



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Staffing Recommendations for Certificated and Clerical Personnel at Options Schools

NUMBER: BUL-5980.5

ISSUER: Cheryl Simpson, Director
Budget Services & Financial Planning

DATE: August 15, 2018

ROUTING
LD Administrators of Instruction
LD Administrators of Operations
LD Operations Coordinators
Office of Educational Options
School Administrators
School Administrative Assistants
Central Office Administrators and Staff

POLICY: District policy pertaining to the allocation of most Certificated and Classified personnel to Options schools is based on the attached “norm tables” taking into account student enrollment and other school characteristics.

Special education teachers are assigned to Options schools based on the number of students with special needs and their specific disabilities. Refer to Attachment D for the norm table guide. The class sizes in the norm table are based on the Los Angeles Unified School District and United Teachers Los Angeles Collective Bargaining Agreement.

Only enrolled students with scheduled classes in MiSiS will be considered towards a school’s norm enrollment count. In other words, students must be both *enrolled and scheduled* for norm purposes. The enrollment and staffing counts are preliminary until the final verification by Budget Services is completed.

MAJOR CHANGES: This Bulletin replaces BUL-5980.4, “Staffing Recommendations for Certificated and Clerical Personnel at Options Schools,” issued on July 31, 2017.

GUIDELINES: The following guidelines apply to options schools.

I. ENROLLMENT DATA REVIEW AND VALIDATION

- A. For FY 2018-19, Options norms were based on the validated enrollment counts of the prior year’s month 6 classification reports. Continuing for FY 2019-20, the prior year’s month 6 enrollment will be validated to ensure that **only enrolled students with proper schedules in MiSiS will be counted**. In other words, students must be both *enrolled and scheduled* for norm purposes.



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B. For Opportunity schools and Community Day Schools (except Elementary CDS), the enrollment count will be adjusted to exclude students enrolled in one class only.

C. Secondary Special Day Program (SDP) Student Count

Secondary students with an active Individualized Education Program (IEP) where the Percent Time in Special Ed is 50% or more are counted as SDP in the Classification Report. Moreover, SDP counts are modified when section assignments for students differ from their IEP's prescription.

The total SDP counts are excluded in the calculation of General education norm teachers.

II. ALLOCATION OF POSITIONS ACCORDING TO NORM TABLES

A. Most positions are allocated to Options Schools using “norm tables” which are based on enrollment.

The total enrollment, excluding special education students, will be used to determine the number of teachers. The total enrollment, including special education and work experience students, will be used to determine which table to use for teacher staffing purposes.

The principal at sites with total enrollment less than 125 students will be required to teach 0.5 FTE.

B. For the purposes of determining the number of teachers, administrators, counselors and clerical positions, Options Schools will norm based on the validated month 6 enrollment counts of the prior year (e.g., for the 2018-19 fiscal year, the 6th school month of the 2017-18).

C. The Classification Report dates that was used to determine the base enrollment for the 2018-19 school year are identified in REF-1819.15, Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture.

D. The Classification Report date that will be used to determine the base enrollment for the 2019-20 school year is identified in REF-1819.16, Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture”



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E. Opportunity Schools, Youth Opportunities Unlimited (Y.O.U.), and Community Day Schools (CDS)

The student teacher ratio at Opportunity, Y.O.U., and Community Day Schools is 21:1, with a minimum of two (2) teacher positions. Schools identified as Opportunity, Y.O.U. and Community Day Schools use Attachment A to determine the number of teachers.

Sites with total enrollment, including special education, greater than 125 students use Attachment A, Table 1. Sites with total enrollment, including special education, of less than 125 students use Attachment A, Table 2.

F. Continuation Schools

The student teacher ratio at Continuation Schools is 29:1, with a minimum of two (2) teacher positions. Schools identified as Continuation Schools use Attachment B to determine the number of teachers.

Sites with total enrollment, including special education and work experience students, greater than 125 students use Attachment B, Table 1. Sites with total enrollment, including special education and work experience students, of less than 125 students use Attachment B, Table 2.

G. Independent Study (City of Angels)

The student teacher ratio at Independent Study (City of Angels) is 30:1, with a minimum of two (2) teacher positions. Independent Study (City of Angels) use Attachment C to determine the number of teachers.

The maximum number of teachers at City of Angels is 78.

III. ADMINISTRATIVE PERSONNEL

Administrative personnel are allocated based on total school enrollment, including special education and work experience students. Administrative personnel will be assigned based on the following:

Principal

The work basis assignment for all principals is E basis.

1 Principal per Options School, except as noted below. However, principals at school with total enrollment, including special education and work



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experience students, less than 125 students will be required to teach 0.50 FTE.

Aggeler CDS and Aggeler Opportunity School will share 1 principal

London CDS and London Continuation School will share 1 principal

Elementary CDS and Secondary CDS will share 1 principal

Central High School and Tri-C CDS will share 1 principal

Assistant Principal

The following sites will be allocated 2.0 FTE Assistant Principal and/or Assistant Principal – SCS:

- Independent Study (City of Angels)
- Central High School/Tri-C

Continuing for the 2018-19 fiscal year Opportunity Schools, Y.O.U., stand-alone CDS, and Elementary/Secondary CDS will be assigned 1 assistant principal.



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IV. COUNSELORS

The student to counselor ratio for counselors at Option Schools, excluding Elementary CDS, is 1 day for every 160 students.

The enrollment ranges are displayed in Table A.

Table A: Counseling Norm for Option Schools

Enrollment From	Enrollment To	Counseling Positions
1	- 160	0.20 FTE
161	- 320	0.40 FTE
321	- 480	0.60 FTE
481	- 640	0.80 FTE
641	- 800	1.00 FTE
801	- 960	1.20 FTE
961	- 1,120	1.40 FTE
1,121	- 1,280	1.60 FTE
1,281	- 1,440	1.80 FTE
1,441	- 1,600	2.00 FTE
1,601	- 1,760	2.20 FTE
1,761	- 1,920	2.40 FTE
1,921	- 2,080	2.60 FTE
2,081	- 2,240	2.80 FTE
2,241	- 2,400	3.00 FTE
2,401	- 2,560	3.20 FTE

V. Basic Clerical Staffing Patterns

A. Clerical positions at Option Schools will be allocated as follows:

1. Continuation Schools

Continuation Schools will be allocated one (1) Continuation School Office Manager (Job ID 24102585)

The work basis assignment for all clerical positions will be E basis.



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2. Opportunity Schools, Y.O.U., stand-alone Community Day Schools (CDS), Central/Tri-C and Elementary/Secondary CDS

Opportunity Schools, Y.O.U., stand-alone Community Day Schools (CDS), Central/Tri-C and Elementary/Secondary CDS will be allocated one (1) School Administrative Assistant (Job ID 24102500)

The work basis assignment for all clerical positions at schools will be E basis.

3. Independent Study (City of Angels)

Independent Study (City of Angels) will be allocated one (1) School Administrative Assistant (Job ID 24102500).

The work basis assignment for all clerical positions is E basis.

- B. Enrollment Driven Clerical Staffing Pattern – Table A - Continuation Schools, Opportunity Schools, stand-alone CDSs and City of Angels

In addition to basic clerical staffing identified in Section A, Continuation Schools, Opportunity Schools, Y.O.U., stand-alone CDSs, Elementary/Secondary CDS, Central/Tri-C and City of Angels will be allocated additional Office Technician (Job ID 24102828) positions based on total enrollment, including students enrolled in special day program classes (SDP) and work experience. The work basis assignment for additional Office Technician positions will be E basis at schools.

The enrollment ranges are displayed in Table A.

Table A
Continuation Schools, Opportunity Schools, Stand-Alone CDS, Y.O.U., and City of Angels School Clerical Norms

Enrollment From	Enrollment To	Number of Positions
1	160	-
161	320	1
321	480	2
481	640	3
641	950	4
951	1,260	5
1,261	1,570	6
1,571	And above	7



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AUTHORITY: This is a District policy.

RELATED RESOURCES: REF-1819.15 Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture

REF-1819.16 Norm Day and Classification Reports - Instructions and Schedules of Electronic Capture

BUL-4926.2 – Attendance Procedures for Elementary and Secondary Schools

REF-6554.3 – Opening Day Procedures: Supplemental Guide and Updates

ASSISTANCE: For assistance in the implementation of this bulletin, contact your Certificated Personnel Specialist.

For assistance regarding the Classification Reports or dates, contact the Attendance and Enrollment Section at (213) 241-2115.

For assistance with other questions, contact Budget Services and Financial Planning Division at (213) 241-2100.



ATTACHMENT A – Teacher Norm Tables Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools

Table 1: Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools – For Sites With Total Enrollment Greater Than 125 ¹

This table provides one position for every 21 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	26	1	783	-	803	38
27	-	47	2	804	-	824	39
48	-	68	3	825	-	845	40
69	-	89	4	846	-	866	41
90	-	110	5	867	-	887	42
111	-	131	6	888	-	908	43
132	-	152	7	909	-	929	44
153	-	173	8	930	-	950	45
174	-	194	9	951	-	971	46
195	-	215	10	972	-	992	47
216	-	236	11	993	-	1.013	48
237	-	257	12	1.014	-	1.034	49
258	-	278	13	1.035	-	1.055	50
279	-	299	14	1.056	-	1.076	51
300	-	320	15	1.077	-	1.097	52
321	-	341	16	1.098	-	1.118	53
342	-	362	17	1.119	-	1.139	54
363	-	383	18	1.140	-	1.160	55
384	-	404	19	1.161	-	1.181	56
405	-	425	20	1.182	-	1.202	57
426	-	446	21	1.203	-	1.223	58
447	-	467	22	1.224	-	1.244	59
468	-	488	23	1.245	-	1.265	60
489	-	509	24	1.266	-	1.286	61
510	-	530	25	1.287	-	1.307	62
531	-	551	26	1.308	-	1.328	63
552	-	572	27	1.329	-	1.349	64
573	-	593	28	1.350	-	1.370	65
594	-	614	29	1.371	-	1.391	66
615	-	635	30	1.392	-	1.412	67
636	-	656	31	1.413	-	1.433	68
657	-	677	32	1.434	-	1.454	69
678	-	698	33	1.455	-	1.475	70
699	-	719	34	1.476	-	1.496	71
720	-	740	35	1.497	-	1.517	72
741	-	761	36	1.518	-	1.538	73
762	-	782	37	1.539	-	1.559	74

¹ Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



ATTACHMENT A – Teacher Norm Tables Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools

Table 2: Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools – Total Enrollment Less Than or Equal to 125 Students ²

This table provides one position for every 21 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	32	1	75	-	95	4
33	-	53	2	96	-	116	5
54	-	74	3	117	-	137	6

² Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



ATTACHMENT B – Teacher Norm Tables Continuation Schools

Table 1: Continuation Schools – For Sites With Total Enrollment Greater Than 125 ¹

This table provides one position for every 29 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	34	1	1,079	-	1,107	38
35	-	63	2	1,108	-	1,136	39
64	-	92	3	1,137	-	1,165	40
93	-	121	4	1,166	-	1,194	41
122	-	150	5	1,195	-	1,223	42
151	-	179	6	1,224	-	1,252	43
180	-	208	7	1,253	-	1,281	44
209	-	237	8	1,282	-	1,310	45
238	-	266	9	1,311	-	1,339	46
267	-	295	10	1,340	-	1,368	47
296	-	324	11	1,369	-	1,397	48
325	-	353	12	1,398	-	1,426	49
354	-	382	13	1,427	-	1,455	50
383	-	411	14	1,456	-	1,484	51
412	-	440	15	1,485	-	1,513	52
441	-	469	16	1,514	-	1,542	53
470	-	498	17	1,543	-	1,571	54
499	-	527	18	1,572	-	1,600	55
528	-	556	19	1,601	-	1,629	56
557	-	585	20	1,630	-	1,658	57
586	-	614	21	1,659	-	1,687	58
615	-	643	22	1,688	-	1,716	59
644	-	672	23	1,717	-	1,745	60
673	-	701	24	1,746	-	1,774	61
702	-	730	25	1,775	-	1,803	62
731	-	759	26	1,804	-	1,832	63
760	-	788	27	1,833	-	1,861	64
789	-	817	28	1,862	-	1,890	65
818	-	846	29	1,891	-	1,919	66
847	-	875	30	1,920	-	1,948	67
876	-	904	31	1,949	-	1,977	68
905	-	933	32	1,978	-	2,006	69
934	-	962	33	2,007	-	2,035	70
963	-	991	34	2,036	-	2,064	71
992	-	1,020	35	2,065	-	2,093	72
1,021	-	1,049	36	2,094	-	2,122	73
1,050	-	1,078	37	2,123	-	2,151	74

¹ Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



Table 2: Continuation Schools – For Sites With Total Enrollment Less than or equal to 125 Students ²

This table provides one position for every 29 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	44	1	74	-	102	3
45	-	73	2	103	-	131	4

² Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



ATTACHMENT C – Teacher Norm Tables Independent Study (City of Angels)

Table 1: Independent Study (City of Angels)

This table provides one position for every 30 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
791		820	27	1,661		1,690	56
821		850	28	1,691		1,720	57
851		880	29	1,721		1,750	58
881		910	30	1,751		1,780	59
911		940	31	1,781		1,810	60
941		970	32	1,811		1,840	61
971		1,000	33	1,841		1,870	62
1,001		1,030	34	1,871		1,900	63
1,031		1,060	35	1,901		1,930	64
1,061		1,090	36	1,931		1,960	65
1,091		1,120	37	1,961		1,990	66
1,121		1,150	38	1,991		2,020	67
1,151		1,180	39	2,021		2,050	68
1,181		1,210	40	2,051		2,080	69
1,211		1,240	41	2,081		2,110	70
1,241		1,270	42	2,111		2,140	71
1,271		1,300	43	2,141		2,170	72
1,301		1,330	44	2,171		2,200	73
1,331		1,360	45	2,201		2,230	74
1,361		1,390	46	2,231		2,260	75
1,391		1,420	47	2,261		2,290	76
1,421		1,450	48	2,291		2,320	77
1,451		1,480	49	2,321		2,350	78
1,481		1,510	50				
1,511		1,540	51				
1,541		1,570	52				
1,571		1,600	53				
1,601		1,630	54				
1,631		1,660	55				



Los Angeles Unified School District

ATTACHMENT D – Special Education Norm Table Guide

These do not include Related Services and their required teacher ratios.

<u>Acronym</u>	<u>Name</u>	<u>Teacher Norm for Students Up to 8 Years Old</u>	<u>Teacher Norm for Students 9 Years Old & Above</u>	<u>Notes</u>
AUT	Autism	6	6	
DHH	Deaf/Hard of Hearing	6-8	8-10	
ED	Emotional Disturbance	8	8	
EE	Early Education	10	N/A	
IDM	Intellectual Disability-Moderate	12 or 14*	12 or 14*	
IDS	Intellectual Disability-Severe	12	12	
MD	Multiple Disabilities	6	8	
MDS	Multiple Disability-Severe	10	10	
PAL	Preschool for All	10	-	
PCC	Preschool Collaborative Classroom	10	-	Also 1 GE Teacher, only at EECs.
PCC/ETK	Expanded Transitional Kindergarten	8	-	Total class norms at 24 with 8 SWD and 16 GE children. Also receives 1 GE Teacher. To replace PCC program at non-EEC locations.
PSC	Preschool Collaborative	8	-	
RSP	Resource Specialist Program	24-28	24-28	Schools may also receive Resource Specialist Teacher support through an itinerant position
SLD	Specific Learning Disability	12	12	
VI	Visually Impairment	8	10	
Special Education Centers		10	10	

*12 if a 4 year age span