



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-777-5296

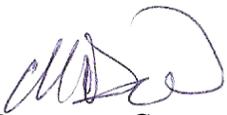
Fax 307-777-6719

Website [www.k12.wy.us](http://www.k12.wy.us)

---

## MEMORANDUM NO. 2008 - 056

**TO:** School District Superintendents  
Business Managers

**FROM:** Matthew Willmarth   
School Foundation Program Consultant

**DATE:** April 11, 2008

**SUBJECT:** Timeline for the Funding Year 2008-09 WDE 100

---

### IMPORTANT INFORMATION

Below is a timeline for the release of the Funding Year 2008-09 WDE 100 – School Foundation Program Funding Worksheet. In order for the WDE 100 to be released with the most accurate data and allow school districts to plan fiscal year 2008-09 budgets, the following timeline has been established by the Wyoming Department of Education (WDE) and approved by the School Finance Data Advisory Committee (SFDAC) at its April 4, 2008 meeting.

#### **April 18, 2008**

The WDE will provide the SFDAC a preliminary WDE 100 to review for functionality purposes. They will provide feedback to the WDE prior to April 24, 2008.

The WDE will provide school districts WDE 602 questionable experience reports:

- This is not a new process. As in prior years the WDE provides questionable experience reports back to school districts so they can review and respond to the WDE about questionable experience records contained in the WDE 602 - WISE School District Staff Member Collection.
- Individual questionable experience reports will be sent to each school district with detailed instructions.
- This year there were quite a few more questionable records than in years past which will not allow us to update the preliminary WDE 100 with WDE 602 experience and education data.

- Districts need to review and amend their WDE 602 experience records between **April 18, 2008**, and **May 2, 2008** so the experience data needed for the Wyoming funding model can be updated in the final WDE 100.

### **April 25, 2008**

The preliminary WDE 100 will be posted on the Forms Inventory website for district use. The preliminary WDE 100 will reflect the following items:

- The 4.3% ECA adjustment approved by the Legislature applied to the Inputs worksheet
- Updated 2007-08 school configurations, new schools, and closed schools
- Updated health insurance amount
- Updated SFC Building Data worksheet information
- Updated WCLI amounts on the Salaries worksheet
- Capability for districts to input estimated school year 2007-08 ADM amount for each school
- Capability for districts to input school year 2007-08 vocational education student and teacher FTEs
- Capability for districts to input estimated school year 2007-08 reimbursable amounts

The preliminary WDE 100 will not include:

- Updated staffing data on the Salaries worksheet
- Updated at-risk proxy counts on the At-Risk worksheet
- Updated school district site acreage information on the Groundskeepers worksheet

The WDE will not be able to implement the groundskeeper changes to the Wyoming funding model as required by Senate Enrolled Act 45 (SEA 45) of the 2008 Legislative Session until rules and regulations are finalized and site acreage acquisition dates are available from the School Facilities Commission (SFC). The SFC is currently conducting a deed search on all school district owned land. It has informed the WDE that it will complete the deed search by October 31, 2008. Once the data is available for WDE use, the WDE will make a data correction to the WDE100 to implement the requirements of SEA45.

### **May 2, 2008**

Districts need to provide questionable experience report explanations back to WDE and upload corrected experience records through the State Report Manager in order for staffing data to be updated into the final WDE 100.

School District Superintendents  
Business Managers  
Memo No. 2008 -056  
April 11, 2008  
Page 3 of 3

**July 3, 2008**

The final WDE 100 will be posted on the Forms Inventory for districts to download. The following items will be updated in the final WDE 100:

- School year 2007-08 experience and education data on the Salaries worksheet
- School year 2007-08 proxy at-risk counts
- Per the recommendation of the SFDAC, the WDE will make a technical correction to the Wyoming funding model to change the formula to calculate groundskeeper FTEs for acreages acquired after July 1, 1997. Districts will be able to enter acreage acquisition dates on the final WDE 100 to project their groundskeeper funding until the WDE receives the final data from the SFC at the end of October.

Correspondence will be sent to business managers regarding the release of the preliminary WDE 100 and final WDE 100. Should you have any questions regarding the content of this memo, please contact me at (307) 777-5808 or [mwillm@educ.state.wy.us](mailto:mwillm@educ.state.wy.us).