



# Charter School Funding Guidebook

April 2019

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TABLE of CONTENTS page

Statutory Authority ..... 4  
    W.S § 21-3-314. Students counted among district ADM; determination of charter school funding..... 4  
Wyoming Funding Model ..... 5  
    Accessing the Wyoming Funding Model ..... 5  
    Interpreting the Wyoming Funding Model..... 5  
    Charter School Adjustment Worksheet ..... 6  
SBE911 Report..... 7  
ESSA Per-Pupil Expenditure Reporting..... 7  
Additional Resources..... 7  
Frequently Asked Questions..... 8

# Statutory Authority

W.S § 21-3-314. Students counted among district ADM; determination of charter school funding.

(a) Each student attending a charter school shall be counted among the average daily membership of the school district in which the school is located and the school shall be included in the district's configuration of schools reported to the state superintendent under W.S. 21-13-309(m)(iv). Average daily membership of the charter school shall be calculated as follows:

(i) Notwithstanding W.S. 21-13-309(m)(iv)(A), in the first year of operation, the average daily membership for the charter school shall be based on the following:

(A) Initial average daily membership shall be calculated based upon the March 1 list of students who intend to enroll in the charter school as required under subsection (b) of this section;

(A) The average daily membership of the charter school computed under subparagraph (i)(A) of this subsection shall be adjusted by the enrollment count taken on October 1 of the first year of operation;

(B) If the charter is initiated under W.S. 21-3-306 by any person other than the school district in which the charter is operating, the average daily membership computed under subparagraphs (i)(A) and (B) of this subsection shall be multiplied by two (2).

(ii) In the second year and all subsequent years and except as otherwise provided under paragraph (iv) of this subsection, the average daily membership of the charter school shall be counted only among the average daily membership of the school district;

(iii) For purposes of W.S. 21-13-309(m)(iv)(A), and upon charter school operation for three (3) consecutive school years, charter school average daily membership computed under paragraph (i) of this subsection shall, if the charter is subject to subparagraph (i)(C) of this subsection, be divided by two (2) prior to computing the school's ADM averaged over the three (3) immediately preceding school years;

(iv) Notwithstanding W.S. 21-13-309(m)(iv)(A), in the second and third year of charter school operation, the average daily membership of a charter school shall be based upon the prior school year average daily membership adjusted by the enrollment count taken on October 1 of the applicable school year.

(b) Any approved charter school shall provide the local school district with the names, grades and school of current enrollment for all students who plan to enroll in the proposed charter school. The information shall be provided no later than March 1 of the school year preceding the school year in which the charter school plans to begin operation.

(c) As part of the charter school contract, the charter school and the school district shall agree on funding and any services to be provided by the school district to the charter school. The charter school and the school district shall begin discussions on the contract using the following revenue assumptions:

(i) The charter school shall be entitled to the benefit of one hundred percent (100%) of the foundation program amount computed under W.S. 21-13-309(m) based upon the average daily

membership of the charter school, less any district level amounts generated by the charter school's membership under W.S. 21-13-309(m) and less amounts specified under W.S. 21-13-309(m)(v)(E).

(A) Repealed By Laws 2006, Chapter 37, 2.

(B) Repealed By Laws 2006, Chapter 37, 2.

(ii) The charter school shall be entitled to the benefit of one hundred percent (100%) of the amount to be contributed to the school district under major maintenance payments pursuant to W.S. 21-15-109 based upon the proportion that the charter school educational building gross square footage contributes to the district educational building gross square footage.

(d) The charter school may also contract with the school district for centralized services provided by the district including curriculum, media services, libraries and federally required educational services such as special education.

(e) In lieu of paragraph (a)(iv) and subsections (c) and (d) of this section, the district and the charter school applicant may by mutual agreement fund the charter school through a specific budget for the charter school.

## Wyoming Funding Model

### Accessing the Wyoming Funding Model

1. Go to the Wyoming Department of Education School Foundation Program page: <https://edu.wyoming.gov/beyond-the-classroom/school-programs/school-foundation/>.
2. Scroll down the page and click on the toggle button to the left of the "Final Statewide Payment Models" grouping.
3. Click on the most current version available.
4. Click on "open" or "save". If choosing "save", open the file from a location on your machine.

### Interpreting the Wyoming Funding Model

1. These instructions refer to FY2019 Payment Model and later.
2. Click on the "District Summary" worksheet located on the second to leftmost worksheet on the tabs across the bottom of the workbook. The District Summary worksheet allows a user to enter a district's seven-digit ID number which then populates the District Summary worksheet with the selected district's financial and personnel information, as calculated by the model at the district and school levels. The default selection is the State totals, with ID number '9999999'. Choose the seven digit district ID located in the yellow shaded cell at the upper left-hand corner of the worksheet for the district you would like to display. Once a school district's ID number is input, the School Summary Dollars and School Summary FTEs worksheets will be populated with a more granular display of data for each school within the district.
  - a. For example:

- i. District level resource total is shown in cell H9 on the District Summary worksheet. This amount is comprised of Central Office and Library (cell E14); Operations and Maintenance (cell E19); Utilities (cell E25); First Year Charter School Adjustments (cell E27); and Reimbursables including Special Education, Transportation, and others (cell G29).
  - ii. School level resources total is shown in cell H37. This amount is comprised of staffing costs (subtotal in G40) and non-staff costs (cell G67)
  - iii. If the district's local resources do not exceed their Guarantee they are considered an entitlement district, and the district receives the difference between the guarantee and the local resources amounts.
3. Click on the "School Summary-FTEs" worksheet, located to the right of the District Summary worksheet on the tabs across the bottom of the workbook. The School Summary FTEs worksheet will convert those financial resources into personnel or "full-time equivalents".
4. Click on the "School Summary-Dollars" worksheet, located to the right of the "School Summary-FTEs" worksheet on the tabs across the bottom of the workbook. The School Summary Dollars worksheet will show the financial resources for each school-level resource in the model.
5. Click on the "School Level Inst. Resources" worksheet, located to the right of the "Model Data Inputs" worksheet on the tabs across the bottom of the workbook. If you click on the "School Level Inst. Resources" tab, you can locate a school that is comparable to see how funding is allocated, how many employees it staffs, etc. Column GK represents total school level resources.

## Charter School Adjustment Worksheet

The Charter School Adjustment worksheet of the statewide payment model calculates the additional funding for first year charter schools in accordance with W.S. § 21-13-314.

Column A displays the district ID number and Column B displays the district by name. Column C references the model generated resources as computed on the Foundation Program Calculations worksheet.

When school districts estimate their initial funding, they provide a March 1st intended enrolment count. Column F of the charter school adjustment worksheet represents the number of students that are already included in a district's three-year rolling average. The reason these students are identified is because they are already funded once through the model and the calculation does not want to count them again. Column G calculates the number of students that were NOT previously counted in a district's average daily membership or ADM.

Column H of the charter school adjustment worksheet calculates a charter school's first year funding by using a formula based on the information in the worksheet. The formula provides two times the model generated resources for students who were not previously counted among the districts ADM. It adds the model generated resources for the number of students already included in the district's three-year rolling ADM average.

Charter schools are entitled to 100 percent of the model generated resources less any district level amounts computed in the model generated resource amounts.

## SBE911 Report

This reports serves as the Charter School Annual Financial Report and is used by the State Board of Education for review and monitoring of charter schools. The report collects charter school data from each school district operating a charter school; including revenue, expenditure and demographic activity. The business managers of districts with charter schools will be provided with a spreadsheet of expenditure data to review no later than March 1<sup>st</sup>. The district must review and return the spreadsheet to WDE by March 15<sup>th</sup> of each school year. The final data will be provided to the State Board of Education at their next regularly scheduled meeting following March 15<sup>th</sup>.

## ESSA Per-Pupil Expenditure Reporting

The Every Student Succeeds Act (ESSA) was signed into law on December 10, 2015, and it implements a statutory requirement for State and Local Education Agencies (LEAs) to report per-pupil expenditures of Federal and combined State and local funds separated by source as part of the LEA's annual report card. Charter schools are including in the required Every Student Succeeds Act (ESSA) reporting for Per-Pupil Expenditures. Wyoming's uniform procedure for calculating per-pupil expenditures is available on the Wyoming [School Foundation Program website](#). The final reports are published each year on the WDE website and can be found at <https://wyomingmeasuresup.com/> or at this link: <https://portals.edu.wyoming.gov/Reports/Public/wde-reports-2012/finance/essa-per-pupil-expenditures>.

## Additional Resources

Access the School Foundation Program page from WDEs website: <https://edu.wyoming.gov/beyond-the-classroom/school-programs/school-foundation/>. Situated below the text are several groupings with toggle buttons on the left-hand side of each group. Specific content on this page includes, the [Wyoming Funding Model Guidebook](#), district funding and accounting, and rules and regulations.

The State of Wyoming Legislative Service Office has School Finance Resources on their website at <https://www.wyoleg.gov/StateFinances/SchoolFinance>.

Wyoming [Chapter 32 Rules and Regulations](#).

## Frequently Asked Questions

**WHOM DO I CONTACT REGARDING THE SCHOOL FOUNDATION PROGRAM?**

Kimberly Morrow, Supervisor, (307) 777-6000 or [Kimberly.Morrow@wyo.gov](mailto:Kimberly.Morrow@wyo.gov).

**WHOM DO I CONTACT REGARDING CHARTER SCHOOL APPLICATIONS AND RULES?**

Elaine Marces, (307) 777-6210 or [elaine.marces@wyo.gov](mailto:elaine.marces@wyo.gov).