

FY19 Personnel Resource Allocation Formulas Elementary Schools

POSITION	ALLOCATION	COMMENTS
Principal	1 per school	12 months
Assistant Principal	1 – 1,999 students = 1.0 assistant principal 1,200+ students = 2.0 assistant principals	206 duty days
Regular Teachers K-3 Regular Teachers 4-5	1 teacher per 18 students 1 teacher per 22 students (roundup based on FRL %; .25 or .01)	196 duty days
SAI Teacher	1 per school	196 duty days
Art, Music and P.E. Teacher	1 – 598 = 3.0 teachers 599 – 773 = 3.5 teachers 774 – 890 = 4.0 teachers 891 – 1,010 = 4.5 teachers 1,011 – 1,130 = 5.0 teachers 1,131 – 1,250 = 5.5 teachers 1,251 – 1,370 = 6.0 teachers 1,371 – 1,490 = 6.5 teachers 1,491 – 9,999 = 7.0 teachers	196 duty days
Guidance Counselors	1 per school	196 duty days
Media Specialist	1 per school	196 duty days
School Secretary	1 per school	12 months
School Treasurer	1 per school	206 duty days
Data Processor	1 per school	216 duty days
Attendance Clerk	501+ students = 1.0 attendance clerk	182 duty days 6 hours per day
School Secretarial Clerks	1,001 – 1,250 students = 1 school secretary clerk 1,251+ students = 2 school secretary clerks	206 duty days
Media Clerks	751+ students = 1.0 media clerk	190 duty days
Custodians, including Custodial Foreperson	Formulas as developed	12 months
Instructional Technical Support Assistant	1 per school	206 duty days

FY19 Personnel Resource Allocation Formulas Middle Schools

POSITION	ALLOCATION	COMMENTS
Principal	1 per school	12 months
Assistant Principal	1 – 650 students = 1.0 assistant principal 651 – 1,199 students = 2.0 assistant principals 1,200+ students = 3.0 assistant principals*	Up to 2 units @ 216 duty days - the third unit @ 206 duty days
Regular Teachers	1 teacher per 21.35 students (roundup based on FRL %; .50 or .01)	196 duty days
Guidance Counselors	1 – 650 students = 1.0 counselor 651 – 1,300 students = 2.0 counselors 1,301+ students = 3.0 counselors	196 duty days
Media Specialist	1 per school	196 duty days
School Secretary	1 per school	12 months
School Treasurer	1 per school	226 duty days
Data Processors	1 – 1,750 students = 1.0 data processor 1,751+ students = 2.0 data processors	216 duty days
Attendance Clerk	1 per school	182 duty days 6 hours per day
School Secretarial Clerks	1 – 500 students = 1 school secretary clerk 501 – 750 students = 2 school secretary clerks 751 – 1,250 students = 3 school secretary clerks 1,251 – 1,750 students = 4 school secretary clerks 1,751 – 2,250 students = 5 school secretary clerks	206 duty days
Media Clerks	751 – 1,750 students = 1.0 media clerk 1,751+ students = 2.0 media clerks	190 duty days
Custodians, including Custodial Foreperson	Formulas as developed	12 months
School Police Officer	1 per school	216 duty days
Secondary Tech Supp Tech	1 per school	216 duty days
In School Suspension	180 substitute days	

*Middle schools with less than 1,200 students, but a high percentage (>60% for FY19) of students receiving Free or Reduced Lunch may also earn the third assistant principal position. Free/reduced lunch enrollment is based on February 2018 Title I date certain data.

FY19 Personnel Resource Allocation Formulas High Schools

POSITION	ALLOCATION	COMMENTS
Principal	1 per school	12 months
Assistant Principal	1 – 1,000 students = 2 assistant principals 1,001 – 1,800 students = 3 assistant principals 1,801 – 2,600 students = 4 assistant principals 2,601 – 3,400 students = 5 assistant principals 3,401+ students = 6 assistant principals	Three units @ 226 duty days - the additional units @ 206 duty days
Regular Teachers	1 teacher per 25 students (roundup based on FRL %; .50 or .01)	196 duty days
Guidance Counselors	1 – 555 students = 1.0 counselor 556 – 925 students = 2.0 counselors 926 – 1,295 students = 3.0 counselors 1,296 – 1,665 students = 4.0 counselors 1,666 – 2,035 students = 5.0 counselors 2,036+ students = 6.0 counselors	196 duty days
Media Specialist	1 – 1,000 students = 1.0 media specialist 1,001+ students = 2.0 media specialists	196 duty days
School Secretary	1 per school	12 months
School Treasurer	1 per school	12 months
Data Processors	1 – 1,750 students = 1.0 data processor 1,751 – 3,250 students = 2.0 data processors 3,251 – 4,750 students = 3.0 data processors	1 unit @ 12 mos. Additional units at 206 duty days
School Secretarial Clerks	1 – 1,306 students = 1 school secretary clerk 1,307 – 1,469 students = 2 school secretary clerks 1,470 – 1,632 students = 3 school secretary clerks 1,633 – 1,958 students = 4 school secretary clerks 1,959 – 2,284 students = 5 school secretary clerks 2,285 – 2,610 students = 6 school secretary clerks 2,611 – 2,936 students = 7 school secretary clerks 2,937 – 3,262 students = 8 school secretary clerks 3,263 – 3,588 students = 9 school secretary clerks 3,589 – 3,914 students = 10 school secretary clerks 3,915 – 4,240 students = 11 school secretary clerks	216 duty days
Media Clerks	751+ students = 1.0 media clerk	190 duty days
Custodians and Forepersons	Formulas as developed	12 months
School Police Officer	1 per school	216 duty days
Secondary Tech Supp Tech	1 per school	216 duty days
Ext Periods – Credit Recovery	7 per school (excluding 8 th period day schools)	
In School Suspension	180 substitute days	

FY19 Non-Salary Allocation Formulas

ELEMENTARY SCHOOLS

Regular Allocation	\$15.00 per student ¹
New Kindergarten Units	\$1,360 per unit
Custodial Supplies	\$6.00 per student
Postage	\$0.10 per student
First Aid Supplies	\$0.00 per student ²
Fine Arts	Art, \$1.50 per student; Music, \$.75 per student; P.E., \$.75 per student

MIDDLE SCHOOLS

Regular Allocation	\$15.00 per student ¹
Science	\$1,500 per school
Music	\$1,350 per school
Custodial Supplies	\$6.00 per student
Postage	\$0.10 per student
First Aid Supplies	\$0.00 per student ²
Intramural Supplies	\$0.50 per student
Security for School Activities	\$1,000 per school

HIGH SCHOOLS

Regular Allocation	\$15.00 per student ¹
Science	\$3,000 per school
Music	\$1,825 per school
Custodial Supplies	\$6.00 per student
Postage	\$1.75 per student
First Aid Supplies	\$0.00 per student ²
Security for School Activities	\$6,000 per school

¹ Applies to all schools. Of this amount, at least \$5.00 per pupil must be expended from 5100 functions (5101, 5102, 5103), account 551100.

² To be provided by the Health District.

FY19 Vocational Teacher Non-Salary Allocation Formula

FUNC/PROG	VOCATIONAL PROGRAM AREA	ALLOCATION
5310/0000 (high) 5102/3078 (middle)	Vocational Grades 6-12	\$80 per student FTE