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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

February 28, 2024

Dr. Concie Pedroza, Interim Superintendent  
Tukwila School District  
4640 S. 144th Street  
Tukwila, Washington 98168

Re: Approval of Request to Budget Future Receivables with Binding Conditions

Dear Interim Superintendent Pedroza:

In accordance with Chapter 392-123 WAC, Educational Service District (ESD) 121 and the Office of Superintendent of Public Instruction (OSPI) have completed our review of the financial statement for the 2022–23 school year. The School Board acknowledges that the school district reflected a negative ending General Fund balance of (\$717,671) in their 2022–23 financial statement (F-196). To approve the request to budget future receivables submitted to OSPI through Board Resolution #944, OSPI requires that the district be placed in Binding Conditions.

The 2022–23 school year financial statement is accepted, and the 2023–24 school year budget and four-year budget projection are approved subject to the following conditions:

1. The actual ending General Fund (GF) balance reported in the F-196 as of August 30, 2024, must not be less than the current projected deficit of (\$4,500,000).
2. The actual General Fund (GF) balance in the monthly financial statements as of April 30, 2025, must not be less than (\$2,000,000).
3. The actual ending General Fund (GF) balance reported in the F-196 as of August 30, 2025, must not be less than \$0.
4. The actual ending General Fund (GF) balance reporting in their F-196 as of August 30, 2026, must be greater than or equal to 4% of the budgeted GF expenditures for the 2025–26 school year.

5. Submit monthly budget status reports as presented to the School Board to the ESD and OSPI within one week of the board meeting(s).
6. The Superintendent and Chief Financial Officer will meet with OSPI and the ESD quarterly to review the district's current financial status to include a review of budgeted to actual expenditures and revenues, enrollment trends, current staffing levels, and current multi-year cash flow projections. These meetings will be scheduled no later than March 15, 2024, for the remainder of the 2024 calendar year.
7. The School Board will create a plan to address fiscal stabilization requirements to PSESD and OSPI for review by April 15, 2024. The plan will include Ranked Board Budget Priorities and Budget Philosophy documents.

If any of the above conditions are not met, the district will continue to operate under Binding Conditions. OSPI and ESD 121 will continuously review the districts fiscal projections and adherence to the stated conditions above. We, collectively, reserve the right to update any of the conditions if the financial situation of the district changes significantly from what is currently projected.

Per RCW 28A.315.221, a Financial Oversight Committee will convene when a district has been on Binding Conditions pursuant to RCW 28A.505.110 for two consecutive years and does not have a satisfactory financial plan. The Financial Oversight Committee is responsible for reviewing the financial condition of a financially insolvent school district which could lead to dissolution of the financially insolvent school district.

### Background

The Superintendent and Chief Finance Officer resigned for job opportunities in other districts. There had been ongoing concerns regarding the financial condition of the district prior to the vacancy. The ESD had been working with the district over multiple years to ensure awareness and offer support. There have been no remediating plans to rectify the shortfall. The projected ending fund balance for 2023–24 is (\$4,489,384).

The contributing factors that resulted in this situation are as follows:

- Significant changes to internal communication about school district finances
- High rate of administrative turnover including Chief Finance Officer
- Declining enrollment and increasing staffing costs
- Expiring federal ESSER and COVID Relief Funds

Interim Superintendent Concie Pedroza

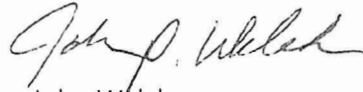
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Sincerely,



T.J. Kelly  
Chief Financial Officer  
Superintendent of Public Instruction



John Welch  
Superintendent  
Educational Service District 121

**Acknowledgement of Acceptance of Conditions**

**X**   
School District Superintendent

**X**   
School Board President