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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

November 5, 2024

Dr. Dave Burgess, Superintendent
Marysville School District
4220 80th Street NE
Marysville, WA 98270

Re: General Fund (GF) Budget Status and Planning

Dear Superintendent Burgess:

As Special Administrator assigned to the Marysville School District, I am not comfortable that the adopted 2024–25 GF budget clearly delineate a pathway for the Marysville School District to overcome binding conditions and enhanced oversight status.

Therefore, as Special Administrator, I am directing that a plan be prepared within the next thirty days by the Marysville School District that identifies key elements necessary to achieve that outcome within three years. The plan shall include at a minimum:

1. A budget analysis that identifies updated, accurate revenues and expenditures, including explanations of any and all significant variances from the adopted 2024–25 General Fund budget.
2. A clear and concise representation of the present financial deficit.
3. Clear analysis of projected ending General Fund balance based upon updated revenues and expenditures.
4. Present status of any interfund loans and scheduled repayments.
5. A plan detailing targeted adjustments, including timelines, to achieve a balanced General Fund budget:
 - a. Enrollment forecast and analysis, including specific budget implications.
 - b. Staffing reductions achieved in 2024–25.
 - c. Staffing additions, if any.
 - d. Staffing reductions planned for 2025–26.
 - e. Revenue enhancements anticipated for 2025–26.
 - f. Known expenditure increases for 2025–26.
 - g. School consolidation financial targets.

- h. District Office staff reorganization, including administration staffing reductions.
- i. Planned reductions in contracted services and vendor contracts.
- j. Planned reserve for known or anticipated losses.
- k. Identification of other known factors that would significantly affect the financial deficit.

Please include clear targets for each year. The plan shall include prioritized elements in years two and three which will be responsive to achievements or shortfalls, i.e., if the year-end targets are exceeded or fall short, pre-planned compensatory actions are enabled.

The need for this plan is immediate, and the due date is **December 1, 2024**. I recognize that issues such as school closures may not be determined as of that date, but the targeted savings can be identified. Likewise, identification of specific positions will follow the establishment of planned staffing reduction targets.

I am willing to be involved in the planning. If you prefer to keep the planning within your executive staff, I request that I be kept apprised of the developments and considerations in order to expedite the plan through OSPI and the Financial Oversight Committee.

I continue to believe that Marysville School District can emerge from present status into a financially stable and reliable entity. However, it will require that planned actions and difficult choices be identified now.

Sincerely,



Dr. Art Jarvis
Special Administrator
Office of Superintendent of Public Instruction