

Advanced Preparation Strategy for the School Budget Process

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POJOAQUE
VALLEY SCHOOL DISTRICT

What Is Your Duty?

- ❑ School board: NMSA 1978, § 22-5-4(C):
 - ❑ Review and approve the annual school district budget;
 - ❑ Other related duties:
 - ❑ § 22-5-4(G) – issue general obligation bonds; and
 - ❑ § 22-5-4(H) provide for the repair of and maintain all property belonging to the school district.
- ❑ Superintendent: NMSA 1978, § 22-5-14(B)(4):
 - ❑ Prepare the school district budget based on public schools' recommendation for review and approval by the local school board and the department. The local school superintendent shall tell each school principal the approximate amount of money that will be available for his school and provide a school budget template to use in making school budget recommendations.

Who Does the Work?

- ❑ Superintendent prepares:
 - ❑ § 22-5-14(B)(4)
- ❑ Finance Sub-Committee:
 - ❑ NMSA 1978, § 22-8-12.3: Each local school board shall appoint at least two members of the board as a finance subcommittee:
 - ❑ Financial planning;
 - ❑ Review financial statements; and
 - ❑ Annual budget preparation and oversight.

When Must You Act?

- ❑ NMSA 1978 § 22-8-6: Prior to April 15 of each year, each local school board shall submit to the department an operating budget for the school district for the ensuing fiscal year.
- ❑ NMSA 1978, § 22-8-6(F): No later than October 1 of each year, a school district or charter school that receives federal or local revenue in the prior fiscal year shall report to the department on the actual uses of that revenue.
- ❑ NMSA 1978, § 22-8-6(H): If a local school board fails to submit an operating budget, the department shall prepare the operating budget for the school district.
 - ❑ If the budget exceeds the total projected resources of the school district or does not comply with the rules and procedures of the department, it is considered a failure to submit.

New in 2022

- ❑ **7% increase** (that was really more than that)
 - ❑ 3% for SY 21/22 and 4% for SY 22/23
- ❑ **Teacher level increases:**
 - ❑ Level I: \$50K, Level II: \$60K, Level III: \$70K
 - ❑ Different levels for Extended Learning and K-5
 - ❑ \$15.00 minimum hourly rate
- ❑ **Staffing cost multipliers:** move from T&E to TCI based budget
 - ❑ T&E – Training and Experience (25%)
 - ❑ TCI: Teacher cost index (75%)
 - ❑ 100% TCI in fiscal year 2023



Other Items: Educational Plan

- ❑ NMSA 1978, § 22-8-6 (E): For fiscal year 2021 and subsequent years, educational plans must include:
 - ❑ Instructional time, # of instructional day by site, # of hours in each instructional day, and early release days;
 - ❑ Narrative of services for:
 - At-risk students
 - Extended learning time programs
 - K-5 plus programs
 - Teacher mentorship programs
 - Class size
 - Teaching load information
 - Supplemental programs
 - Program costs for students with disabilities and special education
 - Performance targets
 - Performance measures.

PED Timeline

LEGISLATIVE SESSION BEGINS
STATE BUDGET IS DETERMINED
UNIT VALUE IS SET
MANAGEMENT ANALYZE
OUTCOMES
DETERMINE FINANCIAL IMPACT

JANUARY

INFORMATION SHARING BEGINS

SUPERINTENDENT AND FINANCE PERSONNEL
DISCUSS LOCAL ISSUES AND POTENTIAL COSTS

BOARD/COUNCIL BUDGET STUDY SESSIONS
PARENT MEETINGS

FEBRUARY AND MARCH

STATE AND LOCAL ECONOMICS ARE CONSIDERED

COSTS ARE ESTIMATED FOR:

UTILITIES - MAINTENANCE - OPERATIONS

STAFFING PATTERNS DETERMINED - PUPIL TEACHER RATIOS

CLASSROOM SUPPLIES - EQUIPMENT

CURRICULUM

SALARIES AND BENEFITS

APRIL

ADMINISTRATION - STAFF - COMMUNITY MEET & SET PRIORITIES

**PROJECTED REVENUES AND EXPENDITURES ARE DEFINED
THE DRAFT OPERATING BUDGET IS FINALIZED**

**SCHOOL DISTRICTS AND CHARTER SCHOOLS MEET WITH THE PUBLIC
EDUCATION DEPARTMENT TO REVIEW BUDGET DOCUMENTS**

**LOCAL BOARD OR GOVERNING COUNCIL APPROVE BUDGET
OPERATING BUDGET MUST BE APPROVED BY JUNE 20**

MAY AND JUNE



POJOAQUE
VALLEY SCHOOL DISTRICT

WVG

How Do You Manage Timelines?

Start Early

- ❑ January/February:
 - ❑ Ask licensed staff to provide updates on licensure level increases or education increases (tier jumpers);
 - ❑ Mid-year budget review (school level meeting and Finance Committee Meeting);
 - ❑ Unit Value is set by PED by January 31.
- ❑ March:
 - ❑ Finance Committee Meeting: determine projected revenue and projected expenses;



How Do You Manage Timelines?

- ❑ March:
 - ❑ Legislative Appropriation and PED guidance (sometimes in April);
 - ❑ Finance Committee:
 - ❑ Determine projected revenue and projected expenses;
 - ❑ Review outline of budget and work on unit value.
 - ❑ School Board Meeting: reviews **proposed** budget:
 - ❑ Determines priority items to be incorporated into final budget.

How Do You Manage Timelines?

- ❑ April/May:
 - ❑ Community meetings;
 - ❑ NMSA 1978, § 22-8-10: the local school board shall give notice to parents explaining the budget process and invite parental involvement and input.
 - ❑ School Board work session - budget review;
 - ❑ School Board Public meeting to approve submission to PED;
 - ❑ Submission to PED of tentative operating budget.



Salaries (94% of Budget) Teachers

- Level 3
 - Minimum 6 yrs
 - Dossier
 - Minimum \$70,000

Teacher Salary	Level III		
Scenario	Salary LV III	Benefits LV	Total LV III
Raise to Base (RTB)	\$ 2,641,985.00	\$ 924,694.75	\$ 3,566,679.75
\$1 step	\$ 2,672,219.00	\$ 935,276.65	\$ 3,607,495.65
\$10 step	\$ 2,675,603.00	\$ 936,461.05	\$ 3,612,064.05
\$25 step	\$ 2,681,243.00	\$ 938,435.05	\$ 3,619,678.05
\$100 step	\$ 2,709,446.00	\$ 948,306.10	\$ 3,657,752.10

Wish List Items Schools

PRES	\$
New Copier	10,000.00
Charging Stations	2,500.00
Refrigerator	1,500.00
Microwaves	600.00
12 Walkie-Talkies	6,000.00
Working Sings	
Cafeteria Tables	
Parking Lot Lights	

PVIS	\$
Cork Strips	540.00
Corkboards	687.00
Student Chairs	3,216.00
Playground Equipment	10,000.00
Turf Replacement	
Carpet in Front Office	
Computers for Lab	
Turf and Cover for the front building in the bus loading zone	

PVHS	\$
150 New Desks	41,250.00
Dean of Students	97,500.00
Paint for Building	10,000.00
Table Saw and Radial Arm Saw for Workshop	8,500.00
AVID Training	12,000.00

PVMS	\$
New School Building	
Security Cameras	
Hard Wired Internet in classrooms	
Hand held radios for all staff	
Intercom System	

SGA	\$
New School Building	
Security Cameras	
Hard Wired Internet in classrooms	
Hand held radios for all staff	
Intercom System	

Wish List Items Departments

Technology	\$
Software - Staff/Students	100,000.00
Student Chromebooks	100,000.00
Cabling Network - Staff	300,000.00
Network Servers Upgrade	100,000.00

Building and Grounds	\$
2 New Tractors	
Tractor Attachments	
Utility Trailer for UTV	
UTV for Jacona Campus	
New Truck with a Snow Plow	

Library	\$
4 Laminators	280.00
Labelwriter	280.00
3D Printer	1,000.00
JSTOR Software	780.00
TLS Software	520.00
NMLA Conference - PD	2,000.00

Athletics	\$
Athletic Trainer	50,000.00
Volleyball nets	35,000.00
Football helmets, practice uniforms	68,000.00
Football scoreboard	50,000.00
Football pads for sled	2,000.00
Football 5 man lineman shoot	4,000.00
MS Football shoulder pads	3,500.00
Refubish BLG floor	2,000.00
Basketball goal pads	2,000.00
Basketball SKLZ D-Man Hands up defender	550.00
Basketball roll away dry erase board	600.00
MS Basketball storage cart	1,500.00
Wrestling competition mat	1,200.00
Softball dugouts	
Softball batting cage	4,750.00
Softball shade structure	
Baseball mid level land development	
Track FAT timer	7,000.00
Track refurbished	4,000.00

Security, Transportation and Custodial	\$
Utility Vehicle	11,000.00
Vape Detectors	4,000.00
Activity Bus Cameras	5,000.00
Activity Bus	50,000.00
Replacement Panoramic Cameras	5,000.00
Custodial Uniforms	1,000.00

How Do You Manage Timelines?

□ June:

- NMSA 1978, § 22-8-10: Prior to **June 20**, each local school board shall, at a public hearing “fix” the operating budget for the school district for the ensuing fiscal year.
- PED requirement: All operating budget documents must be submitted to the PED no later than ten working days before the scheduled program/budget review date.
- Meet with PED to review Budget.

□ July:

- PED notifies districts of budget approval and certifies budgets or makes changes.

Year-round Budget Focus

- ❑ Finance sub-committee meetings:
 - ❑ Quarterly (at least).

- ❑ Audit Committee:
 - ❑ How do we respond to Audit findings and why are they good tools?

- ❑ Managing Cash Reserves:
 - ❑ Managing price fluctuations;
 - ❑ Changes in transportation;
 - ❑ Other unexpected events (fires, legal, COVID).



Dealing with “Appropriation” Language: HB2

- ❑ 2022: “to provide an average 4% salary increase to all school personnel”
 - ❑ Plus minimum hourly and minimum level amounts
- ❑ 2020: “to provide an average 4% salary increase to all licensed teachers whose primary duty is classroom instruction” and “to provide an average 4% to all school personnel, other than licensed teachers”
- ❑ 2019: Minimum level amounts, including principals and assistant principals
 - ❑ “to provide 6% salary increase to all licensed teachers” (not “average”)
 - ❑ “to provide 6% salary increase to all principals and assistant principals”
 - ❑ “to provide 6% salary increase for all instructional staff”
 - ❑ The PED “shall not approve the operating budget of a school district... that does not prioritize the salary increases for instructional staff or disproportionately allocates salary increases to central office administrators”

What about the Union?

- ❑ Build negotiations into your budget process:
 - ❑ If your budget has to be approved by June 20 each year, what happens to negotiations on fiscal issues after June 20?
 - ❑ Calendar (work days/hours) negotiations.
- ❑ Invite Union rep to participate in Finance sub-committee meetings;
- ❑ Determine what documents are shared with Union:
 - ❑ Working drafts - *not shared*;
 - ❑ Final approved budget (June 20 version) – *usually shared*.

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