

# 2023-2024 Personnel Allocation Formulae Grades K – 5 Schools

## Professional Staff

Personnel Allocation	Formula
Principal	1.0 FTE @ 246 days
Assistant Principal	BEP < 850 = 1.0 FTE @ 210 days BEP ≥ 850 = 2.0 FTE @ 210 days
Guidance Counselor	BEP < 750 = 1.0 FTE @ 190 days BEP ≥ 750 = 2.0 FTE @ 190 days
Instructional/Reading Coach	1.0 FTE @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	BEP < 1000 = 1.0 FTE @ 190 days BEP ≥ 1000 = 1.50 FTE @ 190 days
Kindergarten Teacher	25.5:1 P/T ratio based on TEP @ 190 days 27.5 <b>Maximum</b> Average Class Size
Grades 1, 2 Teacher	21.5:1 P/T ratio based on TEP @ 190 days 23.5 <b>Maximum</b> Average Class Size
Grade 3 Teacher	21.5:1 P/T ratio based on TEP @ 190 days 23.5 <b>Maximum</b> Average Class Size
Grade 4 Teacher	24.5:1 P/T ratio based on TEP @ 190 days 26.5 <b>Maximum</b> Average Class Size
Grade 5 Teacher	24.5:1 P/T ratio based on TEP @ 190 days 26.5 <b>Maximum</b> Average Class Size
Exploratory Teacher	BEOC 800 - 1099 = 1.0 FTE @ 190 days BEOC ≥ 1100 = 2.0 FTE @ 190 days
Fine Arts Teacher (Art/Music)	2.0 FTE @ 190 days
Physical Education Teacher	BEOC < 800 = 1.0 FTE @ 190 days BEOC ≥ 800 = 2.0 FTE @ 190 days
STEM Teacher	1.0 FTE @ 190 days

## Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7.0 HPD
Kindergarten Aide	1.0 FTE @ 185 days/7.0 HPD per kindergarten class
Media Specialist Aide	1.0 FTE @ 185 days/7.0 HPD
Clerk V – Data Quality	1.0 FTE @ 190 days/7.5 HPD
Bookkeeper III	1.0 FTE @ 240 days/7.5 HPD
Secretary I	BEP < 1000 = 1.0 FTE @ 190 days/7.5 HPD BEP ≥ 1000 = 2.0 FTE @ 190 days/7.5 HPD

### Rounding Parameters

0 to .499	Rounds to -0-
.50 +	Rounds to 1.0 fte

- 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)
- 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

## 2023-2024 Personnel Allocation Formulae Grades 5 – 6 Schools

### Professional Staff

Personnel Allocation	Formula
Principal	1.0 FTE @ 246 days
Assistant Principal	BEP < 1000 = 2.0 @ 210 days
	BEP ≥ 1000 = 3.0 @ 210 days
Guidance Counselor	BEP ≤ 600 = 1.0 @ 205 days
Staffing will be adjusted to maintain an average 300:1 ratio	BEP > 600 = 1.0 @ 205 days
	1.0 @ 190 days
Instructional Coach	1.0 FTE @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	BEP < 1000 = 1.0 FTE @ 190 days
	BEP ≥ 1000 = 1.50 FTE @ 190 days
Grade 5 Teachers	24.5:1 P/T ratio based on TEP @ 190 days 26.5 <b>Maximum</b> Average Class Size
Grade 6 Teachers	21.5 Average Class Size: TEP @ 190 days (16.125:1)
Fine Arts Teacher (Art/Music)	2.0 FTE @ 190 days
Physical Education Teacher	1.0 FTE @ 190 days
STEM Teacher	1.0 FTE @ 190 days

### Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7.0 HPD
Media Specialist Aide	1.0 FTE @ 185 days/7.0 HPD
Bookkeeper III	1.0 FTE @ 240 days/7.5 HPD
Clerk V – Data Quality	1.0 FTE @ 205 days/7.5 HPD
Secretary I	BEP ≥ 1000 = 1.0 FTE @ 190 days/7.5 HPD
Secretary II	1.0 FTE @ 200 days/7.5 HPD
Technical Support Assistant	1.0 FTE @ 200 days/7.5 HPD

### Rounding Parameters

K-5 Rounding Parameters apply to 5<sup>th</sup> Grade  
6-8 Rounding Parameters apply to 6<sup>th</sup> Grade

**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

# 2023-2024 Personnel Allocation Formulae Grades 6 - 8 Schools (Except GSFMS)

## Professional Staff

Personnel Allocation	Formula
Principal	1.0 FTE @ 246 days
Assistant Principal	BEP < 1000 = 2.0 @ 210 days BEP ≥ 1000 = 3.0 @ 210 days
Guidance Counselor	BEP ≤ 600 = 1.0 @ 205 days BEP > 600 = 1.0 @ 205 days 1.0 @ 190 days
Staffing will be adjusted to maintain an average 300:1 ratio	
Instructional Coach	1.0 FTE @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	BEP < 1000 = 1.0 FTE @ 190 days BEP ≥ 1000 = 1.50 FTE @ 190 days
Grades 6, 7, 8 Teachers	25.25 Average Class Size: TEP @ 190 days (20.20:1)

## Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7.0 HPD
Media Specialist Aide	1.0 FTE @ 185 days/7.0 HPD
Bookkeeper III	1.0 FTE @ 240 days/7.5 HPD
Clerk V – Data Quality	1.0 FTE @ 205 days/7.5 HPD
Secretary I	BEP ≥ 1000 = 1.0 FTE @ 190 days/7.5 HPD
Secretary II	1.0 FTE @ 200 days/7.5 HPD
Technical Support Assistant	1.0 FTE @ 200 days/7.5 HPD

### Rounding Parameters

0 to .399	Rounds to –0–
.4 to .699	Rounds to .5 FTE
.7+	Rounds to 1.0 FTE

**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)

**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

# 2023-2024 Personnel Allocation Formulae

## Grades 9 - 12 Schools

### (Includes GSFMS)

#### Professional Staff

Personnel Allocation	Formula
Principal	1.0 FTE @ 246 days
Assistant Principal	$BEP < 1000 = 2.0 @ 220 \text{ days}$ $1000 \leq BEOC < 1500 = 3.0 @ 220 \text{ days}$ $1500 \leq BEOC < 1750 = 4.0 @ 220 \text{ days}$ $1750 \leq BEOC < 2000 = 5.0 @ 220 \text{ days}$ $2000 \leq BEOC < 2250 = 6.0 @ 220 \text{ days}$ $2250 \leq BEOC < 2500 = 7.0 @ 220 \text{ days}$ $2500 \leq BEOC = 8.0 @ 220 \text{ days}$
Guidance Counselor	$BEP 401 - 800 = 1.0 @ 220 \text{ days}$ $1.0 @ 195 \text{ days}$ $BEP 801 - 1200 = 1.0 @ 220 \text{ days}$ $1.0 @ 195 \text{ days}$ $1.0 @ 190 \text{ days}$
Staffing will be adjusted to maintain an average 300:1 ratio	$BEP 1201 - 1600 = 1.0 @ 220 \text{ days}$ $1.0 @ 195 \text{ days}$ $2.0 @ 190 \text{ days}$ $BEP 1601 - 2000 = 1.0 @ 220 \text{ days}$ $1.0 @ 195 \text{ days}$ $3.0 @ 190 \text{ days}$ $BEP 2001 - 2400 = 1.0 @ 220 \text{ days}$ $1.0 @ 195 \text{ days}$ $4.0 @ 190 \text{ days}$
Instructional Coach	1.0 FTE @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	$BEP < 1000 = 1.0 \text{ FTE @ } 190 \text{ days}$ $BEP 1000 - 2000 = 1.50 \text{ FTE @ } 190 \text{ days}$ $BEP \geq 2000 = 2.0 \text{ FTE @ } 190 \text{ days}$
Grades 9, 10, 11, 12 Teachers	$26.5 \text{ Average Class Size: } TEP > 750 @ 190 \text{ day } (19.875:1)$ $24.5 \text{ Average Class Size: } 600 < TEP < 750 @ 190 \text{ days } (18.375:1)$ $23.5 \text{ Average Class Size: } 500 < TEP < 600 @ 190 \text{ days } (17.625:1)$ $21.5 \text{ Average Class Size: } TEP < 500 @ 190 \text{ days } (16.125:1)$
Athletic Director	.5 FTE @ 220 days
Athletic Trainer	1.0 FTE @ 190 days Schools $\geq 3A = 2.0 \text{ FTE @ } 220 \text{ days}$ Schools $\geq 5A = 3.0 \text{ FTE @ } 220 \text{ days}$

- 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)
- 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

# 2023-2024 Personnel Allocation Formulae Grades 9 – 12 Schools (continued) (Includes GSFMS)

## Professional Staff (cont'd)

GSF (Grade 6-12) Teachers	21.5 Average Class Size @ 190 days <span style="float: right;">(16.125:1)</span>
GSF Instructional Coach	2.0 FTE @ 190 days (High / Middle)

## Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7.0 HPD
Aide – Instructional	1.0 FTE @ 185 days/7.0 HPD
Bookkeeper IV	1.0 FTE @ 240 days/7.5 HPD
Clerk V – Data Quality	1.0 FTE @ 220 days/7.5 HPD
High School Registrar	$BEP \geq 1250 = 1.0 @ 240 \text{ days/7.5 HPD}$
Media Specialist Aide	1.0 FTE @ 185 days/7.0 HPD
Secretary I – Guidance	1.0 FTE @ 190 days/7.5 HPD
Secretary I	$BEOC \leq 1000 = 1.0 \text{ FTE @ } 190 \text{ days/7.5 HPD}$ $BEOC 1001 - 1300 = 2.0 \text{ FTEs @ } 190 \text{ days/7.5 HPD}$ $BEOC > 1300 = 3.0 \text{ FTEs @ } 190 \text{ days/7.5 HPD}$
Secretary II	$BEOC \leq 1000 = 1.0 \text{ FTE @ } 190 \text{ days/7.5 HPD}$ $BEOC 1001 - 1999 = 1.0 \text{ FTE @ } 240 \text{ days/7.5 HPD}$ $BEOC \geq 2000 = 2.0 \text{ FTE @ } 240 \text{ days/7.5 HPD}$
Technical Support Assistant	1.0 FTE @ 200 days/7.5 HPD

### Rounding Parameters

0 to .399	Rounds to -0-
.4 to .699	Rounds to .5 FTE
.7+	Rounds to 1.0 FTE

### High Schools only:

**TEP - Teaching Enrollment Projections** (Total Budgeted enrollment less special education self contained, Connect, Scholars, Early College Students, Academy Students, & Early Dismissals)

Teaching Allocations have been adjusted for the following:

- .50 fte Athletic Director at 220 days
- 1.0 fte for Band Director at 220 days
- 1.0 fte for Ag Teacher at 246 days
- 1.0-1.50 fte for ROTC Instructors at 246 days
- 1.0 fte for Head Football Coach 220 days

- 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)
- 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

# 2023-2024 Personnel Allocation Formulae

## Academies

### Professional Staff

Personnel Allocation	Formula
Principal	1.0 FTE @ 246 days
Assistant Principal	1.0 FTE @ 220 days
Guidance Counselor	2.0 FTE @ 220 days
Instructional Coach	1.0 FTE @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	BEOC < 1000 = 1.0 FTE @ 190 days BEOC ≥ 1000 = 1.50 FTE @ 190 days
Teachers – Majors	1.0 FTE @ 190 days per approved Major
Teachers – Non Majors	21.5 : 1 @ 190 days

### Support Staff

Personnel Allocation	Formula
Clerk V – Data Quality	1.0 FTE @ 190 days/7.5 HPD
Bookkeeper II	1.0 FTE @ 240 days/7.5 HPD
ISS Aide	1.0 FTE @ 180 days/7.0 HPD
Media Specialist Aide	1.0 FTE @ 185 days/7.0 HPD
Secretary I	1.0 FTE @ 190 days/7.5 HPD
Secretary II	1.0 FTE @ 240 days/7.5 HPD
Technical Support Assistant	1.0 FTE @ 200 days/7.5 HPD

### Rounding Parameters

0 to .399	Rounds to -0-
.4 to .699	Rounds to .5 FTE
.7+	Rounds to 1.0 FTE

- 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)
- 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

# 2023-2024 Personnel Allocation Formulae

## Early College

### Professional Staff

Personnel Allocation	Formula
Principal	1.0 FTE @ 246 days
Assistant Principal	1.0 FTE @ 220 days
Guidance Counselor	1.0 FTE @ 210 days
Instructional Coach	1.0 FTE @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	BEOC < 1000 = 1.0 FTE @ 190 days BEOC ≥ 1000 = 1.50 FTE @ 190 days
Teachers	21.5 Average Class Size @ 190 days (16.125:1)

### Support Staff

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

### Rounding Parameters

0 to .399	Rounds to -0-
.4 to .699	Rounds to .5 FTE
.7+	Rounds to 1.0 FTE

- 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)
- 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

# 2023-2024 Personnel Allocation Formulae

## Scholars Academy

### Professional Staff

Personnel Allocation	Formula
Principal I	1.0 FTE @ 246 days
Guidance Counselor	1.0 FTE @ 210 days
Instructional Coach	.5 FTE @ 190 days
Teachers	21.5 Average Class Size @ 190 days (16.125:1)

### Support Staff

Personnel Allocation	Formula
Aide – Instructional	1.0 FTE @ 185 days/7 HPD
Bookkeeper II	1.0 FTE @ 240 days/7.5 HPD
Secretary I	1.0 FTE @ 190 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)
- 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