

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

BUDGET DEVELOPMENT ASSUMPTIONS – GENERAL FUND FISCAL YEAR 2019-2020

Board Approval date: April 18, 2019 (pending)

INTRODUCTION

This document contains the budget assumptions which the District will use to develop its 2019-2020 school year adopted budget for the General Fund. The assumptions fall into the following categories: General Assumptions; Fund Balance; Revenues; and Expenditures. Expenditure assumptions supplement and align with the Local Control Accountability Plan (LCAP) goals.

GENERAL ASSUMPTIONS

1. The District activities and budget will continue to be guided by the Board approved Strategic Plan and LCAP.
2. This budget assumption document is based on the Governor's January 2019-2020 State Budget Proposal and recommendations from professional school business organizations such as School Services of California (SSCal), Schools for Sound Finance (SF2), Association of California School Administration (ACSA), California Association of School Business Officials (CASBO) and the San Mateo County Office of Education.
3. When the 2019-2020 State Budget May Revise is announced, the assumptions will be adjusted accordingly.
4. The 2019-2020 budget public hearing will be held at the June 6, 2019 Board meeting, and the budget will be presented for adoption at the June 20, 2019 Board meeting.

FUND BALANCE

5. The Board has given direction to temporarily reduce the Board Policy of reserving 10% for Economic Uncertainties to 6%.
6. Other Fund Balance Designations include prior year carryovers of unspent allocations.

7. The 2018-2019 Unrestricted General Fund estimated ending balances, which are used to project 2019-2020 beginning balances, are shown below.

Budget Summary - 2018-2019 General Fund Unrestricted Fund Balance:		
	First Interim Dec. 6, 2018	Second Interim Mar. 21, 2019
Projected Unrestricted Ending Balance	\$ 31,695,787	\$ 29,144,798
Economic Uncertainties (6%)	8,451,164	8,715,427
Revolving Cash	35,000	35,000
Prepaid Expenditures	45,288	45,288
Other Designations	18,683,513	20,333,513
Projected Undesignated Ending Balance	\$ 4,480,822	\$ 15,570

8. Until the 2018-2019 actual expenditures are known, the 2019-2020 restricted general fund program fund balances are estimated.

REVENUES

9. 2019-2020 represents the seventh year of LCFF implementation. Unrestricted General Fund revenue is per the LCFF Calculator from FCMAT (Fiscal Crisis and Management Assistance Team).
- 2019-2020 COLA is estimated at 3.46%, applied to LCFF target.
 - 2019-2020 represents the second year of LCFF full funding.

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Cost of Living Adjustment (COLA)	3.70%	3.46%	2.86%	2.92%
LCFF Entitlement Gap Funding Rate	100.00%	0.00%	0.00%	0.00%
Base Grants <i>(calculated at 100% implementation)</i>				
Grades K-3	\$ 7,459	\$ 7,717	\$ 7,938	\$ 8,170
Grades 4-6	\$ 7,571	\$ 7,833	\$ 8,057	\$ 8,292
Grades 7-8	\$ 7,796	\$ 8,066	\$ 8,297	\$ 8,539
Grade Span Adjustment <i>(calculated)</i>				
Grades K-3	\$ 776	\$ 803	\$ 826	\$ 850
Add-Ons <i>(no COLA)</i>				
Targeted Instructional Improvement	\$ 224,147	\$ 224,147	\$ 224,147	\$ 224,147
Transportation	\$ 231,328	\$ 231,328	\$ 231,328	\$ 231,328
Supplemental Grant <i>(percent of Base Grant amount)</i>	7.94%	7.96%	8.02%	8.09%
San Mateo-Foster City School District's				
LCFF Entitlement per ADA <i>(estimated)</i>	\$ 8,599	\$ 8,899	\$ 9,160	\$ 9,429

10. Property Tax revenue is budgeted with a 5% increase (will be updated when County Assessor projection is issued in late August).
11. As the LCFF is fully funded and revenue increases to the LCFF are based upon COLA only, the District may be funded as either LCFF or Basic Aid. Basic Aid funding could occur when the percent increase to property taxes (assessed valuation) exceeds the percent increase in state funded COLA, enrollment changes, or state funding rates change. At this time, the District is projected to be Basic Aid for 2019-2020 and the two out years in the Multi Year Projection.
12. Enrollment Trends and Assumptions - enrollment figures are used to project staffing, average daily attendance (ADA), and LCFF entitlement. The following projections will be updated and incorporated into our budget as new data emerges.

	2018-19	2019-20	2020-21	2020-21
	2nd Interim	Projected	Projected	Projected
Budgeted Enrollment	11,731	11,639	11,622	11,598
Change from prior year	-112	-92	-17	-24
Percentage change	-0.95%	-0.78%	-0.15%	-0.21%
Average Daily Attendance (ADA)	11,317	11,229	11,212	11,189

13. 2019-2020 Lottery revenues are projected as follows by California Lottery Commission:
 - Unrestricted at \$151.00 per ADA
 - Restricted Proposition 20 at \$53.00 per ADA
14. The District will continue to budget for the Mandate Block Grant. The 2019-2020 estimated rate is \$32.24 per ADA.
15. Special Education state revenue will be budgeted with 3.46% COLA. Special Education Federal revenue will be budgeted at same level as in 2018-2019.
16. Other Federal categorical programs will be budgeted at the same level as in 2018-2019.
17. Interest income is projected to be at 1.5%.
18. Local grants and donations (revenue & expenses) are not budgeted for in the July 1 budget. When received, these revenues (and associated expenses) will be posted to the budget.
19. Board approved facility use fees will continue to be collected from the users of District facilities. The fees will be adjusted by the change in the Consumer Price Index (CPI).
20. A Parcel Tax was authorized by the voters in 1991 (Measure B). This tax will continue to be adjusted by the change in the Consumer Price Index (CPI).
21. The Measure V parcel tax was passed by voters at the Nov. 6, 2018 election. Revenue from this parcel tax is estimated at \$10 million per year and is included in the 2019-2020 budget. The term is nine years and will expire in 2028-2029.
22. The Annex Program will contribute \$500,000 and Fee-based preschool will contribute \$250,000 per year to the General Fund.
23. While calculations vary by source, California is consistently ranked 41-46 out of 50 in per student funding in the nation.

EXPENDITURES

24. Classroom teacher allocations (FTEs) will be calculated based on the 2019-2020 enrollment projections, ratios are as follows.
 - Grade TK-3 = 24 to 1 staffing ratio (averaged per site)
 - Grade 4-8 = 30 to 1 staffing ratio

25. Classified support staff will be determined based on established allocation formulas.
 - Student supervision
 - School office assistants
 - Custodians
 - Maintenance and Grounds Keeping
26. The District will continue to provide support for physical education for elementary schools, student supervision, and school office assistants.
27. Purchase of instructional materials as necessary to implement California State Standards and meet Williams Settlement requirements.
28. Salary projections include the negotiated salary increases through 2019-2020 and costs of step and column advancement for:
 - SMETA (average 4% annually from Step 1 to Step 22)
 - CSEA (average 5% annually from Step 1 to Step 6)
29. Projections include the negotiated SMETA hourly rate of \$30 to \$45 per hour
30. Other certificated projections include the District sponsored Outdoor Education stipend of \$250 per night and the new stipends for Montessori certification and Title I schools.
31. Artist in Residence (5th grade music) hourly rate of \$40 is included in other classified projections.
32. It is the District's priority to provide fair and equitable salaries and benefits consistent with the District's budget and priorities. Negotiable salary adjustments are added to the budget upon settlement. Salary increases for SMETA, CSEA, and SMEAA for 2019-2020 have been settled and are included in the adopted budget assumptions. Salary increases for years beyond 2019-2020 are not included in the adopted budget's multi year projection.
33. The Low Performing Student Block Grant will support 3 FTE of Math TOSAs for 2019/20 and 2020/21.
34. Positions funded with LCAP Supplemental funds are funded entirely through the LCAP and are reviewed annually to ensure that they provide increased or improved services to qualified students.

35. Estimated payroll driven costs are listed below.

Employer Tax	2018-19	2019-20	2020-21	2021-22
STRS (State retirement-Cert)	16.28%	17.10%	18.10%	18.10%
PERS (State retirement-Class)	18.06%	20.70%	23.40%	23.40%
Employee PERS	0.00%	0.00%	0.00%	0.00%
OASDI (Federal retirement)	6.20%	6.20%	6.20%	6.20%
Medicare	1.45%	1.45%	1.45%	1.45%
Unemployment Insurance	0.05%	0.05%	0.05%	0.05%
Workers Comp	1.90%	1.99%	2.09%	2.20%
Retiree Benefits (OPEB)	2.50%	2.50%	2.50%	2.50%
Certificated P/R Tax & Benefits	22.18%	23.09%	24.19%	24.30%
Classified P/R Tax & Benefits	30.16%	32.89%	35.69%	35.80%
STRS Employer Statutory Rates (Proposed Buydown)				

36. Sites will provide training and staff development for certificated and classified staff through School Plan for Student Achievement (SPSA) planning and budgeting. The District will support and expand upon site-based training and staff development through the Local Control Accountability Plan (LCAP) planning and budgeting.
37. All middle schools will have an Assistant Principal. Elementary schools with a student enrollment of 600 or more will have an Assistant Principal.
38. School allocations per enrolled student as of October CalPADS/CBEDS and SEIS (Special Education Pre School) will be as follows:
- a. Middle School instructional supplies: \$36.00
 - b. Elementary School instructional supplies: \$31.00
 - c. Special Education Pre School instructional supplies: \$31.00
 - d. School office supplies: \$10.00
 - e. Custodial supplies: \$10.00

39. The Routine Restricted Maintenance (RRM) set aside of 3% of total general fund expenditures is required by Education Code Section 17070.75 for ongoing maintenance of the grounds and buildings.
40. Deferred Maintenance set aside of 1% of unrestricted general fund revenues transferred to Fund 14 to ensure safe, clean, and functional school facilities in compliance with the requirements of the Williams Act settlement and Education Code Section 17582(a). Deferred maintenance includes major repair or replacement of plumbing, heating, air conditioning, electrical, roofing, floor systems, interior/exterior painting of school buildings, and the inspection, sampling, and analysis of building materials for carcinogenic materials.
41. Utility costs will be projected based on three years average of actual annual spending and discussion and notifications from utility companies (if any).

District Operations

42. The Medical Insurance rate for 2020 will be released by CALPERS in June 2019. The District will use 7% for all medical benefits until the actual rate is received.
43. Per the Government Accounting Standard Board (GASB) Statement 75, the District must recognize and record expenses relating to Other Post-Employment Benefits (OPEB). The district will budget the payroll charge of 2.5% to be transferred to the Retiree Benefit Fund 71. The District will explore options for reducing OPEB liabilities through an irrevocable trust.
44. San Mateo County Schools Insurance Group (SMCSIG) will approve the 2019-2020 insurance rates in May 2019. The Tentative Budget will use the following rate adjustment assumptions:
 - Dental Premium (Joint Power Agency): 0%
 - Vision Premium (Joint Power Agency): 2%
 - Property Liability Insurance, including flood insurance and cyber security insurance (Joint Power Agency): 12%
 - Worker Compensation Insurance Premium: 5%
45. Transfer into the Special Reserve for Insurance, Fund 17 an amount equal to the difference in property and liability and flood insurance cost at a higher level of deductible per occurrence as listed below. The intent is to maintain a fund to pay for the District's insurance deductibles as needed.
 - Property and liability insurance will be purchased at the \$10,000 and \$15,000 deductible level instead of \$5,000 deductible level.

- Flood insurance will be purchased at the \$500,000 deductible level instead of the \$250,000 deductible level.
46. SMCSIG will no longer insure against mold claims. The District will establish a self insurance fund for mold damage in Fund 17 to help offset the liability of these losses.
 47. The District is preparing for a Board Member election on the Nov. 5, 2019 general election ballot. The cost to place the measure on the ballot for a general election is budgeted at \$400,000.
 48. Funding for Title I, II, III and IV and the Individuals with Disabilities Education Act (IDEA) programs will be allocated and reported on according to the federal program guidelines.
 49. Title I schools will be determined annually based on a participation rate in the Free and Reduced Lunch Program of 50% or greater. Schools for 2019/20 are Fiesta Gardens, Sunnybrae, LEAD, and San Mateo Park.
 50. The Federal Magnet Grant funding ended in 2010-11. The District will provide for the required components of the International Baccalaureate (IB) at Sunnybrae and Montessori programs at North Shoreview and Parkside.
 51. The District will continue to budget general fund contributions to support services for Special Education, Transportation, Academic Centers, and the after school athletic programs at the middle schools.
 52. The SMFCSD Education Foundation's annual donation funds a portion of the Artist in Residence (5th grade music) program.
 53. Technology devices for staff and/or students budgeted at \$500K of unrestricted general fund revenues is for the replacement of obsolescent or broken devices and \$350K for new purchases (Chrome books). These funds may carryover if needed.