



David L. Owens
Superintendent of Schools


SCHOOL DISTRICT OF CLAY COUNTY

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To: School Board Members

From: David L. Owens, Superintendent of Schools 

Cc: Ben H. Wortham, Deputy Superintendent

RE: **2006-2007 STAFF ALLOCATIONS**

Date: February 10, 2006

Enclosed are staff allocations I am recommending, at this time, for 2006-2007. Included are allocations for supplements, administrative, instructional and support positions. Some grant-supported (state and federal) positions will not be recommended until authorization of funds have been received for 2006-2007 (April – July). However, School Food Service allocations are included.

The attached “Guidelines for Staffing Instructional Programs” have been observed in determining the number of instructional staff (teachers and assistants).

DLO:BHW:lc

GUIDELINES FOR STAFFING INSTRUCTIONAL PROGRAMS

The recommended number of teachers (Basic, ESE, Career & Technical, Dropout Prevention, ESOL), counselors and media specialists are based on the following pupil:teacher ratios and fall within the standards of the Southern Association of Colleges and Schools and Class Size Reduction requirements.

Elementary: 18.0 (K-3); 22.0 (4-6)

Secondary: 22.0 (7-8); 25.0 (9-12)

Applied Technology: A ratio of 25.0 unweighted FTE was used to determine necessary teachers

Exceptional Student Education: A ratio of 1:18-25 unweighted FTE was applied. The ratio varies by school type (Elementary/Secondary) and ESE program.

Dropout Prevention: Effective average ratio of 1 to 15-18. This range is to allow For staffing to meet school needs based upon the type of program delivery model(s) utilized by individual schools.

STAFF ALLOCATION PROCEDURES

The allocation of instructional staff is based upon and follows enrollment and FTE projections by each school.

The Board approved ratios:

Elementary

18.0 in grades kindergarten through third.

22.0 in grades four through six.

Secondary

22.0 in grades seven and eight.

25.0 in grades nine through twelve.

Every effort is made to keep the grade span average (K-3, 4-8, 9-12) within the Class Size Reduction requirements and standards of the Southern Association of Colleges and Schools. Classroom assistants could be allocated if classrooms are not available.

RE-ALLCATION OF STAFF

Based on scheduled class size reports and principals' requests during the school year, staff is reallocated. Upon the receipt of accurate data, program directors apply the Board approved ratios to the new FTE totals and if adjustments are needed, the allocation recommendation(s) are forwarded to the Superintendent and School Board.

**TOTAL STAFF ALLOCATION SUMMARY
INCREASE IN OPERATING FUNDS ONLY
2006-2007**

School	Basic		ESE		DOP	Custodian	Vocational	Counselor	Admin.	LPN/RN	Support/ Clerical	Tech./ Media	Bus Drvr./ Monitor
	Teachers	Aides	Teachers	Aides									
Elementary Schools	-2.0	-8.6	+5.0	+15.6	0.0	+1.0	0.0	0.0	+1.0	+1.7	+1.0	+1.0	0.0
Secondary Schools	+54.8	+1.6	+26.0	+12.0	+1.0	+15.0	+4.2	+2.0	+1.0	+1.0	+1.0	+1.0	0.0
County Wide	+2.4	0.0	+2.1	0.0	0.0	0.0	0.0	+2.0	0.0	-1.0	0.0	0.0	+30/8
TOTAL	+55.2	-7.0	+33.1	+27.6	+1.0	+16.0	+4.2	+4.0	+2.0	+1.7	+2.0	+2.0	+30/8

ELEMENTARY ALLOCATIONS – Operating Funds Only - 2006-2007

School	Basic		ESE		Coun.	DOP <i>Teachers</i>	LPN/RN	Clerical	Admin.	Custodian	Tech/ Media
	<i>Teachers</i>	<i>Aides</i>	<i>Teachers</i>	<i>Aides</i>							
AES	-2.0	-8.6	-1.0	0.0	0.0	0.0	0.0	-1.0	0.0	0.0	0.0
CEB	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CGE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	+1.0	+1.0	+1.0
CHE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
DIS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FIE	0.0	0.0	0.0	+1.8	0.0	0.0	+0.7	0.0	0.0	0.0	0.0
GPE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
KHE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LAE	+1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MRE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MBE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MCE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OPE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PES	-1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ROE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
RVE	0.0	0.0	+3.0	+7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SPC	+1.0	0.0	-2.0	-3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SBJ	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TBE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TES	-1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WEC	0.0	0.0	+5.0	+9.8	0.0	0.0	+1.0	0.0	0.0	0.0	0.0
WES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	-2.0	-8.6	+5.0	+15.6	0.0	0.0	+1.7	+1.0	+1.0	+1.0	+1.0

SECONDARY ALLOCATIONS – Operating Funds Only

2006-2007

School	Basic		ESE		Voc.	DOP	Coun- sellers	Custo- dians	Admin.	Clerical	Tech/ Media	LPN
	Teachers	Aides	Teachers	Aides								
BLC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CHS	+3.0	0.0	+4.0	+4.0	+0.6	0.0	0.0	+1.0	0.0	0.0	0.0	0.0
FIH	+12.0	0.0	0.0	+1.0	+1.0	0.0	0.0	+3.0	0.0	0.0	0.0	0.0
KHH	0.0	0.0	+2.0	+1.0	+0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MHS	+12.0	0.0	+1.0	0.0	+0.2	0.0	+1.0	+1.0	0.0	0.0	0.0	0.0
OPH	+6.0	0.0	+8.0	+6.0	+0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
RHS	0.0	0.0	+2.0	0.0	-0.2	0.0	0.0	+1.0	0.0	0.0	0.0	0.0
GCSJH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LAJH	0.0	0.0	0.0	+7.0	+1.0	0.0	0.0	+1.0	0.0	0.0	0.0	0.0
LJH	+1.0	0.0	+2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OPJH	-12.0	0.0	-2.0	0.0	-1.0	0.0	0.0	0.0	-1.0	-1.0	0.0	0.0
WJH	-0.2	0.0	0.0	0.0	-0.8	0.0	-1.0	0.0	0.0	-1.0	0.0	0.0
OLS	+33.0	+1.6	+9.0	0.0	+3.0	+1.0	+2.0	+8.0	+2.0	+3.0	+1.0	+1.0
FYCA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	+54.8	+1.6	+26.0	+12.0	+4.2	+1.0	+2.0	+15.0	+1.0	+1.0	+1.0	+1.0