

**SCHOOL  
STAFFING  
FORMULAS**

**2015-16**

***FINAL***

***As of June 23, 2015***

**FORMULAS FOR STAFFING SCHOOLS  
2015 – 2016**

**GRADES K – 5**

A. Four-Year-Old Program ADM; 20 = Regular teacher plus one aide.

B.

<b>PUPIL-TEACHER RATIOS</b>		
<b>GRADES</b>	<b>ADM<math>\geq</math>400</b>	<b>ADM&lt;400</b>
K*	25.0	25.0
1	18.0	18.0
2-3	23.0	21.0
4-5	25.5	25.5

\* Allocation also includes one aide per class.

(Grades 1 – 5 ADM / ADM factor) x 1.1 = Regular teachers for grades 1 – 5 including Art, Music, and P.E.

All support personnel will be calculated using child development program and kindergarten students as 1.

- |    |  |  |
|----|--|--|
| C. | Each school  | = 1.0 Principal<br>= 1.0 Assistant Principal   |
| D. | ADM <265<br>ADM 265 – 1199<br>ADM $\geq$ 1200  | = 0.5 Media Specialist<br>= 1.0 Media Specialist<br>= 2.0 Media Specialists  |
| E. | ADM <660<br>ADM $\geq$ 660   | = 0.5 Library Technical Assistant<br>= 1.0 Library Technical Assistant   |
| F. | ADM <500<br>ADM 500 - 649<br>ADM 650 - 749<br>ADM 750 - 999<br>ADM 1000 - 1249<br>Each 400 ADM >1249 | = 1.5 Secretary/Clerk/Bookkeeper<br>= 2.0 Secretary/Clerk/Bookkeeper<br>= 2.5 Secretary/Clerk/Bookkeeper<br>= 3.5 Secretary/Clerk/Bookkeeper<br>= 4.0 Secretary/Clerk/Bookkeeper<br>= 1.0 Secretary/Clerk/Bookkeeper |

H. Defined Program Ratio for Guidance

<u>ADM</u>	<u>FTE</u>
≥1500	3.0
1250 - 1499	2.5
1000 - 1249	2.0
750 - 999	1.5
500 - 749	1.0
<500	.5

I. Defined Program Ratio for Art, Music & P.E.

<u>ADM</u>	<u>FTE or Minutes Daily</u>	
800 or more	1.0	300
640 - 799	.8	240
480 - 639	.6	180
320 - 479	.4	120
Less than 320	.2	60

**FORMULA FOR STAFFING SCHOOLS  
2015 – 2016**

**GRADES 6 – 8**

A.

<b>PUPIL-TEACHER RATIOS</b>			
<b>GRADES</b>	<b>ADM<math>\geq</math>500</b>	<b>500&gt;ADM<math>\geq</math>300</b>	<b>ADM&lt;300</b>
6	28.5	27.5	24.5
7	27.5	26.5	23.5
8	29.5	28.5	24.5

(Grades 6 – 8 ADM / ADM factor) x 1.2 = Regular teachers for grades 6 – 8 including Art, Music and P.E.

- B.     ADM <750                             = 1.0 Guidance  
           ADM 750 – 999                   = 2.0 Guidance  
           ADM 1000 – 1249               = 2.5 Guidance  
           ADM  $\geq$ 1250                     = 3.0 Guidance
- C.     ADM <250                           = 0.67 Media Specialist  
           ADM 250 – 1199               = 1.0 Media Specialist  
           ADM  $\geq$ 1200                     = 2.0 Media Specialists
- D.     ADM 0 – 249                       = 0.5 Library Technical Assistant  
           ADM  $\geq$  250                     = 1.0 Library Technical Assistant
- E.     ADM < 750                          = 1.0 Assistant Principal  
           ADM 750 – 999                 = 1.5 Assistant Principals  
           ADM 1000 – 1249               = 2.0 Assistant Principals
- F.     Each School                       = 1.0 Principal
- G.     ADM <500                           = 1.0 Secretary/Clerk  
           500 – 649                       = 1.5 Secretary/Clerks  
           650 – 749                       = 2.0 Secretary/Clerks  
           750 – 999                       = 3.0 Secretary/Clerks  
           1000 – 1249                     = 3.5 Secretary/Clerks  
           Each 400 ADM >1249           = 1.0 Secretary/Clerk

**FORMULA FOR STAFFING SCHOOLS  
2015 – 2016**

**GRADES 9 – 12**

A.

GRADES	PUPIL-TEACHER RATIOS		
	ADM $\geq$ 800	800>ADM $\geq$ 600	ADM<600
9-12	31.5	30.0	28.5

- B.    ADM  $\leq$ 650                                = 1.0 Guidance  
        ADM 651 – 749                        = 1.2 Guidance  
        ADM 750 – 999                        = 2.0 Guidance  
        ADM 1000 – 1249                      = 2.5 Guidance  
        Each 100 ADM > 1249                = 0.17 Guidance
- C.    ADM <300                                    = 0.67 Media Specialist  
        ADM 300 – 999                        = 1.0 Media Specialist  
        ADM  $\geq$ 1,000                            = 2.0 Media Specialists
- D.    ADM  $\geq$  750                                 = 1.0 Library Technical Assistant  
        ADM < 750                               = 0.5 Library Technical Assistant
- E.    ADM < 599                                    = 1.0 Assistant Principal  
        ADM 600 – 799                        = 1.5 Assistant Principals  
        ADM 800 – 999                        = 2.0 Assistant Principals  
        ADM 1000 – 1199                      = 2.5 Assistant Principals  
        ADM 1200 – 1399                      = 3.0 Assistant Principals  
        ADM 1400 – 1599                      = 3.5 Assistant Principals  
        Each 200 ADM > 1600                = 0.5 Assistant Principal
- F.    Each school                                = 1.0 Principal
- G.    ADM <500                                    = 1.0 Secretary/Clerk  
        500 – 649                                = 1.5 Secretary/Clerks  
        650 – 749                                = 2.0 Secretary/Clerks  
        750 – 999                                = 3.0 Secretary/Clerks  
        1000 – 1249                              = 3.5 Secretary/Clerks  
        Each 200 ADM >1249                = 0.5 Secretary/Clerk

**OTHER STAFFING INFORMATION  
2015 – 2016**

1. Southern Association and Defined Minimum Program standards will be met or exceeded for all schools where relevant.
2. A full-time principal will be provided for each school regardless of size.
3. A half-time secretary will be provided for transportation at each high school and special programs.
4. All middle and high schools will be provided a full-time attendance aide, regardless of size. Elementary schools with 1,000 or more students will be allocated a full-time attendance aide. Elementary schools with less than 1,000 students will be allocated a half-time attendance aide.
5. Custodians will be provided according to the following formula:  
  
 FTE - Total Square Feet / 20,000 square feet  
 1.0 FTE = 1 twelve-month position (2,080 hours)  
 Fractions of 1.0 FTE = that same fraction of 2,080 hours
6. One in-school suspension supervisor will be provided at each high school.
7. A total of four vocational teacher allocations are provided for Area 4 high schools.
8. One V-tel aide allocation each is provided for Ridge Spring-Monetta High and Wagener-Salley High.
9. Four additional teachers are provided at North Aiken Elementary.
10. The following teacher allocations are provided for high school seven period schedule:  
  

Aiken High – 2.5	South Aiken High – 2.5
North Augusta High – 2.5	Midland Valley High – 2.0
Silver Bluff High – 1.5	Wagener-Salley High – 1.0
Ridge Spring-Monetta Middle/High – 1.0	
11. Safety monitor allocations are provided as follow:  
  

Aiken High (includes annex) – 3.0	South Aiken High – 2.0
North Augusta High – 2.0	Midland Valley High – 2.0
Silver Bluff High – 2.0	Wagener-Salley High – 1.0
Ridge Spring-Monetta Middle/High – 2.0	Aiken Middle – 1.0
12. Busbee-Corbett Elementary/Middle is provided one teacher for remediation.
13. Ridge Spring-Monetta Middle/High is provided one teacher for reading.

14. Contract lengths by position and by school level, are as follow:

**ELEMENTARY**

Assistant Principals	210 days
Guidance Counselors	190 days
Media Specialists	195 days
Teachers	190 days
Secretaries/Clerks/Bookkeepers	220 days for first 200 days for second 181 days for each additional

**MIDDLE**

Assistant Principals	220 days for first – schools with ADM > 400 210 days for first – schools with ADM < 400 210 days for second
Guidance Counselors	195 days for first 190 days for second
Media Specialists	195 days
Teachers	190 days
Secretaries/Clerks/Bookkeepers	12 months for first 200 days for second 181 days for each additional

**HIGH**

Assistant Principals	220 days for first 210 days for second 200 days for each additional
Registrars	240 days
Guidance Counselors	200 days for first 190 days for each additional
Media Specialists	195 days
Teachers	190 days
Secretaries/Clerks/Bookkeepers	ADM > 1,000: 12 months for first 12 months for second 200 days for third 181 days for each additional  ADM < 1,000 12 months for first 200 days for second 181 days for each additional

15. If available, high schools can use up to 1.0 FTE from its teacher allocation for clerical staff. High schools may also use unused teacher allocation for a study hall supervisor.
16. An aide will be provided to each middle school with a synergistic lab.
17. In addition to those provided by the pupil-teacher formula, each middle school receives additional teacher allocation towards high school credit. Each school's allocation is

based on its proportion of projected enrollment for the upcoming year compared to the total projected enrollment for all middle schools for the upcoming year.

18. In addition to those provided by the pupil-teacher formula, each high school receives additional teacher allocation for the 24 unit requirement. Each school's allocation is based on its proportion of projected enrollment for the upcoming year compared to the total projected enrollment for all high schools for the upcoming year.
19. Busbee-Corbett Elementary/Middle, a grades K through 8 school, is allocated one principal and two assistant principal positions (unless qualifying for additional assistant principal positions based on enrollment).
21. Ridge Spring-Monetta Middle/High, a grades 6 through 12 school (beginning in 2014 – 2015) is allocated one principal and two assistant principal positions (unless qualifying for additional assistant principal positions based on enrollment).
22. One in-school suspension supervisor will be provided at each middle school.
23. High schools are allowed to use unused guidance allocation and/or in unused teacher allocation to increase their assistant principal allocations by up to .50 FTE. Use of the guidance allocation cannot have an adverse effect on the 300:1 student to guidance ratio. Use of teacher allocation should not result in class sizes or teachers' daily load of students exceeding State maximums.
26. Principals must receive academic officer approval before using unused teacher allocation for other positions as noted above. After receiving academic officer approval, principals must notify the Comptroller annually of the teacher allocation conversion via e-mail or in writing.
27. Registrars, CATE agriculture teachers, and the model school assistant principal will all work the same schedule under the 240 day calendar.
28. East Aiken School of the Arts is allocated one teacher for drama and one teacher for dance.



**EEDA PLAN  
2015 – 2016**

**ELEMENTARY**

Guidance Clerks:  
ADM < 720 = 0 Guidance Clerks  
ADM 720 or more = 0.5 Guidance Clerk

**MIDDLE**

Guidance Clerks:  
ADM < 400 = 0.5 Guidance Clerk  
ADM 401 – 600 = 1.0 Guidance Clerk  
ADM > 600 = 0 Guidance Clerks

Assistant Principal:  
ADM < 601 = 0 Additional Principal  
ADM > 600 = 0.5 Additional Principal

Note: One assistant principal at middle schools with ADM > 400 to be given an eleven month (220 day) contract.

**HIGH**

Guidance Clerks:  
ADM < 401 = 1.0 Guidance Clerk  
ADM > 400 = 0 Guidance Clerks

Note: One assistant principal at each high school to be given an eleven month (220 day) contract.