

# **State of Alaska FY2002 Governor's Operating Budget**

Department of Education and Early Development  
Education Support Services  
Budget Request Unit

## **Education Support Services Budget Request Unit**

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### **BRU Mission**

To provide support services to departmental programs and the operation of public schools.

### **BRU Services Provided**

Administrative Services provides services to the department in payroll, personnel, training, budget preparation and implementation, federal and state reporting, accounting, procurement and contracting.

Information Services provides research, maintenance, training and overall support for the department's AS/400, Local Area Network, and PC's.

District Support Services manages the distribution of public school foundation, tuition, boarding home, youth in detention, and pupil transportation program funds through the collection, analysis and aggregation of data.

Educational Facilities Support provides oversight for the statewide school construction program.

### **BRU Goals and Strategies**

1. Provide timely and accurate financial management services
  - \* Budget preparation and implementation
  - \* Revenue collection
  - \* Federal and state reporting
  - \* Process and certify payments
  - \* Grant awards
  - \* Reimbursable services agreements
2. Provide timely and accurate personnel/payroll services
  - \* Payroll
  - \* Recruitment
  - \* Training
3. Provide purchasing and procurement services within state and federal requirements
  - \* Purchasing of supplies
  - \* Contracting for professional services
  - \* Inventory and leasing
  - \* Mail services
4. Provide reliable, efficient computing resources
5. Provide timely and accurate payments to school districts
6. Secure an adequate level of funding to meet school districts' school construction and major maintenance needs

### **Key BRU Issues for FY2001 – 2002**

Continuing to improve service delivery in support of department programs.

\* improving the annual ranking process for capital project and bond reimbursement requests.

- \* developing school construction standards.
- \* securing a long-term stable source of funding for school construction and major maintenance projects.

### **Major BRU Accomplishments for FY2000**

- \* Maintained timely and accurate financial management services
- \* Conducted quarterly division staff/training meetings
- \* Provided professional level procurement services
- \* Maintained high level of timely and accurate payroll services
- \* Provided training opportunities for managers, supervisors and employees
- \* Developed performance standards and measures for employees
- \* Completed annual CIP prioritized list in accordance with statute

### **Key Performance Measures for FY2002**

**Measure: the number of late penalties for payroll or vendor payments;**  
*(Added by Legislature in FY2001 version.)*

**Current Status:**

There were no penalty payments for payroll or vendor payments in FY2000.

**Background and Strategies:**

The Division of Education and Support Services monitors payroll and vendor payments very carefully. Staff is held to performance standards requiring accurate and timely certification of payroll and payment of invoices within a five-day turnaround time.

**Measure: the cost of administrative services personnel compared to the total personnel costs for the department;**  
*(Added by Legislature in FY2001 version.)*

**Current Status:**

FY2001 Personal Services costs totaled \$26,057,500. Administrative Services personnel costs were \$990,000 or 3.8%.

**Background and Strategies:**

The data used is the FY2001 authorized appropriated amounts for personal services. The department had 362 full time and 108 part time positions approved by the Conference Committee. Administrative Services has 18 full time positions.

**Measure: the number of department decisions on the annual school construction and major maintenance lists upheld by the State Board of Education & Early Development compared to the number of appeals; and**  
*(Added by Legislature in FY2001 version.)*

**Current Status:**

The department issues the prioritized school construction and major maintenance lists on November 5, as required by statute. There is a period of reconsideration where school districts may ask the department to review the scoring decisions. A new list is issued on December 15 based on the reconsideration. School districts may choose to appeal the department's decision and a hearing officer is appointed to consider any appeals.

In FY2001, five school districts appealed the department's decision on 8 projects. Seven of the appeals were settled prior to formal hearing and one project went to hearing. The hearing officer denied the school district's appeal on that project.

**Background and Strategies:**

Ongoing efforts to improve the consistency and validity of the rating process have reduced the number of formal CIP appeals. The department annually provides training to school districts in preparing the CIP applications, which has contributed significantly to the quality of the application process.

**Measure: the number of school districts meeting the minimum expenditure for instruction.**

*(Added by Legislature in FY2001 version.)*

**Current Status:**

In FY2001, 29 of 53 school districts met the 70% minimum expenditure for instruction requirement based on their approved budgets. 24 school districts requested and received a waiver of the requirement from the State Board of Education and Early Development in accordance with AS 14.17.520(d).

**Background and Strategies:**

School districts are continuing to explore operational efficiencies to reduce non-instructional expenditures. However, given the fixed costs of operation in many of the smaller, more isolated districts, many school districts will not be able to meet the 70% requirement.

The table on the following page titled "Minimum Expenditure for Instruction Calculation Operating Fund Instructional Percentage"; illustrates the districts meeting this requirement since its inception in FY99.

**Status of FY2001 Performance Measures**

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> <li>• the number of late penalties for payroll or vendor payments;</li> <li>• the cost of administrative services personnel compared to the total personnel costs for the department;</li> <li>• the number of department decisions on the annual school construction and major maintenance lists upheld by the State Board of Education &amp; Early Development compared to the number of appeals; and</li> <li>• the number of school districts meeting the minimum expenditure for instruction.</li> </ul>		X			

**Education Support Services  
BRU Financial Summary by Component**

*All dollars in thousands*

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<b>Formula Expenditures</b> None.												
<b>Non-Formula Expenditures</b>												
Administrative Services	0.0	0.0	0.0	0.0	736.9	0.0	462.1	1,199.0	736.5	0.0	455.1	1,191.6
Information Services	0.0	0.0	0.0	0.0	375.7	0.0	290.7	666.4	375.1	0.0	277.4	652.5
District Support Services	0.0	0.0	0.0	0.0	1,034.0	0.0	0.0	1,034.0	1,027.6	0.0	0.0	1,027.6
Educational Facilities Support	0.0	0.0	0.0	0.0	0.0	0.0	694.8	694.8	0.0	0.0	688.8	688.8
<b>Totals</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,146.6</b>	<b>0.0</b>	<b>1,447.6</b>	<b>3,594.2</b>	<b>2,139.2</b>	<b>0.0</b>	<b>1,421.3</b>	<b>3,560.5</b>

**Education Support Services**

**Proposed Changes in Levels of Service for FY2002**

There are no proposed changes in the levels of service for FY2002.

**Education Support Services**

**Summary of BRU Budget Changes by Component**

**From FY2001 Authorized to FY2002 Governor**

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2001 Authorized</b>	<b>2,146.6</b>	<b>0.0</b>	<b>1,447.6</b>	<b>3,594.2</b>
<b>Adjustments which will continue current level of service:</b>				
-Administrative Services	-0.4	0.0	-7.0	-7.4
-Information Services	-0.6	0.0	-13.3	-13.9
-District Support Services	-6.4	0.0	0.0	-6.4
-Educational Facilities Support	0.0	0.0	-6.0	-6.0
<b>FY2002 Governor</b>	<b>2,139.2</b>	<b>0.0</b>	<b>1,421.3</b>	<b>3,560.5</b>