

## 2021-2022 Personnel Allocation Formulae HCS Virtual

### Professional Staff

| Personnel Allocation                       | Formula   |
|--|---|
| Director                                   | 1.0 FTE @ 246 days  |
| Assistant Principal                        | Elementary = $\text{BEP} < 1000 = 1.0 \text{ FTE @ } 210 \text{ days}$<br>$\text{BEP} \geq 1000 = 2.0 \text{ FTE @ } 210 \text{ days}$<br><br>Middle = $\text{BEP} < 1000 = 1.0 \text{ FTE @ } 210 \text{ days}$<br>$\text{BEP} \geq 1000 = 2.0 \text{ FTE @ } 210 \text{ days}$<br><br>High = $\text{BEP} < 1000 = 1.0 \text{ FTE @ } 220 \text{ days}$<br>$\text{BEP} \geq 1000 = 2.0 \text{ FTE @ } 220 \text{ days}$  |
| Guidance Counselor                         | Elementary = $\text{BEP} < 1000 = 1.0 \text{ FTE @ } 190 \text{ days}$<br>$\text{BEP} \geq 1000 = 2.0 \text{ FTE @ } 190 \text{ days}$<br><br>Middle = $\text{BEP} < 1000 = 1.0 \text{ FTE @ } 190 \text{ days}$<br>$\text{BEP} \geq 1000 = 2.0 \text{ FTE @ } 190 \text{ days}$<br><br>High = $\text{BEP} \leq 500 = 1.0 \text{ FTE @ } 190 \text{ days}$<br>$500 < \text{BEP} < 1000 = 2.0 \text{ FTE @ } 190 \text{ days}$<br>$\text{BEP} \geq 1000 = 3.0 \text{ FTE @ } 190 \text{ days}$ |
| Kindergarten Teacher                       | 25:1 P/T ratio based on TEP @ 190 days  |
| Grades 1, 2, 3 Teacher                     | 25:1 P/T ratio based on TEP @ 190 days  |
| Grade 4, 5 Teacher                         | 30:1 P/T ratio based on TEP @ 190 days  |
| Grade 6,7,8 Teacher                        | 25:1 P/T ratio based on TEP @ 190 days  |
| Grade 9,10,11,12 Teacher                   | 30:1 P/T ratio based on TEP @ 190 days  |
| Exploratory Teachers – Elementary          | 1000:2 P/T ratio based on TEP @ 190 days  |
| Fine Arts Teacher (Art/Music) – Elementary | 1000:1 P/T ratio based on TEP @ 190 days  |
| Physical Education Teacher – Elementary    | 1000:1 P/T ratio based on TEP @ 190 days  |

### Support Staff

| Personnel Allocation   | Formula                    |
|------------------------|----------------------------|
| Clerk V – Data Quality | 1.0 FTE @ 220 days/7.5 HPD |
| Secretary I            | 1.0 FTE @ 190 days/7.5 HPD |
| Secretary II           | 1.0 FTE @ 240 days/7.5 HPD |

**BEP** - Budgeted Enrollment Projections (Projected student enrollment based on actual 45<sup>th</sup> day enrolled student populations of the current school year adjusted using a Modified Cohort – Survival Model)  
**BOEC** - Budgeted Enrollment on Campus (Total budgeted enrollment projections less adjustment populations).  
**TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations and HCS Virtual).  
**HPD** - Hours per day  
**FTE** - Full-time equivalency  
**P/T** - Pupil/Teacher ratio