

The School Board of Sarasota County, Florida

2014-2015 Personnel Allocation Process

Sarasota County School Board Vision Statement

The School District of Sarasota County places learning at the center of its activities to enable all learners to lead productive, responsible, and healthful lives.

Sarasota County School Board Mission Statement

The School District of Sarasota County prepares students to achieve the highest learning standards by engaging a high quality staff, involved parents, and a supportive community.

Executive Summary

The funding of public education in Florida is a responsibility of the Florida Legislature. The Florida Education Finance Program was established by the Legislature to insure that the funding per student be the same throughout the state. Many of the funding allocations have specific Legislative expenditure requirements. These allocations are called state categorical. In order to be in compliance with the Legislative mandates, staffing formulas are established. These staffing formulas allow auditors to certify the School Board is in compliance with Legislative mandates. In addition to Legislative appropriations, the voters of Sarasota approved supplemental funding. This supplemental funding is used to provide a higher quality instructional program than what the state of Florida provides.

Personnel Allocation Formulas

The staffing formulas are displayed by area of responsibility in the tables below.
The appropriate Executive Director may authorize a waiver of the formulas.

Elementary School Formulas

Position	Allocation Formula
Principal	One per school.
Assistant Principal	One position per 800 students, one additional Assistant Principal for 1,200 students plus. All Title 1 schools receive an Assistant Principal, regardless of the student enrollment. These positions are funded from the additional voted millage.
Administrative Intern	One position per school that does not have an Assistant Principal.
Counselor	One position per school, an additional .6 position for schools above 750. For schools above 900, an additional position is allocated. All of the positions that are added, above one per school, are funded from the additional voted millage.
Data / Literacy Coach	One position per school. All positions are funded from the additional voted millage. This position was eliminated, due to lack of funds.
Administrative Assistant	One position per school.
Intervention Teacher	One per school. This position is funded with IDEA Stimulus funds. This position was eliminated when Stimulus funds ended.
Registrar	One position per school.
Bookkeeper	One position per school.
Media Aide - SSP-7	One position per school.
Physical Education Aide SSP-7	One position per school, an additional position for schools over 1,000 students.

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Elementary School Formulas - continued

Position	Allocation Formula
Para Aides - SSP-7	One position per Title 1 school. This position was eliminated due to lack of funds
Cafeteria Monitors - SSP-1	Three .57 positions per school. Effective with the 2011-2012 year, they were reduced to two .57 positions through attrition.
Clinic Aide - SSP-4	One per school, an additional aide for schools over 1,200 students.
School Receptionist - SSP-5	For schools over 450 students, one position per school.
Pre-Kindergarten Aides SSP-7	One position per Pre-Kindergarten class. Pupil Support Services determines the location of services.
ESE Aides - SSP-3	Non-Title 1 schools receive one position per self-contained class.
ESE Aides - SSP-7	Title 1 schools receive one position per self-contained class.
ESE Aides - SSP-4	Schools receive one position per autistic class.
ESE Aides, Federally Funded - SSP-3, SSP-4, and SSP-7	Pupil Support Services determines the number by school in order to insure the positions are supplementing the ESE services provided through the operating fund.
ESOL Aides - SSP-7	A position is allocated for a minimum of 15 students per language.
Basic Classroom Teachers, Grades K-3	For kindergarten through third grade, the ratio is one teacher for every 18 students. The computation is based upon the total enrollment less ESE self-contained students. In the ratio, ESOL and gifted teachers are included. The funding of the positions is a combination of the categorical class size appropriation, discretionary lottery funding, supplemental academic intervention funds, and the Florida Education Finance Program funds.
Basic Classroom Teachers, Grades 4-5	For fourth through fifth grades, the ratio is one teacher for every 22 students. The computation is based upon the total enrollment less ESE self-contained students. In the ratio, ESOL and gifted teachers are included. The funding of the positions is a combination of the categorical class size appropriation, discretionary lottery funding, supplemental academic intervention funds, and the Florida Education Finance Program funds.
ESE Resource Teachers	The majority of these students are basic general education students. The ESE resource teacher provides supplemental services for the specific ESE needs of the student. The ratio of students per resource teacher is approximately 37 students per teacher.
ESE Teachers, Self-Contained	For students with disabilities, other than students identified as emotionally handicapped, autistic, or trainable mentally handicapped, the ratio is 1 teacher for every 13 students, with a teacher's aide.
ESE Teachers, Emotionally and Trainable Handicapped	The ratio is 1 teacher for every 8 students, with a teacher's aide.
ESE Teachers, Autistic	The ratio is 1 teacher for every 7 students, with a teacher's aide.

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Position	Elementary School Formulas - continued
ESOL Teachers	For every 16 FTE, one teacher unit is earned. Portions of units are earned based upon the 16 to one ratio.
Science Teacher	One position per school. Positions are funded from the additional voted millage.
Music Teacher	One position per school.
Art Teacher	One position per school.
Gifted Cluster and Magnet Foreign Language Allocation	Bay Haven - one position, Phillippi Shores - one position, Venice Elementary – one position and Fruitville – one position. Positions are funded from the additional voted millage.
Physical Education, Dance, and Computer Teachers	Minimum of one physical education teacher per school. An additional teacher is placed in the area of physical education, music, foreign language, dance, or computers when the number of teachers at a school exceeds 38. Additional positions are funded from the additional voted millage.
School Specific Instructional Positions	Phillippi Shores, 1 position for the International Baccalaureate Coordinator.
ESE Liaison	ESE Liaisons are allocated to schools based upon the number of students with disabilities, excluding gifted and speech and language students. The ratio is a .6 position allocation for up to 76 students and a full position for over 76 students.
Behavior Specialist	Pupil Support Services determines the schools that need the position.
ESOL Liaison	ESOL of at least 34 FTE earns a position. All positions are funded from the additional voted millage.
Extra Duty Days ESOL Services	Schools that do not earn an ESOL Liaison receive 2.88 extra duty days per FTE. All extra duty days are funded from the additional voted millage.
Extra Duty Days Registrar Services	Four days per school are allocated to Registrars. All extra duty days are funded from the additional voted millage.
Extra Duty Days Instructional	2.8 days per school are allocated to instructional salary schedule staff. All extra duty days are funded from the additional voted millage.

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Middle School Formulas

Position	Allocation Formula
Principal	One position per school.
Assistant Principal	One position per 500 students.
Administrative Intern	For schools that do not earn 2 Assistant Principal positions. Funded from the additional voted millage.
Counselor	One position per 450 students. Additional positions added, above 900 students, are funded from the additional voted millage.
Administrative Assistant - SSP-9	One position per school
Master Scheduling Registrar – SSP-8	One position per school. Funded from the additional voted millage. This position was deleted in 2012-2013.
Registrar – SSP-8	One position per school.
Bookkeeper - SSP-9	One position per school.
Security Aides - SSP-4	The number of Security Aides is determined by the Department of Safety and Security
School Receptionist - SSP-5	One position per school.
School Attendance Clerk - SSP-5	One position per school. Funded from the additional voted millage.
School Secretary SSP-6	One position for schools over 1,600 students.
In School Restriction Aide - SSP-7	One position per school.
Health Room Aide SSP-4	One position per 600 students or additional with special needs population.
ESE Aides - SSP-3	One position per self-contained ESE classroom.
ESE Aides, Federally Funded - SSP-3, SSP-4, and SSP-7	Pupil Support Services determines the number by school, in order to insure the positions are supplementing the ESE services provided through the operating fund.
ESOL Aides - SSP-7	A position is allocated for a minimum of 15 students per language.
Media Aide - SSP-7	One position per school.
Para-Professional Aide – SSP-7	One position per school.
School Specific Classified Aide Positions	Booker Middle - one additional Para-professional SSP-7 and one physical education SSP-7. Woodland - one physical education SSP-7.
Behavior Specialist	One position per school, funded from the additional voted millage.
Behavior Intervention Teacher	One per school. This position was funded with IDEA Stimulus funds. This position was deleted when Stimulus funds ended.
ESE Liaison	ESE Liaisons are allocated to schools based upon the number of students with disabilities, excluding gifted and speech and language students. The ratio is a .6 position allocation for up to 76 students and a full position for over 76 students.
ESOL Liaison	ESOL of at least 17 FTE earns a .5 position. All positions are funded from the additional voted millage.

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Position	Middle School Formulas – continued
Basic Classroom Teachers Grades 6-8	For grades six through eight, the ratio is one teacher for every 22 students. The computation is based upon the total enrollment less ESE self-contained students. In the ratio, ESOL, gifted, intensive reading, and foreign language teachers are included. The funding of the positions is a combination of the categorical class size appropriation, discretionary lottery funding, supplemental academic intervention funds, and the Florida Education Finance Program funds.
Intensive Reading Teachers	Students that are level 1 require 90 minute classes with 18 students per class. Each teacher will teach 3 classes per day. Students that are level 2 require 45 minute classes with 18 students per class. Teachers will teach 6 classes per day. These teachers are funded from the state reading categorical.
Encore Teachers, including Art, Music, and Physical Education	The teachers required for encore classes are computed as follows: School enrollment less 50% of levels one and two students, divided by 30 students per class. Each teacher can teach six classes.
ESE Resource Teachers	The majority of these students are basic general education students. The ESE resource teacher provides supplemental services for the specific ESE needs of the student. The ratio of students per resource teacher is approximately 37 students per teacher.
ESE Teachers, Emotionally and Trainable Handicapped	The ratio is 1 teacher for every 8 students, with a teacher's aide.
ESE Teachers, Self-Contained	For students with disabilities, other than students identified as emotionally handicapped, autistic, or trainable mentally handicapped, the ratio is 1 teacher for every 13 students, with a teacher's aide.
Gifted Cluster Foreign Language Allocation	Booker Middle and Woodland – a .6 position each and Sarasota Middle - 1 position. Positions are funded from the additional voted millage.
School Specific Instructional Positions	Booker Middle - .4 Visual Performing Arts Coordinator, Brookside Middle - one International Baccalaureate Coordinator, and Venice Middle – one JROTC instructor.
Extra Duty Days Instructional	26.68 days for instructional salary schedule staff. All extra duty days are funded from the additional voted millage.
Extra Duty Days ESOL Liaison	Schools that do not earn an ESOL Liaison receive 2.88 extra duty days per FTE. All extra duty days are funded from the additional voted millage.
Extra Duty Days Office Staff	Each middle school receives 20 extra duty days. All extra duty days are funded from the additional voted millage.

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High School Formulas

Position	Allocation Formula
Principal	One position per school.
Assistant Principal	One position per 500 students.
Counselor	One position per 400 students. Included in the allocation is the Performance Based Diploma Liaison. Additional positions, added above 800 students, are funded from the additional voted millage. The PBD Liaison was eliminated in 2011-2012.
Administrative Assistant - SSP-9	One position per school
Bookkeeper - SSP-10	One position per school.
Media Specialist	One position per school. Position eliminated in 2013-2014.
Behavior Specialist	One position per school, funded from the additional voted millage.
Scheduling / Testing Coordinator	One position per school, funded from the additional voted millage.
ESOL Liaison	ESOL of at least 34 FTE earns a position. All positions are funded from the additional voted millage.
ESE Liaison	Schools with ESE FTE of up to 150 receive 1.5 positions and schools above 150 ESE FTE receive 2 positions.
Media Aide - SSP-7	Each high school receives one position.
Media Aide - SSP-1	Each high school receives one position.
Athletic Secretary SSP-6	Each high school receives one position. Position deleted in 2012-2013.
Guidance Secretary SSP-6	Each high school receives one position. The position is funded from the additional voted millage.
Attendance Secretary SSP-6	Each high school receives one position.
Other Secretarial SSP-6	Each high school receives one position.
Receptionist / Clerk SSP-5	Two positions per school.
Registrar SSP-8	Two positions per school.
In School Restriction Aide SSP-7	Each high school receives one position.
Clinic Aide SSP-4	Each high school receives one position.
Transition Planner	Each high school receives one position.
ESOL Aides SSP-7	A position is allocated for a minimum of 15 students per language.
ESE Aides, Federally Funded - SSP-3, SSP-4, and SSP-7	Pupil Support Services determines the number by school, in order to insure the positions are supplementing the ESE services provided by the operating fund.

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Position	High School Formulas - continued
Childcare Aides SSP-7	One Childcare Aide for every 4 babies.
Junior Reserve Officer Training	Two positions per school that has a military approved program of at least 100 students. Schools above 150 receive three positions.
Intensive Reading Teachers	Students that are level 1 or 2 require 90 minute classes with 20 students per class. Each teacher will teach three classes per day. These teachers are funded from the state reading categorical.
Language Arts Teachers	Total school enrollment, less the students that are ESOL and self-contained exceptional education students; divide by 150 students for each teacher.
Math Teachers	Total school enrollment by grade level, less the students that are self-contained exceptional education students. For grades 9 and 10, there are 132 students per teacher. For grade 11, there are 150 students per teacher. For grade 12, take 40% of the students and divide by 150 students per teacher.
Science Teachers	Total school enrollment by grade level, less the students that are self-contained exceptional education students. For grades 9 through 11, there are 150 students per teacher. For grade 12, take 25% of the students and divide by 150 students per teacher.
Social Studies Teacher	Total school enrollment by grade level, less the students that are self-contained exceptional education students. For grades 10 through 12, there are 150 students per teacher.
Physical Education Teacher	The allocation by grade level is 80% of 9th grade, 40 students per class. Each teacher teaches 6 classes. For 10th grade, 60% of the students, 40 per class. Each teacher teaches six classes. For 11th and 12th grades, 40% of the students, 40 per class. Each teacher teaches six classes.
Foreign Language Teacher	Total school enrollment by grade level, less the students that are self-contained exceptional education students. For grades 10 and 11, there are 25 students per class and each teacher teaches six classes.
Non Visual Performing Arts Schools: Music, Art, Dance, and Drama Teachers	Total school enrollment, class size of 30 students. Each teacher teaches six classes.
Booker High School: Music, Art, Dance, and Drama Teachers	Total school enrollment, less students in the Visual Performing Arts program, multiply by 60%, classes of 30 students. Each teacher teaches six classes.
Booker High School: Visual Performing Arts Teachers	Visual Performing Arts student enrollment, 25 students per class. Each teacher teaches six classes.
Career and Technical Education Teachers	The career and technical education teachers and the on the job training teachers are allocated in conjunction with the Director of Career and Technical Education. To arrive at the total allocation per school, the career and technical student FTE is divided by 19 FTE.

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Position	High School Formulas - continued
ESE Resource Teachers	The majority of these students are basic general education students. The ESE resource teacher provides supplemental services for the specific ESE needs of the student. The ratio of students per resource teacher is approximately 37 students per teacher.
ESE Teachers, Emotionally and Trainable Handicapped	The ratio is 1 teacher for every 8 students, with a teacher's aide.
ESE Teachers, Self-contained	For students with disabilities other than students identified as emotionally handicapped, autistic, or trainable mentally handicapped, the ratio is 1 teacher for every 13 students with a teacher's aide.
School Specific Allocations	Booker High School receives a .6 teaching position and \$165.30 per student to supplement the Visual and Performing Arts program. Booker High and North Port High receive a classified technician position for the operation of their theaters. Sarasota High receives a .5 teaching position and \$50,000 for operation of the Carefree Learner. Riverview High receives 1 instructional position for the operation of the planetarium and 1 Registrar for the Cyesis program.
Security Aides - SSP-4	The number of Security Aides is determined by the Department of Safety and Security / School Police.
Extra Duty Days Office Staff	Ten days per Registrar. All extra duty days are funded from the additional voted millage.
Extra Duty Days Instructional	Ten days per Counselor and Behavior Specialist. All extra duty days are funded from the additional voted millage.
Extra Duty Days ESOL	Schools that do not earn an ESOL Liaison receive 2.88 extra duty days per ESOL FTE. All extra duty days are funded from the additional voted millage.

Other School Formulas

The Sarasota County Technical Education Institute, which serves both high school and adult post-secondary students, receives the state allocation from workforce development funds and the staff positions earned by a high school. The center uses this allocation of funds to staff the necessary positions.