

2024-2025 School Year Budget Planning

**School Board Work Session
January 24, 2024**



Spokane Public Schools

Budget Planning Agenda

- Budget cycle
- Board Policies and Resolutions
- Budget Planning Principles
- 2023-2024 Budget Priorities
- Draft 2024-2025 budget planning calendar



Budget Cycle

Planning – Adopt calendar: identify important activities, dates for decisions, and person responsible. Calendar represents guidelines for preparation and adoption of the financial plan

Preparation – Define and prioritize services and service levels; project enrollment, develop staffing allocations; estimate revenue and expenditures. Conduct hearings for staffing and support services (Dec – Apr)

Adoption – Review initial proposals (May) and obtain community input. Recommend budget (July); Formal adoption by the School Board (Aug)

Implementation – Sept 1, school fiscal year begins - fall staffing adjusted for actual enrollment; school location budgets updated (Nov)

Monitoring – Review revenue and expenditures monthly with the School Board; monitor state and federal activities (Sept-Aug)

Evaluation – Present results of operations in the Comprehensive Annual Financial Report



Budget Policies and Resolutions

- **Policy 6000 – Program Planning, Budget Preparation, Adoption and Implementation**
 - The district's annual budget is tangible evidence of the board's commitment toward fulfilling the strategic plan and objectives of the district and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs and support services.
 - Each year a budget will be prepared for the ensuing fiscal year. Annually, in the fall, the School Board adopts a budget development calendar to provide internal and external constituents the opportunity to participate in budget development processes that lead to the preparation of the complete financial plan of the district for the ensuing fiscal year.
- **Policy 6022 – Minimum Fund Balance**
 - Fund balance is a critical component of sound financial practices. A minimum fund balance provides a buffer against unforeseen risk and financial uncertainty. The minimum fund balance policy is calculated at 5-6% of prior year expenditures
- **School Board Resolution 2011-11 Budget Development Process**
 - Budget development for SPS had traditionally followed the state's funding allocation formulas which, in some instances, are not required and, in some respects, do not match the priorities considered and established by the Board; and
 - The Board desired to focus financial resources, to the greatest degree possible, on those programs and services that match the needs of the District's students;
 - The Board resolved to ensure a budget planning process to provide sufficient and timely opportunity for the Board to allocate resources that will be most beneficial to the District's students.
- **School Board Resolution 2013-26 Budget Considerations**
 - The Board recognized that to prepare students for successful careers in the 21st century, the academic content they study needs to be more rigorous than in the past, and the students generally need to successfully complete a post-secondary program with either a technical/vocational certification, a 2-year or a 4-year college degree; and
 - Board intends to allocate fiscal resources to maximize the long term growth in academic achievement levels for students in the District and established goals "to increase, if possible, the percentage of the general fund budget allocated towards Teaching and direct classroom activities..."



Budget Planning Principles

- Protect basic needs for educating the whole child
- Provide equitable distribution of resources that recognize the diverse needs of students
- Implement academic programming focused on closing the opportunity gap
- Maintain essential support services
- Meet legal compliance and educational standards
- Support the implementation and sustainability of the district's strategic plan
- Budget for committed, assigned and unassigned fund balance to meet the minimum fund balance of 5% of expenditures as specified in Policy 6022

2023-2024 Budget Priorities

- Utilize strategies that support learning recovery and intervention supports for students impacted by the pandemic
- Allocate resources that maintain the provision of established low class size targets
- Invest in strategies that address workforce diversity and enhance recruitment and retention
- Provide anti-racism and social emotional learning programs and services as well as integrate trauma-informed practices within available resources
- Ensure that resources are allocated to support the district's equity resolution, which includes program offerings designed to increase access and opportunity
- Provide investments that support infrastructure for the expansion of early learning services
- Allocate resources and staffing to facilitate the adjustment of grade configurations and the opening of new schools
- Study and develop efficiencies for student transportation
- Enhance student engagement through activities, athletics and workforce opportunities

Budget Planning Calendar – DRAFT 2024-2025 School Year

November-December

- 2022-2023 year-end financial report
- 2023-2024 Interim financial report
- Enrollment and staffing report

January – March

- School Board: Budget Calendar and budget overview
- 2024 State Legislative Session begins, January 8 (60 days in session)
- Levy and Bond Election, February 13
- Staff: Reconcile budgeted positions to actual employees
- Staff: Analyze current and prior year expenditures
- Staff: Identify Department and Program Objectives
- Staff: Determine staffing allocations and enrollment projections
- Staff: Obtain feedback on initial budget priorities, Leadership conference meetings
- Staff: Refine budget estimates: Calculate estimated budget gap, review spending adjustment plans, determine reduction of education programs & services if needed
- School Board: Legislative updates, and budget work sessions
- Adopt 2024-2025 Budget Priorities

Budget Planning Calendar – DRAFT 2024-2025 School Year - continued

March

- End of Legislative Session - March 14, 2024

April

- School Board meeting; Legislative updates, and budget work sessions
- Review preliminary financial and enrollment forecast, School Board Meeting

May

- Citizens Advisory Committee: provide budget update
- Leadership Conference meetings: provide budget update
- School Board meetings: Legislative updates, and budget work sessions

June

- Community: Budget Open House, forum or webinar
- School Board meeting: Legislative updates, and budget work sessions
- Superintendent's Preliminary Budget Presentation, School Board meeting

July – August

- Draft Budget available to the public, July 10
- School Board work session on Budget
- Budget Presentation, Public Hearing & Budget Adoption, School Board Action, August 2024

Next Steps

- Utilize work-sessions to affirm budget principles and outline priorities for the upcoming development process
- Monitor proposed legislation
- Monitor 2023-2024 budget status
- Develop budget assumptions for 2024-2025

