

2018-2019 Personnel Allocation Formulae Grades K – 5 Schools

Professional Staff

Personnel Allocation	Formula
Assistant Principal	BEOC < 850 1.0 FTE @ 210 days
	BEOC 850 – 1099 1.0 FTE @ 210 days .5 FTE @ 210 days
	BEOC ≥ 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	BEOC < 1000 = 1.0 FTE @ 190 days
	BEOC ≥ 1000 = 1.50 FTE @ 190 days
Instructional Coach	BEOC < 750 = 1.0 FTE @ 190 days
	BEOC 750 – 999 = 1.5 FTE @ 190 days
	BEOC 1000+ = 2.0 FTE @ 190 days
Grades 1, 2 Teacher	21.5:1 P/T ratio based on TEP @ 190 days 23.5 Maximum Average Class Size
Grade 3 Teacher	21.5:1 P/T ratio based on TEP @ 190 days 23.5 Maximum Average Class Size
Grade 4 Teacher	24.5:1 P/T ratio based on TEP @ 190 days 26.5 Maximum Average Class Size
Grade 5 Teacher	24.5:1 P/T ratio based on TEP @ 190 days 26.5 Maximum Average Class Size
Fine Arts Teacher	BEOC < 800 = 2.0 FTE @ 190 days
	BEOC 800 - 1099 = 3.0 FTE @ 190 days
	BEOC 1100+ = 4.0 FTE @ 190 days
Physical Education Teacher	BEOC < 800 = 1.0 FTE @ 190 days
	BEOC 800 - 1099 = 1.5 FTE @ 190 days
	BEOC 1100+ = 2.0 FTE @ 190 days
Kindergarten Teacher	25.5:1 P/T ratio based on TEP @ 190 days 27.5 Maximum Average Class Size

- 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

2018-2019 Personnel Allocation Formulae Grades K – 5 Schools (Continued)

Support Staff

Personnel Allocation	Formula
ISS Aide	1.0 FTE @ 180 days/7 HPD
Kindergarten Aide	1.0 FTE @ 185 days/7 HPD per kindergarten class
Technology Aide	BEOC < 800 = 1.0 FTE @ 185 days/7 HPD BEOC 800 - 1099 = 1.5 FTE @ 185 days/7 HPD BEOC 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	1.0 FTE @ 240 days/7.5 HPD
Secretary I	BEOC < 1000 = 1.0 FTE @ 190 days/7.5 HPD BEOC ≥ 1000 = 2.0 FTE @ 190 days/7.5 HPD

Rounding Parameters

0 to .499
.5+

Rounds to –0-
Rounds to 1.0 FTE

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- 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

2018-2019 Personnel Allocation Formulae Grades 5 – 6 Schools

Professional Staff

Personnel Allocation	Formula
Assistant Principal	BEOC < 1000 = 2.0 @ 210 days BEOC ≥ 1000 = 3.0 @ 210 days
Guidance Counselor A combination of Guidance Counselors and Career Development Facilitators will be utilized to maintain an average 300:1 ratio	BEP ≤ 600 = 1.0 @ 205 days BEP > 600 = 1.0 @ 205 days 1.0 @ 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
Instructional Coach	2.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Grade 5 Teachers	24.5:1 P/T ratio based on TEP @ 190 days 26.5 Maximum Average Class Size
Grade 6 Teachers	21.5 Average Class Size: TEP @ 190 days
Fine Arts Teacher	2.0 FTE @ 190 days
Physical Education Teacher	1.0 FTE @ 190 days

Support Staff

Personnel Allocation	Formula
Technology Aide	1.0 FTE @ 185 days/7 HPD
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	BEOC ≥ 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 5th Grade
6-8 Rounding Parameters apply to 6th Grade

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- 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

**2018-2019 Personnel Allocation Formulae
Grades 6 - 8 Schools
(Except GSFMS)**

Professional Staff

Personnel Allocation	Formula
Assistant Principal	BEOC < 1000 = 2.0 @ 210 days
	BEOC ≥ 1000 = 3.0 @ 210 days
Guidance Counselor A combination of Guidance Counselors and Career Development Facilitators will be utilized to maintain an average 300:1 ratio	BEP ≤ 600 = 1.0 @ 205 days BEP > 600 = 1.0 @ 205 days 1.0 @ 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
Instructional Coach	1.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Grades 6, 7, 8 Teachers	25.25 Average Class Size: TEP @ 190 days

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	BEOC ≥ 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 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

**2018-2019 Personnel Allocation Formulae
Grades 9 - 12 Schools
(Includes GSFMS)**

Professional Staff

Personnel Allocation	Formula
Assistant Principal	BEOC < 1000 2.0 @ 220 days
	$1000 \leq \text{BEOC} < 1500$ 3.0 @ 220 days
	$1500 \leq \text{BEOC} < 1750$ 4.0 @ 220 days
	$1750 \leq \text{BEOC} < 2000$ 5.0 @ 220 days
	$2000 \leq \text{BEOC} < 2250$ 6.0 @ 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
	BEP 2001 – 2400 = 1.0 @ 220 days 1.0 @ 195 days 4.0 @ 190 days
Media Specialist	1.0 FTE @ 190 days
Registered or Licensed Practical Nurse	BEOC < 1000 = 1.0 FTE @ 190 days
	BEOC \geq 1000 = 1.50 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
GSF (Grade 6-12) Teachers	21.5 Average Class Size @ 190 days
GSF Instructional Coach	2.0 FTE @ 190 days (High / Middle)

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).

HPD - Hours per day

FTE - Full-time equivalency

P/T - Pupil/Teacher ratio

2018-2019 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	$BEOC \leq 1000 = 1.0 \text{ FTE @ } 190 \text{ days/7.5 HPD}$ $BEOC 1001 - 1300 = 2.0 \text{ FTEs @ } 190 \text{ days/7.5 HPD}$ $BEOC > 1300 = 3.0 \text{ FTEs @ } 190 \text{ days/7.5 HPD}$
Secretary II	$BEOC \leq 1000 = 1.0 \text{ FTE @ } 190 \text{ days/7.5 HPD}$ $BEOC > 1000 = 1.0 \text{ FTE @ } 240 \text{ days/7.5 HPD}$
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 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
- 1.0 fte for Head Football Coach 220 days

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- 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

2018-2019 Personnel Allocation Formulae Academies

Professional Staff

Personnel Allocation	Formula
Assistant Principal	1.0 FTE @ 220 days
Guidance Counselor	2.0 FTE @ 220 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
Instructional Coach	1.0 FTE @ 190 days
Principal	1.0 FTE @ 246 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 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 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

2018-2019 Personnel Allocation Formulae Early College

Professional Staff

Personnel Allocation	Formula
Assistant Principal	1.0 FTE @ 220 days
Guidance Counselor	1.0 FTE @ 210 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
Instructional Coach	1.0 FTE @ 190 days
Principal	1.0 FTE @ 246 days
Teachers	21.5 Average Class Size @ 190 days

Support Staff

Personnel Allocation	Formula
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 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio

2018-2019 Personnel Allocation Formulae Scholars Academy

Professional Staff

Personnel Allocation	Formula
Guidance Counselor	1.0 FTE @ 190 days
Program Administrator	1.0 FTE @ 246 days
Teachers	21.5 Average Class Size @ 190 days

Support Staff

Personnel Allocation	Formula
Secretary II	1.0 FTE @ 240 days/7.5 HPD
Aide – Instructional	1.0 FTE @ 185 days/7 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).
- HPD** - Hours per day
- FTE** - Full-time equivalency
- P/T** - Pupil/Teacher ratio