



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 School Apportionment and Financial Services  
 Old Capitol Building  
 PO BOX 47200  
 Olympia, WA 98504-7200  
 (360) 725-6308 TTY (360) 664-3631

ESD	CO	DIST
-----	----	------

**REPORT OF 1989-90  
 KINDERGARTEN THROUGH FOURTH GRADE  
 CLASSIFIED INSTRUCTIONAL ASSISTANTS**

This is an optional report form.

Districts with a kindergarten through fourth grade basic education certificated instructional staff ratio of 51 or greater may use classified instructional assistants in the ratio calculation. Eligible school districts will receive funding for up to 1.3 certificated formula staff units per 1,000 full-time equivalent basic education kindergarten through fourth grade students. OSPI will use data submitted on this Form SPI 1230K-4 to determine eligibility for such funding. Districts may fax this form to (360) 664-3683 to meet a monthly or end-of-year deadline, but must also submit a hardcopy. Forms submitted must be received at OSPI by September 30, 2009.

**1989-90**

Kindergarten through Fourth Grade  
 Full-Time Equivalent Basic Education  
 Classified Instructional Assistants

I certify that all representations made in this report are complete and accurate, and the school district has available for audit purposes such documentation as necessary to support these representations.

\_\_\_\_\_  
 Original Signature (Superintendent or Authorized Representative)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 School District

# INSTRUCTIONS FOR FORM SPI 1230K-4

## WHO MUST COMPLETE FORM SPI 1230K-4?

School districts should submit this optional report form if they want the Office of Superintendent of Public Instruction (OSPI) to use classified instructional assistants in the computation of the school district's 2008-09 kindergarten through fourth grade (K-4) staffing ratio.

If the school district submitted Form SPI 1230 previously and does not submit Form SPI 1230K-4, then OSPI shall estimate the K-4 number by multiplying the number of K-3 basic education classified instructional assistants (BEACIAs) reported by the district on Form SPI 1230 by the district's 1989-90 final annual average full-time equivalent (FTE) K-4 basic education enrollment and dividing by the district's 1989-90 final annual average FTE K-3 basic education enrollment.

If the school district submits Form SPI 1230K-4, then OSPI shall use the number of 1989-90 K-4 BEACIA FTE reported on Form SPI 1230K-4.

A school district submitting Form SPI 1230K-4 may update 1989-90 BEACIA FTE to reflect the most current activity definitions allowed for aides (duty root 91). 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 the following activity codes:

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

## PURPOSE

OSPI will use staff reported on Form SPI 1230K-4 to calculate any increase in K-4 BEACIA FTE. OSPI will compare the 1989-90 FTE to the 2008-09 FTE reported by the school district on the S-275 personnel report and Form SPI 1158. OSPI may consider increases to K-4 BEACIA FTE in determining the school district's eligibility for enhanced state basic education funding pursuant to WAC 392-140-907.

## DETAILED INSTRUCTIONS

Determine the school district's 1989-90 K-4 BEACIA FTE pursuant to WAC 392-140-906.

BEACIA means a person assigned in whole or in part to:

Program 01 Basic Education  
31 Vocational—Basic—State  
45 Skills Center—Basic—State

Activity 27 Teaching

Duty 910 Aide

Determine a BEACIA's FTE by multiplying the hours per day times the days per year that the employee is assigned as a BEACIA during the 1989-90 school year, divide the result by 2080, and round to three decimal places.

EXAMPLE: A person employed 60 days at 2 hours per day and 120 days at 3 hours per day as a BEACIA has an FTE of 0.231

$$(60 \times 2) + (120 \times 3) = 480$$

$$480/2080 = 0.231$$

Determine a BEACIA's K-4 FTE as follows:

If the BEACIA serves only K-4 students, then 100 percent of the BEACIA's FTE is counted as K-4 FTE.

If the BEACIA serves K-4 students and students of one or more other grades, the K-4 FTE equals the BEACIA FTE times:

- The proportion of time spent serving K-4 students to the time spent serving all students.
- The proportion of K-4 students to all students served.
- Or any combination of (a) or (b) as appropriate.

Round K-4 FTE to three decimal places.

EXAMPLE: Method (a)

An employee with a total BEACIA FTE of 0.500 serving one period per day in a fourth grade class and two periods per day in a fifth grade class has a K-4 FTE of 0.167

$$(1/3) \times 0.500 = 0.167$$

EXAMPLE: Method (b)

An employee with a total BEACIA FTE of 0.600 serving a classroom composed of ten fourth graders and 15 fifth graders has a K-4 FTE of 0.240

$$(10/25) \times 0.600 = 0.240$$

Determine the school district's total 1989-90 K-4 BEACIA FTE by summing the K-4 FTE calculated for all BEACIAs employed by the school district during the 1989-90 school year.

Report this number on the front of this form.

## QUESTIONS

Questions about this form should be directed to Ross Bunda, School Apportionment and Financial Services, (360) 725-6308.