be reduced to eliminate increases.
- Transportation bids came back with just over a 10% increase in costs due primarily to labor cost increases since the last agreement.
- Running start costs are always based on overall state funding. The college receives 93% of the rate and the district retains 7%.
- Food service bids will not be finalized until June 30 due to federal requirements in the bidding process.

NEARLY ALL CONTRACTS (EMPLOYEE AND NON-EMPLOYEE) ARE PARTIALLY FUNDED FROM LEVY FUNDS UNLESS THE POSITIONS ARE DESIGNATED AS 100% FEDERALLY FUNDED. FOR FEDERAL PROGRAMS, WHEN COSTS INCREASE - GENERALLY PROGRAMS ARE REDUCED TO STAY WITHIN THE FUNDED AMOUNTS.

SIGNIFICANT COST IMPACTS

ASSUMPTIONS FOR 2023-24

Cost Increase Assumptions	Percent Increase	Estimated Dollar Value Increase	
Salary Increases - Current/Future Agreements	Vary by CBA	$	1,423,228
Insurance	25%	$	130,000
Transportation Costs	10.50%	$	252,000
Food Service Costs	5%	$	78,550
Land Purchase	100%	$	460,000
Benefit Reduction		$	(660,000)

SALARY INCREASES ABOVE ARE BASED ON COLLECTIVE BARGAINING AGREEMENT OR INCLUDE AN ESTIMATE FOR FUTURE COLLECTIVE BARGAINING. ALL ADMINISTRATIVE RELATED INCREASE ARE OFFSET BY PROPOSED REDUCTIONS - NET INCREASE+$0.

SUGGESTED BUDGET ADJUSTMENTS

GENERAL FUND

May 10, 2023
Study Session

K-12 CERTIFICATED STAFF CHANGES

ASSUMPTIONS FOR 2023-24

	CD	CD		CC	CC		SP	SP		AI	AI
	2022-23	2023-24		2022-23	2023-24		2022-23	2023-24		2022-23	2023-24
Classroom	17	16		25	23		19	18		2.0	2.0
Specialist	3	2.4		4.6	3.6		3	2.6		0.2	0
Counselors	1	1		1	1		1	1			
Intervention -ECI	2	2		3	2		2	2			
Special Education	4	3		5.6	3.6		3	3			
TOTAL FTE	27.0 FTE	25.4 FTE		39.2 FTE	33.2 FTE		25.0 FTE	23.6 FTE		2.2 FTE	2.0 FTE

	PIO	PIO		SHS	SHS
	2022-23	2023-24		2022-23	2023-24
Classroom	35	33		42	37.6
Counselors	2	2		4	4
Special Education	3.5	4		5	4
TOTAL FTE	40.5 FTE	39.0 FTE		51.0 FTE	45.6 FTE

DISTRICT LEVEL REDUCTIONS

ASSUMPTIONS FOR 2023-24

District Level Reductions	Proposed Reduction Option	*CIS	*CLS	*CAS
Eliminate Printed Calendar and Summer Mailing	$18,000			
Eliminate Staff Welcome Back Event	$10,000			
Eliminate PandaDocs	$30,000			
Reduce District Office Staffing	$720,000	2.2	2.5	2
Reduce Administrative Calendar (unpaid days)	$187,000			
Reduce Exempt Staff Calendars (unpaid days)	$25,000			
Eliminate Forecast 5	$26,000			
Eliminate Printed/Mailed Annual Report	$10,000			
Eliminate Panorama	$35,000			
Eliminate Neural Ed Professional Development	$65,000			
Eliminate District Travel/Conference Registration	$15,000			
Eliminate DuPont SRO Position	$130,000			
Reduce Steilacoom SRO Contract	$20,000			
Reduction in ParentSquare Features	$3,000			
Eliminate Hanover Research Subscription	$12,000			
Eliminate Contracted Placements	$160,000			
Reduce Contracted Services Staffing	$140,000			
Reduction in Pride Academy FTE Release	$35,000			
Reductions in Transportation	$40,000			
TOTAL	**$1,681,000**			

ELEM. LEVEL REDUCTIONS

ASSUMPTIONS FOR 2023-24

Elementary Level Reductions	Proposed Reduction Option	CIS	CLS	CAS
Reduce ECI Staffing	$ 120,000	1.0		
Reduce Special Ed. Cert. Staffing to Match Enrollment	$ 350,000	3.5		
Reduce Classroom Teacher FTE to Match Enrollment	$ 400,000	4.0		
Reduce Specialist Positions	$ 225,000	2.2		
Reduce Highly Capable Position	$ 25,000	0.2		
Eliminate Purchase of School Supplies	$ 55,000			
Total	**$ 1,175,000**	**10.9**		

SECONDARY REDUCTIONS

ASSUMPTIONS FOR 2023-24

Secondary Level Reductions	Proposed Reduction Option	CIS	CLS	CAS
Eliminate Teacherease	$ 14,000			
Reduce Special Ed. Cert. Staffing to Match Enrollment	$ 640,000	1.0		
Reduce Classroom Teacher FTE to Match Enrollment	$ 100,000	6.4		
Reduce Athletic Trainer Contracted Hours	$ 90,000			
Reduce iReady Subscription	$ 7,000			
Reduce District Support for Athletic Expenses	$ 35,000			
Reduce Activity Bus Runs	$ 20,000			
Eliminate PSAT	$ 2,000			
Reduction in Sponsored Summer School	$ 20,000			
Eliminate Spokane Virtual Academy Contract	$ 20,000			
Eliminate Xello	$ 9,000			
Total	**$ 957,000**	**7.4**		

TRANSPORTATION STUDY - WALKING DISTANCE, START/END TIMES AND COMBINING ROUTES

Routing Study

Summary

national express

Below are bus requirements for each scenario.

- Current operation is running 27 buses.
- Scenario 1 – Increase current walk zone for MS and HS students form 1.0 mile to 1.5 mile. This scenario requires 26 AM buses and 27 PM buses.
- Scenario 2 – Move Saltar's Point bell time to ES bell time and create 3 tier transportation system. This scenario requires 28 buses (+1).
- Scenario 3 – Saltar's Point students ride together with MS students (the same bell time). This scenario requires 24 buses (-3).

OVERALL BUDGET STATUS

ASSUMPTIONS FOR 2023-24

Base Expenditure Budget	$	53,867,849
Increased Expenditures for 2023-24 before Adjustments	$	1,713,778
Total Expected Budget Before Reductions	$	55,581,627
Less Proposed Expenditure Redutions	$	3,813,000
Total Expected Budget After Reductions	$	51,768,627
Total Anticipated Revenue	$	51,400,000
Budgeted Shortfall	**$**	**368,627**
Additional Budget Adjustments Being Considered		
Anticipated Safety Net Funding	$	350,000
School Budget Reductions	$	150,000
ASB Costs Sent to ASB	$	20,000
Total Budget Surplus after Safety Net and Added Adjustments	**$**	**151,373**

OTHER PROGRAM CHANGES

GENERAL FUND

May 10, 2023
Study Session

DISTRICT SPECIAL ED LANDSCAPE

- Inclusionary Practices
- JBLM CARES Center
- Unique HSC Population
- Necessity of programming for safety

LEAST RESTRICTIVE ENVIRONMENT

- LRE 1: students in gen ed 80-100% of the school day
- LRE 2: 40-79%
- LRE 3: 0-39%

School	LRE 1	LRE 2	LRE 3	Separate Day School
SHS	83%	12%	5%	0
Pio	53%	39%	7%	1%
SP	71%	23%	6%	0
CD	78%	15%	7%	0
CC	71%	9%	20%	0

CHANGES FOR 2023/2024

- Grade configurations for HSC
- Transitions change at SHS
- Added para support in schools
- Reduced Cert FTE to align with enrollment and caseloads
- Denying transfer requests

Embedded support in schools

- Tabitha supporting elementary
- Gudrun supporting secondary

KEY QUESTIONS FOR BUDGET PROCESS

GENERAL FUND

May 10, 2023
Study Session

GENERAL FUND QUESTIONS

- General Fund
  - Based on current estimates and the current list of proposed budget reductions, the district budget is balanced but does not restore fund balance to the board minimum target.

- *What additional reduction options does the board want the district to consider in the final budget?*
- *Are there any current options being considered that are off the table?*
- *What is the scope of additional reductions the board would like to see recommended (how much)?*
- *Timeline for final budget adoption?*

SHSD 2023-24 Budget Development TIMELINE

Est. 1854

MAY 1
THOUGHTEXCHANGE

The District will launch a ThoughtExchange for community input on prioritization of programs and resources for the 2023-24 school year.

MAY 10
SCHOOL BOARD STUDY SESSION

The School Board will hold a Board Study Session dedicated to the 2023-24 budget.

MAY 17
SCHOOL BOARD MEETING

The School Board will be presented with an initial draft budget for review. Public comments are encouraged.*

JUNE 7
FINAL BUDGET DRAFT

The final draft of the budget will be placed on the district website for public review and comment.*

OPTION A

JUNE 21
SCHOOL BOARD MEETING

OPTION A:

The School Board will consider the final proposed budget.*

OPTION B

JULY 19
SCHOOL BOARD MEETING

OPTION B:

The School Board will consider the final proposed budget.*

*These dates are based on the release of the state budget system in time to meet public and oversight review timelines.
The Board will finalize the timeline at the May 17 Regular Board Meeting.

BUDGET ASSUMPTIONS

OTHER FUNDS

May 10, 2023
Study Session

OTHER FUND ASSUMPTIONS

- Capital Projects Fund
  - Only Emergency Expenses
  - Impact Fees Used for Land
  - No Summer Projects
- Debt Service Fund
  - 2024 Voted Debt - $0
  - Bond Rate will Decrease from $1.63 to $0.00
- ASB Fund
  - Less District Support for Athletics (Helmet Reconditioning and Pool Fees)
  - Raised ASB Card Fees to support Athletics Programs
- Sports changes based on school requests/Title IX

KEY QUESTIONS FOR BUDGET PROCESS

OTHER FUNDS

May 10, 2023
Study Session

OTHER FUND QUESTIONS

- Capital Projects Fund
  - A capital projects levy could be run in November for $1.10 for one year to fund the school land, Cherrydale HVAC and one or two other small projects.
  - No additional election cost

- *If the board were to consider a capital projects levy, what process would be envisioned and what timeline would be reasonable for seeking public feedback and input?*
- *If the board is considering a bond proposal in 2024, what process is envisioned for changing the current proposal?*

Summary of Identified Reductions for 2023-24 School Year

Based on the outlook of projected enrollment, insufficient state funding for basic education, specialized service cost increases for eligible students, and a reduction in federal funding, the district is facing a projected deficit of $5 million dollars in the 2023-24 school year. The district has received feedback related to fiscal priorities and will continue to do so throughout the budget adoption process. This document includes the recommended identified reductions in programming and staff (including total amount of savings) to create a sustainable budget AND build back fund balance.

School certificated FTE shift decisions (according to student enrollment projections) for the 2023-24 school year – as of April 27, 2023:

	CD	**CD**		**CC**	**CC**		**SP**	**SP**		**AI**	**AI**
	2022-23	**2023-24**		**2022-23**	**2023-24**		**2022-23**	**2023-24**		**2022-23**	**2023-24**
Classroom	17	16		25	23		19	18		2.0	2.0
Specialist	3	2.4		4.6	3.6		3	2.6		0.2	0
Counselors	1	1		1	1		1	1			
Intervention -ECI	2	2		3	2		2	2			
Special Education	4	3		5.6	3.6		3	3			
TOTAL FTE	27.0 FTE	25.4 FTE		39.2 FTE	33.2 FTE		25.0 FTE	23.6 FTE		2.2 FTE	2.0 FTE
	PIO	**PIO**		**SHS**	**SHS**						
	2022-23	**2023-24**		**2022-23**	**2023-24**						
Classroom	35	33		42	37.6						
Counselors	2	2		4	4						
Special Education	3.5	4		5	4						
TOTAL FTE	40.5 FTE	39.0 FTE		51.0 FTE	45.6 FTE						

	TOTAL $			
IDENTIFIED REDUCTIONS	Proposed Reduction Option	CIS	CLS	CAS
District Level Reductions				
Eliminate Printed Calendar and Summer Mailing	$18,000			
Eliminate Staff Welcome Back Event	$10,000			
Eliminate PandaDocs	$30,000			
Reduce District Office Staffing	$720,000	2.2	2.5	2.0
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Eliminate DuPont SRO Position	$130,000			
Reduce Steilacoom SRO Contract	$20,000			
Reduction in ParentSquare Features	$3,000			

	Proposed Reduction Option	*CIS	*CLS	*CAS
Eliminate Hanover Research Subscription	$12,000			
Eliminate Contracted Placements	$160,000			
Reduce Contracted Services Staffing	$140,000			
Reduction in Pride Academy FTE Release	$35,000			
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TOTAL	**$1,681,000**			
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Reduction in Sponsored Summer School	$20,000			
Eliminate Spokane Virtual Academy Contract	$20,000			
Eliminate Xello	$9,000			
TOTAL	**$957,000**			
TOTAL ALL SECTIONS	**$3,813,000**	**20.5** **10.0%**	**2.5** **2.1%**	**2.0** **11.1% All CAS** **22.2% of District Admin**

*Staff types in the state's salary allocation model include certificated instructional staff (CIS), non-administrative classified staff (CLS), and certificated administrative staff (CAS).