



Weighted Staffing Standards (WSS) Workgroup Meeting Minutes

November 18, 2025

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Weighted Staffing Standards Workgroup Meeting Minutes

Meeting Name/Purpose: *Weighted Staffing Standards (WSS)*

Meeting Date: *November 18, 2025*

Location: *MS Teams*

Facilitator(s): *Dr. Kurt Buttleman*

Members:

Principals & PASS: Rainey Hartford Swan, Principal Brian Vance – PASS President, Principal Erika Ayer – Elementary Co-Component President, Principal Rina Geoghagan – Elementary Co-Component President, Principal Tip Blish – M/K-8 Component President, Dr. Barbara Casey – High School Component President, Daxa Thomas, Nancy Carroll, Erika Ayer, Dr. Charmaine Marshall, Cindy Watters*

SEA: Girard Montejo-Thompson*, Tammy Watson*, Otis Golden*

Central Office Staff: Dr. Rocky Torres-Morales, Dr. Sarah Pritchett-Goodman, Linda Sebring, Pat Roe, Dr. Pam Faulkner

*Unable to attend

Links to supporting Materials/Documents:

- [Gold Book 25-26](#)
- [Previous Meeting Notes](#)

Objective: Review potential changes to the 2026-27 WSS Formula

1. Confirm ML decisions

- Multilingual leadership recommended the WSS funding model no longer include direct funds to schools for textual materials (\$10 per student) and translation (\$13 per student) as they are redundant and outdated, as shown by the low utilization rate. Eliminating these items in the WSS model for the 2026-27 school year would generate approximately \$190,000 in savings.
- The workgroup was asked if they prefer per pupil increase (elementary or across the system) or contribution to mitigate other potential reduction?
- Members asked questions about how this funding could be used to support ML students. Input will be shared with Dr. Torres Morales and ML Director Michelle Ota.

2. Adjustment guidelines (Goals 1-3; Guardrail 5): 2.0 FTE “rule”

- Concerns about the existing guideline in which only schools that gain or lose enrollment at levels that would require staffing additions or subtractions of 2.0 FTE or more would be reviewed was discussed.
- The workgroup was asked if the metrics for the 2.0 rule should be changed to reflect number or percentage of students instead of teachers.
- The workgroup said the intent (trying to maintain stability in schools across the district) of the 2.0 makes sense.
- Important to look at schools on case-by-case basis.
- Concerns were shared about students leaving elementary for highly capable program sites.



- Workgroup members said they need more consistency and predictability in enrollment – in the things we can control.

3. Adjustment guidelines (Goals 1-3; Guardrail 5): Limited middle/high school adjustments

- The workgroup was asked for feedback on middle/high school staffing adjustments.
- The work group commented that staffing adjustments at high schools are difficult and depends on the size of the school.
- Suggestion to consider funding K-8 schools more like secondary than elementary.

4. Other items discussed:

- Principals note change in “Admin designee” for IEP meetings is a considerable time obligation; Utilizing waiver process to convert 1.0 SpEd IA to .5 SpEd teacher helps with designee issue. Observation that the district does not assign Assistant Principals based on the number of special education students.
- PASS leadership provided update on upcoming survey.
- Inadequate Admin staffing at schools continues to be issue.

5. Next Steps

- Next meeting is scheduled for December 3.

Attachments: WSS Workgroup PowerPoint presentation

Weighted Staffing Standards Meeting

November 18, 2025

(rescheduled from Nov. 5)

Dr. Kurt Buttleman,
Asst. Superintendent of Finance





2025-26 WSS Members

- Girard Montejo-Thompson, SEA President
- Tammy Watson, SAEOP President
- Otis Golden, Paraprofessional President
- Rainey Hartford Swan, PASS Exec. Director
- Principal Brian Vance – PASS President
- Principal Erika Ayer – Elementary Co-Component President
- Principal Rina Geoghagan – Elementary Co-Component President
- Principal Tip Blish – M/K-8 Component President
- Dr. Barbara Casey – High School Component President
- Principal Cindy Waters
- Principal Daxa Thomas
- Dr. Charmaine Marshall

Support Staff:

- Dr. Kurt Buttleman, facilitator
- Dr. Sarah Pritchett
- Dr. Rocky Torres-Morales
- Dr. Pam Faulkner
- Linda Sebring
- Pat Roe



Agenda

1. Welcome
2. Review Fall Work
3. Confirm ML decisions
4. Adjustment guidelines (Goals 1-3; Guardrail 5)
 - 2.0 FTE “rule”
 - Limited middle/high school adjustments
5. PASS Survey
6. Next Steps



Review Fall Work

Meeting 2: October 1

- ✓ AP and office support staff stability (Goals 1-3; Guardrails 1,2, & 5)
- ✓ Per pupil discretionary funds (Goals 1-3; Guardrail 5)
 - ✓ Should ML textual materials and translation funds be folded into per pupil discretionary funding pool?
 - Revisit per pupil amounts (i.e., does there need to be a shift from Secondary schools to Elementary Schools?)

Meeting 3: November 18 (rescheduled from November 5)

- Adjustment guidelines (Goals 1-3; Guardrail 5)
 - 2.0 FTE “rule”
 - Limited middle/high school adjustments

Meeting 4: December 3

- CTE allocations through WSS (Goal 3; Guardrails 1 & 5)
- Class size discussion
- Follow-ups from October/November meetings



Confirm ML Decisions

- Multilingual Director Michelle Ota recommended the WSS funding model no longer include direct funds to schools for textual materials (\$10 per student) and translation (\$13 per student) as they are redundant and outdated, as shown by the low utilization rate.
- Eliminating these items in the WSS model for the 2026-27 school year would generate approximately \$190,000 in savings.
- Does the WSS work group agree this is a reasonable change in the model?
- Do you prefer per pupil increase (elementary or across the system) or contribution to mitigate other potential reduction.
 - Questions were raised about how this funding could be used to support ML students. Input will be shared with Dr. Torres Morales and ML Director Michelle Ota.

(See next slide to review background and data)



Multilingual: Funds for Textual Materials and Funds for Translation

- The WSS model allocates funds for supplemental instructional (curricular) materials for ML classrooms at \$10 per student. It also allocates funds for translation or interpretation services and community outreach at \$13 per student.
- Both of these items have been historically underutilized by schools.
- The total 2025-26 school allocation for multilingual textual materials was \$77,360. Over the last fifteen years, the average total school allocation was \$72,139. Schools spent \$41,587 on average, a rate of 58%.
- The total 2025-26 school allocation for translation overtime was \$80,785. Over the last fifteen years, the average total school allocation was \$69,574. Schools spent \$34,979 on average, a rate of 51%.
- **The WSS committee should consider eliminating these items in the WSS model for the 2026-27 school year. This would be approximately \$190,000 in savings.**
- These funds are underutilized and are held to federal/state guidelines which means materials need to be supplemental. Since multilingual students are to have access to grade level content and our focus is on removing barriers to Tier I, staff should be utilizing the adopted curriculum.
- For translation and interpretation, the district has contracts for telephonic support totaling \$70,000 - \$90,000. There is additional support with Talking Points, S'mores (a translatable newsletter service), and School Messenger, which translates messages in our top 5 languages. Translation for district community events and messaging is done via the ML department staff. There are also parent communication funds available through Title I and Levy if overtime needs to be compensated. The primary role of bilingual Instructional Assistants is instructional support, not translation and interpretation.



Adjustment Guidelines

- **Open Enrollment Deadline Change**
- **Adjustment guidelines (Goals 1-3; Guardrail 5)**
 - 2.0 FTE “rule”
 - Limited middle/high school adjustments

2025-26 Gold Book language:

- **June Adjustment Process:** "Leaders will apply the revised enrollment projection to the WSS teacher allocation model, and review schools for whom the model results in a gain or loss of two or more teachers as compared to their February allocation." (page 17)
- **Start of School Adjustments:** "Leaders will apply the revised enrollment to the WSS teacher allocation model, and review schools for which the model results in a gain or loss of two or more teachers as compared to their February allocation, along with any adjustments from June." (page 17)



2.0 FTE “rule”

Background

- **The original intent was to implement this rule in June to reduce disruption to schools. It evolved to include fall.**
- Using only the model would cause fall staffing adjustments at more schools.
 - 2023–24: 62 schools (≥ 0.2 FTE increase or decrease), 47 schools (≥ 1.0 FTE increase or decrease)
 - 2024–25: 74 schools (≥ 0.2 FTE increase or decrease), 59 schools (≥ 1.0 FTE increase or decrease)
- Model lacks precision in targeting need:
 - Example from 2024:
 - School A had increase of +3 students \rightarrow +1.0 teacher
 - School B had increase of +10 students \rightarrow no change
- Purpose of 2.0 FTE rule: Minimize disruption and focus on greatest need.



2.0 FTE “rule” - Discussion

- Should it be number of students? Percentage?
- Should changes be considered on case-by-case basis and evaluation of specific needs at each school?
- Brainstorm:



Limited middle/high school adjustments

- Is there a number you can't absorb? Threshold?
- What should we do about limited middle high school adjustments?
- Should we be more conservative with staffing in the spring, and then add in June/Sept/Oct as appropriate/needed?
- Schools that need additional staffing and those who have excess staffing is challenging because of teacher certification requirements.
- Is it even plausible to add quality teachers in the fall at middle and high school?



Next Steps

WSS Workgroup Meeting Schedule

- September 10, 3pm – 4pm (Teams)
- October 1, 3pm – 4pm (Teams)
- November 18, 3pm – 4:30pm (rescheduled from Nov. 5)
- December 3, 3pm – 4:30pm (Teams)
- Recommendations to Sup. due mid-December

Action Items

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Resources

- [Minutes from WSS Meeting, September 10, 2025](#)
- [Minutes from WSS Meeting, October 1, 2025](#)
- [Board Policy 6010](#) - School Funding Model
- [Superintendent Procedure 6010SP](#) which establishes the School Model Funding Workgroup (aka WSS Committee)

Thank you!



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