

2021-2022 Personnel Allocation Formulae HCS Virtual

Professional Staff

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