

BOARD APPROVED STAFFING RATIOS FOR 2016-17 OPTIONS SCHOOLS – March 3, 2016

MAJOR CHANGES

Changes starting 2016-17 school year are as follows:

- The teacher, administrator, counselor, and clerical staffing ranges will be the same as the 2015-16 school year.
- For FY 2016-17, Option Schools' (Continuation, Community Day Schools, Opportunity, and Independent Study) staffing allocations for administrator, counselor, teacher, and clerical positions will be based on FY 2015-16 school month 6 enrollment.

GUIDELINES

TEACHERS

- The teacher staffing ranges will be the same as the 2015-16 school year.
- Norm Enrollment Adjustments - As in the past, the following adjustments will be applied to FY 2015-16 School Month 6 enrollment:
 - Students with more than one enrollment record (duplicate students)
 - Only enrolled students with scheduled classes in MiSiS will be counted. In other words, students must be both enrolled and scheduled for norm purposes. Schools should ensure that every enrolled student's class schedule is entered into MiSiS. Otherwise, enrolled students without scheduled classes will be excluded from Norm Day Enrollment count.
 - No Show students (students who are scheduled into classes but have not attended school, i.e., marked absent each day) who were not flagged by the school in MiSiS as No Show by Norm Day data capture will be manually deducted from the school's enrollment count.
- Secondary SDP Student Count

Secondary students with an active Individualized Education Program (IEP) where the Percent Outside General education is 50% or more are counted as SDP in the Classification Report.

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

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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 optimum class/caseload norms.

Opportunity Schools and Community Day Schools (CDS)

- The student teacher ratio at Opportunity, Community Day, and Pregnant Minor Schools, is based on average student teacher ratio of 21:1, with a minimum of two (2) teacher positions.
 - Opportunity, Community Day and Pregnant Minor Schools with total enrollment, including special education and work experience students, greater than 125 students, use Attachment A, Table 1 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.
 - Opportunity, Community Day and Pregnant Minor Schools with total enrollment, including special education and work experience students, fewer than 125 students, use Attachment A, Table 2 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.

Continuations Schools

- The student teacher ratio at Continuation Schools is based on average student teacher ratio of 29:1, with a minimum of two (2) teacher positions.
 - Continuation Schools with total enrollment, including special education and work experience students, greater than 125 students, use Attachment B, Table 1 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.
 - Continuation Schools with total enrollment, including special education and work experience students, less than 125 students, use Attachment B, Table 2 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.

Independent Study (City of Angels)

- The student teacher ratio at Independent Study (City of Angels) is based on average student teacher ratio of 30:1, with a minimum of two (2) teacher positions. Schools

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identified as Independent Study (City of Angels) use Attachment C to determine the number of teachers.

- Maximum number of teachers at City of Angels is 78.

ADMINISTRATORS

- The administrator staffing ranges for will be the same as the 2015-16 school year.
- Administrative personnel are allocated based on total school enrollment, including special education enrollment. Administrators at schools with total enrollment, including special education and work experience students, less than 125 students will be required to teach 0.50 FTE.

Principal

1 Principal per Options School, except as noted below. However, principals at schools with total enrollment, including special education and work experience students, less than 125 students will be required to teach 0.50 FTE.

Independent Study (City of Angeles) – 1 principal

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

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Opportunity Schools, stand alone CDS, Central High School, Tri-C CDS, Elementary/Secondary CDS will be assigned 1 assistant principal.

Continuation High School with enrollments greater than 200 will be assigned 1 assistant principal.

COUNSELORS

- The counselor staffing ranges for will be the same as the 2015-16 school year.
- The student to counselor ratio for counselors at Option Schools, excluding Elementary CDS, is 1 day for every 160 students. In addition, the combined enrollment of the following sites should be used to calculate norms for counselors: London CDS and London Continuation School, CDS Aggeler and Aggeler Opportunity School, and Central High School and Tri C CDS.

Table A: Counseling Norm for Options 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

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CLERICAL

- The clerical staffing ranges will be the same as the 2015-16 school year.

Opportunity Schools, stand-alone Community Day Schools (CDS), Central High School and Elementary/Secondary CDS

- Opportunity Schools, stand-alone Community Day Schools (CDS), Central High School and Elementary/Secondary CDS will be allocated one (1) School Administrative Assistant (Job ID 24102500).
- The work basis assignment for all clerical positions will be E basis.

Continuation Schools

- Continuation Schools will be allocated one (1) Continuation Schools Office Manager (Job ID 24102585)
- The work basis assignment for all clerical positions will be E basis.

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.

In addition to basic clerical staffing indentified above, Continuation Schools, Opportunity Schools, stand-alone CDS, and City of Angels will be allocated additional Office Technician (Job ID 24102828) positions based on total enrollment, including special day program classes (SDP) and work experience students, as displayed in Table A. The work basis assignment for additional Office Technician positions will be E basis.

The combined enrollment for the following sites should be used to calculate the additional clerical staffing: London CDS and London Continuation School, CDS Aggeler and Aggeler Opportunity School, and Central High School and Tri-C CDS.

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Table A
OPTIONS SCHOOLS CLERICAL STAFFING

Enrollment From	Enrollment To	Number of Positions
1	160	-
161	320	1.00
321	480	2.00
481	640	3.00
641	950	4.00
951	1,260	5.00
1,261	1,570	6.00
1,571	and above	7.00



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.



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 Students²

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				

Appendix A - Special Education

Optimum Class/Caseload Norms (a)

Class/Caseload Categories	SERVICE SITES			
	Regular School	Special School	Through 8 Years	9 Years and above
SPECIAL DAY CLASSES				
Autism (AUT)	x	x	6	6
Visually Impaired (VI)	x	x	8	10
Deaf/Blind (DBL)		x	3	5
Deaf/Hard of Hearing (DHH)	x	x	6-8	8-10
Multiple Disability Severe (MDS)		x	10	10
Mental Retardation Moderate (MRM)	x		12 or 14*	12 or 14*
Specific Learning Disability (SLD)	x	x	12	12
Multiple Disability (MD)	x	x	6	8
Noncategorical	x	x	8	12
Orthopedic/Other Health Impaired (OI)	x	x	12	16
Emotional Disturbance (ED)	x	x	8	8
Aphasia (APH)	x		6	8 or 10**
Teleteaching (TEL)	n/a	n/a	20	20
Mental Retardation Severe (MRS)		x	12	12
RESOURCE SPECIALIST PROGRAM	x			24-28
DESIGNATED INSTRUCTION AND SERVICES				
Adapted Physical Education (APE)	x	x		70
Audiology	x	x		115
Counseling	x	x		22
Deaf/Hard of Hearing (DHH)	x	x		12
Home Hospital	n/a	n/a		10
Language and Speech (LAS)	x	x		55
Orientation & Mobility Instruct. for VI	x	x		12
Visually Impaired (VI)	x	x		12
Vocational Education for the Handicapped	x	x		75

*12 if a 4 year age span **10 if a secondary level aphasia class

(a) If optimum class norm is exceeded by two for a temporary period of time which exceeds one month, a referral may be made to the Support Unit Administrator who may contact the Executive Director, Special Education, for assistance.

(b) Maximum age is to high school completion or to 22 years of age. Pupils who have not met their prescribed course of study or regular or differential proficiency standards may remain in school through age 21. Any pupil who becomes 22 while participating in a program may continue participation for the remainder of the then current school year.