

January 25, 2007

Memorandum To: Thomas Fowler-Finn, Superintendent of Schools
From: James Conry, Chief Financial Officer
Subject: Elementary Specialist Staffing Data – Allocation Formulas or Standards

Attached for your information is a chart showing the various formulas or other basis for allocation of elementary specialist staffing in schools.

Also, I have reviewed the data on the chart provided by Patty Nolan and determined that the data provided is substantially accurate, with the following exceptions.

1. Librarian positions – the Fletcher-Maynard is shown as having two positions. One of these, as explained in the attached chart, is a 6-hour library aide rather than a teacher position which all the others are. This aide was allocated when the Fletcher-Maynard was voted “special status” when it merged in FY2000-01, and is scheduled to be phased-out over the next two years. Elementary librarians are allocated as one per library.
2. Title I – all of these position are federally funded and are only assigned to schools determined to be eligible for Title I funds by federal regulations, as described in the attached chart. In addition to this money, CPS allocates general fund formula money for students on Free/Reduced Lunch in the amount of \$95/pupil to all schools.
3. Technology – this column includes both certified teacher positions (Instructional Technology Specialists) and non-certified support positions (Technology Technical Assistants). An error occurred in the source document report (12/19/06 position control report) for this program. In several schools, principals decided to convert the formula-allocated 1.0 FTE Technology Technical Assistant position to a part-time Technology Teacher position (approximately .50 FTE) for FY06-07 on a “Temp” basis. Corrected actual position data is as follows:

<u>School</u>	<u>Technology Tchr FTE</u>	<u>Technology Asst FTE</u>
Baldwin		1.0
Haggerty	.46	
Amigos		1.0
King		1.0
King Open	1.05	
Morse	.50	.39 (aide)
Peabody	.76	
Tobin	1.0	
Fletcher-Maynard		1.0
Graham & Parks	.50	
Kennedy-Longfellow	.53	
Cambridgeport	.63	

4. Music – the teaching staff shown on the chart in each school are the general music teachers. In addition, there are six district-wide elementary instrumental music teachers who serve all schools at 6th-8th grades, with grades 7-8 being on an elective basis.
5. Administrative and support positions – Clerical, family liaison, Principal and Assistant Principal positions are not generally included with professional teaching staff when comparing allocations of staff to schools. As indicated on the attached chart, such staff are usually allocated in units of one per school, rather than on any enrollment basis. Also, cafeteria and custodial staff are usually assigned based on operational considerations, e.g., numbers of meals served, square footage of building, etc. Calculating ratios for these staff based on enrollment is not useful.
6. Comparison School Districts – As you requested for several positions, I have provided a brief survey of a few area school districts regarding selected positions.

	Program	Basis for Standard Teacher Allocations to Schools
124	World Languages	Teaching staff are assigned based on the number of classrooms to be taught by a specialist. Instruction is provided by the specialist in grades 6-8, 2 classes per week for 45 minutes in grade 6 and 3 classes per week for 45 minutes each in grades 7-8. Fletcher-Maynard has "special status" allocation of 1.0 FTE teacher that provides instruction in grades K-6. Special status is being phased out over next two years. The Amigos School was originally designed with additional aides and no teacher of World Language. A .70 FTE teacher of World Language was added to the staff of the Amigos beginning with the 06-07 school year.
126	Physical Education	Teaching staff are assigned based on the number of classrooms to be taught by a specialist. Instruction is provided by a specialist in Kindergarten for two 30-minute periods per week, and in grades 1-8 for two 45-minute periods per week. Self-contained special education classes are generally mainstreamed with other grade-level classes, or are occasionally taught separately due to the size of classes.
128	Art	Teaching staff are assigned based on the number of classrooms to be taught by specialists. Instruction is provided by specialists in grades 1-8, one 45-minute period per week. Some variations in schools occur due to scheduling issues. Self-contained special education classes are generally mainstreamed with other grade-level classes, or are occasionally taught separately due to the size of classes.
130	Music	Teaching staff are assigned based on the number of classrooms to be taught by specialists. Instruction is provided by a specialist in grades PK-8. In grades PK-4, General Music is taught by a specialist for one 45-minute period per week. In grade 5, one 45-minute period of general music and two 45-minute periods of instrumental music are taught by specialists. In grade 6, one 45-minute period of general music and one 45-minute period of instrumental music are taught by specialists. In grades 7-8, one 45-minute period of general music is taught to all students, and one 45-minute period of instrumental music is taught on an elective basis. Some variations in schools occur due to scheduling issues. Self-contained special education classes are generally mainstreamed with other grade-level classes, or are occasionally taught separately due to the size of classes.
142	Library/Media	Formula allocation is 1.0 FTE librarian for each library. Note: Fletcher-Maynard has "special status" allocation of 1.0 FTE library aide in addition to the librarian. Special status was granted by School Committee in FY2000-01 when the Fletcher and Maynard schools merged, and is scheduled to be phased out over the next two years. The full-time library aide is reduced to .50 FTE in FY07-08 and to 0.0 FTE in FY08-09.

320	Speech/Language Therapy	Specialist staff are assigned based on services delineated in special education student Individual Education Plans (IEP) in each school, which may vary from year to year, and during the year.
365	School Psychologist	School Psychologists are assigned 1.0 FTE to school buildings with the exception of: .60 FTE at Fletcher-Maynard (individual spends other 2 days testing primarily at King Open). .80 FTE at Cambridgeport (individual spends 1 day serving as adjustment counselor at Haggerty), .80 FTE at Haggerty (individual spends 1 day testing at Amigos), .80 FTE at Tobin (individual spends 1 day testing at King).
368	Adjustment Couns./Social Worker	Adjustment Counselors/Social Workers are assigned 1.0 FTE to the K-8 school buildings, and .40 FTE at Haggerty.
651	Title I Program	Title I staff are assigned to schools that qualify for federal Title I funding based on low-income populations in schools. Within this group of eligible schools, schools with higher percentages of low-income students are allocated a higher dollar amount per student compared to schools with relatively lower percentages. Dollars are then translated into staffing positions and FTE's. The assignments vary from year to year as enrollments and low-income percentages fluctuate. In addition to this money, CPS allocates general fund formula money for students on Free/Reduced Lunch in the amount of \$95/pupil to all schools.
	<u>Non-Teaching Support Staff</u>	
117	Instructional Technology	The Formula allocation is 1.0 FTE Technology Technical Assistant (non-certified) per school. Exceptions to formula: one school (Graham & Parks) had part-time (.50 FTE) Technology Teacher prior to implementation of the formula allocation, and was given the option to retain the .50 teacher position; one school (Tobin) has a full-time (1.0 FTE) Technology Teacher that also pre-existed the formula allocation, based on a previous "computer magnet" program at the school; in addition to a 1.0 Technical Assistant position, one school (King Open), has a .50 Technology Teacher for the Ol'a program that is combined with a .50 FTE science teacher position at Ol'a due to the difficulty of maintaining a .50 science teacher position. Note: schools are allowed to exchange the technical assistant position for a part-time teacher (approx. .50 FTE) if they determine it appropriate, and also may supplement with SIP funds.

Other Formulas: the following are other staffing and non-staffing formulas used in the budget process:		
1.	<u>Elementary Classroom Pupil-Teacher Ratio</u>	
	<u>Kindergarten:</u>	- Contract Class Size 1:20 - Goal of 1:20
	<u>Grades 1-3:</u>	- Contract Class Size 1:25 - Goal of 1:18
	<u>Grades 4-8</u>	- Contract Class Size 1:25 - Goal of 1:22
		1 Teacher for each Classroom
2.	<u>Elementary Classroom Instructional Aides:</u>	
		1 Full-time Aide for each kindergarten class
		1 hour of aide time/day for every 9 students in grades 1-8 (with the exception of one school)
3.	<u>School Improvement Plan Funding</u>	
		Base allocation of \$30,000 for each school and small learning community
		\$95 per pupil
		Additional \$95 per pupil for low-income students (F/R price lunch)
***		<i>NEW in FY06-07 - Additional \$65 per pupil for ELL, SEI and LEP students ***</i>
4.	<u>Professional Development Allocation for Schools</u>	- \$40 per pupil
5.	<u>Base Rate per Pupil Allotments</u>	
		\$145 per pupil for books, supplies, instructional materials, field trips, library materials, computer supplies, after-school stipends, student support team, office supplies, etc.
6.	<u>Teacher Instructional Materials Reimbursement</u>	
		\$450 reimbursement to teachers for out-of-pocket expenses for Instructional Materials (CTA contract)
7.	<u>Reading Recovery</u>	
		.50 FTE Reading Recovery teacher for every two Grade 1 classrooms

1/12/07

Memorandum To: Thomas Fowler-Finn, Superintendent of Schools

From: James Conry, Chief Financial Officer

Subject: Request for Information – Elementary Specialist Staffing by School

Attached is a chart prepared in response to a School Committee member request for a summary of elementary staffing information provided to the School Committee at the FY07-08 Budget Retreat on 12/19/06.

This chart displays full-time-equivalent (FTE) teacher positions for elementary specialist programs (not regular classroom teachers), summarized by funding source: general fund, general fund School Improvement Funds/Professional Development Funds (SIP/PDP), and grant funds. It also includes districtwide positions in various curriculum areas (examples: Language Arts Instructional Coaches and Math Instructional Coaches) with FTE allocations of those positions to specific schools where that has been done.

This information is at a point-in-time (December, 2006). As you are aware, SIP/PDP funding is allocated annually by principals to fund priorities in the school improvement plan, and therefore may change from year to year. Grant funding is subject to annual awards from the granting agency, and may also change from year to year as grants end and new grants are applied for and received. Also, principals may re-allocate within their own budgets to fund a particular priority for a particular year (example: reallocating instructional aide hours to fund a math specialist or literacy specialist for particular grade levels to address specific instructional needs).

I am also preparing a chart to reflect school district formulas for specialist staffing allocations to schools (where applicable), and other criteria for staffing, such as SpEd. staffing. This information will be completed next week for distribution.

Attachments

Cc: C. Turk
J. Maloney

CPS Elementary Specialist Teacher Staffing - by Program

Code	Program	Funding Source	A/U 10 Baldwin	A/U 13 Haggerty	A/U 15 Amigos	A/U 17 King	A/U 18 King Open	A/U 20 Morse	A/U 21 Peabody	A/U 23 Tobin	A/U 24 Flet/Mayn	A/U 25 Grah & Pks	A/U 27 Kenn/Long	A/U 28 Cport	District- wide	Total
147	Extended Day	Gen Fund									0.25			0.08		0.33
		SIP/PDP														0.00
		Grant														0.00
148	Instr. Support	Gen Fund	1.00	0.50	0.50	1.00	0.50		0.50	1.00	0.50		1.00	0.90		7.40
	Literacy Collaborative	SIP/PDP														0.00
		Grant				1.00					1.50					2.50
148	Instr. Support	Gen Fund						0.24	0.50			1.00				1.74
	Literacy Specialist	SIP/PDP	0.50					0.06						0.25		0.81
		Grant														0.00
148	Instr. Support - Math Coach	Gen Fund	0.40	0.40	0.40		0.60	0.60	0.40			0.40	0.60	0.40		4.20
	(Amigos/Hagg/Cport - contract)	SIP/PDP								0.01		0.10	0.07			0.18
	(See also - Program 635)	Grant				0.67				0.99						1.66
148	Instr. Support	Gen Fund		0.35												0.35
	Math Specialist	SIP/PDP														0.00
		Grant		0.32												0.32
148	Instr. Support	Gen Fund			1.50											1.50
	Spanish as Second Lang.	SIP/PDP														0.00
		Grant														0.00
315	Occ Therapy/Phys Therapy	Gen Fund	0.40	0.67	0.33	0.34	0.73	0.80	1.00	0.90	0.40	0.60	1.10	0.80		8.07
		SIP/PDP														0.00
		Grant			0.15	0.15	0.50			0.67		0.50		0.17		2.14
320	Speech Therapy	Gen Fund	0.80	2.00	0.40	0.70	1.50	0.61	1.00	1.33	1.00	1.00	1.40	0.50		12.24
		SIP/PDP														0.00
		Grant						1.06	0.67				0.20			1.93
330	Acad. Strategies Support	Gen Fund	4.54	1.67	2.50	3.50	4.50	4.60	4.00	4.00	3.05	5.00	4.00	2.50		43.86
	LD/Res Rm	SIP/PDP														0.00
		Grant	0.13	1.00			0.80	0.40	1.00		0.20		0.17	0.50		4.20
335	Inclusion Specialists	Gen Fund		1.00			1.00	1.00	2.00	0.50	1.00	1.00	1.00			8.50
		SIP/PDP														0.00
		Grant					1.00	0.67	1.00	0.50						3.17
340	Self-Cont. Sped Classrm	Gen Fund	1.00	1.00	1.00			1.00	1.00	1.00			3.00	1.00		10.00
		SIP/PDP														0.00
		Grant				2.00				1.00						3.00

CPS Elementary Specialist Teacher Staffing - by Program

<u>Code</u>	<u>Program</u>	<u>Funding Source</u>	<u>A/U 10</u> <u>Baldwin</u>	<u>A/U 13</u> <u>Haggerty</u>	<u>A/U 15</u> <u>Amigos</u>	<u>A/U 17</u> <u>King</u>	<u>A/U 18</u> <u>King Open</u>	<u>A/U 20</u> <u>Morse</u>	<u>A/U 21</u> <u>Peabody</u>	<u>A/U 23</u> <u>Tobin</u>	<u>A/U 24</u> <u>Flet/Mayn</u>	<u>A/U 25</u> <u>Grah & Pks</u>	<u>A/U 27</u> <u>Kenn/Long</u>	<u>A/U 28</u> <u>Cport</u>	<u>District-</u> <u>wide</u>	<u>Total</u>
360	Adjustment Couns/Soc Wrk	Gen Fund	1.00		0.50	0.50	1.00	1.00	1.00	1.00	1.00	0.67	1.00	1.00		9.67
		SIP/PDP														0.00
		Grant										0.33				0.33
365	Sch. Psychologist	Gen Fund	1.00	1.00	0.50	0.50	1.00	1.00	0.67	1.00	0.60	0.66	1.00	1.00		9.93
		SIP/PDP														0.00
		Grant							0.33			0.34				0.67
395	Special Start Pre-School	Gen Fund					1.00	1.00	2.00	2.00	1.00		1.00			8.00
		SIP/PDP														0.00
		Grant														0.00
620	Tchr/Program Developer	Gen Fund									1.00		0.50			1.50
		SIP/PDP														0.00
		Grant														0.00
626	Bilingual Tchr/Program Dev.	Gen Fund													1.00	1.00
		SIP/PDP														0.00
		Grant														0.00
628	Lang Arts - Instr. Support Coaches	Gen Fund													1.00	1.00
		SIP/PDP														0.00
		Grant													2.00	2.00
651	Title I	Gen Fund														0.00
	(also - Rdg Recovery & Literacy Collab. Grant pos.)	SIP/PDP														0.00
		Grant			1.00	1.00	1.40	1.60	1.00	2.00	1.50		2.00			11.50
652	Drama - Tchr/Staff Dev.	Gen Fund													1.00	1.00
		SIP/PDP														0.00
		Grant														0.00
660	Science - Teacher Mentors	Gen Fund													4.43	4.43
		SIP/PDP														0.00
		Grant														0.00
635	Math - Instr. Support Coaches	Gen Fund		0.20			0.20						0.20		0.40	1.00
		SIP/PDP														0.00
		Grant									0.40			0.20	1.40	2.00
	Total:	Gen Fund	16.14	13.70	16.50	14.54	22.22	18.08	22.23	28.93	15.90	20.57	23.23	13.71	14.33	240.08
		SIP/PDP	0.90	0.70	0.30	0.00	0.06	0.20	0.24	0.01	0.00	0.10	0.54	0.66	0.00	3.71
		Grant	0.13	2.41	1.15	4.82	3.70	3.73	4.00	5.16	3.60	1.17	2.37	1.00	4.90	38.14
		Total	17.17	16.81	17.95	19.36	25.98	22.01	26.47	34.10	19.50	21.84	26.14	15.37	19.23	281.93

CPS Elementary Specialist Teacher Staffing - by Program
