

# Monroe County School District

## SCHOOL ALLOCATION PLAN

K – 12



2013 – 2014

March 6, 2013

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# DEFINITIONS

## **A. Elementary School**

For the purpose of determining allocation of staff, an elementary school is defined as any combination of elementary grades Pre-K-5 organized as an administrative unit for instruction under one administrative head.

## **B. K-8 School**

For the purpose of determining allocation of staff, a K-8 school is defined as any combination of elementary grades Pre-K-8 organized as an administrative unit for instruction under one administrative head.

## **C. Senior High School**

For the purpose of determining allocation of staff, a senior high school is defined as any combination of elementary grades 9-12 organized as an administrative unit for instruction under one administrative head.

## **D. Secondary School**

For the purpose of determining allocation of staff, a secondary school is defined as any combination of elementary grades 6-12 organized as an administrative unit for instruction under one administrative head. Normally, such schools are designated as middle or senior high school.

When groups of students belonging to a grade level not normally a part of the school are housed in that school for the purpose of relieving overcrowding, pending completion of new facilities or for other reasons, staff for those students is allocated on the basis of the school to which the students have been assigned.

## **E. Alternative School**

Alternative schools are those centers which have been created to provide instruction for those students who have problems related to the regular or special education program. Staffing bases for alternative schools are indicated in the section entitled Alternative Schools and Special Programs Allocation formulas.

## **F. Revenue Allocations**

Revenue allocations are those which are consolidated into a single revenue line for the purpose of developing a school-based budget. These allocations may be converted by the principal into other types of positions.

## Definitions

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### **G. Non-Revenue Allocations**

Non-revenue allocations are those which can be used only for a specific purpose and do not consolidate into the school-based budget.

### **H. FISH**

Florida Inventory of School Houses – a statewide system of maintaining data on and reporting educational facilities in the State of Florida.

### **I. GROWTH UNIT**

Staff allocation (units or dollars) included with budget to address schools materially affected by unprojected increases in FTE or detrimental instructional situations when reassignment or realignment is not possible.

# INTRODUCTION

This plan is to be used in determining allocations for instructional and clerical personnel to schools funded under the General Fund of the budget. Also included are the allocation guidelines for special education students, the English Language Learner (ELL) and ESOL programs, career/technical education, special allocations, and custodian allocations.

Allocations are of two types: revenue and non-revenue

- Revenue allocations are those which can be converted by the principal into other types of positions or into discretionary funds which would be expended at the school level.
- Non-revenue allocations are those which can be used only for the purposes for which they are allocated to the individual school.

This plan does not cover the following categories of other personnel allocations to schools, for example:

- Grant Funded Programs (including Title I and SAI)
- Substitutes
- Food service personnel
- Personnel allocations for contracted programs

Title I Funds will be allocated based on an FTE count for students qualifying for free and reduced lunch at the appropriate grade levels. SAI Funds will be allocated based on the number of low performing students at each facility.

Steps in the determination of allocations under provisions of the plan are as follows:

- a. Estimates of FTE are developed by the Finance Department by program category.
- b. **All system wide estimates are based on a three year history as well as the district projection submitted to the Florida Department of Education.**

A minimum number of growth units are budgeted within the basic, special education, and ELL student education programs for schools **materially** affected by unprojected increases in FTE after the October count or detrimental instructional situations. Schools may request relief through the Superintendent.

**It is the school principal's responsibility, in cooperation with the District Office, to request relief in the event excessive class size or detrimental instructional conditions are encountered. Growth units will not be automatically granted for minor increases in FTE.**

## Request for Growth Units

All schools that experience growth in student population for which class size is significantly affected, and reassignment or realignment are not possible, should submit a memorandum to the Superintendent detailing the amount of growth and the students assigned to each basic teacher.

All requests shall be evaluated on a case-by-case basis.



## **Average Salaries for Revenue Positions:**

1. Assistant Principal
2. CCAPS Counselor
3. Athletic Director
4. Media Specialist
5. Media Aide
6. ISS Aide
7. Lab Aide
8. Paraprofessional
9. Administrative Assistant

## **What Ratios Mean**

Full Time Equivalent (FTE) student is the basis for all allocations in this handbook.

The formulas found within this plan are for calculating the amount and type of allocations which are assigned to various schools. Allocations designated as revenue accounts are consolidated to form a single revenue amount for development of the school-level budget. Allocations do not, however, guarantee that any class size is necessarily the same as the formula itself. In some instances there may be fewer students in a class, and in other instances, there may be more due to development of the school-based budget.

The final budget spreadsheets will clearly identify positions by fund, function, object and project. Positions may have more than one coding stream.

# ELEMENTARY SCHOOLS

# ALLOCATION FORMULAS

Gerald Adams Elementary School  
Poinciana Elementary School  
Stanley Switlik Elementary School



**Elementary Schools Authorized Positions (continued)**

Position Description	Revenue or Non- Revenue
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**Instructional Allocations**

Basic Grades Kindergarten – 3	NR
Basic Grades 4-5	NR
ESE Grades Kindergarten – 5	NR
ELL Grades Kindergarten – 3	NR
ELL Grades 4-5	NR
Art Teacher	Revenue
Music Teacher	Revenue
PE Teacher	Revenue
Spanish Teacher	Revenue

**Instructional Support**

Guidance Counselors	Revenue
Media Specialist	NR

**Non-Instructional Personnel**

Principal	NR
Assistant Principal	Revenue
Lab Aide	Revenue
Paraprofessional Grades K-3	Revenue
Paraprofessional Grades 4-5	Revenue
Paraprofessional ESE Grades K-5	NR
Office Manager	NR
Bookkeeper	NR
Data Entry Operator	NR
Administrative Assistant	Revenue
Day Care Workers	Revenue
VPK and PK Staff	NR
School Nurse/Nurse Technician	NR

**Elementary Schools Authorized Positions (continued)**

Position Description	Revenue or Non- Revenue
<b>Federal and Special Programs</b>	
Supplemental Academic Instruction	NR
FEFP Reading Coach	NR
IDEA – ESE Funded Paraprofessional	NR
Title 1	NR
Title 2 – Academic Coach	NR
Head Start – Site Coordinator	NR
Head Start – Teacher-Certified	NR
Head Start – Teacher-AA	NR
Head Start – Teacher-CDA	NR
Head Start – Teacher Assistant	NR

Revenue  
Or  
Non-Revenue

## Instructional Allocations

Non-Revenue

**1. Basic Classroom Teacher Units: Grades K-3**

Allocation of teacher positions, grades K-3 is based on an FTE ratio of 1:18 in grades K-3.

Non-Revenue

**2. Basic Classroom Teacher Units: Grades 4-5**

Allocation of teacher positions, grades 4-5 is based on an FTE ratio of 1:22 in grades 4-5.

Non-Revenue

**3. ESE Classroom Teacher Units: Grades Kindergarten – 5**

See SWD Allocation Guidelines for allocation formula.

Non-Revenue

**4. ELL Classroom Teacher Units: Grades Kindergarten – 3**

Allocation of teacher positions, grades K-3 is based on an FTE ratio of 1:18 in grades K-3.

Non-Revenue

**5. ELL Classroom Teacher Units: Grades 4 – 5**

Allocation of teacher positions, grades 4-5 is based on an FTE ratio of 1:22 in grades 4-5.

Revenue

**6. Art Teacher**

Allocation of teacher positions, grades K-5 based on total school FTE ratio of 1:800.

Revenue

**7. Music Teacher**

Allocation of teacher positions, grades K-5 based on total school FTE ratio of 1:800.

Revenue

**8. PE Teacher**

Allocation of teacher positions, grades K-5 based on total school FTE ratio of 1:800.

Revenue

**9. Spanish Teacher**

Allocation of teacher positions, grades K-5 based on total school FTE ratio of 1:800.

**Revenue  
Or  
Non-Revenue**

**Instructional Support**

**Non-Revenue**

**1. Guidance Counselors**

One guidance counselor will be allocated to an elementary school.

**Revenue**

**2. Media Specialist**

One media specialist will be allocated to an elementary school.

Revenue  
Or  
Non Revenue

**Non-Instructional Support**

**Non-Revenue**

**1. Principal**

One Principal will be allocated to each school.

**Revenue**

**2. Assistant Principal**

Assistant Principal positions are allocated to elementary schools as shown below:

FTE Membership	Assistant Principal(s)
1 – 399	0
400 – 599	0.5
600 or Greater	1

**\*No Allocation for the 13-14SY**

**Revenue**

**3. Lab Aide**

One Lab Aide position is allocated to an elementary school.

**Revenue**

**4. Paraprofessional Grades K-3**

Grades K-3 Paraprofessional positions are allocated to elementary schools based on a 1:435 FTE ratio (partial allocations allowed).

**Revenue**

**5. Paraprofessional Grades 4-5**

Grades 4-5 Paraprofessional positions are allocated to elementary schools based on a 1:600 FTE ratio (partial allocations allowed).

**Non-Revenue**

**6. Paraprofessional ESE Grades K-5**

See SWD Allocation Guidelines for allocation formula.

**Non-Revenue**

**7. Office Manager**

One Office Manager will be allocated to each school.

Revenue  
Or  
Non Revenue  
Non-Revenue

**Non-Instructional Support**

**8. Bookkeeper**

Bookkeeper will be allocated to each school:

FTE Membership	Bookkeeper
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

Non-Revenue

**9. Data Entry Operator**

Data Entry Operator will be allocated to each school:

FTE Membership	Data Entry Operator
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

Revenue

**10. Day Care Workers**

Allocation to be determined based on student enrollment, participation and revenues.

Non-Revenue

**11. VPK and PK Staff**

Allocation to be determined based on student enrollment and participation.

Non-Revenue

**12. School Nurse/Nurse Technician**

One School Nurse/Nurse Technician will be allocated to each school based on DOH contract.

Revenue  
Or  
Non Revenue  
Non-Revenue

## Federal and Special Programs

### 1. Supplemental Academic Instructional

Supplemental instruction strategies may include, but are not limited to:

- Modified curriculum
- Reading instruction
- After-school instruction
- Tutoring
- Mentoring
- Class size reduction
- Extended school year
- Intensive skills development in summer school and other methods to improve student achievement

Non-Revenue

### 2. FEFP Reading Coach

Allocated by the district based on student achievement.

Non-Revenue

### 3. IDEA – ESE Funded Paraprofessional

Allocation to be determined by the District.

Non-Revenue

### 4. Title 1

Allocation to be determined by the District.

Non-Revenue

### 5. Title 2 – Academic Coach

Allocation to be determined by the District.

Non-Revenue

### 6. Head Start – Site Coordinator

Allocated by the district based on program needs.

Non-Revenue

### 7. Head Start – Teacher-Certified

Allocated by the district based on student enrollment.

Non-Revenue

### 8. Head Start – Teacher-AA

Allocated by the district based on student enrollment.

Non-Revenue

### 9. Head Start – Teacher-CDA

Allocated by the district based on student enrollment.

Revenue  
Or  
Non Revenue  
Non-Revenue

**Federal and Special Programs**

**10. Head Start – Teacher Assistant**

Allocated by the district based on student enrollment.



# K-8 SCHOOLS

# ALLOCATION FORMULAS

Horace O'Bryant School  
Key Largo School  
Plantation Key School  
Sugarloaf School

**K-8 Schools Authorized Positions (Continued)**

Position Description	Revenue or Non- Revenue
<b>Instructional Allocations</b>	
Basic Grades Kindergarten – 3	NR
Basic Grades 4-8	NR
ESE Grades Kindergarten – 8	NR
ELL Grades Kindergarten – 3	NR
ELL Grades 4-8	NR
Art Teacher	Revenue
Music Teacher	Revenue
PE Teacher	Revenue
Spanish Teacher	Revenue
AVID	Revenue
<b>Instructional Support</b>	
Guidance Counselors	NR
Media Specialist	Revenue
<b>Non-Instructional Personnel</b>	
Principal	NR
Assistant Principal	Revenue
Lab Aide	Revenue
Paraprofessional Grades K-3	Revenue
Paraprofessional Grades 4-8	Revenue
Paraprofessional ESE Grades K-8	NR
Office Manager	NR
Bookkeeper	NR
Data Entry Operator	NR
Administrative Assistant	Revenue
Day Care Workers	Revenue
VPK and PK Staff	NR
School Nurse/Nurse Technician	NR

**K-8 Schools Authorized Positions (Continued)**

Position Description	Revenue or Non- Revenue
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**Federal and Special Programs**

Supplemental Academic Instruction	NR
FEFP Reading Coach	NR
IDEA – ESE Job Coach	NR
IDEA – ESE Career/Tech Aide	NR
IDEA – ESE Funded Paraprofessional	NR
Title 1	NR
Title 2 – Academic Coach	NR
Head Start – Site Coordinator	NR
Head Start – Teacher-Certified	NR
Head Start – Teacher-AA	NR
Head Start – Teacher-CDA	NR
Head Start – Teacher Assistant	NR

**K-8 Schools Allocation Formulas (*continued*)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Instructional Allocations**

**Non-Revenue**

**1. Basic Classroom Teacher Units: Grades K-3**

Allocation of teacher positions, grades K-3 is based on an FTE ratio of 1:18 in grades K-3.

**Non-Revenue**

**2. Basic Classroom Teacher Units: Grades 4-8**

Allocation of teacher positions, grades 4-5 is based on an FTE ratio of 1:22 in grades 4-5.

**Non-Revenue**

**3. ESE Classroom Teacher Units: Grades Kindergarten – 8**

See SWD Allocation Guidelines for allocation formula.

**Non-Revenue**

**4. ELL Classroom Teacher Units: Grades Kindergarten – 3**

Allocation of teacher positions, grades K-3 is based on an FTE ratio of 1:18 in grades K-3.

**Non-Revenue**

**5. ELL Classroom Teacher Units: Grades 4 – 8**

Allocation of teacher positions, grades 4-8 is based on an FTE ratio of 1:22 in grades 4-5.

**Revenue**

**6. Art Teacher**

Allocation of teacher positions, grades K-8 based on total school FTE ratio of 1:800.

**Revenue**

**7. Music Teacher**

Allocation of teacher positions, grades K-8 based on total school FTE ratio of 1:800.

**Revenue**

**8. PE Teacher**

Allocation of teacher positions, grades K-8 based on total school FTE ratio of 1:800.

**Revenue**

**9. Spanish Teacher**

Allocation of teacher positions, grades K-8 based on total school FTE ratio of 1:800.

**K-8 Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)  
Non-Revenue**

**Instructional Allocations**

**10. AVID**

Allocation of teacher positions, grades K-8 based on student enrollment in AVID course(s) as evidenced in course requests divided by 25 (1 section per 25 enrollments).

**\*No Allocation for the 13-14SY**

**Revenue (R)  
Or  
Non Revenue (NR)**

**Instructional Support**

**Non-Revenue**

**1. Guidance Counselors**

Counselor positions are allocated to K-8 schools as shown below:

FTE Membership	Counselor(s)
1 – 399	0.5
400 – 699	1
700 – 999	2
1000 and greater	3

**Revenue**

**2. Media Specialist**

One media specialist will be allocated to an elementary school.

**K-8 Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Non-Instructional Support**

**Non-Revenue**

**1. Principal**

One Principal will be allocated to each school

**Revenue**

**2. Assistant Principal**

Assistant Principal positions are allocated to K-8 schools as shown below:

FTE Membership	Assistant Principal(s)
1 – 499	0
500 – 649	0.5
650 – 799	1
800 – 924	1.5
925 +	2

**Revenue**

**3. Lab Aide**

One Lab Aide position is allocated to K-8 schools

**Revenue**

**4. Paraprofessional Grades K-3**

Grades K-3 Paraprofessional positions are allocated to K-8 schools based on a 1:435 FTE ratio (partial allocations allowed)

**Revenue**

**5. Paraprofessional Grades 4-8**

Grades 4-8 Paraprofessional positions are allocated to K-8 schools based on a 1:600 FTE ratio (partial allocations allowed)

**Non-Revenue**

**6. Paraprofessional ESE Grades K-8**

See SWD Allocation Guidelines for allocation formula

**Non-Revenue**

**7. Office Manager**

One Office Manager will be allocated to each school

**K-8 Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)  
Non-Revenue**

**Non-Instructional Support**

**8. Bookkeeper**

Bookkeeper will be allocated to each school

FTE Membership	Bookkeeper
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

**Non-Revenue**

**9. Data Entry Operator**

Data Entry Operator will be allocated to each school:

FTE Membership	Data Entry Operator
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

**Revenue**

**10. Administrative Assistant**

Administrative Assistant positions are allocated to K-8 schools as shown below:

FTE Membership	Admin Assist(s)
1 – 849	0
850 – 1099	1
1100 – 1349	2
1350 or Greater	3

**Revenue**

**11. Day Care Workers**

Allocation to be determined based on student enrollment, participation and revenues.

**Non-Revenue**

**12. VPK and PK Staff**

Allocated to be determined based on student enrollment.

**Non-Revenue**

**13. School Nurse/Nurse Technician**

One School Nurse/Nurse Technician will be allocated to each school based on DOH contract.

**K-8 Schools Allocation Formulas (*continued*)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Federal and Special Programs**

**Non-Revenue**

**1. Supplemental Academic Instruction**

Supplemental instruction strategies may include, but are not limited to:

- Modified curriculum
- Reading instruction
- After-school instruction
- Tutoring
- Mentoring
- Class size reduction
- Extended school year
- Intensive skills development in summer school and other methods to improve student achievement

**Non-Revenue**

**2. FEFP Reading Coach**

Allocated by the district based on student achievement

**Non-Revenue**

**3. IDEA – ESE Job Coach**

Allocation to be determined by the District

**Non-Revenue**

**4. IDEA – ESE Career/Tech Aide**

Allocation to be determined by the District

**Non-Revenue**

**5. IDEA – ESE Funded Paraprofessional**

Allocation to be determined by the District

**Non-Revenue**

**6. Title 1**

Allocation to be determined by the District

**Non-Revenue**

**7. Title 2 – Academic Coach**

Allocation to be determined by the District



**K-8 Schools Allocation Formulas (*continued*)**

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<b>Revenue (R) Or Non Revenue (NR) Non-Revenue</b>	<b>Federal and Special Programs</b>
<b>8. Head Start – Site Coordinator</b>	Allocated by the district based on program needs
<b>9. Head Start – Teacher-Certified</b>	Allocated by the district based on student enrollment
<b>10. Head Start – Teacher-AA</b>	Allocated by the district based on student enrollment
<b>11. Head Start – Teacher-CDA</b>	Allocated by the district based on student enrollment
<b>12. Head Start – Teacher Assistant</b>	Allocated by the district based on student enrollment

# HIGH SCHOOLS

# ALLOCATION FORMULAS

Coral Shores High School  
Key West High School

**High Schools Authorized Positions (Continued)**

Position Description	Revenue or Non- Revenue
<b>Instructional Allocations</b>	
Basic Grades 9-12	NR
ESE Grades 9-12	NR
ELL Grades 9-12	NR
Career & Technical Education	NR
AVID	NR
<b>Instructional Support</b>	
C.A.P. Counselors	Revenue
Guidance Counselors	NR
Media Specialist	Revenue
<b>Non-Instructional Personnel</b>	
Principal	NR
Assistant Principal	Revenue
Athletic Director	Revenue
Athletic Trainer	NR
Lab Aide	Revenue
Paraprofessional Grades 9-12	Revenue
Paraprofessional ESE Grades 9-12	NR
Office Manager	NR
Bookkeeper	NR
Data Entry Operator	NR
Administrative Assistant	Revenue
School Nurse/Nurse Technician	NR
<b>Federal and Special Programs</b>	
Supplemental Academic Instruction	NR
FEFP Reading Coach	NR
IDEA – ESE Job Coach	NR
IDEA – ESE Career/Tech Aide	NR
IDEA – ESE Funded Paraprofessional	NR
Title 1	NR
Title 2 – Academic Coach	NR

**High Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Instructional Allocations**

**Non-Revenue**

**1. Basic Classroom Teacher Units: Grades 9-12**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:25 in grades 9-12

**Non-Revenue**

**2. ESE Classroom Teacher Units: Grades 9-12**

See SWD Allocation Guidelines for allocation formula

**Non-Revenue**

**3. ELL Classroom Teacher Units: Grades 9-12**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:25 in grades 9-12

**Non-Revenue**

**4. Career & Technical Education**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:30 in grades 9-12

**Non-Revenue**

**5. AVID**

Allocation of teacher positions, grades 9-12 based on student enrollment in AVID course(s) as evidenced in course requests divided by 25 (1 section per 25 enrollments)

**\*No Allocation for the 13-14SY**

**High Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Instructional Support**

**Revenue**

**1. C.A.P. Counselor**

One C.A.P. Counselor will be allocated to each school.

**Non-Revenue**

**2. Guidance Counselors**

Counselor positions are allocated to high schools as shown below:

FTE Membership	Counselor(s)
1 – 399	0.5
400 – 699	1
700 – 999	2
1000 and greater	3

**Revenue**

**3. Media Specialist**

One media specialist will be allocated to an elementary school.

**High Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Non-Instructional Support**

**Non-Revenue**

**1. Principal**

One Principal will be allocated to each school

**Revenue**

**2. Assistant Principal**

Assistant Principal positions are allocated to high schools as shown below:

FTE Membership	Assistant Principal(s)
1 – 299	0
300 – 699	1
700 – 1099	2
1100+	3

**Revenue**

**3. Athletic Director**

One Athletic director position is allocated to high schools

**\*Required to teach 2 periods.**

**Non-Revenue**

**4. Athletic Trainer**

One Athletic Trainer position is allocated to high schools

**Revenue**

**5. Lab Aide**

One Lab Aide position is allocated to high schools

**Revenue**

**6. Paraprofessional Grades 9-12**

Grades 9-12 Paraprofessional positions are allocated to high schools based on a 1:1380 FTE ratio (partial allocations allowed)

**\*No Allocation for the 13-14SY**

**Non-Revenue**

**7. Paraprofessional ESE Grades 9-12**

See SWD Allocation Guidelines for allocation formula

**Non-Revenue**

**8. Office Manager**

One Office Manager will be allocated to each school

**High Schools Allocation Formulas (continued)**

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**Revenue (R)  
Or  
Non Revenue (NR)  
Non-Revenue**

**Non-Instructional Support**

**9. Bookkeeper**

FTE Membership	Bookkeeper
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

**Non-Revenue**

**10. Data Entry Operator**

FTE Membership	Data Entry Operator
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

**Revenue**

**11. Administrative Assistant**

Administrative Assistant positions are allocated to high schools as shown below:

FTE Membership	Admin Assist (s)
1 – 849	0
850 – 1099	1
1100 – 1349	2
1350 or Greater	3

**Non-Revenue**

**12. School Nurse/Nurse Technician**

One School Nurse/Nurse Technician will be allocated to each school based on DOH contract

**High Schools Allocation Formulas (*continued*)**

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**Revenue (R)  
Or  
Non Revenue (NR)**

**Federal and Special Programs**

**Non-Revenue      1.    Supplemental Academic Instruction**

Supplemental instruction strategies may include, but are not limited to:

- Modified curriculum
- Reading instruction
- After-school instruction
- Tutoring
- Mentoring
- Class size reduction
- Extended school year
- Intensive skills development in summer school and other methods to improve student achievement

**Non-Revenue      2.    FEFP Reading Coach**

Allocated by the district based on student achievement

**Non-Revenue      3.    IDEA – ESE Job Coach**

Allocation to be determined by the District

**Non-Revenue      4.    IDEA – ESE Career/Tech Aide**

Allocation to be determined by the District

**Non-Revenue      5.    IDEA – ESE Funded Paraprofessional**

Allocation to be determined by the District

**Non-Revenue      6.    Title 1**

Allocation to be determined by the District

**Non-Revenue      7.    Title 2 – Academic Coach**

Allocation to be determined by the District



# SECONDARY SCHOOLS ALLOCATION FORMULAS

Marathon Middle/High School

## Secondary Schools Allocation Formulas

Position Description	Revenue or Non- Revenue
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### Instructional Allocations

Basic Grades 6-8	NR
Basic Grades 9-12	NR
ESE Grades 6-12	NR
ELL Grades 6-8	NR
ELL Grades 9-12	NR
Career & Technical Education	NR
Art Teacher	Revenue
Music Teacher	Revenue
PE Teacher	Revenue
Spanish Teacher	Revenue
AVID	NR

### Instructional Support

C.A.P. Counselors	Revenue
Guidance Counselors	NR
Media Specialist	Revenue

### Non-Instructional Personnel

Principal	NR
Assistant Principal	Revenue
Athletic Director	Revenue
Athletic Trainer	NR
Lab Aide	Revenue
Paraprofessional Grades 6-8	Revenue
Paraprofessional Grades 9-12	Revenue
Paraprofessional ESE Grades 6-12	NR
Office Manager	NR
Bookkeeper	NR
Data Entry Operator	NR
Administrative Assistant	Revenue
School Nurse/Nurse Technician	NR

### Federal and Special Programs

Supplemental Academic Instruction	NR
FEFP Reading Coach	NR
IDEA – ESE Job Coach	NR
IDEA – ESE Career/Tech Aide	NR
IDEA – ESE Funded Paraprofessional	NR
Title 1	NR
Title 2 – Academic Coach	NR

## Secondary Schools Allocation Formulas

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**Revenue (R)  
Or  
Non Revenue (NR)**

### Instructional Allocations

**Non-Revenue**

**1. Basic Classroom Teacher Units: Grades 6-8**

Allocation of teacher positions, grades 6-8 is based on an FTE ratio of 1:22 in grades 6-8

**Non-Revenue**

**2. Basic Classroom Teacher Units: Grades 9-12**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:25 in grades 9-12

**Non-Revenue**

**3. ESE Classroom Teacher Units: Grades 6-12**

See SWD Allocation Guidelines for allocation formula

**Non-Revenue**

**4. ELL Classroom Teacher Units: Grades 6-8**

Allocation of teacher positions, grades 6-8 is based on an FTE ratio of 1:22 in grades 6-8

**Non-Revenue**

**5. ELL Classroom Teacher Units: Grades 9-12**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:25 in grades 9-12

**Non-Revenue**

**6. Career & Technical Education**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:30 in grades 9-12

**Revenue**

**7. Art Teacher**

Allocation of teacher positions, grades 6-8 based on grades 6-8 FTE divided by 32 and then divided by Allocation Factor (currently 32)

**Revenue**

**8. Music Teacher**

Allocation of teacher positions, grades 6-8 based on grades 6-8 FTE divided by 32 and then divided by Allocation Factor (currently 32)

**Revenue**

**9. PE Teacher**

Allocation of teacher positions, grades 6-8 based on grades 6-8 FTE divided by 32 and then divided by Allocation Factor (currently 32)

## Secondary Schools Allocation Formulas

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Revenue (R)  
Or  
Non Revenue (NR)

### Instructional Allocations

**10. Spanish Teacher**

Allocation of teacher positions, grades 6-8 based on grades 6-8 FTE divided by 32 and then divided by Allocation Factor (currently 32)

**Non-Revenue**

**11. AVID**

Allocation of teacher positions, grades 6-12 based on student enrollment in AVID course(s) as evidenced in course requests divided by 25 (1 section per 25 enrollments)

**\*No Allocation for the 13-14SY**

## Secondary Schools Allocation Formulas

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**Revenue (R)  
Or  
Non Revenue (NR)**

### Instructional Support

**Revenue**

**1. C.A.P. Counselor**

One C.A.P. Counselor will be allocated to each school

**Non-Revenue**

**2. Guidance Counselors**

Counselor positions are allocated to secondary schools as shown below:

FTE Membership	Counselor(s)
1 – 299	0.5
300 - 599	1
600 – 999	2
1000 and greater	3

**Revenue**

**3. Media Specialist**

One media specialist will be allocated to an elementary school.

## Secondary Schools Allocation Formulas

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Revenue (R)  
Or  
Non Revenue (NR)

### Non-Instructional Support

**Non-Revenue**

**1. Principal**

One Principal will be allocated to each school

**Revenue**

**2. Assistant Principal**

Assistant Principal positions are allocated to secondary schools as shown below:

FTE Membership	Assistant Principal(s)
1 – 499	0
500 – 649	1
650 – 799	1.5
800 – 949	2
950 +	2.5

**Revenue**

**3. Athletic Director**

One Athletic director position is allocated to secondary schools

**\*Required to teach 2 periods.**

**Non-Revenue**

**4. Athletic Trainer**

One Athletic Trainer position is allocated to secondary schools

**Revenue**

**5. Lab Aide**

One Lab Aide position is allocated to secondary schools

**Revenue**

**6. Paraprofessional Grades 6-8**

Grades 6-8 Paraprofessional positions are allocated to secondary schools based on a 1:600 FTE ratio (partial allocations allowed)

**Revenue**

**7. Paraprofessional Grades 9-12**

Grades 9-12 Paraprofessional positions are allocated to secondary schools based on a 1:1380 FTE ratio (partial allocations allowed)

**Non-Revenue**

**8. Paraprofessional ESE Grades 6-12**

See SWD Allocation Guidelines for allocation formula

**Secondary Schools Allocation Formulas**

---

**Revenue (R)  
Or  
Non Revenue (NR)  
Non-Revenue**

**Non-Instructional Support**

**9. Office Manager**

One Office Manager will be allocated to each school

**Non-Revenue 10. Bookkeeper**

FTE Membership	Bookkeeper
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

**Non-Revenue 11. Data Entry Operator**

FTE Membership	Data Entry Operator
1 – 399	0.5
400 – 699	0.75
700 or Greater	1

**Revenue 12. Administrative Assistant**

Administrative Assistant positions are allocated to secondary schools as shown below:

FTE Membership	Admin Assist (s)
1 – 849	0
850 – 1099	1
1100 – 1349	2
1350 or Greater	3

**Non-Revenue 13. School Nurse/Nurse Technician**

One School Nurse/Nurse Technician will be allocated to each school based on DOH contract.

## Secondary Schools Allocation Formulas

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Revenue (R)  
Or  
Non Revenue (NR)

### Federal and Special Programs

**Non-Revenue**

**1. Supplemental Academic Instruction**

Supplemental instruction strategies may include, but are not limited to:

- Modified curriculum
- Reading instruction
- After-school instruction
- Tutoring
- Mentoring
- Class size reduction
- Extended school year
- Intensive skills development in summer school and other methods to improve student achievement

**Non-Revenue**

**2. FEFP Reading Coach**

Allocated by the district based on student achievement

**Non-Revenue**

**3. IDEA – ESE Job Coach**

Allocation to be determined by the District

**Non-Revenue**

**4. IDEA – ESE Career/Tech Aide**

Allocation to be determined by the District

**Non-Revenue**

**5. IDEA – ESE Funded Paraprofessional**

Allocation to be determined by the District

**Non-Revenue**

**6. Title 1**

Allocation to be determined by the District

**Non-Revenue**

**7. Title 2 – Academic Coach**

Allocation to be determined by the District



# **ALTERNATIVE SCHOOLS AND SPECIAL PROGRAMS**

## **ALLOCATION FORMULAS**

ACE Program  
Keys Center

**Alternative Schools And Special Programs (Continued)**

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Position Description	Revenue or Non- Revenue
<b>Instructional Allocations</b>	
Basic Grades 6-12	NR
ESE Grades 6-12	NR
ELL Grades 6-12	NR
Career & Technical Education	NR
<b>Instructional Support</b>	
Guidance Counselors	NR
<b>Non-Instructional Personnel</b>	
Principal	NR
Office Manager	NR
<b>Federal and Special Programs</b>	
Supplemental Academic Instruction	NR
FEFP Reading Coach	NR
IDEA – ESE Job Coach	NR
IDEA – ESE Career/Tech Aide	NR
IDEA – ESE Funded Paraprofessional	NR
Title 1	NR
Title 2 – Academic Coach	NR

Alternative Schools and Special Programs Guidelines (continued)

---

Revenue (R)  
Or  
Non Revenue (NR)

Instructional Allocations

Non-Revenue

1. **Basic Classroom Teacher Units: Grades 6-12**

Allocation of teacher positions, grades 6-12 is based on an FTE ratio of 1:15 in grades 6-12

Non-Revenue

2. **ESE Classroom Teacher Units: Grades 6-12**

See SWD Allocation Guidelines for allocation formula

Non-Revenue

3. **ELL Classroom Teacher Units: Grades 6-12**

Allocation of teacher positions, grades 6-12 is based on an FTE ratio of 1:15 in grades 6-12

Non-Revenue

4. **Career & Technical Education**

Allocation of teacher positions, grades 9-12 is based on an FTE ratio of 1:15 in grades 9-12

**Alternative Schools and Special Programs Guidelines (continued)**

---

**Revenue (R)  
Or  
Non Revenue (NR)**

**Instructional Support**

**Non-Revenue      1.    Guidance Counselors**

Counselor positions are allocated to high schools as shown below:

FTE Membership	Counselor(s)
1 – 299	0.5
300 - 599	1
600 – 999	2
1000 and greater	3

**Alternative Schools and Special Programs Guidelines (continued)**

---

Revenue (R)  
Or  
Non Revenue (NR)

**Non-Instructional Support**

**Non-Revenue**

**1. Principal**

One Principal will be allocated to each school

**Non-Revenue**

**2. Office Manager**

One Office Manager will be allocated to each school

Revenue (R)  
Or  
Non Revenue (NR)

**Federal and Special Programs**

**Non-Revenue**

**1. Supplemental Academic Instruction**

Supplemental instruction strategies may include, but are not limited to:

- Modified curriculum
- Reading instruction
- After-school instruction
- Tutoring
- Mentoring
- Class size reduction
- Extended school year
- Intensive skills development in summer school and other methods to improve student achievement

**Non-Revenue**

**2. SAI – Discipline**

Funding based on the number of students identified as qualified for inclusion in a Discipline Dropout Prevention Program.

**Non-Revenue**

**3. FEFP Reading Coach**

Allocated by the district based on student achievement

**Non-Revenue**

**4. IDEA – ESE Job Coach**

Allocation to be determined by the District

**Non-Revenue**

**5. IDEA – ESE Career/Tech Aide**

Allocation to be determined by the District

Alternative Schools and Special Programs Guidelines *(continued)*

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Revenue (R)  
Or  
Non Revenue (NR)

Non-Instructional Support

- |             |    |  |
|-------------|----|--|
| Non-Revenue | 6. | <b>IDEA – ESE Funded Paraprofessional</b><br>Allocation to be determined by the District |
| Non-Revenue | 7. | <b>Title 1</b><br>Allocation to be determined by the District                            |
| Non-Revenue | 8. | <b>Title 2 – Academic Coach</b><br>Allocation to be determined by the District           |

# EXCEPTIONAL STUDENT EDUCATION

## ALLOCATION GUIDELINES

# EXCEPTIONAL STUDENT EDUCATION



**Exceptional Student Education Allocation Guidelines**

Allocations are based upon the current students promoted to the coming school year, by disability and individual needs. The projection is based on the FTE survey data and reflects the state reported students in attendance during that FTE period. Modifications and exceptions are listed at the end of the allocation guidelines. Speech, language, as well as therapy only students are not used in the classroom teacher allocation formula. Gifted allocations are calculated and funded via the FTE projections and made by the district. Students with Disabilities (SWD) Exceptional Student Education (ESE) Monroe County School District (MCS D) Individuals with Disabilities Education Act (IDEA), Local Educational Agency (LEA), Individualized Education Plan (IEP)

**Program Clustering** MCS D utilizes the clustering of low incidence programs for students with disabilities. These clustered programs are located in regional settings to accommodate the student and the most effective use of staff, resources as well as to provide inclusionary opportunities with non-disabled students of like age.

**Funding of ESE Instructional Positions:** Teaching positions are funded from the **General FTE**, district funding. Funding of ESE teachers & support staff are a basic need for the educational needs of the students with disabilities. IDEA provides the additional supports and services in addition to ensure that the SWD are supported. IDEA federal funds are not to be used to meet the basic needs of ESE students. Some ESE teaching assistants are partially funded via the IDEA grant; however, the primary funding stream for ESE teaching assistants remains the **general fund as part of the required local effort**.

Note: All allocations for ESE teachers and ESE teaching assistants are restricted and not to be traded or converted to "regular education" positions unless specified to the contrary by the Superintendent or his/ her designee.

**Instructional Allocation Formula for ESE Teachers and ESE Teaching Assistants**

**CATEGORIES (3)**

Severe Categories(S)  
(P) Autism Spectrum Disorders  
  
(S) Traumatic Brain Injuries  
  
(W) Intellectual Disabilities ( TMH/PMH/EMH)

Low Categories (L)  
(K) Specific Learning Disorder  
(C) Orthopedically Impaired  
(M) Hospital Homebound  
(O) Dual Sensory Impaired

Moderate Categories (M)  
(J) Emotional Behavioral Disorders  
(I) Visually Impaired  
(H) Deaf & Hard of Hearing  
(T) Developmentally Delayed

**Exceptional Student Education Allocation Guidelines (continued)**

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Program Type:      Preschool to Grade 5
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	Students : Teacher Ratio	Students: Teaching Assistant Ratio	
Severe	5:1	5:1	IMPACT/ PK
Moderate	10:1	10:1	
Low	15:1	30:1	

Program Type:      Grades 6-8
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	Students : Teacher Ratio	Students: Teaching Assistant Ratio	
Severe	5:1	5:1	IMPACT
Moderate	10:1	10:1	
Low	20:1	40:1	

Program Type:      Grades 9-12 (up to 22 years old)
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	Students : Teacher Ratio	Students: Teaching Assistant Ratio	
Severe	5:1	5:1	IMPACT /TIES
Moderate	10:1	10:1	
Low	20:1	50:1	

**\*\*Note: High needs are determined on a case-by-case basis**

**Staffing Ratio of Support Personnel**

**Staffing Specialist (LEA)** provides the staffing for each child in multiple schools including charter schools. They are responsible for the identification & placement of students with disabilities or suspected of having a disability into (or dismissed from) exceptional student specialized programs and ESE services.

**Staffing Specialist (LEA) Allocation Ratio 1: 150-250**

**School Psychologist**, provides the evaluation of students with or suspected of having, a disability and/or gifted. The school psychologist evaluates and creates a full diagnostic report regarding entrance/dismissal, strengths and weaknesses for the IEP team to review prior to placement, dismissal or consideration for specialized programs in ESE.

**School Psychologist Allocation Ratio 1: 250-350**

**Therapists**, Occupational Therapy (OT), Certified Occupational Therapy Assistants (COTA) Speech & language Therapy (SLT), Physical Therapy (PT) provides, on a daily, basis for students with disabilities specific therapy services. They additionally complete evaluation of students suspected of having a disability and dismissal of students whom no longer require therapy.

**Therapist Allocation Ratio**

Therapists are allocated by the Department of Student Services & Exceptional Student Education based on the specific number of students requiring the service based on the FTE per school. Therapists typically serve 2 or more schools (not including charter schools).

# SPECIAL ALLOCATIONS

## Special Allocations

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1. **Advanced Studies** – Programs such as Advanced Placement and World Language/Fine Arts require additional resources for new programs and smaller class sizes. In recognition of this situation, schools offering classes in either of these programs earn an additional allocation based on the following formula:

**Enrollment\* in Advanced Placement and World Language/Fine Arts  
1:350**

where “enrollment” is determined by number of individual student Advanced Placement and IB classes scheduled the prior year.

2. **ROTC – To be determined after talking with school and military personnel; matching allocation**

3. **ELL allocations:**

K-3	18
4-8	22
9-12	25