

2021-2022 Personnel Allocation Formulae HCS Virtual

Professional Staff

Personnel Allocation	Formula
Director	1.0 FTE @ 246 days
Assistant Principal	Elementary = BEP < 1000 = 1.0 FTE @ 210 days BEP ≥ 1000 = 2.0 FTE @ 210 days Middle = BEP < 1000 = 1.0 FTE @ 210 days BEP ≥ 1000 = 2.0 FTE @ 210 days High = BEP < 1000 = 1.0 FTE @ 220 days BEP ≥ 1000 = 2.0 FTE @ 220 days
Guidance Counselor	Elementary = BEP < 1000 = 1.0 FTE @ 190 days BEP ≥ 1000 = 2.0 FTE @ 190 days Middle = BEP < 1000 = 1.0 FTE @ 190 days BEP ≥ 1000 = 2.0 FTE @ 190 days High = BEP ≤ 500 = 1.0 FTE @ 190 days 500 < BEP < 1000 = 2.0 FTE @ 190 days BEP ≥ 1000 = 3.0 FTE @ 190 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 45th day enrolled student populations of the current school year adjusted using a Modified Cohort – Survival Model)
- BEOC** - 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