

DISTRICT SCHOOL BOARD OF MADISON COUNTY

STAFF ALLOCATION MANUAL

(May 20, 2019)

XXX, Superintendent

SCHOOL BOARD MEMBERS

Carol Gibson, Chairperson

Reginald Daniels, Vice Chairperson

Bart Alford

Surretta Bell

Susie Williamson

Board Approved:

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Madison County School District Personnel Allocations

(General Fund unless otherwise noted)

Elementary Schools (PK-5)

Greenville, Lee, and Pinetta

Elementary Schools	Funding Source	Per School	175 - 499
Principal	GF	1	
Curriculum Coordinator (10-month)	SAI		.50
MTSS (10-month)	SAI	.50	
School Secretary (12-month)	GF	1	
Head Custodian (12 month) (Additional Custodial Support on Page 8)	GF	1	
Base Paraprofessional (10-month)	GF	1	1
Cafeteria Manager	FS	1	

Combination Schools (PK-8)

Madison County Central

Elementary Schools	Funding Source	Per School	351-749	750-1200
Principal	GF	1		
Assistant Principal (10+2)	GF/Title 1		1	1
Curriculum Coordinator (11mo)	SAI	1		
Dean (10 month)	SAI		1	1
Guidance Counselor (11 month)	SAI/Title IV	1		
Secretary/ Guidance	GF	1		
Secretary/ MIS	GF	1		
MTSS/RTI (10 month)	SAI			1
Media Specialist	GF	1		
Media Paraprofessional	GF			1
School Secretary	GF	1		1
Bookkeeper	GF	1		
Attendance Clerk (10 month)	GF	1		
Receptionist Clerk (10 month)	GF	1		
Head Custodian (12 month) (Additional Custodial Support on Page 8)	GF	1		
Base Paraprofessional (10-month)	GF	1		1
Virtual Lab Paraprofessional	SAI	1		
Instructional Support Aide (ISS)	SAI	1		
Cafeteria Manger	FS	1		

High School (9-12)

Madison County High

High School	Funding Source	FTE	
		351 – 749	750 - 1000
Principal	GF	1	
Assistant Principal (10-mth + 2-mths)	GF / Title 1	1	1
Dean (10 month)	SAI	1	
Curriculum Coordinator (11-month)	SAI	1	1
Guidance Counselor (11-month)	SAI/Title IV	1	1
Media Specialist	GF	1	
Secretary/Guidance	GF	1	
Secretary/MIS	GF	1	
School Secretary	GF	1	
Bookkeeper	GF	1	
Head Custodian (12 month) (Additional Custodial Support on Page 8)	GF	1	
Attendance Clerk (10 month)	GF	1	
Receptionist Clerk (11 month)	GF	1	
Receptionist Clerk-Career Center/Distance Learning (10 month)	GF	1	
Base Paraprofessional (10-month)	GF	1	1
Virtual Lab Paraprofessional	SAI	1	
Instructional Support Aide (ISS)	SAI	1	
Cafeteria Manager	FS	1	

Madison County School District Personnel Allocations

DISTRICT (General Fund unless otherwise noted)

District Level	Funding Source	Allocation
Superintendent	GF	1
Confidential Secretary	GF	1
Chief Finance Officer	GF	1
Assistant Chief Finance Officer	GF	1
Accounts Payable	GF	1
Payroll/ Benefits	GF	1
Network Manager Supervisor	GF	1
Chief Human Capital Officer	GF/Title V	1
Confidential Secretary-Personnel Specialist	GF	1
Director Exceptional Education/ Student Services	ESE/IDEA PreK/IDEA/Title IV	1
ESE Receptionist Clerk	IDEA/IDEA Pre-K	2
Secretary	ESE/IDEA PreK/IDEA	1
PT-Secretary	ESE/IDEA PreK/IDEA	1
Staffing Specialists (assigned to MCHS/JMPHS, MCCS, EXCEL/MCAA/DJJ)	ESE/IDEA PreK/IDEA	3
Lead Pre-k Teacher/Staffing Specialist (MCCS/PES/LES/GES)	ESE/IDEA PreK/IDEA	1
Coordinator of Curriculum	GF	1
Network Manager (Dec. 2019 – Reclassify)	GF	1
Secretary (Virtual/Home/District Administrative Assistant)	GF	1
Reading Coach (11 month)	Reading Allocation	1
Coordinator of Assessments and Accountability/Adult Ed	GF/Adult Ed	1
Coordinator Safety/Operational Services	GF/Title IV	1
Coordinator Special Programs	Title 1	1
Administrative Specialist Technician/Benefits	Title 1A/GF	1
Migrant Education Program Supervisor	Title 1C	1
Homeless Liaison	Title 1A/ IX	1
Adult Education/ Truancy Monitor	Title 1A/Adult Ed	1
Supervisor of Food Service	Food Service	1
Secretary Food Service	Food Service	1
Warehouse/Delivery	Food Service	1
Supervisor of Maintenance	GF	1
Secretary Maintenance	GF	.5
Maintenance Technician	GF	3
Supervisor of Transportation	GF	1
Secretary Transportation	GF	.5
Mechanic	GF	3
Custodian	GF	.5

Madison County School District Personnel Allocations

Instructional Unit Allocations

All Grades

	Enrollment	Teacher(s)	Paraprofessional
4-Year Olds (VPK)	1 - 18	1*	1
ESE=9 – VPK=9 (LES, PES, GES)	1 - 18	1	1
ESE Pre-Kindergarten	1 - 18	1	1
Kindergarten	1 - 18	1	0
Grades 1-3 Basic	1 - 18	1	0
Grades 4-8 Basic (Average Class Size)	1 - 22	1	0
Grade 6-8 Vocational (Average Class Size)	1 - 22	1	0
Grades 9-12 Basic (Average Class Size)	1 - 25	1	0
Grades 6-12 Dropout Prevention	1 – 15	1	0
Grades 9-12 Vocational (Average Class Size)	1 - 25	1	0

*May be a CDA

Madison County School District Personnel Allocations

ESE Instructional Allocations

Based on Cost Factor and FTE

ESE Programs: The student/teacher ratio will be as follows when every student in an ESE classroom is full-time (stays in the ESE class all day).

	Per FTE	Teacher(s)	Paraprofessional (s)
111 PK	18	1	1
111 K-3	18	1	1
112 4-8	22	1	1
113 9-12	25	1	1
254	9	1	1
255	5	1	1

ESE Part-time ratio will be equal to 1 FTE when the time spent in a classroom equals the time spent in ESE by a full-time student. In classrooms where students are mixed between full-time and part-time, the total student teacher ratio will be the same as above (Ex: It may take 2 or more part-time students to equal the time spent in ESE by a full-time student.)

Resource Classes/Related Services

All speech FTE are deducted from each school's eligible FTE and the ESE instructional allocation will be based on the remaining full-time and part-time ESE FTE.

All speech students with no other exceptionalities will be subtracted from the number of students served in other ESE programs. All speech teachers are allocated from the district level and those students should not be added to the number served from the school level for extra staff.

Speech/Language	1:70
Physical Therapy	1:30
Occupational Therapy	1:40

ESE Staffing Allocation for Aides

The ESE paraprofessional allocation for each school will be recommended to the superintendent/board by the coordinator of ESE after reaching an agreement with the school principal. After determining the number of ESE paraprofessionals needed for each school year, ESE paraprofessionals are funded using IDEA/ESE allocation.

Notes:

1. ESE Allocations will be finalized near the end of the school year.
2. All allocations based on UFTE will be funded with state funds.

Non-ESE Allocation for Instructional Aides

Instructional Aides shall be assigned to each school based upon available resources and the instructional requirements of each school. Non-ESE Instructional Aides shall be funded through the use of Supplemental Academic Instruction and/or Federal Educational Grants. Each school site principal shall submit a comprehensive needs assessment outlining the requirement and number of staff requested for instructional aides.

DRAFT ONLY

Madison County School District Personnel Allocations

Formula for Determining Custodians Needed

- 1 custodian for every 12 teachers
Number of teachers=Teacher factor (round to two decimal places) 12
- 1 custodian per 225 pupils
Number of pupils=Pupil factor (round to two decimal places) 225
- 1 custodian for every 25,000 square feet of building area
Total square feet of building=Square footage factor (round to two decimal places) 25,000
- Add the three factors and divide total by 3 to find actual number of custodians needed.
Total 3 Factors=Cleaning custodians needed (including head custodian) 3
- Add 1 custodian to the total in step 4 for every school over 25 years.

Example: East High School – 39 teachers, 668 students, 64,985 square feet, 38-years old

$$\begin{array}{rcl} 39 = 3.25 & 668 = 2.97 & 64,985 = 2.60 \\ 12 & 225 & 25,000 \end{array}$$

$$3.25 + 2.97 + 2.60 = 2.94 + 1 = 3.94$$

Total needed for East High is 4 custodians. (Each school *may* have one head custodian in addition to custodian allocation.

School	Square Footage	Acres
MCHS	143,523	120
MCCS	200,000	57
GES	55,951	24
LES	28,955	20
PES	32,527	12
MCEAEC	6,132	2

Madison County School District Personnel Allocations

Formula for Determining Cafeteria Staff Needed

For determining food service assistants, MCSD has developed a formula to determine Productivity Rate of the cafeteria staff. Formula is driven by the number of meals served daily divided by the number of daily “man” hours. If the productivity rate is less than 14.0, a reduction in staff hour and/or staff is necessary. A Productivity Rate greater than 20.0 justifies an increase in staff hours or additional staff

Daily Meal Calculations:

1. One lunch = one meal
2. Two breakfasts = one meal
3. Ten Fresh Fruit and Vegetable Program = one meal
4. Ala Carte (Total Sales/\$2.00 meal price = one meal

Example:

School A serves

1. 245 lunch meals = 245 meals
2. 98 breakfasts = 49 meals
3. 180 FFVP = 18 meals
4. \$48.00 total sales/ \$2.00 = 24 meals
- = 336

School B

- = 1234 meals = 1234
- = 850 breakfasts/2 = 425
- = 890 FFVP/10 = 89
- = \$384/\$2 = 192
- = 1940

1 staff each Daily “Man Hours”

- | | |
|----------------------|------------------|
| Cafeteria Manager | = 7 hours |
| Cafeteria Worker | = 7 hours |
| P/T Cafeteria Worker | = 4 hours |
| Total | = 18 labor hours |

School A Total Meals served per day one serving line

= 336 meals/ 18 = 18.66 labor hours

Productivity Rate of 18.66 equates to 1 Cafeteria Manager, 1 Cafeteria Worker, and 1 P/T worker

School B Total meals served per day

= 1940/18 = 107.7 labor hours

Productivity rate of 18.01 equates to 1 Cafeteria Manager, 10 Cafeteria Workers and 8 P/T workers