

SCHOOL STAFFING FORMULAS

2014-15

FORMULAS FOR STAFFING SCHOOLS 2014 – 2015

GRADES K – 5

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

B.

PUPIL-TEACHER RATIOS		
GRADES	ADM\geq400	ADM<400
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
ADM >1,100 = 1.0 Principal
= 0.5 Assistant Principal
- D. ADM \geq 600 = 1.0 Curriculum Coordinator
ADM <600 = 0.5 Curriculum Coordinator/Instructional Specialist
- E. ADM <265 = 0.5 Media Specialist
ADM 265 – 1199 = 1.0 Media Specialist
ADM \geq 1200 = 2.0 Media Specialists
- F. ADM <660 = 0.5 Library Technical Assistant
ADM \geq 660 = 1.0 Library Technical Assistant
- G. ADM <500 = 1.5 Secretary/Clerk/Bookkeeper**
ADM 500 - 649 = 2.0 Secretary/Clerk/Bookkeeper
ADM 650 - 749 = 2.5 Secretary/Clerk/Bookkeeper
ADM 750 - 999 = 3.5 Secretary/Clerk/Bookkeeper
ADM 1000 - 1249 = 4.0 Secretary/Clerk/Bookkeeper
Each 400 ADM >1249 = 1.0 Secretary/Clerk/Bookkeeper

**One full-time secretary at each elementary school and annex regardless of school size.

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 **2014 – 2015**

GRADES 6 – 8

A.

GRADES	PUPIL-TEACHER RATIOS		
	ADM ≥ 500	500 > ADM ≥ 300	ADM < 300
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 ≥ 1250 = 3.0 Guidance
- C. ADM < 250 = 0.67 Media Specialist
 ADM 250 – 1199 = 1.0 Media Specialist
 ADM ≥ 1200 = 2.0 Media Specialists
- D. ADM 0 – 249 = 0.5 Library Technical Assistant
 ADM ≥ 250 = 1.0 Library Technical Assistant
- E. ADM < 500 = 0.5 Assistant Principal
 ADM 500 – 749 = 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 **2014 – 2015**

GRADES 9 – 12

A.

PUPIL-TEACHER RATIOS			
GRADES	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 400 ADM >1249 = 1.0 Secretary/Clerk

OTHER STAFFING INFORMATION
2014 – 2015

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. An assistant principal allocation will be provided for the Aiken High annex.
4. A full-time secretary will be provided for each school or annex regardless of size.
5. A half-time secretary will be provided for transportation at each high school and special programs.
6. Any elementary school or middle school with greater than 1,000 students and all high schools will be provided a full-time attendance aide. Elementary and middle schools with fewer than 1,000 students will be provided a half-time attendance aide.
7. 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
8. One in-school suspension supervisor will be provided at each high school.
9. A total of four vocational teacher allocations are provided for Area 4 high schools.
10. One V-tel aide allocation each is provided for Ridge Spring-Monetta High and Wagener-Salley High.
11. Four additional teachers are provided at North Aiken Elementary.
12. 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	
13. 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	

14. Busbee-Corbett Elementary/Middle is provided one teacher for remediation.
15. Ridge Spring-Monetta Middle/High is provided one teacher for reading.
16. 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

17. 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.

18. If available, middle schools can use teacher allocation to increase its half-time attendance aide to full-time status.
19. An aide will be provided to each middle school with a synergistic lab.
20. 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.
21. 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.
22. 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).
23. 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).
24. One in-school suspension supervisor will be provided at each middle school.
25. High schools are allowed to use unused guidance allocation and/or up to .50 FTE in unused teacher allocation to increase their assistant principal allocations. 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
2014 – 2015**

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.