

**DISTRICT SCHOOL BOARD
OF
MADISON COUNTY**

STAFF ALLOCATION MANUAL

Shirley Joseph, Superintendent

SCHOOL BOARD MEMBERS

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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 | |
| Assistant Principal – Curriculum (10-mth+2mths) | GF/ Title 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 (10 month) See Note | 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 | |

Note: Receptionist Clerk reverting to 10 month upon retirement, resignation or departure of current Receptionist Clerk at MCHS

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 | 2 |
| 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.

Madison County School District Personnel Allocations

Formula for Determining Custodians Needed

1. 1 custodian for every 12 teachers
Number of teachers=Teacher factor (round to two decimal places) 12
2. 1 custodian per 225 pupils
Number of pupils=Pupil factor (round to two decimal places) 225
3. 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
4. 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
5. 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

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

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

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