

**2017-18
BUDGET CALENDAR AND GUIDE**

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2017-18 Budget Calendar

July:

- Final payroll for 15-16 completed
- 16-17 Final Budget approved by Board of Ed

August:

- 16-17 Budget Calendar approved by Board of Education
- Complete 15-16 State Report
- Close 15-16 books
- Provide staff update at Administrative retreat

September through December:

- Verify existing FTEs with Payroll account numbers
- Student count reported to State of SD
- Reconcile student count to State Aid in 16-17 budget
- Independent audit conducted
- Superintendent and Business Manager meet with Budget Authority. Could include BOE members at this point.
- Board Committees meet
- 15-16 Audit results presented to BOE
- Capital projects design – 2 years out and programming begins
- Capital project list for summer finalized
- School start date approved

January through February:

- Legislative session begins
- Capital outlay requests are submitted
- Fiscal implications of negotiation items are calculated
- Negotiation items are approved by BOE.

March through April:

- 17-18 Expense budget entry completed
- Review expenditure budgets with budget authority
- Forecasting begins for Health Insurance premium changes
- Revenue budget is finalized
- Revenue budget entered
- Proposed budget prepared
- Capital Outlay allocations finalized
- Capital Project bids completed and opened

May:

- Budgeted expenditures are updated as groups finalize negotiations
- BOE receives estimate for health, dental, and life insurance premium changes
- BOE votes on proposed budget (First regular meeting in May)
- Summer capital projects bids approved (First regular meeting in May)
- Federal allocation estimates obtained from state
- Meeting with Title I principals to discuss 17-18 budget

June:

- Reconcile Federal Title and IDEA allocations if available
- Consolidated application submitted to State

July through August:

- 17-18 Final Budget prepared
- Final Budget voted on by BOE (annual meeting)
- 18-19 Budget Calendar approved by BOE

September:

- Levies sent to County Auditor

2017-18 Budget Assumptions

Budget assumptions are the ultimate priorities that must be reflected in the budget. The Board of Education establishes these assumptions. While they are subject to change from year to year they should be the bar to measure any request by for the budget year being worked on. The following are the assumptions to be used for the 17-18 fiscal year.

- I. Guiding principles
 - a. Put student outcomes first.
 - b. Invest in what works.
 - c. Do more with less.
 - d. Avoid short sighted cost cutting.
 - e. Work collaboratively with stakeholders.
- II. A minimum of 12% of General Fund budgeted expenditures will be maintained in the General Fund as a Fund Balance.
- III. The budget should allow for planned compensation and benefit policy.
- IV. The Capital Outlay budget will revolve around our 5 year Projects Plan and the priorities developed from that plan. It will also retain allocations for curriculum updates, technology updates, and repairs and maintenance of facilities. Capital Outlay will support the General Fund up to 8% if annual revenue as allowed by state law.
- V. The Post Secondary budget will be structured to advance the goals of the Western Dakota Tech strategic plan.
- VI. District tax dollars will not be used to support the Western Dakota Tech budget.
- VII. The Special Education budget will be structured to advance the development of special needs students in the district.
- VIII. The General Fund will be used to support the Special Education Fund if necessary.
- IX. The Food Service Fund will operate at a minimum of breakeven; it may also realize a profit.
- X. The Pension Fund budget will be supported by the General Fund till it expires in 2020.
- XI. The Health Insurance budget will be supported by the General Fund if necessary.
- XII. New construction of facilities will be accomplished with community support through a bond election.

2017-18 Budget Guide

MISSION STATEMENT / RAPID CITY AREA SCHOOLS

District Code: ADA*

The mission of the Rapid City Area Schools is to provide all students equal access to an excellent educational program, as defined by our Educational Philosophy and by our Instructional Standards.

I. BASIC GUIDELINES

1. Inflation Assumptions

For the purpose of this budgetary process, assume that supplies, materials, travel and equipment will cost 2% more in the coming year than they did this year.

2. Salary Data

The first draft of the budget will not include salary adjustments. For estimating the cost of adding new teaching positions, use \$46,000. Fringe benefits are in addition to the salary adjustments. BE SURE TO RECONCILE YOUR FTE COUNT.

3. Beginning the Process

- a. Budget Software Updates will be provided. Each Executive Team Member will need to :
 - Determine the existing FTE count by function.
 - Determine any additional needed FTE for expansion or enhancement requests.
 - Submit expansion or enhancement requests to the superintendent on the Expansion or Enhancement request form.
 - Determine the effect of any proposed reductions to the current FTE counts.
- b. FTE should be reconciled prior to submitting them to HR. Determine that the staff are being paid out of the correct account numbers.
- c. There is a list of functions included in the 15-16 Budget, and each will need at least one level if it is to be considered for the 2016-17 Budget. Any proposed new initiatives must be listed under expansion or enhancement on the budget. If you have any new additional functions, contact the Business Office for a function number.

II. PREPARING BUDGET REQUESTS

Budget Requests will be computerized for each function. Your completed budget will be transferred to the Business Office by way of the building network.

FRINGE BENEFITS

The following items must be considered when preparing your detailed budget requests for 2016-17:

1. **Worker's Compensation** (Object 2410) rates are \$.54 per one hundred dollars of salary for teachers, office staff, principals, supervisors, directors, assistant superintendents and the superintendent. The rate for high risk jobs is \$7.06 per one hundred dollars of salary. High risk jobs would include maintenance, warehouse, custodian and food service employees. Bus driver rate is \$5.29. (Figure on all 1000 object codes.)

III. CAPITAL OUTLAY BUDGET

1. **Capital Outlay Requests**

All requests for Capital Outlay funding must use the electronic form "2017-18 Request for Capital Outlay Funding". All information on this form must be completed for each item or that item will not be considered. Instructions are online at: rcas.org-Administration-Fiscal & Support Services-Fiscal Operations-Budget.

The key elements of determining Capital Outlay Requests are (1) how it relates to a building or a district plan and (2) whether all parties have been involved. The form carries spaces for the Requesting Teacher, Principal/Supervisor/Coordinator, and/or the Assistant Superintendent to sign off before the request can be considered.

2. **Forms** - Instructions on webpage

IV. 2017-18 FUNCTIONS FOR BUDGET LEVELS

| GENERAL FUND | FUNCTION NUMBER | DIRECTOR |
|------------------------------------|------------------------|-------------------------------|
| Elementary Instruction | 1111 | Berens/Janak |
| Middle School Instruction | 1121 | Berens/Janak |
| Suspension Program | 1124 | Berens/Janak |
| Senior High Instruction | 1131 | Berens/Janak |
| Summer School | 1132 | Bettelyoun/Berens/ Janak |
| Juvenile Services Center | 1134 | Janak |
| Homebound | 1191 | Christensen/Berens / Janak |
| Perkins Grant | 1192 | Seales/Berens/ Janak |
| Career Clusters | 1195 | Berens/Janak |
| Rapid City Foundation | 1196 | Berens/Janak |
| Partnership Rapid City | 1197 | Berens/Janak |
| Reimburseables | 1198 | Berens/Janak |
| Academically Gifted | 1211 | Jungwirth/Berens/ Janak |
| Indian Education (Local Effort) | 1251 | Bettelyoun/Berens/ Janak |
| Title VII - Indian Education Act | 1252 | Bettelyoun/Berens/ Janak |
| ESL - English As A Second Language | 1256 | Christensen/Berens / Janak |
| Focus Funds | 1272 | Berens/Janak |
| Title I – General School Wide | 1273 | Berens/ Janak |
| Homeless Grant – McKinney Vento | 1276 | Bettelyoun/Berens/ Janak |
| Title ID - JSC Program | 1278 | Bettelyoun/Berens/ Janak |
| Title I – Homeless Set Aside | 1284 | Bettelyoun/Berens/ Janak |
| JAG Program | 1286 | Berens/Janak |
| Title I – Focus Set Aside | 1287 | Berens/ Janak |
| Rehabilitation Act 504 | 1295 | Christensen/Berens / Janak |
| Attendance Services - Secondary | 2112 | Berens/Janak |
| Prevention Specialist | 2116 | Berens/Janak |
| Title I – Focus Funds | 2118 | Berens/Janak |
| Counseling Services | 2122 | Lisa Hafer/Berens/ Janak |
| District-Wide Testing | 2123 | Seales/Berens/ Janak |

| GENERAL FUND | FUNCTION NUMBER | DIRECTOR |
|--|------------------------|----------------------------|
| Title I – Parent Advisory | 2128 | Berens/ Janak |
| Nurse Services | 2134 | Christensen/Berens / Janak |
| Title ID – Professional Development | 2201 | Bettelyoun/Berens/ Janak |
| Professional Development – Focus Funds | 2203 | Seales/Berens/ Janak |
| Curriculum & Instructional Development | 2212 | Seales/Berens/ Janak |
| Office of Staff Development | 2213 | Seales/Berens/ Janak |
| Title I – Improvement of Instruction | 2214 | Seales/Berens/ Janak |
| Title II – Teacher/Principal Training/Recruiting | 2218 | Seales/Berens/ Janak |
| Improvement of Instruction/Professional Leave | 2219 | Berens/Janak |
| School Library Services | 2222 | Berens/Janak |
| Technology in Schools | 2227 | Daniels/Janak |
| Board of Education Services | 2311 | Janak |
| Election Services | 2314 | Janak |
| Legal Services | 2315 | Janak |
| Audit Services | 2317 | Janak |
| Office of the Superintendent | 2321 | Janak |
| Staff Relations/Negotiations | 2323 | Janak |
| Asst. Supt. of Administrative Services | 2325 | Berens/Janak |
| Grant Services | 2327 | Janak |
| Office of the Principal - Elementary | 2412 | Berens/Janak |
| Office of the Principal - Middle School | 2413 | Berens/Janak |
| Office of the Principal – Senior High | 2414 | Berens/Janak |
| Office of the Athletic Director | 2416 | Janak |
| Title I – Administration | 2440 | Berens/ Janak |
| Title ID – Administration | 2442 | Bettelyoun/Berens/ Janak |
| Administration/Adult Basic Ed | 2492 | Janak |
| Medicaid Administration | 2494 | Janak |
| Payroll Services | 2524 | Janak |
| Fiscal Services | 2529 | Janak |
| Land Acquisition & Development (21) | 2532 | Janak |
| Facilities Acquisition/Annexes | 2537 | Janak |
| Facility Services | 2541 | Veluswamy/Janak |
| Care & Upkeep of Buildings - Custodial | 2542 | Cline/Janak |
| Care & Upkeep of Grounds | 2543 | Cline/Janak |
| Care & Upkeep of Equipment | 2544 | Cline/Janak |
| Care & Upkeep of Vehicles | 2545 | Berg/Janak |

| GENERAL FUND | FUNCTION NUMBER | DIRECTOR |
|---|------------------------|-----------------------------|
| Security Services | 2546 | Cline/Janak |
| Land and Building Rental (Fund 21) | 2547 | Janak |
| Energy | 2548 | Veluswamy/Janak |
| Care/Upkeep of Buildings - Maintenance | 2549 | Cline/Janak |
| Title I – Student Transportation | 2556 | Janak |
| Title I – Focus Funds – Pupil Transportation | 2557 | Janak |
| Pupil Transportation Services | 2559 | Berg/Janak |
| Purchasing Services | 2572 | Janak |
| Warehouse Distribution Services | 2573 | Berg/Janak |
| Printing/Duplicating Services | 2574 | Berg/Janak |
| Laundry Services | 2575 | Berg/Janak |
| Mail Distribution | 2576 | Berg/Janak |
| IT Management Services | 2661 | Daniels/Janak |
| Business Software Support/Education | 2669 | Daniels/Janak |
| Gear Up | 2905 | Bettelyoun/Berens/ Janak |
| Credit Recovery – Vucurevich | 2904 | Bettelyoun/Berens/ Janak |
| Outdoor Campus | 3200 | Berens/Janak |
| Title I – Part A – Neglected & Delinquent | 3501 | Berens/Janak |
| 21 st Century Grant | 3505 | Berens/Janak |
| Non-Public School Pupil Services | 3700 | Bettelyoun/Berens/ Janak |
| Title IIA – Non-Public Teacher/Principal Train. | 3703 | Seales/Berens/ Janak |
| Title I – Basic Grant Non-Public | 3711 | Berens/Janak |
| State Unemployment Insurance | 4400 | Janak |
| Payments Other – State Gov't Unit | 4900 | Janak |
| Debt Services | 5100 | Janak |
| Athletics, Male – Central | 6101 | Paulson/Janak |
| Athletics, Male – Stevens | 6110 | Vasquez/Janak |
| Athletics, Male – Middle School | 6130 | Deming/Janak |
| Athletics, Female – Central | 6201 | Paulson/Janak |
| Athletics, Female – Stevens | 6210 | Vasquez/Janak |
| Athletics, Female – Middle School | 6230 | Deming/Janak |
| Nonathletic Activities – Central | 6901 | Paulson/Janak |
| Nonathletic Activities – Stevens | 6910 | Vasquez/Janak |
| Academic Competition – Middle School | 6932 | Deming/Janak |
| Music - Middle School | 6933 | Deming/Janak |
| Student Council – Middle School | 6935 | Deming/Janak |
| Activities Administration D/W | 6939 | Deming/Janak |
| Music – Elementary | 6951 | Janak |
| Academic Competition – Elementary | 6952 | Janak |
| Other Activities | 6990 | Janak |

| GENERAL FUND | FUNCTION NUMBER | DIRECTOR |
|-------------------------|------------------------|-----------------|
| Contingency | 7100 | Janak |
| Operating Transfers Out | 8110 | Janak |
| Fund Equity Uses | 8200 | Janak |

| SPECIAL EDUCATION FUND | FUNCTION NUMBER | DIRECTOR |
|--------------------------------------|------------------------|-------------------------------|
| All Special Education Fund Functions | --- | Christensen/ Berens/ Janak |

| POST SECONDARY FUND | FUNCTION NUMBER | DIRECTOR |
|-----------------------------------|------------------------|------------------------------|
| All Post Secondary Fund Functions | --- | Ann Bolman/ Brian Watland |

| PENSION FUND | FUNCTION NUMBER | DIRECTOR |
|--------------------------|------------------------|-----------------|
| Early Retirement Payment | 4500 | Janak |

| FOOD SERVICE FUND | FUNCTION NUMBER | DIRECTOR |
|--------------------------|------------------------|-----------------|
| Food Services | 2569 | Peterson/Janak |

| HEALTH INSURANCE FUND | FUNCTION NUMBER | DIRECTOR |
|------------------------------|------------------------|-----------------|
| Health Insurance | 2579 | Janak |

BID/FORMAL QUOTE CALENDAR

2017-2018 Budget Year

Bid Information to Committee/Responsible Party
 Information Returned to Purchasing
 Date to Begin Advertising
 Bid Opening
 Information Prepared for Agenda by:
 Passed Upon by the Board if Applicable
 Purchase Orders Issued

November 4, 2016
 December 2, 2016
 January 4, 2017
 January 19, 2017
 February 7, 2017
 February 13, 2017
 April 3, 2017

GROUP I

| BID | DATE RECEIVED | DATE ADVERTISED | DATE OPENED |
|----------------------------------|--|-----------------|-------------|
| ATHLETIC SUPPLIES | | | |
| CUSTODIAL SUPPLIES | | | |
| PAPER SUPPLIES | | | |
| GENERAL SUPPLIES | Buying Direct from School Specialty through NJPA | | |
| CAFETERIA SUPPLIES | Buying direct from Prime Vendor | | |
| CAFETERIA SUPPLIES-FROZEN | Buying direct from Prime Vendor | | |
| BOND PAPER | Now using a purchasing cooperative | | |
| PAPER TOWELS | Now using a purchasing cooperative | | |

BID/FORMAL QUOTE CALENDAR
2017-2018 Budget Year

| | |
|--|-------------------|
| Bid Information to Committee/Responsible Party | December 2, 2016 |
| Information Returned to Purchasing | January 6, 2017 |
| Date to Begin Advertising | February 1, 2017 |
| Bid Opening | February 16, 2017 |
| Information Prepared for Agenda by: | March 7, 2017 |
| Passed Upon by the Board if Applicable | March 13, 2017 |
| Purchase Orders Issued | April 3, 2017 |

GROUP II

| BID | DATE RECEIVED | DATE ADVERTISED | DATE OPENED |
|---|----------------------|------------------------|--------------------|
| TECHNICAL EDUCATION SUPPLIES | | | |
| P.E. SUPPLIES | | | |
| SCIENCE SUPPLIES | | | |

BID/FORMAL QUOTE CALENDAR

2017-2018 Budget Year

Bid Information to Committee/Responsible Party
 Information Returned to Purchasing
 Date to Begin Advertising
 Bid Opening
 Information Prepared for Agenda by:
 Passed Upon by the Board if Applicable
 Purchase Orders/Contracts Issued

January 6, 2017
 February 3, 2017
 March 1, 2017
 March 16, 2017
 April 4, 2017
 April 10, 2017
 April 11-17, 2017

GROUP III

| BID | DATE RECEIVED | DATE ADVERTISED | DATE OPENED |
|--|---|-----------------|-------------|
| ART SUPPLIES | | | |
| MUSIC SUPPLIES | | | |
| YEARBOOKS | | | |
| STUDENT PICTURES (REQUEST FOR PROPOSAL) | Contract Good thru June 2018 if renewal option is taken | | |
| DIPLOMAS | | | |
| CAFETERIA - REPAIR & REPLACEMENT | | | |

BID/FORMAL QUOTE CALENDAR

2017-2018 Budget Year

| | |
|--|------------------|
| Bid Information to Committee/Responsible Party | February 3, 2017 |
| Information Returned to Purchasing | March 3, 2017 |
| Date to Begin Advertising | April 5, 2017 |
| Bid Opening | April 20, 2017 |
| Information Prepared for Agenda by: | May 2, 2017 |
| Passed Upon by the Board if Applicable | May 8, 2017 |
| Purchase Orders/Contracts Issued | May 9 - 15, 2017 |

GROUP IV

| BID | DATE RECEIVED | DATE ADVERTISED | DATE OPENED |
|--|---------------|-----------------|-------------|
| PIANO TUNING | | | |
| PHOTOGRAPHY SUPPLIES | | | |
| EXCURSION TRANSPORTATION SERVICES | | | |
| LIBRARY-MEDIA SUPPLIES | | | |
| AIR FILTERS | | | |
| TIRES | | | |

BID/FORMAL QUOTE CALENDAR

2017-2018 Budget Year

Bid Information to Committee/Responsible Party
 Information Returned to Purchasing
 Date to Begin Advertising
 Bid Opening
 Information Prepared for Agenda by:
 Passed Upon by the Board if Applicable
 Purchase Orders/Contracts Issued

March 3, 2017
 April 7, 2017
 May 3, 2017
 May 18, 2017
 June 6, 2017
 June 12, 2017
 June 13-19, 2017

GROUP V

| BID | DATE RECEIVED | DATE ADVERTISED | DATE OPENED |
|---|--|-----------------|-------------|
| LAUNDRY SERVICES | | | |
| UNIFORMS | Contract Good Thru June 2018 if renewal option is taken | | |
| REFUSE HAULING | | | |
| GLASS | | | |
| CONCRETE, CRUSHED ROCK & ASPHALT | | | |
| FIRE EXTINGUISHER TESTING | Contract Good Thru June 2016 but has 4 additional year options (June 2020) | | |
| COMPUTER SUPPLIES AND RIBBONS | Now using a Print Management Solution | | |
| DAIRY PRODUCTS | Contract Good Thru June 2016 but has 4 additional year options (June 2020) | | |
| DISHWASHING DETERGENTS & SUPPLIES | | | |
| HANDICAP ELEVATOR LIFTS- MAINTENANCE SERVICE | Now using a purchasing cooperative | | |
| ELEVATOR MAINTENANCE | Now using a purchasing cooperative | | |
| EXTERIOR WINDOW CLEANING SERVICE | | | |
| COMPUTER PERIPHERALS | | | |
| DISTRICT WIDE FURNITURE | | | |
| INTERACTIVE WHITEBOARDS | | | |
| SCHOOL BUSES | | | |

BID/FORMAL QUOTE CALENDAR

2017-2018 Budget Year

| | |
|--|------------------------|
| Bid Information to Committee/Responsible Party | April 7, 2017 |
| Information Returned to Purchasing | May 5, 2017 |
| Date to Begin Advertising | May 31, 2017 |
| Bid Opening | June 15, 2017 |
| Information Prepared for Agenda by: | June 20, 2017 |
| Passed Upon by the Board if Applicable | June 26, 2017 |
| Purchase Orders/Contracts Issued | June 27 – July 3, 2017 |

GROUP VI

| BID | DATE RECEIVED | DATE ADVERTISED | DATE OPENED |
|--|---------------|-----------------|-------------|
| LIBRARY MEDIA EQUIPMENT | | | |
| MUSIC EQUIPMENT | | | |
| COPIERS | | | |
| TECHNICAL EDUCATION EQUIPMENT | | | |
| WELDING SUPPLIES | | | |
| STEAM CLEANING KITCHEN HOODS | | | |
| EMERGENCY GENERATOR SERVICE AND REPAIR | | | |
| PAPER SUPPLIES | | | |
| CUSTODIAL SUPPLIES | | | |