

K–3 Class Size and Physical, Social, and Emotional Support (PSES) Compliance

Statutory Authority:

The K–3 class size compliance language is found in [RCW 28A.150.260\(4\)\(b\)](#):

“(b)(i) Beginning September 1, 2019, funding for average K–3 class sizes in this subsection (4) may be provided only to the extent of, and proportionate to, the school district’s demonstrated actual class size in grades K–3, up to the funded class sizes.”

The PSES compliance language is found in [RCW 28A.150.260\(5\)\(b\)](#):

“(b)(i) The superintendent may only allocate funding, up to the combined minimum allocations, for nurses, social workers, psychologists, counselors, classified staff providing student and staff safety, and parent involvement coordinators under (a) and (c) of this subsection to the extent of and proportionate to a school district’s demonstrated actual ratios of: Full-time equivalent physical, social, and emotional support staff to full-time equivalent students.”

Agency Rules:

PSES and K–3 compliance rules can be found in [WAC chapter 392-122](#). PSES rules are in sections 430 through 455. K–3 rules are in sections 500 through 520.

Information for both K–3 and PSES Compliance

The F-203 formulas will initially calculate assuming full compliance, thus generating the maximum possible allocation. Local Education Agencies (LEAs) will be provided a tool available in the current school year [Budget Preparations | OSPI](#) to determine an estimated reduction if not in compliance. If a reduction is anticipated, the data can then be entered in the F-203, to reflect the financial impact.

Preliminary calculations and reductions will be done in January and March. Final calculations and reductions will occur in June. Compliance reports will be included in the LEA’s apportionment reports for the months in which the compliance calculations are run.

S-275 data will be pulled as of the cutoff date for January, March, and June as published in the annual S-275 personnel reporting handbook.



Enrollment will be taken from the P-223 reporting as of the cutoff date for January, March, and June as published in the annual P-223 enrollment reporting handbook and will match the 1191ED Apportionment Report using the applicable data as indicated in the specific sections below.

K–3 Compliance Information

There will be one K–3 class size compliance calculation per LEA and are done at the district level.

Enrollment will be taken from the P-223 reporting and will match the 1191ED Apportionment Report, utilizing annual average FTE (AAFTE) as of the calculation. [WAC 392-122-505](#): Enrollment does not include students and teachers coded to ALE Programs.

Teachers coded to program 01- Basic Education to grade groupings K, 1, 2, and 3 as well as program 09 – Transition to Kindergarten to grade groupings T are reported in one of the following duty roots will be considered:

- Duty root 31 — Elementary Homeroom Teacher
- Duty root 33 — Other Teacher
- Duty root 34 — Elementary Specialist Teacher
- Duty root 52 — Substitute Teacher
- Duty root 63 — Contractor Teacher

Librarians, counselors, and other ESA staff are excluded from the compliance calculation. Only teachers are generated through the class size variable in the funding formula, so only teachers as defined above will be included in the compliance calculation.

A portion of program 21 teachers will be included in the class size compliance calculation. The teacher units will be multiplied by the annual percentage of students in special education instruction as reported on the November Special Education 1077 report.

LEAs will be able to report supplemental teacher FTE, as defined in [WAC 392-122-515](#), to be included in the compliance calculation beginning with the most recent calculation performed after the supplemental teacher FTE is reported. Supplemental teacher FTE means the net change in full-time equivalent teachers after October 1 of the school year and not reflected in Report S-275. LEAs will report supplemental teacher FTE to OSPI via a Smartsheet tool available on the School Apportionment and Financial Services [Budget Preparations](#) page.

K–3 Compliance calculations

Each compliance calculation will include a snapshot of AAFTE enrollment from the P-223, staffing units from the S-275 and supplemental teachers reported on the Smartsheet form. Total teachers including programs 01, 21, 09, and supplemental teachers will be aggregated on the compliance reports. [WAC 392-122-520](#):

A P-223 K-3 AAFTE	B P-223 TK AAFTE	C Total Student AAFTE
900.25	87.00	987.25

D Programs	E Teacher FTE	F 3121%	G (E * F) if Prog 21 Funded SpEd Teacher	H Total Teachers
S275 Prog 01	53.247			53.247
S275 Prog 09				
S275 Prog 21	5.948	26.80%	1.594	1.594
Supp Prog 01	0.560			0.560
Supp Prog 09				
Supp Prog 21	0.460	26.80%	0.123	0.123
			TOTAL	55.524

The enrollment (C) will be divided by the total teachers in (H). The result will be a demonstrated class size. LEAs will generate a K–3 teacher allocation based on either the demonstrated class size (I) or the maximum funded class size of 17 (J), whichever is greater and does not exceed 25.23.

I (C/H) Demonstrated Class Size	J State Budget Class Size	K Class Size for Funding Calculations
17.78	17.00	17.78

Reduction in K–3 Funding for Non-compliance

Financial reductions associated with non-compliance will be assessed as part of the January apportionment payment process, and any necessary adjustments will be made with March apportionment and the final calculation in June apportionment prior to the end of that state fiscal year.

PSES Compliance Information

LEAs meet compliance at the district level. A LEA can comply and receive full allocations even if they hire less staff at one prototypical school level and more at another prototypical school level. The [Compliance Calculator](#) is provided to demonstrate anticipated reduction. LEAs will receive an allocation up to the extent of and in proportionate to their actual demonstrated ratio up to the

maximum allowable.

PSES Compliance calculations

The calculation will include staff coded to program 01 — Basic Education, program 09 — Transition to Kindergarten and program 97 — Districtwide Support to the following accounting codes:

Duty Root	Activity Code	Title	Staff Type*
39	ALL	Orientation & Mobility Specialist	Certificated ESA
42	ALL	Counselor	Certificated ESA
43	ALL	Occupational Therapist	Certificated ESA
44	ALL	Social Worker	Certificated ESA
45	ALL	Speech, Language Pathway / Audio	Certificated ESA
46	ALL	Psychologist	Certificated ESA
47	ALL	Nurse	Certificated ESA
48	ALL	Physical Therapist	Certificated ESA
49	ALL	Behavior Analyst	Certificated ESA
64	ALL	Contractor ESA	Certificated ESA
96	24	Family Engagement Coordinator	Classified
91-99	25	Pupil Management	Classified
91-99	26	Health/Related Services	Classified
91-99	35	Pupil Safety	Classified

*Note: According to the compliance language in 2SHB 1664, LEAs must prioritize funding allocated to staff who hold a valid ESA certificate appropriate for the staff's role.

The calculation will include a portion of program 21 staff assigned to the activities and duty roots identified above and will be multiplied by the annual percentage of students in special education instruction as reported on the November Special Education 1077 report. These staffing units will be grouped with the high school funding formula calculation.

Staff coded to ALE programs or Open Doors/Dropout Re-engagement programs will not be included in the calculation. These programs will continue to receive an allocation based on the running start rate regardless of compliance results. While not included in the calculation, these students must have access and receive comparable services as provided in the prototypically funded programs.

Per existing S-275 guidance, any ESA CIS staff working under contract at an amount greater than 0.25 FTE for the school year must be reported in the S-275 under duty root 64. Full-time equivalency of contracted staff should either be determined in the contracting agreement or defined at the LEA level.

A supplemental Smartsheet tool will be provided for PSES contracted staff that LEAs are unable to report in the S-275. For contractors to be counted, LEAs will be expected to report the supplemental contracting staff by the enrollment reporting due date in January, March, or June prior to the compliance calculation.

Enrollment will be taken from the P-223 reporting and will match the 1191ED Apportionment Report, utilizing annual average FTE for grades TK–12 as of the P-223 enrollment reporting deadline date for that month's calculation. Enrollment in CTE, Skill Center, ALE, Open Doors, and Running Start programs will be excluded from the calculation.

Reduction in PSES Funding for Non-compliance

The full allocation combined for PSES staff subject to compliance provides 94% CIS and 6% CLS. Penalty units identified by compliance calculations will be split based on that percentage. For example, if a LEA has 5.0 FTE penalty units, the reduction will assume 4.7 FTE CIS and 0.3 FTE CLS. Financial reductions associated with non-compliance will be assessed as part of the January apportionment payment process, and any necessary adjustments will be made with March apportionment and the final calculation in June apportionment prior to the end of that state fiscal year.

Questions

If you have questions that were not addressed above, please email Jackie McDonald, Apportionment Program Manager, at jackie.mcdonald@k12.wa.us or Shawn Lewis, Director of School Apportionment and Financial Services, at shawn.lewis@k12.wa.us.