

# 2014-2015 Personnel Allocation Formulae Grades K – 5 Schools

## Professional Staff

Personnel Allocation	Formula
Assistant Principal	BEP < 850      1.0 FTE @ 210 days BEP 850 – 1099   1.0 FTE @ 210 days .5 FTE @ 210 days BEP ≥ 1100      1.0 FTE @ 210 days 1.0 FTE @ 210 days
Guidance Counselor	BEP < 750      = 1.0 FTE @ 190 days BEP 750 – 999   = 1.5 FTE @ 190 days BEP 1000+      = 2.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	1.0 FTE @ 190 days
Instructional Coach	BEP < 750      = 1.0 FTE @ 190 days BEP 750 – 999   = 1.5 FTE @ 190 days BEP 1000+      = 2.0 FTE @ 190 days
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
Fine Arts Teacher	BEP < 800      = 2.0 FTE @ 190 days BEP 800 - 1099 = 3.0 FTE @ 190 days BEP 1100+      = 4.0 FTE @ 190 days
Physical Education Teacher	BEP < 800      = 1.0 FTE @ 190 days BEP 800 - 1099 = 1.5 FTE @ 190 days BEP 1100+      = 2.0 FTE @ 190 days
Kindergarten Teacher	25.5:1 P/T ratio based on TEP @ 190 days 27.5 <b>Maximum</b> Average Class Size

## Support Staff

Personnel Allocation	Formula
ISS Aide	BEP ≥ 500      = 1.0 FTE @ 180 days/7 HPD
Kindergarten Aide	1.0 FTE @ 185 days/7 HPD per kindergarten class

**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)  
**TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations).  
**HPD** - Hours per day  
**FTE** - Full-time equivalency  
**P/T** - Pupil/Teacher ratio

## 2014-2015 Personnel Allocation Formulae Grades K – 5 Schools (Continued)

### Support Staff

Technology Aide	BEP < 800 = 1.0 FTE @ 185 days/7 HPD BEP 800 - 1099 = 1.5 FTE @ 185 days/7 HPD BEP 1100+ = 2.0 FTE @ 185 days/7 HPD
Media Specialist Aide	1.0 FTE @ 185 days/7 HPD
Clerk V – Data Quality	1.0 FTE @ 190 days/7.5 HPD
Bookkeeper III	BEP > 500 = 1.0 FTE @ 240 days/7.5 HPD
Secretary I	BEP > 500 but < 1000 = 1.0 FTE @ 190 days/7.5 HPD BEP ≥ 1000 = 2.0 FTE @ 190 days/7.5 HPD
Day Porter (only for those schools choosing privatized custodial services)	1.0 FTE @ 240 days/8.0 HPD
Staff Custodian (only for those schools choosing privatized custodial services)	BEP ≥ 1000 = 1.0 FTE @ 190 days/8.0 HPD

### Rounding Parameters

0 to .499  
.5+

Rounds to –0–  
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)  
**TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations).  
**HPD** - Hours per day  
**FTE** - Full-time equivalency  
**P/T** - Pupil/Teacher ratio

# 2014-2015 Personnel Allocation Formulae Grades 6 - 8 Schools (Except GSFMS)

## Professional Staff

Personnel Allocation	Formula
Assistant Principal	$\text{BEP} < 1000 = 2.0 @ 210 \text{ days}$ $\text{BEP} \geq 1000 = 3.0 @ 210 \text{ days}$
Guidance Counselor  <i>A combination of Guidance Counselors and Career Development Facilitators will be utilized to maintain an average 300:1 ratio</i>	$\text{BEP} \leq 600 = 1.0 @ 205 \text{ days}$ $\text{BEP} > 600 = 1.0 @ 205 \text{ days}$ $1.0 @ 190 \text{ days}$
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	1.0 FTE @ 190 days
Instructional Coach	1.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Grades 6, 7, 8 Teachers	<del>25.25 Average Class Size: TEP @ 190 days</del> <b>27.25 Average Class Size: TEP @ 190 days</b>

## Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7 HPD
Media Specialist Aide	1.0 FTE @ 185 days/7 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	$\text{BEP} \geq 1000 = 1.0 \text{ FTE @ } 190 \text{ days/7.5 HPD}$
Secretary II	1.0 FTE @ 200 days/7.5 HPD
Day Porter (only for those schools choosing privatized custodial services)	1.0 FTE @ 240 days/8.0 HPD
Staff Custodian (only for those schools choosing privatized custodial services)	$\text{BEP} \geq 1000 = 1.0 \text{ FTE @ } 190 \text{ days/8.0 HPD}$

### 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)  
**TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations).  
**HPD** - Hours per day  
**FTE** - Full-time equivalency  
**P/T** - Pupil/Teacher ratio

# 2014-2015 Personnel Allocation Formulae Grades 9 - 12 Schools (Includes GSFMS)

## Professional Staff

Personnel Allocation	Formula
Assistant Principal	$BEP < 1000$ 2.0 @ 220 days $1000 \leq BEP < 1750$ 3.0 @ 220 days $1750 \leq BEP < 2000$ 4.0 @ 220 days $BEP \geq 2000$ 5.0 @ 220 days
Guidance Counselor  A combination of Guidance Counselors and Career Development Facilitators will be utilized to maintain an average 300:1 ratio	$BEP 401 - 800$ = 1.0 @ 220 days 1.0 @ 195 days $BEP 801 - 1200$ = 1.0 @ 220 days 1.0 @ 195 days 1.0 @ 190 days $BEP 1201 - 1600$ = 1.0 @ 220 days 1.0 @ 195 days 2.0 @ 190 days $BEP 1601 - 2000$ = 1.0 @ 220 days 1.0 @ 195 days 3.0 @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	1.0 FTE @ 190 days
Instructional Coach	1.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Grades 9, 10, 11, 12 Teachers	26.5 Average Class Size: $TEP > 750$ @ 190 days 24.5 Average Class Size: $600 < TEP < 750$ @ 190 days 23.5 Average Class Size: $500 < TEP < 600$ @ 190 days 21.5 Average Class Size: $TEP < 500$ @ 190 days
Athletic Director	.5 FTE @ 220 days
Athletic Trainer	.5 FTE @ 190 days
<del>GSF (Grade 6-12) Teachers</del> GSF (Grade 9-12) Teachers GSF (Grade 6-8) Teachers	<del>21.5 Average Class Size @ 190 days</del> 21.5 Average Class Size @ 190 days 23.5 Average Class Size @ 190 days

### High Schools only:

TEP - Teaching Enrollment Projections (Total Budgeted enrollment less special education self contained and 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

- 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)
- TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

## 2014-2015 Personnel Allocation Formulae Grades 9 – 12 Schools (continued)

### Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7 HPD
Aide – Instructional	1.0 FTE @ 185 days/7 HPD
Media Specialist Aide	1.0 FTE @ 185 days/7 HPD
Bookkeeper IV	1.0 FTE @ 240 days/7.5 HPD
Clerk V – Data Quality	1.0 FTE @ 220 days/7.5 HPD
Secretary I – Guidance	1.0 FTE @ 190 days/7.5 HPD
Secretary I	$BEP \leq 1000$ = 1.0 FTE @ 190 days/7.5 HPD $BEP 1001 - 1300$ = 2.0 FTEs @ 190 days/7.5 HPD $BEP > 1300$ = 3.0 FTEs @ 190 days/7.5 HPD
Secretary II	$BEP \leq 1000$ = 1.0 FTE @ 190 days/7.5 HPD $BEP > 1000$ = 1.0 FTE @ 240 days/7.5 HPD
Day Porter (only for those schools choosing privatized custodial services)	1.0 FTE @ 240 days/8.0 HPD
Staff Custodian (only for those schools choosing privatized custodial services)	$BEP \geq 1000$ = 1.0 FTE @ 190 days/8.0 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 and Connect, Scholars, Early College Students, Academy Students, & Early Dismissals)

- 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)
- TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

# 2014-2015 Personnel Allocation Formulae Academies

## Professional Staff

Personnel Allocation	Formula
Assistant Principal	1.0 FTE @ 220 days
Guidance Counselor	1.0 FTE @ 220 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	1.0 FTE @ 190 days
Instructional Coach	1.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Teachers (includes Scholars Academy & Early College)	23.5 Average Class Size: TEP > 501 @ 190 days 21.5 Average Class Size: TEP < 500 @ 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
Secretary I	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)  
**TEP** - Teaching Enrollment Projections (Total budgeted enrollment projections less special education self-contained populations).  
**HPD** - Hours per day  
**FTE** - Full-time equivalency  
**P/T** - Pupil/Teacher ratio