

# STAFFING FORMULA COMMITTEE REPORT

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AIKEN COUNTY PUBLIC SCHOOL DISTRICT JANUARY 19, 2016

# COMMITTEE MEMBERS

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Mr. King Laurence, Associate Superintendent for Instruction & Accountability

Dr. Tim Yarborough, Executive Director for High Schools

Ms. Laurie Reese, Executive Director for Elementary Schools

Dr. Randy Stowe, Director for Administrative Services

Mr. John Murphy, High School Principal

Ms. Shunte Dugar, Middle School Principal

Ms. Julie Revelle, Elementary School Principal

Ms. Elisa Sanders-Pee, Elementary School Principal

Mr. William Hudson, Director at ACCTC

Mr. Tray Traxler, Comptroller

# BACKGROUND

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The Staffing Formula Committee was created in Fall 2015 with the purpose to:

- review and evaluate school staffing formulas.
- propose revisions that will simplify allocation formulas while meeting schools' staffing needs.
- recommend changes that are equitable, fair and reasonable.
- ensure that recommendations do not have a significant budget impact.
- identify requests for consideration during the budget process.

# RECOMMENDATIONS

## ALL LEVELS

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ESTABLISH MINIMUM STAFFING LEVELS, REGARDLESS OF SIZE.

Assistant principal formulas were addressed during last year's budget cycle for 2015-2016.

Current formulas for media specialists provide < 1.0 FTE for small schools:

- Elementary: Enrollment < 265      0.50 FTE
- Middle: Enrollment < 250      0.67 FTE
- High: Enrollment < 300      0.67 FTE

Oftentimes, rural schools have a difficult time recruiting someone to work for less than full-time.

# RECOMMENDATIONS ALL LEVELS

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**ROUND TEACHER ALLOCATIONS, UP OR DOWN, TO NEAREST 0.50 FTE.**

Current formulas result in fractions of an FTE.

- Chukker Creek Elementary 40.43 FTE
- Warrenville Elementary 24.20 FTE
- Leavelle-McCampbell Middle 24.95 FTE
- North Augusta High 76.03 FTE
- Wagener-Sally High 23.13 FTE

Simplifies staffing process from the school perspective

Simplifies budgeting & position tracking processes

# RECOMMENDATIONS ALL LEVELS

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**SCHOOLS NO LONGER ALLOWED TO “CONVERT” ALLOCATIONS.**

Has been a dollar-for-dollar conversion; little-to-no budget impact.

Unused allocations have been used to supplement other allocations.

Unused allocations have been used to fund additional positions.

This practice has been allowed for many years.

This has created some inconsistencies from school-to-school.

The practice makes position-tracking more difficult.

# LEVEL SPECIFIC RECOMMENDATIONS

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## ELEMENTARY SCHOOLS:

Round, up or down, schools' art, music, and PE teacher allocations to the nearest 0.50 FTE.

- Relates to the first recommendation.
- Would help simplify the staffing process from school perspective.
  - May still share a person with another school.
  - More likely to find someone willing to work half-time.

# LEVEL SPECIFIC RECOMMENDATIONS

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## MIDDLE SCHOOLS:

Revise pupil-teacher ratios for consistency, across all middle grades.

<b>Grade</b>	<b>ADM &gt;500</b>	<b>ADM 300 - 500</b>	<b>ADM &lt; 300</b>
Current:			
6	28.5	27.5	24.5
7	27.5	26.5	23.5
8	29.5	28.5	24.5
Proposed:			
6 - 8	28.5	27.5	24.5



# LEVEL SPECIFIC RECOMMENDATIONS

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## HIGH SCHOOLS:

By eliminating conversions, the mechanism that schools utilized to fund additional staff has been removed

› 1,000 students; staffed with 7 positions

1. Secretary/Receptionist
2. Secretary/Bookkeeper (District accounts)
3. Bookkeeper (local accounts)
4. Attendance aide
5. Guidance clerk
6. Registrar (re-purposed)
7. Clerical aide (in lieu of 1.0 media aide)

# LEVEL SPECIFIC RECOMMENDATIONS

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## HIGH SCHOOLS (continued):

500 - 1,000 students; staffed with 5 positions

1. Secretary/Receptionist
  2. Bookkeeper
  3. Attendance aide
  4. Registrar (re-purposed)
  5. Clerical aide
- Keeps media aide position
    - 0.50 FTE < 750
    - 1.00 FTE > 750

# LEVEL SPECIFIC RECOMMENDATIONS

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## HIGH SCHOOLS (continued):

< 500 students; staffed with 3 positions

1. Secretary/Bookkeeper/Receptionist
  2. Attendance aide
  3. Registrar
- School currently staffed with a guidance clerk [181 days/7 hours]
  - Recommend staffing the guidance office with a registrar only instead of a registrar plus guidance clerk

# BUDGET REQUESTS

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*Other requests were identified/prioritized by the Committee for consideration during the budget process.*

## **ELEMENTARY:**

Additional allocation for art, music, and PE

12 month secretary for each school

Minimum 1 FTE guidance counselor, regardless of enrollment

## **MIDDLE:**

Additional teacher allocation, for high school credit classes

Revision in the guidance clerk formula

## **HIGH:**

Allocate assistant principals in increments of 1.0 FTE

# SUMMARY

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Revised staffing formulas that reflect the Committee's recommendations have been provided for Board consideration.

Administration requests that the Board approve the use of these formulas for determining 2016-2017 school allocations.

- Administration is in the process of projecting student enrollment for 2016-2017.
- Administrations' goal is to provide staffing allocations to Principals by mid-February.

# QUESTIONS & COMMENTS

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