
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: STAFFING PLAN REVISION

DATE: 08/27/2012

This year we added an allocation for our elementary schools to work with Level 1 and Level 2 reading students. We titled these units "intervention." This added a total of nine units to the district with most schools receiving a .5 unit.

If you have questions or concerns, please contact me at 983-5030.

Schools must maintain appropriate personnel in **guidance** and **media**.

GUIDANCE

<u>Elem.</u>	<u>Middle</u>	<u>High*</u>
1-499=.5	1-499=.5	1-999=1.0
500+=1.0	500+=1.0	1000-1500=2.0
		1500+=3.0

MEDIA

<u>Elem.</u>	<u>Middle</u>	<u>High</u>
1-249=.5	1-249=.5	1-249=.5
250+=1.0	250+=1.0	250+=1.0

Additional personnel may be allocated to meet legislative requirements.

DEAN

Elementary: Above 500 students and below 725 students who do not have an assistant principal will be allocated one dean. A school with more than 725 students will be assigned an assistant principal and no dean.

Middle School: Above 500 students and below 700 students who do not have an assistant principal will be allocated one dean. A school with more than 700 students will be assigned one assistant principal and one dean.

High School: Above 250 students and below 500 students will be allocated one dean and no assistant principal. Schools with more than 500 students and below 1,000 students will have one assistant principal and no dean. Schools with more than 1,500 students will be allocated two deans.

INTERVENTION

Intervention Unit: This allocation will be based on the number of level 1 and level 2 students from the previous school year, divided by 54. Any remainder will be rounded off to the nearest .5 unit.

Example: 60 Level 1 and 2 students = $60/54 = 1.11 = 1.0$ units; level 1 and 2 students = $93/54 = 1.72 = 1.5$ units

These intervention units will work with students in grades 3-5 in FCAT remediation.

EXCEPTIONAL STUDENT EDUCATION

Exceptional Student Education staffing allocations are included in the school based projections and are added to the basic instructional allocation calculated as shown in formula. The ESE Department will determine recommendations based upon student membership projections and WFTE. The school based administrator is responsible for ensuring compliance with federal and state regulations, as well as meeting the individual needs of students.