

K-4 & K-12 STAFF RATIO FUNDING

STATUTORY CITATION: RCW 28A.150.100, RCW 28A.150.260, chapter 392-121 WAC, chapter 392-127 WAC, and WAC 392-140-900 through 392-140-913.

PURPOSE: This section provides instructions for completing optional report forms used to determine school district ratios of basic education certificated instructional staff (BEACIS) per 1,000 full-time equivalent (FTE) students in kindergarten through fourth grade (K-4) and kindergarten through twelfth grade (K-12). Information reported on these forms affects OSPI's calculation of state basic education funding.

School districts with calculated staffing ratios of less than 53.2 BEACIS in K-4 or less than 46.0 BEACIS in K-12 may wish to submit one or more of these forms in order to maximize state funding. Instructions for completing the forms are on the back of the forms. Beginning in January 2009, these ratios are calculated and displayed with monthly apportionment reports as Report 1159, Calculation of Certificated Instructional Staff Ratios (see attached sample Report 1159). These reports are available as "District Reports" on the OSPI website at <http://www.k12.wa.us/safs/>.

The last date for submission of any optional Forms SPI 1158, 1160, or 1230K-4 for 2008-09 is September 30, 2009.

Note: Beginning in the 2007-08 school year and thereafter, K-4 and K-12 staff ratio calculations include 2007-08 changes to the special education excess cost accounting methodology. In short, OSPI calculates K-4 and K-12 staff ratios by also including a percentage of school districts' special education (program 21) certificated instructional staff FTEs credited to the FTE BEACIS total. This percentage, by school district, may be found on the OSPI website at <http://www.k12.wa.us/safs/08budprp.asp>, Special Education Percentage for Revenue 3121 Calculation for 2008-09, in the special education average percent (i.e., last) column of the spreadsheet.

HOW TO REPORT A NET INCREASE IN BASIC AND SPECIAL EDUCATION STAFF

At any time before September 30, 2009, a school district may report a net increase in basic and special education staff to OSPI on Form SPI 1158. OSPI will use data reported on this form to adjust the district's funded K-4 or K-12 basic education staffing ratios in the next monthly apportionment payment. If the district submits Form SPI 1158 more than once, the form should be marked "Revised" and should include any net increase in information submitted on the first submittal.

A. Net increase in Basic Education Certificated Instructional Staff. If a district increases BEACIS after October 1, the net increase can be reported on Form SPI 1158 in the boxes provided. OSPI will add the net staff increase to the October 1, 2008, staff reported on Report S-275 in determining the school district's K-4 or K-12 basic education staffing ratios. Note that net increases after October 1, 2008, include decreases as well as increases in FTE staff.

Example:

- In February, the district hires one new basic education teacher and reassigns one I-728 student achievement (program 66) teacher to basic education for the remaining 680 hours of the 1,456 hour contract year (182 days x 8 hours per day). Each teacher's increased FTE in basic education is 0.467 ($680 \div 1,456$).
- In December, one basic education teacher had terminated employment after 600 hours of employment. The teacher is reported as 1.0 FTE in basic education on

- Report S-275. The teacher's revised FTE in basic education is 0.412 ($600 \div 1,456$). The teacher's decrease in basic education FTE is 0.588 ($1.000 - 0.412$).
- Report the net increase of 0.346 FTE on Form SPI 1158 ($0.467 + 0.467 - 0.588 = 0.346$).

B. Net increase in Special Education Certificated Instructional Staff. Report a net increase in special education certificated instructional staff in the same manner as a net increase in BEACIS in A. above.

C. Net increase in Basic Education Classified Instructional Assistants. Report a net increase in basic education classified instructional assistants (BEACIA) in the same manner as a net increase in BEACIS in A. above.

BACKGROUND INFORMATION

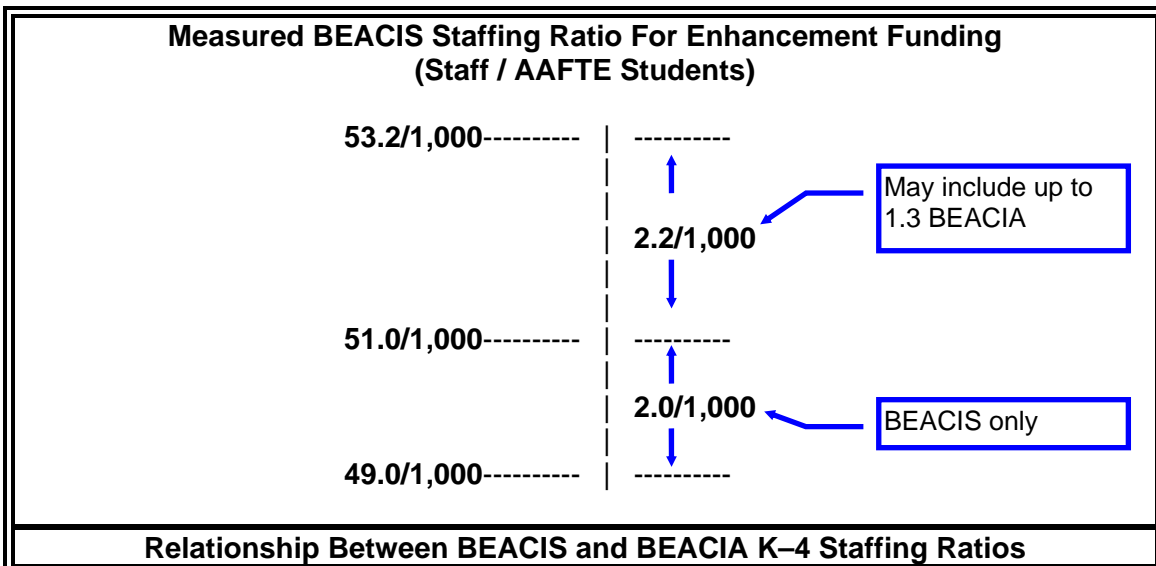
RCW 28A.150.260 defines the state allocation formula for basic education funding. Section (2)(b) provides a *minimum* of 49 BEACIS units per 1,000 annual average full-time equivalent (AAFTE) students in kindergarten through third grade (K–3) and 46 BEACIS units per 1,000 AAFTE students in Grade 4.

For 2008–09, the Legislature has provided funding for additional BEACIS units up to 53.2 per 1,000 K–4 AAFTE students *provided* the school district documents an actual ratio above the minimum allocation. Rules implementing this funding enhancement are codified in WAC 392-140-900 through 392-140-913.

RCW 28A.150.100 requires all school districts to maintain a K–12 ratio of at least 46 BEACIS per 1,000 AAFTE students. Rules implementing this statute are codified in chapter 392-127 WAC.

Data reported on Forms SPI 1158, 1160, and 1230K–4 are used in determining:

- A school district's K–4 BEACIS staffing ratio. This ratio is calculated and reported to each school district in Report 1159 (see example Report 1159).
- A school district's K–4 BEACIA staffing ratio. This ratio is calculated and reported to each school district in Report 1159 (see example Report 1159).
- A school district's K–12 BEACIS staffing ratio which determines compliance with the 46/1,000 requirement of RCW 28A.150.100.



K-4 BASIC EDUCATION CLASSIFIED INSTRUCTIONAL ASSISTANTS

School districts with a K-4 BEACIS staffing ratio of 51.0 or greater can use classified staff to enhance their K-4 BEACIS staffing ratio by up to 1.3. To qualify, the district must show an increase in classified instructional assistants above the district's 1989-90 level.

- (1) Only districts that have submitted Form SPI 1230 or Form SPI 1230K-4 are eligible to use BEACIA staff to enhance their K-4 BEACIS staffing ratio.
- (2) If the district previously reported K-3 BEACIA FTE for 1989-90 on Form SPI 1230, the K-4 BEACIA FTE shall be estimated by OSPI by multiplying the number of K-3 BEACIAs reported by the district on Form SPI 1230 by the district's 1989-90 final annual average FTE K-4 basic education students and dividing by the district's 1989-90 final annual average FTE K-3 basic education students. OSPI will then calculate the increase in BEACIAs based on the K-4 BEACIA FTE reported for the 2008-09 school year on Report S-275.
- (3) If the district submits Form SPI 1230K-4 after September 1, 2008, then the superintendent shall use the number of 1989-90 K-4 FTE BEACIA reported on Form SPI 1230K-4. A school district submitting Form SPI 1230K-4 may update 1989-90 FTE BEACIA to reflect the most current activity definitions allowed for duty root 91 Aides. The school district may exclude any classified instructional assistants previously reported on Form SPI 1230 that would be reported in the current school year in:

Activity 24 Guidance and Counseling
 Activity 25 Pupil Management and Safety
 Activity 26 Health-Related Services

WHERE TO FIND THE RULES

Related rules may be found in the *Common School Manual*.

Washington Administrative Code	Subject
Chapter 392-121 WAC	Basic Education Funding
Chapter 392-127 WAC	46:1000 BEACIS Staff Ratio Compliance
WAC 392-140-900 through 392-140-913	Additional BEACIS Units per 1000 K-4 Students

CALCULATION OF STAFFING RATIOS

OSPI will make an initial calculation of 2008–09 staffing ratios in January 2009 using October 1, 2008, enrollment and staffing data. The ratios calculated in January 2009 will affect basic education apportionment payments beginning with January 2009 apportionment. Ratios calculated by OSPI are provided to each school district on Report 1159.

Forms SPI 1158, 1160, and 1230K-4 received prior to January 15, 2009, will be included in OSPI's January 2009 staffing ratio calculations. After January 2009, actual staffing ratios are recalculated each month using the most current data available. The recalculated staffing ratios will be used for apportionment payments thereafter.

AUDIT REQUIREMENTS

Information reported on Forms SPI 1158 and 1230K-4 must be supported by documentation maintained by the school district and available for audit.