



BREVARD PUBLIC SCHOOLS

20223-234 PERSONNEL ALLOCATIONS MANUAL

To Serve Every Student with Excellence as the Standard

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INTRODUCTION

Introduction

The major part of any school District budget is the manpower associated with operating schools. The staffing plan is a guide to provide for an equitable distribution of manpower resources. The staffing plan provides advanced information for planning in relation to staff levels, assignments, program planning, reappointment recommendations, and budget development. Approximately seventy-six percent of the operating budget is spent on salaries and fringe benefits.

Once all the variables have been considered regarding available revenues and the manpower resources have been allocated, it is the responsibility of the principals to use these resources in a manner which will meet the standards of the Cognia System ~~Accreditation, and~~ Accreditation and accomplish the District objectives identified in the educational plan.

It is important to recognize that every condition cannot be provided for in a staffing plan and that periodic adjustments on an individual school basis must be made. The staffing plan is designed to contain a level of flexibility which will allow for District-level responsiveness to schools having unique needs. The superintendent may ~~make adjustments~~ adjust based upon an evaluation of all allocations and financial resources.

The basis for this allocation process is the projected membership for the 202~~23~~-2~~34~~ school year. In previous years these projections have been accurate and the need for allocation adjustments is minimal. Typically, allocations are adjusted based upon the sixth day membership count during the fall and at the beginning of the second semester, as appropriate; however, enrollment is monitored ~~year-round~~ year-round to respond to class size requirements and population changes.

An Equal Opportunity Employer

BREVARD PUBLIC SCHOOLS SCHOOL BOARD MEMBERS



District 1
Misty
Belford
Wright



District 2
Cheryl
McDougall



District 3
Jennifer Jenkins



District 4
Matt Susin
Chairperson



District 5
Katye Campbell



District Superintendent
Mark Rendell
W. Mullins, Ed.

INSTRUCTIONAL UNIT ALLOCATION FACTORS

Instructional Unit Allocation Factors

PROCEDURES FOR DETERMINING INSTRUCTIONAL ALLOCATIONS

The Office of Budgeting, Cost Accounting, and FTE will calculate each school's projected membership based on October's FTE. Once the projections have been reviewed and adjusted by the Assistant Superintendents of Leading and Learning and Principals, instructional allocations will be distributed using the parameters below.

BASIC FTE GENERATED INSTRUCTIONAL UNITS

Basic instructional units will be calculated based on Florida State Statute 1003.03, which determines the maximum class size for each grade level.

CLASSIFICATION	POSITION NO.	PROGRAM	FACTOR
PK – 3 rd Grade	51001	101/111/130	18.000
4 th – 6 th Grade	51002	102/112/130	22.000
7 th – 8 th Grade	51003	102/112/130	22.000
9 th – 12 th Grade	51004	103/113/130	25.000
CTE/Vocational	53003	300	22.000

Basic instructional units includes units that provide other basic programs such as Art, Music, Physical Education, Computer instruction, etc. Elementary schools will be required to allocate a minimum of 0.500 teacher unit to the Art program (POS NO. 51019), 1.000 teacher unit to the Music program (POS NO. 51020) and 1.000 unit to the PE program (POS NO. 51018).

FTE Generated ESOL Units

ESOL units are prorated based on Basic and ExEd FTE combined:

ELEMENTARY UNITS: FTE for program 101 and 111 are added together then divided by 18.000
FTE for program 102 and 112 are added together then divided by 22.000

MIDDLE UNITS: FTE for program 102 and 112 are added together then divided by 22.000

JR/SR HIGH & SR HIGH UNITS: FTE for program 102 and 112 are added together then divided by 22.000
FTE for program 103 and 113 are added together then divided by 25.000

INSTRUCTIONAL UNIT ALLOCATION FACTORS

EXCEPTIONAL EDUCATION FTE GENERATED INSTRUCTIONAL UNITS

Exceptional Education FTE generated units are calculated a second time as Exception Education only based on the factors below. These allocations include services for students who are Gifted and serviced primarily in inclusive environments.

CLASSIFICATION	POSITION NO.	PROGRAM	FACTOR
PK – 3 rd Grade Basic with ESE Services	52001	111	30.000
4 th – 6 th Grade Basic with ESE Services	52002	112	30.000
7 th – 8 th Grade Basic with ESE Services	52002	112	35.000
9 th – 12 th Grade Basic with ESE Services	52003	113	32.000
Support Level 4	52004	254	7.000
Support Level 5	52005	255	6.000

OTHER FTE GENERATED INSTRUCTIONAL UNITS

CLASSIFICATION	POSITION NO.	PROGRAM	FACTOR
Alternative Learning Centers		Alternative Ed	15.000
DJJ		Alternative Ed	15.000
SPP-Student Parent Program	51069	Secondary	15.000
Hearing/Speech/Language Therapy	Various		6.000
Hearing/Speech/Language Therapy PT	Various		3.000
Hospital/Homebound	52040		1.500
Physical/Occupational Therapy	52011/12		1.200
VPK-Varying Exceptionalities	52014		8.820
Transitional Kindergarten (TK1)		Elementary	18.000
Visually Impaired	52051		1.000

Additional adjustments will be made if necessary to ensure that schools with 90% or greater Free or Reduced lunch counts, or D/F schools meet or exceed the District percentage average of highly effective or effective teacher rating, in accordance with state and federal guidelines.

SERVICE UNITS

Service Units

CLASSIFICATION	POSITION NO.	ELEMENTARY	MIDDLE	SENIOR
Principal	73001/02/03	1.000 per school	1.000 per school	1.000 per school
Assistant Principal 10M	73010	1-1099 = 1.000 1100-1319 = 1.500 1320+ = 2.000	N/A	N/A
Assistant Principal 12M	73013/16	N/A	1.000 per school	1-749 = 1.000 750+ = 2.000
Assistant Principal/Dean 10M	73012/14/15	N/A	1-1500 = 1.000 1501-2500 = 2.000 2501-2800 = 3.000 2800+ = 4.000	1-1500 = 1.000 1501-2500 = 2.000 2501-2800 = 3.000 2800+ = 4.000
Guidance Counselor	61215/16/17/18	1-749 = 1.000 750-999 = 1.500 1000+ = 2.000	1-637 = 1.000 638-1062 = 2.000 1063-1487 = 3.000 1488-1912 = 4.000 1913-2337 = 5.000 2338+ = 6.000	1-637 = 1.000 638-1062 = 2.000 1063-1487 = 3.000 1488-1912 = 4.000 1913-2337 = 5.000 2338+ = 6.000
Guidance Service Professional	61229	N/A	1.000 per school	1.000 per school
Media Specialist	62015/16/17	1.000 per school	1.000 per school	1.000 per school
Student Activities Coordinator	63085	N/A	N/A	1.000 per school
<u>College and Career Specialists</u>	<u>61238</u>	N/A	N/A	1.000 per school

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Summer School

Elementary schools will be allocated one Assistant Principal for one week at 32.00 hours per week (4 days) for curriculum update meetings. Secondary schools will be allocated additional Guidance Counselor (80.00 hours per counselor) and Guidance Service Professional (80.00 hours per GSP) to be used at the Principal's discretion.

CLERICAL STAFF

Clerical Staff

CLASSIFICATION	POSITION NO.	ELEMENTARY	MIDDLE	SENIOR
Bookkeeper	73043/44/45	1.000 per school	1.000 per school	1.000 per school
Guidance Data Clerk 12M	61237	N/A	1.000 per school	N/A
School Office Clerk 9M	73041	N/A	N/A	1-1249 = 0.000 1250-1749 = 1.000 1750 + = 2.000
School Office Clerk 10M	73033	1-899 = 0.000 900 + = 1.000	1-749 = 0.000 750-1499 = 1.000 1500 + = 2.000	1.000 per school
School Office Clerk 11M	73035	1.000 per school	1-1249 = 1.000 1250 + = 2.000	1-1499 = 1.000 1500 + = 2.000
School Office Clerk 12M	73036	N/A	N/A	1.000 per school
School Secretary	73030	1.000 per school	1.000 per school	1.000 per school

NOTES: One 10M or 12M School Office Clerk position may be converted to one 10M or 12M School Data Clerk position (POS NO. 73037/39).

SPECIAL PROVISIONS

Special Provisions

Teacher on Assignment

Allocations (~~Position POS NO. 63062~~) are based on the needs of the school to include consideration for AP/student ratio, discipline incidents, and unique needs for communities to include consideration for special programming at schools.

~~Elementary: ELEMNTARY SCHOOLS~~ 8,000 Units
~~Secondary: SECONDARY SCHOOLS:~~ 7,000 Units

Additional 9M Clerks and 10M Assistant Principals

Additional 9M Clerks (~~POS NO. 73049~~) and 10M Assistant Principals (~~POS NOS. 73017/Elementary, 73018/
Middle and 73019-High School~~) are placed on an individual basis by the division of Leading and Learning.

~~Elementary: ELEMNTARY SCHOOLS~~ 3,000 Clerical Units
~~and 65,000~~ Assistant Principal Units

~~SECONDARY SCHOOLS~~ Secondary: 3,000 Clerical Units
~~and 3,000~~ Assistant Principals Units

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BUILDING LEVEL STAFFING FLEXIBILITY

Building Level Staffing Flexibility

FRACTIONALIZATION OF INSTRUCTIONAL UNITS

Instructional units are allocated to schools in full unit equivalencies by major program category. Schools have the option to fractionalize a unit as follows:

3 CLASSES	0.500 Units	4.00 Hours
3 or 4 CLASSES	0.600 Units	4.80 Hours (4hrs, 48min)
5 CLASSES	0.800 Units	6.40 Hours (6hrs, 24min)
6 CLASSES	1.000 Units	8.00 Hours

SHORT TERM CONTRACTS

Throughout the school year, schools may experience vacancies as a result of requests of leave of absence. To ensure the principal maximum flexibility in selecting a candidate to fill these positions, a short-term contract may be issued for a minimum of twenty paid days. Employment may be any number of days between 20 and 99 (POS NO. STCXX).

TEMPORARY SUPPORT UNITS

Throughout the school year, schools may experience vacancies as a result of requests of leave of absence. To ensure the principal maximum flexibility in selecting a candidate to fill these positions, a temporary support employee may be placed in a position a minimum of twenty paid days. Employment may be any number of days between 20 and 119 (POS NO. TEMPX).

CAREER AND TECHNICAL EDUCATION (CTE)

In the CTE area, principals may:

- use CTE allocation to employ only CTE ~~or~~OR
- employ basic and CTE teachers from allocation when class size and eighty percent (80%) expenditure requirements are met.

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INSTRUCTIONAL UNIT CONVERSION

A principal may request an instructional unit be used in a form other than the typical allocation as long as class size requirements are satisfied.

DIFFERENTIATED STAFFING PLAN

Principals may develop a differentiated staffing plan, provided the total cost, does not exceed the vacant base salary, plus fringe, for the unit(s) that is (are) being replaced. As a part of an approved differentiated staffing plan, personnel may be employed for less than a full day.

HEALTH PROFESSIONALS

All schools will be provided a health support tech. All health professionals will be employed through the Brevard County Health Unit. Health professionals available are registered nurses, licensed practical nurses and health support technicians.

BUILDING LEVEL STAFFING FLEXIBILITY

ROTC ALLOCATIONS

Schools with single ROTC units have one officer that may be converted to two enlisted personnel - (one enlisted staff member for the first 150 students and one additional enlisted staff member for each additional 100 students enrolled in ROTC). These units must be accounted for in the school's instructional units. Multiple units will not exceed the above formula. A school will be charged one-half of an instructional unit for each ROTC instructor. In a multiple unit configuration, each school will be charged one-half of an instructional unit allocation for each ROTC instructor, and a pro-rata share of the one-half of an instructional unit for the officer.

AIR FORCE	POS NO. 51052	11 Months	196 Days
AIR FORCE (Grandfathered)	POS NO. 51050	12 Months	246 Days
ARMY	POS NO. 51052	10 Months	196 Days
ARMY (Grandfathered)	POS NO. 51050	12 Months	246 Days
MARINES	POS NO. 51050	12 Months	246 Days
NAVY	POS NO. 51050	12 Months	246 Days

CUSTODIAL ALLOCATIONS

Custodial Allocations

CUSTODIAL STAFFING

The number of units allocated to schools is shown without any specific mention of classifications. Based upon the allocated units, the principal will establish the composition of the custodial staff to meet the unique requirements of the building plant. Following are the custodial allocations in unit equivalencies:

CLASSIFICATION	HOURS	UNITS
Custodian – Job 30	0.50	0.062
	1.00	0.125
	1.50	0.187
	2.00	0.250
	2.50	0.312
	3.00	0.375
	3.50	0.437
Custodian – Job 01	4.00	0.500
	4.50	0.562
	5.00	0.625
	5.50	0.687
	6.00	0.750
	6.50	0.812
	7.00	0.875
	7.50	0.937
	8.00	1.000

Units less than 0.500 for Job 30 only
 Units greater than 0.500 for Job 01 only

NOTE: A School Principal may employ personnel in one-half hour increments from 4.00 to 8.00 hours.

HEAD CUSTODIAN I/II (POS NOS. 79034/33)

ELEMENTARY SCHOOL 1.0 UNIT PER SCHOOL

MIDDLE SCHOOL 1.0 Unit per school

JR/SR and SENIOR HIGH SCHOOL 2.00 Units per school

Note: West Shore, Edgewood, Bayside, and Heritage only have 1.000 allocation for a Head Custodian

DISTRICT STAFFING

The level of staffing for divisions are controlled through the budgeting process and are based upon the level of desired services. Allocations may be periodically adjusted by the superintendent, based upon need and financial resources.

FOOD SERVICE ALLOCATIONS

Food Service Allocations

The Food Service Staffing Plan is based upon meal equivalents which are a calculation that recognizes both the actual number of reimbursable meals and local revenue at the respective schools. The calculated meal equivalent is used to help establish the number of labor hours needed at each cafeteria site. The meal equivalent is a method that allows the District to equate all meals to one standard, the student lunch. The calculation illustrated below is provided by the National Food Service Management Institute.

1. Regardless of the size of the basic food program, there is a minimum requirement for staffing. The requirement is established at 23.0 hours for elementary schools with 320 meal equivalents and 33.0 hours for secondary schools with 400 meal equivalents in order to have a full kitchen staff. Elementary schools with meal equivalents less than 320 and secondary schools with meal equivalents less than 400 may operate as a finishing kitchen fed from a satellite site and/or have a Dual Cafeteria Manager with limited staff.
2. The number of serving lines used in the cafeteria has to be considered when establishing the required number of labor hours.
3. Schools serving satellite locations present an unusual situation and must be examined on an individual basis. Adjustments are made at the direction of the Superintendent.
4. Elementary schools with an average meal equivalent below 999 meals are staffed with a Cafeteria Manager I. Elementary schools with an average meal equivalent above 1000 meals and secondary schools with an average meal equivalent above ~~500~~650 meals are staffed with a ~~Senior~~ Cafeteria Manager II.

The method used to calculate the meal equivalent for each cafeteria is the sum of the formulas presented below:

- **Lunch:** All student reimbursable lunches and adult lunches are counted as one (1) meal equivalent for each lunch served.
- **Breakfast:** The calculation used to determine a breakfast meal equivalent specifies that three (3) breakfasts are the equivalent of two (2) lunches (divide the number of breakfasts served by 1.5).
- **Snack:** The calculation used to determine a snack meal equivalent specifies that four (4) snacks are the equivalent to one (1) lunch (divide the number of snacks served by 4).
- **Other Food Sales:** *A la carte*, catered meals, and special school function revenues are divided by the sum of the free lunch reimbursement rate and the federal commodity value per meal.

PROCEDURES FOR DETERMINING FOOD SERVICE PROJECTED ALLOCATIONS

Allocations will be based upon the average meal equivalents for a four month period (August-December), adjusted to reflect enrollment trends.

Step 1: Divide **Projected Membership** by **Actual December Membership** to determine **Next Year's Membership Ratio**.

FOOD SERVICE ALLOCATIONS

Step 2: Divide *YTD Meal Equivalents* by the number of *Operating Days* to determine *Average Meal Equivalents*.

Step 3: Multiply the *Next Year's Projected Membership Ratio* by the *Average Meal Equivalents* to determine the *Projected Meal Equivalents*.

Step 4: Refer to the Staffing Formula (see chart below) for *Allocated Hours*.

Step 5: Divide the *Allocated Hours* by 8 to determine *Allocated Units*.

FOOD SERVICE STAFFING FORMULA

Meal Equivalent Conversion Tables

ELEMENTARY SCHOOLS AND SATELLITE PROGRAMS	
Meal Equivalents	Allocated Hours
100 – 200	12.00
201 – 269	15.00
270 – 319	19.00
320 – 375	23.00
376 – 426	24.00
427 – 477	25.00
478 – 528	26.00
529 – 579	27.00
580 – 620	31.00
621 – 720	35.00
721 – 820	39.00
821 – 920	43.00
921 – 1020	47.00
1021 – 1120	51.00
1121 +	55.00

SECONDARY SCHOOLS AND SATELLITE PROGRAMS	
Meal Equivalents	Allocated Hours
219 – 269	22.00
270 – 334	25.00
335 – 399	29.00
400 – 500	33.00
501 – 550	34.00
551 – 600	36.00
601 – 700	40.00
701 – 800	44.00
801 – 865	56.00
866 – 930	60.00
931 – 995	64.00
996 – 1120	68.00
1121 – 1245	72.00
1246 – 1369	76.00
1370 – 1494	80.00
1495 – 1654	84.00
1655 +	88.00

FOOD SERVICE ALLOCATIONS

CAFETERIA ALLOCATIONS

Each cafeteria unit is equivalent of eight hours. The school principal may employ personnel as follows:

CLASSIFICATION	POSITION NO.	HOURS	UNIT EQUIVALENT
Cafeteria Worker or Cashier <u>Assistant I</u>	76024	2.00	0.250
		2.50	0.310
		3.00	0.380
		3.50	0.440
		4.00	0.500
Baker/Cook <u>Cafeteria Assistant II</u>	76024	6.00	0.750
Baker or Cook <u>Cafeteria Assistant II</u>	76024	4.00	0.500
		6.00	0.750
Cafeteria Manager <u>I</u> or <u>Cafeteria Assistant II</u>	76020	8.00	1.000

Elementary schools with less than 550 meal equivalents and secondary schools with less than 600 meal equivalents may be staffed with a 4.0 hour Cafeteria Assistant II, ~~Baker, a 4.0 hour Cook~~ and a 6.0 or 7.0 hour Cafeteria Manager I. Schools impacted by these changes may be staffed with a 6.0 hour ~~Baker/Cook~~ Cafeteria Assistant II instead of a 4.0 hour ~~Baker and a 4.0 hour Cook~~ Cafeteria Assistant II. The labor allocation for the satellite kitchen is based upon the total meal equivalents generated at the finishing kitchens.

BREVARD BEFORE & AFTER SCHOOL PERSONNEL ALLOCATIONS

Brevard Before & After School Personnel Allocations

COORDINATOR/SENIOR COORDINATOR (POS NOS. 91084/95)

If school operates a morning and afternoon program and the average daily attendance (ADA) is less than 176 children:	1.000 Unit, 8.00 Hours
If school operates a morning and afternoon program and the average daily attendance (ADA) exceeds 175 children:	2.000 Units, 16.00 Hours
If school operates an afternoon only program (closure supported for ADA less than 10 children):	0.813 Units, 6.50 Hours

INTERN COORDINATOR (POS NO. 91063)

Unique assignments strategically allocated to specific sites to geographically meet staffing demands/progression plans.	0.688 Unit, 5.50 Hours
	1.000 Unit, 8.00 Hours

GROUP LEADER I/II (POS NO. 91101)

Group Leader I/II positions are allocated based on each site's:

1. Average Daily Attendance (ADA) in the morning and the afternoon programs,
2. BAS operating and school day times/hours,
3. Total BAS enrollment,
4. 21st Community Learning Center designation, and/or
5. Special needs accommodations

CLASSIFICATION		ADA	Number of Positions
GL Position A: Positions that are assigned to a morning and afternoon schedule (split shift):	0.630 Units, 5.00 Hours	0 – 25	1
		26 – 50	2
		51 – 75	3
		76 – 100	4
GL Position B: Positions that are assigned to an afternoon only schedule:	0.563 Units, 4.50 Hours	101 – 125	5
		126 – 150	6
GL Position C: Positions that may be assigned as primary/secondary positions or for supplemental needs such as special needs accommodations or meeting ratio for minimal time requirements:	0.500 Units, 4.00 Hours	151 – 175	7
	0.438 Units, 3.50 Hours	176 – 200	8
	0.375 Units, 3.00 Hours	201 – 225	9
	0.313 Units, 2.50 Hours	226 – 250	10
	0.250 Units, 2.00 Hours		
	0.188 Units, 1.50 Hours		
	0.125 Units, 1.00 Hours		

NOTE: Allocations for special needs accommodation would be in addition to the number of GL I/II positions in the chart above.

BREVARD BEFORE & AFTER SCHOOL PERSONNEL ALLOCATIONS

ACTIVITY LEADER I/II (POS NO. 91201)

Activity Leader I/II positions are allocated to sites as follows: 0.630 Units, 5.00 Hours

1. School's BAS Average Daily Attendance (ADA) exceeds 85 children, or
2. 21st CCLC grant is assigned to a site (a new position would not be assigned in year five of the grant).
3. The school's BAS average daily attendance exceeds 70 children and hosts 3-4 successful fee based enrichment programs.

Activity Leader I/II positions are allocated to sites as follows: 0.688 Units, 5.50 Hours

1. School's BAS Average Daily Attendance (ADA) exceeds 135 children, or
2. The school's BAS average daily attendance exceeds 115 children and hosts 5 successful fee based enrichment programs.

NOTE: An Activity Leader I/II position may be assigned to a morning and afternoon (split shift) position or an afternoon only position. This reduces a site's Group Leader I/II allocation by up to 5.0 hours (one GL position).

DAY CARE ASSISTANT (POS NO CCS91)

Unique assignments strategically allocated to specific sites to support high school students interested in working childcare or becoming teacher interns in the future.

SPECIAL ALLOCATIONS

Special Allocations

ELEMENTARY SCHOOL SPECIAL UNITS

Elementary Schools will be allocated the following Special Units:

ART	POS NO. 51019	1.000 Unit	School funded 50% / District funded 50%
MUSIC	POS NO. 51020	1.000 Unit	School funded 100%
PE	POS NO. 51018	1.000 Unit	School funded 100%

ENDEAVOUR ELEMENTARY (In addition to the allocation above)

DROP OUT	POS NO. 51065/66	1.000 Unit	District funded 100%
PE	POS NO. 51018	1.000 Unit	District funded 100%

MIDDLE SCHOOL SPECIAL UNITS

Middle School Special Units will be allocated based on student membership using the formula listed below and may be used for any of the following courses:

COURSES	Band	Art
	Chorus	Computer Science
ALLOCATIONS	1 – 600 Students	4 @ 0.5000 Units per School
	601 – 800 Students	4 @ 0.7500 Units per School
	801 + Students	4 @ 1.000 Units per School

SENIOR HIGH SCHOOL SPECIAL UNITS

Senior High School will be allocated the following Special Units:

ADVANCED PLACEMENT (Distribution based on AP Enrollment)	POS NO. 51038	25.400 Units, depending on Bonus FTE
STUDENT ACTIVITIES COORDINATOR	POS NO. 63085	1.000 Units per School
CAMPUS MONITORS (Campus totally secured by fencing)	POS NO. 79050	1.000 Unit Varies
INTERNATIONAL BACCALAUREATE AND AICE PROGRAMS (Plan must be submitted and approved by Director of Secondary Leading and Learning)	POS NO. 51042	Allocation Varies by school based on Bonus FTE

SPECIAL ALLOCATIONS

ALTERNATIVE LEARNING CENTERS

The North/Central Pathway at Gardendale and The South Pathway at Pinegrove allocated the following positions:

ASSISTANT PRINCIPAL	1.000 Unit
DROP OUT PREVENTION TEACHERS	5.000 Units
ELEMENTARY BASIC 4-6	1.000 Unit
EXCEPTIONAL EDUCATION TEACHERS	2.000 Units
GUIDANCE COUNSELORS	1.000 Unit
SCHOOL SECRETARY	1.000 Unit
SCHOOL OFFICE CLERK 10M	1.000 Unit
SOCIAL WORKER	1.000 Unit

NOTE: Drop Out Prevention Reserves are funded by transferring 0.250 instructional units from each Secondary school as a part of the PAR building process.

BLOCK SCHOOLS

Schools currently using a Block Schedule will be assisted with additional instructional units from District reserves.

TITUSVILLE HIGH SCHOOL	2.000 Units
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DISTRICT LEVEL INSTRUCTIONAL UNITS

There will be special instructional units established and later reassigned based on the individual needs of the school. If awarded, it should be noted that any special unit allocation is made only for the current school year and must be annually requested and reviewed.

CRITICAL NEEDS	20.000 Units
ESE CENTRALIZED UNITS	8.000 Units
SPP STUDENT/PARENT PROGRAM	Statute Rules
EXCEPTIONAL EDUCATION LEVELS DISCRETIONARY	10.000 Units
INSTRUCTIONAL ASSISTANT EXED RESERVES	Varies
LEADING AND LEARNING DISCRETIONARY	14.50 Units
LEADING AND LEARNING ESE DISRESTIONARY	28.00 Units
PREP UNITS FOR TK CLASSES	2.000 Units
RESERVE CLASS SIZE	12.660 Units
SMALL SCHOOL UNITS	8.500 Units
(Schools below 475 membership)	
SMALL SCHOOL UNITS	2.000 Units
(Cocoa Beach Jr./Sr. High School)	
SUPERINTENDENT EXED RESERVES	4.000 Units

SPECIAL ALLOCATIONS

EXCEPTIONAL EDUCATION INSTRUCTIONAL ASSISTANTS (POS NOS. 52105/52106/52108/52109)

Exceptional Education Instructional Assistants are assigned by Student Services based on the individual need of the school and their student population.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL allocations are determined based on the total number of students defined as "LY" at each school.

ESOL Teacher (POS NO. 51014) 1.000 unit for every 50 students

ESOL Instructional Assistant (POS NO. 51136) 1.000 unit for 0-15 students
 2.000 units for 16-50 students
 1.000 units for each additional 50 students

ESOL TEACHERS	50 STUDENT	1.000 UNIT
POS NO. 51014	100 STUDENT	2.000 UNIT
	150 STUDENT	3.000 UNIT
ESOL INSTRUCTIONAL ASSISTANTS	15 STUDENTS OF ONE LANGUAGE	1.000 UNIT FLUENT IN THAT LANGUAGE
POS NO. 51136	50 STUDENTS OF ONE LANGUAGE	2.000 UNITS FLUENT IN THAT LANGUAGE
	100 STUDENTS OF ONE LANGUAGE	3.000 UNITS FLUENT IN THAT LANGUAGE

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SPECIAL SCHOOLS

Special Schools are defined as those schools serving Physically Handicapped, Hearing Impaired, Visually Impaired, Emotionally Behavior Disorder, Intellectual Disabilities Supported/Participatory and the VPK-Varying Exceptionalities.

CREEL ELEMENTARY

Instructional Assistant Adaptive PE POS NO. 52143/47 2.000 Units

LOCKMAR ELEMENTARY

Instructional Assistant Adaptive PE POS NO. 52147 1.000 Unit

MILA ELEMENTARY

Instructional Assistant Adaptive PE POS NO. 52147 1.000 Unit

SPECIAL ALLOCATIONS

OAK PARK ELEMENTARY

Instructional Assistant Adaptive PE POS NO. 52143 2.000 Units

INFANTS AND TODDLERS CENTER

Adaptive PE Teacher POS NO. 52010 4.000 Units

TECHNOLOGY

Schools will convert 0.36 teacher unit to fund a 12 month Technology Associate (POS NO. 65083) or Technology Technician (POS NO. 65082), supervised by the Educational Technology Department. Schools with membership greater than 2,000 will receive 1.00 allocations for an additional Technology Technician to assist the Technology Associate.

THEATRE TECHNICAL MANAGER (POS NO. 79095)

The following schools will receive 1.000 Unit for a Theatre Technical Manager:

BAYSIDE HIGH SCHOOL
 COCOA BEACH HIGH SCHOOL
 EAU GALLIE HIGH SCHOOL
 MERRITT ISLAND HIGH SCHOOL
 SATELLITE HIGH SCHOOL
 TITUSVILLE HIGH SCHOOL

STAFFING OF FIELDSTON/RIVERDALE AT GARDENDALE FACILITY

CLASSIFICATION	POSITION NO.		PROGRAM	FACTOR
INSTRUCTIONAL UNITS				
LEVEL 254/255	52004/5	16.00	254/255	1 Teacher- 3 Students
SERVICE UNITS				
School Social Worker	61110	1.00		
Certified School Counselor-Senior	61226	1.00		
Teacher on Assignment	63064	1.00		
ESE Support Specialist	63079	1.00		
Certified Behavior Analyst 11 Month	63183	1.00		
SCHOOL ADMINISTRATION				
Assistant Principal Senior 12 Month	73023	1.00		
INSTRUCTIONAL PARAPROFESSIONALS				
IA Exceptional Education	52027	16.00	254/255	1 IA - 3 Students

SPECIAL ALLOCATIONS

CLASSIFICATION	POSITION NO.		PROGRAM	FACTOR
Behavior Technician	52151	4.00		
SCHOOL CLERICAL	73030	1.00		
School Secretary	73030	1.00		
School Office Clerk 12 Month	73036	1.00		
CUSTODIAL UNITS				
Custodian	79035	1.00		

STAFFING A NEW SCHOOL

Staffing a New School

NEW SECONDARY SCHOOLS

The following timeline will be utilized when allocating positions for a new secondary school:

BEGINNING ONE YEAR PRIOR TO SCHOOL OPENING

	JUL	JAN	FEB 15 th	MAY 1 st	JUN 1 st	JUN 15 th	JUL
Principal	X						
Assistant Principal 10M						X	
Assistant Principal 12M					X		
Guidance Counselor			X				
Media Specialist					X		
School Secretary	X						
Bookkeeper		X					
Head Custodian				X			
Custodian (1)						X	
School Office Clerk OR School Data Clerk					X		
Cafeteria Manager							X
Tech Associate (9721)				X			

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NOTE: [The Cafeteria Manager](#) will also work two weeks in May to order equipment.

NEW ELEMENTARY SCHOOLS

The following timeline will be utilized when allocating positions for a new elementary school:

PRIOR TO SCHOOL OPENING

	JAN	FEB	MAY 1 st	JUL 1 st
Principal	X			
School Secretary	X			
Bookkeeper		X		
School Office Clerk				X
Cafeteria Manager				X
Head Custodian			X	
Tech Associate (9721)			X	

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NOTE: [The Cafeteria Manager](#) will work two weeks in May to order equipment. In addition, this will be the only time that a Media Assistant will work in the months of June and July.