

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. Additionally, provisions in the 2009–11 Biennial Operating Appropriations Act, section 502(2)(a) also apply.

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 twelfth grade (K–12). *[In this section, additional instructions in brackets and italics apply only to districts that enroll 25 percent or greater of their total full-time equivalent student enrollment in grades K–4 in digital or online programs defined in WAC 392-121-182. For those districts, 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 2010, 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, *[1158DO,]* or 1160, *[or 1230K–4]* for 2009–10 is September 30, 2010.

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/09budprp.asp>, Special Education Percentage for Revenue 3121 Calculation for 2009–10, 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, 2010, a school district may report a net increase in basic and special education staff to OSPI on Form SPI 1158 *[or 1158DO]*. OSPI will use data reported on these forms to adjust districts' *[funded K–4 or]* K–12 basic education staffing ratios in the next monthly apportionment payment. If the district submits Form SPI 1158 *[or 1158DO]* 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 *[or 1158DO]* in the boxes provided. OSPI will add the net staff increase to the October 1, 2009, 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, 2009, 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 1,448 hour contract year (181 days x 8 hours per day). Each teacher's increased FTE in basic education is 0.470 ($680 \div 1,448$).
- 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 0.414 ($600 \div 1,448$). The teacher's decrease in basic education FTE is 0.586 ($1.000 - 0.414$).
- Report the net increase of 0.354 FTE on Form SPI 1158 ($0.470 + 0.470 - 0.586 = 0.354$).

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

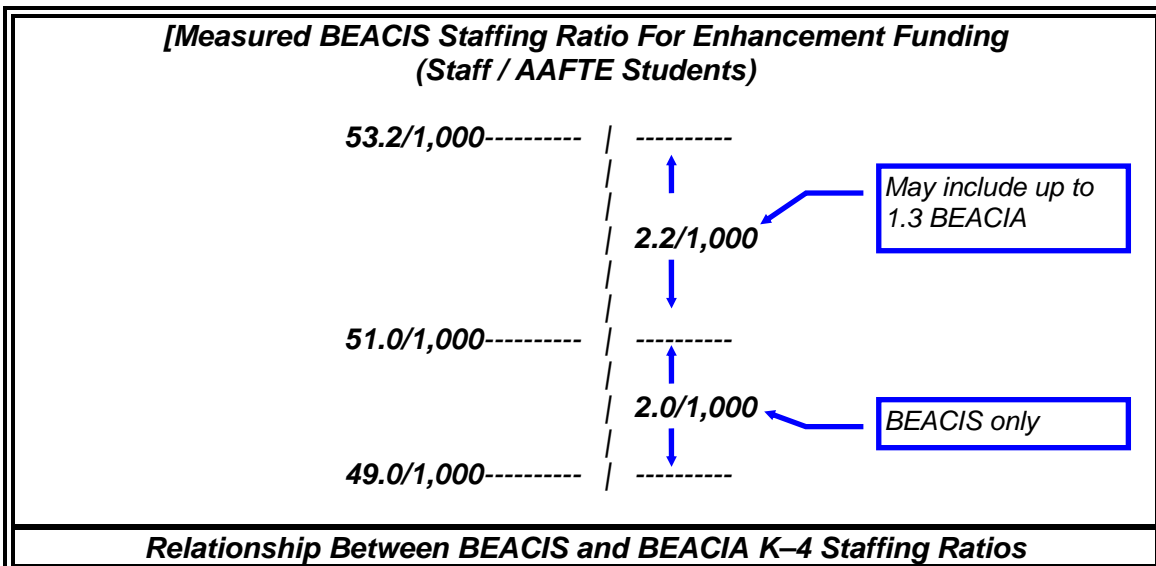
RCW 28A.150.260 defines the state allocation formula for basic education funding. Section (2)(b) provides a minimum of 49 BEACIS units per 1,000 annual average full-time equivalent (AAFTE) students in kindergarten through third grade (K–3) and 46 BEACIS units per 1,000 AAFTE students in Grade 4.

For 2009–10, the Legislature has provided funding for additional BEACIS units up to 53.2 per 1,000 K–4 AAFTE students. There is no longer a requirement for the school district to document an actual K–4 ratio above the minimum allocation, *[unless the district enrolls 25 percent or greater of their total full-time equivalent student enrollment in grades K–4 in digital or online programs defined in WAC 392-121-182. 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, *[1158DO]*, and 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 2009-10 school year on Report S-275.
- (3) If the district submits Form SPI 1230K-4 after September 1, 2009, 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	<i>Additional BEACIS Units per 1000 K-4 Students</i>]

CALCULATION OF STAFFING RATIOS

OSPI will make an initial calculation of 2009–10 staffing ratios in January 2010 using October 1, 2009, enrollment and staffing data. The ratios calculated in January 2010 will affect basic education apportionment payments beginning with January 2010 apportionment. Ratios calculated by OSPI are provided to each school district on Report 1159.

Forms SPI 1158, [1158DO], and 1160, [and 1230K-4] received prior to January 15, 2010, will be included in OSPI's January 2010 staffing ratio calculations. After January 2010, 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, [1158DO, and 1230K-4] must be supported by documentation maintained by the school district and available for audit.

**CALCULATION OF 2009-10 CERTIFICATED INSTRUCTIONAL STAFF RATIOS
11222 Anytown SCHOOL DISTRICT**

	>>>> BASE DATA AS REPORTED BY THE DISTRICT <<<<	Grades K-12
A.	Full-Time Equivalent (FTE) Student Enrollment for Selected Month:	
	1. October 2009 or month selected on Form SPI 1160	October 2009
	2. FTE students (excluding Running Start)	1,006.11
B.	FTE Basic Education Certificated Instructional Staff (BEACIS):	
	1. BEACIS from Report S-275	50.015
	2. BEACIS from Form SPI 1158	
	3. Special Education CIS from Report S-275	4.750
	4. Special Education CIS from Form SPI 1158	
	5. % of Special Education CIS Credited to BEACIS	25.85%
	6. Total BEACIS [B.1 + B.2 + ((B.3 + B.4) * B.5)]	51.243
C.	Calculated BEACIS Ratio [B.6 / A.2 * 1000]	50.93

	>>>> CALCULATION OF K-12 RATIO COMPLIANCE <<<<	Grades K-12
J.	Did the district maintain the statutory ratio of 46 BEACIS per 1000 K-12 Students?	YES
	1. If "NO," K-12 ratio shortfall [46.00 - C]	
	2. Penalty BEACIS FTE [J.1 * K-12 A.2 / 1000]	---

=====

Rules governing K-12 ratio compliance are codified in Chapter 392-127 WAC.



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
-----	----	------

**NET INCREASE IN BASIC AND SPECIAL EDUCATION
 CERTIFICATED INSTRUCTIONAL STAFF
 FOR THE 2009–10 SCHOOL YEAR**

This is an optional report form.

Districts may submit Form SPI 1158 to report net increases in basic and special education certificated instructional staff that are not reportable on Report S-275. Staff reported on this form are added to S-275 staff in determining school district staff/student K–12 ratios. Districts may fax this form to (360) 664-3683. Forms submitted must be received at OSPI by September 30, 2010.

A. NET INCREASE IN BASIC EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent basic education certificated instructional staff after October 1 as defined in WAC 392-127-065.

Grades K–12 FTEs

B. NET INCREASE IN SPECIAL EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent special education certificated instructional staff after October 1 as defined in WAC 392-127-065.

Grades K–12 FTEs

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. These data include the net increase in FTE as of this date pursuant to WAC 392-127-065.

 Signature of Superintendent or Authorized Representative

 Date

 Title

 School District

INSTRUCTIONS FOR FORM SPI 1158

WHO SHOULD COMPLETE FORM SPI 1158?

This is an optional report form for school districts with net increases in basic or special education certificated instructional staff after October 1, 2009, that are not reportable on Report S-275.

PURPOSE OF FORM SPI 1158

The Office of Superintendent of Public Instruction will add the net supplemental staff reported on Form SPI 1158 to staff reported on Report S-275 in determining the school district's 2009–10 staff/student K–12 ratios. These ratios affect the school district's state basic education funding as determined by the Biennial Operating Appropriations Act.

DETAILED INSTRUCTIONS

Report persons employed for the 2009–10 school year.

Basic education certificated instructional staff (BEACIS) means persons working in a base contract position for which a certificate is required and assigned to:

Program 01 Basic Education
 31 Vocational—Basic—State
 45 Skills Center—Basic—State
 97 Districtwide Support

Duty 310 through 490, 630 and 640

Determine full-time equivalent (FTE) BEACIS pursuant to WAC 392-121-215, such that a person employed for 180 full workdays or more per year equals one FTE.

Special education certificated instructional staff means persons working in a base contract position for which a certificate is required and assigned to:

Program 21 Special Education

Duty 310 through 490, 630 and 640

Determine special education CIS FTE pursuant to WAC 392-121-212, such that a person employed for 180 full workdays or more per year equals one FTE.

DETERMINING NET INCREASES IN STAFF

For purposes of completing Form SPI 1158 only, determine net increase in basic or special education CIS FTE as summarized below. Please refer to WAC 392-140-904 for further details.

1. Determine the basic or special education FTE that would be reported for each employee for the school year on Report S-275 if the current date were substituted for the October 1 snapshot date as required in S-275 instructions, and subtract the basic or special education FTE as of October 1 actually reported for the employee on the school district's most current Report S-275.
2. Include decreases as well as increases in staff after October 1 and not reflected in Report S-275. Decreases include terminations, retirements, unpaid leave, and reassignment of staff.

QUESTIONS

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



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
-----	----	------

NET INCREASE IN BASIC AND SPECIAL EDUCATION INSTRUCTIONAL STAFF FOR THE 2009–10 SCHOOL YEAR

This is an optional report form that applies only to districts that enroll 25 percent or greater of their total full-time equivalent student enrollment in grades K–4 in digital or online learning programs defined in WAC 392-121-182.

Those districts may submit Form SPI 1158DO to report net increases in basic and special education instructional staff that are not reportable on Report S-275. Staff reported on this form are added to S-275 staff in determining school district staff/student ratios. Districts may fax this form to (360) 664-3683. Forms submitted must be received at OSPI by September 30, 2010.

A. NET INCREASE IN BASIC EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent basic education certificated instructional staff after October 1 as defined in WAC 392-127-065 and WAC 392-140-904(2).

Grades K–4 FTEs	<input type="text"/>
Grades 5–12 FTEs	<input type="text"/>
TOTAL Grades K–12 FTEs	<input type="text"/>

B. NET INCREASE IN SPECIAL EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent special education certificated instructional staff after October 1 as defined in WAC 392-127-065 and WAC 392-140-904(2).

Grades K–4 FTEs	<input type="text"/>
Grades 5–12 FTEs	<input type="text"/>
TOTAL Grades K–12 FTEs	<input type="text"/>

C. NET INCREASE IN BASIC EDUCATION CLASSIFIED INSTRUCTIONAL ASSISTANTS

Enter the net increase in full-time equivalent basic education classified instructional assistants after October 1 as defined in WAC 392-140-904(2).

Grades K–4 FTEs	<input type="text"/>
------------------------	----------------------

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. These data include the net increase in FTE as of this date pursuant to WAC 392-127-065 and WAC 392-140-904.

 Signature of Superintendent or Authorized Representative

 Date

 Title

 School District

INSTRUCTIONS FOR FORM SPI 1158DO

WHO SHOULD COMPLETE FORM SPI 1158DO?

This is an optional report form that applies only to districts

- that enroll 25 percent or greater of their total full-time equivalent student enrollment in grades K–4 in digital or online programs defined in WAC 392-121-182, and
- that have net increases in basic or special education instructional staff after October 1, 2009, that are not reportable on Report S-275.

PURPOSE OF FORM SPI 1158DO

The Office of Superintendent of Public Instruction will add the net supplemental staff reported on Form SPI 1158DO to staff reported on Report S-275 in determining the school district's 2009–10 staff/student ratios. These ratios affect the school district's state basic education funding as determined by the Biennial Operating Appropriations Act.

DETAILED INSTRUCTIONS

Report persons employed for the 2009–10 school year.

Basic education certificated instructional staff (BEACIS) means persons working in a base contract position for which a certificate is required and assigned to:

Program	01 Basic Education 31 Vocational—Basic—State 45 Skills Center—Basic—State 97 Districtwide Support
---------	--

Duty	310 through 490, 630 and 640
------	------------------------------

Determine full-time equivalent (FTE) BEACIS pursuant to WAC 392-121-215, such that a person employed for 180 full workdays or more per year equals one FTE.

Special education certificated instructional staff means persons working in a base contract position for which a certificate is required and assigned to:

Program	21 Special Education
---------	----------------------

Duty	310 through 490, 630 and 640
------	------------------------------

Determine full-time equivalent (FTE) special education CIS pursuant to WAC 392-121-212, such that a person employed for 180 full workdays or more per year equals one FTE.

Basic education classified instructional assistants (BEACIA) means persons assigned to:

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

Activity	27 Teaching
----------	-------------

Duty	910 Aide
------	----------

Determine BEACIA FTE pursuant to WAC 392-140-903(12), such that 2,080 hours equals one FTE.

GRADE GROUP ASSIGNMENT

For purposes of completing Form SPI 1158DO only, determine grade group assignments for kindergarten through fourth grade (K–4) BEACIS and special education CIS pursuant to WAC 392-140-903(9). See the S-275 reporting instructions for examples.

Determine grade group assignments for K–4 BEACIA pursuant to WAC 392-140-903(13).

Note: Split the FTE of staff serving both K–4 and 5–12 students between the two grade groups in proportion to:

- Time spent serving each grade group.
- The number of students served in each grade group.
- Some combination of a. and b.

DETERMINING NET INCREASES IN STAFF

For purposes of completing Form SPI 1158DO only, determine net increase in FTE BEACIS, special education CIS, or BEACIA as summarized below. Please refer to WAC 392-140-904 for further details.

- Determine the basic or special education FTE that would be reported for each employee for the school year on Report S-275 if the current date were substituted for the October 1 snapshot date as required in S-275 instructions, and subtract the basic or special education FTE as of October 1 actually reported for the employee on the school district's most current Report S-275.
- Include decreases as well as increases in staff after October 1 and not reflected in Report S-275. Decreases include terminations, retirements, unpaid leave, and reassignment of staff.

QUESTIONS

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



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
-----	----	------

**STAFFING RATIO ENROLLMENT
 AS SELECTED BY THE SCHOOL DISTRICT FOR THE
 2009-10 SCHOOL YEAR**

This is an optional report form.

School districts may use Form SPI 1160 to request that an enrollment, other than that reported for October 2009, be used to determine staffing ratios. School districts may submit this form multiple times during the school year. Districts may fax this form to (360) 664-3683. Forms submitted must be received at OSPI by September 30, 2010.

<input type="checkbox"/>	Option 1 - Use the annual average enrollment for the 2009-10 school year.
<input type="checkbox"/>	Option 2 - Use the enrollment for the month of: <input style="width: 200px; height: 20px;" type="text"/>

 Signature of Superintendent or Authorized Representative

 Date

 Title

 School District

INSTRUCTIONS FOR FORM SPI 1160

WHO MUST COMPLETE FORM SPI 1160?

School districts should submit this optional report form if they want the Office of Superintendent of Public Instruction to use enrollment other than that reported for October 1, 2009, to determine the school district's 2009–10 staffing ratios.

PURPOSE

Unless a school district submits Form SPI 1160, OSPI will use October 2009 enrollment in calculating school district ratios of staff-to-students. If the school district requests the use of a different month's enrollment by submitting Form SPI 1160, OSPI will use that month's enrollment in calculating the school district's ratios of staff-to-students. These ratios affect the school district's eligibility for state basic education and full-day kindergarten funding as determined by the Biennial Operating Appropriations Act.

DETAILED INSTRUCTIONS

Check the box labeled Option 1 to select the school district's annual average enrollment for the 2009–10 school year.

Check the box labeled Option 2 to select a month other than October 2009. Enter the name of the desired month in the box provided.

OSPI will use enrollment reported on Form SPI P-223 for the enrollment period selected under either Option 1 or Option 2.

QUESTIONS

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



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 that applies only to districts that enroll 25 percent or greater of their total full-time equivalent student enrollment in grades K-4 in digital or online learning programs defined in WAC 392-121-182.

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. Forms submitted must be received at OSPI by September 30, 2010.

<p>1989-90</p> <p>Kindergarten through Fourth Grade Full-Time Equivalent Basic Education Classified Instructional Assistants</p>	<div style="border: 1px solid black; width: 150px; height: 25px; margin: 0 auto;"></div>
---	--

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.

 Signature of 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 2009-10 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 2009-10 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.