



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

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

NUMBER: BUL-5980.6

ISSUER: Tony Atienza, Director
Budget Services & Financial Planning

DATE: September 11, 2019

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.

MAJOR CHANGES: This Bulletin replaces BUL-5980.5, “Staffing Recommendations for Certificated and Clerical Personnel at Options Schools,” issued on August 15, 2018. There are no major changes for the 2019-20 school year. The staffing ratios for teacher, administrator, counselor, and clerical positions at Options Schools is the same as those in place for the 2018-19 school year.

GUIDELINES: The following guidelines apply to Options schools.

I. ENROLLMENT DATA REVIEW AND VALIDATION

- A. For the 2019-20 school year, Options norms were based on the validated enrollment counts of the prior year’s month 6 classification reports. Continuing for 2020-21 school year, 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.
- 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.



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NOTE: The classification report provides counts of students with scheduled class(es) in their school of enrollment. For norm purposes, the classification report counts will be reduced to count only those students who are scheduled in two or more credit-bearing courses. Therefore, school should ensure that each student's complete schedule is entered into MiSiS in time for the Norm capture. Refer to Attachment E for the list of non-credit bearing/zero credit courses.

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 of 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 2019-20 fiscal year, the 6th school month of the 2018-19).
- C. The Classification Report date that was 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.
- D. The Classification Report date that will be used to determine the base enrollment for the 2020-21 school year is identified in REF-1819.17, Norm



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Day and Classification Reports – Instructions and Schedules of Electronic Capture.

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:



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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 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 2019-20 school year Opportunity Schools, Y.O.U., stand-alone CDS, and Elementary/Secondary CDS will be assigned 1 assistant principal.

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.



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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.

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.



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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.

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 District policy.

RELATED RESOURCES: REF-1819.16 Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture, August 2018

REF-1819.17 Norm Day and Classification Reports - Instructions and Schedules of Electronic Capture, August 2019

REF-6554.3 – Opening Day Procedures: Supplemental Guide and Updates, August 2019

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

Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools

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	-	21	1	778	-	798	38
22	-	42	2	799	-	819	39
43	-	63	3	820	-	840	40
64	-	84	4	841	-	861	41
85	-	105	5	862	-	882	42
106	-	126	6	883	-	903	43
127	-	147	7	904	-	924	44
148	-	168	8	925	-	945	45
169	-	189	9	946	-	966	46
190	-	210	10	967	-	987	47
211	-	231	11	988	-	1,008	48
232	-	252	12	1,009	-	1,029	49
253	-	273	13	1,030	-	1,050	50
274	-	294	14	1,051	-	1,071	51
295	-	315	15	1,072	-	1,092	52
316	-	336	16	1,093	-	1,113	53
337	-	357	17	1,114	-	1,134	54
358	-	378	18	1,135	-	1,155	55
379	-	399	19	1,156	-	1,176	56
400	-	420	20	1,177	-	1,197	57
421	-	441	21	1,198	-	1,218	58
442	-	462	22	1,219	-	1,239	59
463	-	483	23	1,240	-	1,260	60
484	-	504	24	1,261	-	1,281	61
505	-	525	25	1,282	-	1,302	62
526	-	546	26	1,303	-	1,323	63
547	-	567	27	1,324	-	1,344	64
568	-	588	28	1,345	-	1,365	65
589	-	609	29	1,366	-	1,386	66
610	-	630	30	1,387	-	1,407	67
631	-	651	31	1,408	-	1,428	68
652	-	672	32	1,429	-	1,449	69
673	-	693	33	1,450	-	1,470	70
694	-	714	34	1,471	-	1,491	71
715	-	735	35	1,492	-	1,512	72
736	-	756	36	1,513	-	1,533	73
757	-	777	37	1,534	-	1,554	74



ATTACHMENT B – Teacher Norm Tables Continuation Schools

Continuation Schools

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	-	29	1	1,074	-	1,102	38
30	-	58	2	1,103	-	1,131	39
59	-	87	3	1,132	-	1,160	40
88	-	116	4	1,161	-	1,189	41
117	-	145	5	1,190	-	1,218	42
146	-	174	6	1,219	-	1,247	43
175	-	203	7	1,248	-	1,276	44
204	-	232	8	1,277	-	1,305	45
233	-	261	9	1,306	-	1,334	46
262	-	290	10	1,335	-	1,363	47
291	-	319	11	1,364	-	1,392	48
320	-	348	12	1,393	-	1,421	49
349	-	377	13	1,422	-	1,450	50
378	-	406	14	1,451	-	1,479	51
407	-	435	15	1,480	-	1,508	52
436	-	464	16	1,509	-	1,537	53
465	-	493	17	1,538	-	1,566	54
494	-	522	18	1,567	-	1,595	55
523	-	551	19	1,596	-	1,624	56
552	-	580	20	1,625	-	1,653	57
581	-	609	21	1,654	-	1,682	58
610	-	638	22	1,683	-	1,711	59
639	-	667	23	1,712	-	1,740	60
668	-	696	24	1,741	-	1,769	61
697	-	725	25	1,770	-	1,798	62
726	-	754	26	1,799	-	1,827	63
755	-	783	27	1,828	-	1,856	64
784	-	812	28	1,857	-	1,885	65
813	-	841	29	1,886	-	1,914	66
842	-	870	30	1,915	-	1,943	67
871	-	899	31	1,944	-	1,972	68
900	-	928	32	1,973	-	2,001	69
929	-	957	33	2,002	-	2,030	70
958	-	986	34	2,031	-	2,059	71
987	-	1,015	35	2,060	-	2,088	72
1,016	-	1,044	36	2,089	-	2,117	73
1,045	-	1,073	37	2,118	-	2,146	74



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	
781	-	810	27	1,651	-	1,680	56
811	-	840	28	1,681	-	1,710	57
841	-	870	29	1,711	-	1,740	58
871	-	900	30	1,741	-	1,770	59
901	-	930	31	1,771	-	1,800	60
931	-	960	32	1,801	-	1,830	61
961	-	990	33	1,831	-	1,860	62
991	-	1,020	34	1,861	-	1,890	63
1,021	-	1,050	35	1,891	-	1,920	64
1,051	-	1,080	36	1,921	-	1,950	65
1,081	-	1,110	37	1,951	-	1,980	66
1,111	-	1,140	38	1,981	-	2,010	67
1,141	-	1,170	39	2,011	-	2,040	68
1,171	-	1,200	40	2,041	-	2,070	69
1,201	-	1,230	41	2,071	-	2,100	70
1,231	-	1,260	42	2,101	-	2,130	71
1,261	-	1,290	43	2,131	-	2,160	72
1,291	-	1,320	44	2,161	-	2,190	73
1,321	-	1,350	45	2,191	-	2,220	74
1,351	-	1,380	46	2,221	-	2,250	75
1,381	-	1,410	47	2,251	-	2,280	76
1,411	-	1,440	48	2,281	-	2,310	77
1,441	-	1,470	49	2,311	-	2,340	78
1,471	-	1,500	50				
1,501	-	1,530	51				
1,531	-	1,560	52				
1,561	-	1,590	53				
1,591	-	1,620	54				
1,621	-	1,650	55				



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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 A	Autism – Alternate Curriculum	8	8	
AUT C	Autism – General Education Curriculum	10	10	
DHH	Deaf and Hard of Hearing	6	8	
ED	Emotional Disturbance	8	8	
IDM	Intellectual Disability Moderate	12	12	
IDS	Intellectual Disability Severe	10	10	
MD	Multiple Disabilities	8	8	
PAL	Preschool for All Learners	10	-	
PCC	Preschool Collaborative Classroom Early Education Centers	10	-	Also receives 1 GE Teacher.
PCC/ETK	Preschool Collaborative Classroom with Expanded Transitional Kindergarten	10	-	Also receives 1 GE Teacher.
PSC	Preschool Comprehensive Program	8	-	
RSP	Resource Specialist Program	28	28	Schools may also receive Resource Specialist Teacher support through an itinerant position
SLD	Specific Learning Disability	12	12	
VI	Visually Impaired	6	8	
Special Education Centers		10	10	



ATTACHMENT E – List of Non-Credit Bearing/Zero Credit Courses

COURSE NUMBER	COURSE NAME
102301	*G-ENGLISH
102301H	H *G-ENGLISH
102501	*E-LOTE 1
102501H	H *E-LOTE 1
102502	*E-LOTE 2
102502H	H *E-LOTE 2
102503	*E-LOTE 3
102503H	H *E-LOTE 3
102504	*E-LOTE 4
102504H	H *E-LOTE 4
102547	LOTE YEAR 1A EXEMPT
102548	LOTE YEAR 1B EXEMPT
102549	LOTE YEAR 2A WAIVER
102550	LOTE YEAR 2B WAIVER
102601	*G-OTHER
102601H	H *G-OTHER
103000	*HOME
103101	*G-MATH
103101H	H *G-MATH
103149	ALGEBRA 2A WAIVER
103150	ALGEBRA 2B WAIVER
103601	*G-BIO SCI
103601H	H *G-BIO SCI
103602	*G-PHYS SCI
103602H	H *G-PHYS SCI
103603	*G-INTEG SCI
103603H	H *G-INTEG SCI
103701	*G-HIST/SOCSCI
103701H	H *G-HIST/SOCSCI
105010	*ADULT CLASS
105020	*COLLEGE CLASS
106001	*COL CLASS OFF CAMPUS
106010	*COL CLASS ON CAMPUS
106101	*F-INTRO
106101H	H *F-INTRO
106102	*F-ADVANCED

COURSE NUMBER	COURSE NAME
106102H	H *F-ADVANCED
106123	*B-ENGLISH
106123H	H *B-ENGLISH
106131	*C-ALGEBRA 1
106136	*D-BIO SCIENCE
106136H	H *D-BIO SCIENCE
106137	*A-AM GOVT&CIV
106137H	H *A-AM GOVT&CIV
106223	*B-ENG/ELD
106223H	H *B-ENG/ELD
106231	*C-GEOMETRY
106236	*D-PHYSICS
106236H	H *D-PHYSICS
106237	*A-US HIST
106237H	H *A-US HIST
106331	*C-ALGEBRA 2
106337	*A-WHG & CULTU
106337H	H *A-WHG & CULTU
106431	*C-STATISTICS
106431H	H *C-STATISTICS
106436	*D-CHEMISTRY
106436H	H *D-CHEMISTRY
106531	*C-ALG 2/TRIG
106536	*D-INTEG SCI
106536H	H *D-INTEG SCI
106631	*C-ADV MATH
106631H	H *C-ADV MATH
107018	*COL COMP SCI
107020	*COL ART
107021	*COL BUSINESS
107023	*COL ENGLISH
107025	*COL FOR LANG
107031	*COL MATH
107032	*COL MUSIC TH
107033	*COL PE
107036	*COL BIO SCIEN



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ATTACHMENT E – List of Non-Credit Bearing/Zero Credit Courses

COURSE NUMBER	COURSE NAME
107037	*COL SOC SCIEN
107038	*COL VIS/PERF
107336	*COL PHYS SCI
109902	PASSPORT PLACEHOLDER
110200	ELEM K-6
110201	INDPT STDY K-6
110202	ELEM K-6 SDP
110203	SELF-CONT SEC
151001	NON EQUIVALENT COLLEGE OTHER
152301	NON EQUIVALENT COLLEGE ENGLISH
152601	NON EQUIVALENT COLLEGE LOTE
153101	NON EQUIVALENT COLLEGE MATH
153201	NON EQUIVALENT COLLEGE VAPA
153601	NON EQUIVALENT COLLEGE SCIENCE
153701	NON EQUIVALENT COLLEGE HISTORY
180100	COMPUTER
200100	ART
210100	BUSINESS
230100	ENGLISH
230100C	ENGLISH
232523	ELA INTERVN 8
250100	FOREIGN LANG
250201	LOTE 1 TEST
250202	LOTE 2 TEST
250203	LOTE 3 TEST
250204	LOTE 4 TEST
251140	BILT AWRD ARAB
252040	BILT AWARD ASL
252540	BILT AWRD MAN
253540	BILT AWRD FRE
253740	BILT AWRD GER
254340	BILT AWRD ITAL
254540	BILT AWRD JAPANESE
254840	BILT AWRD LAT
254940	BILT AWRD KOR
255540	BILT AWRD RUS

COURSE NUMBER	COURSE NAME
256040	BILT AWRD SPAN
259040	BILT ARWD OTHR
269948	HEALTH ALT
305074	ED/CAREER PLAN
305075	HS EQUIV TEST STRATEG
305077	HS EQUIV TEST PREP
305094	HS EQUIV TEST PREP DNL
310100	MATHEMATICS
320100	MUSIC
330100	PHYSICAL ED
339901	PE WAIVER DR
339949	PE REQUIRE MET
360700	BIO SCIENCE
361300	PHYS SCIENCE
370001	SOCIAL STUDIES
370100	SOCIAL SCIENCE
380100	VIS/PERF ARTS
420103	HOMEROOM
420114	HOMEROOM GR 4
420115	HOMEROOM GR 5
422305	MS SUM INTERVEN ELA 5
422306	MS SUM INTERVEN ELA 6
422307	MS SUM INTERVEN ELA 7
422308	MS SUM INTERVEN ELA 8
423105	MS SUM INTERVEN MATH 5
423106	MS SUM INTERVEN MATH 6
423107	MS SUM INTERVEN MATH 7
423108	MS SUM INTERVEN MATH 8
429949	SERVICE LEARN
431360	ASL/ENG BI-LING ED:LITERACY
431361	ASL/ENG BI-LING ED:LEVEL 1
431362	ASL/ENG BI-LING ED:LEVEL 2
431363	ASL/ENG BI-LING ED:LEVEL 3