

SCHOOL STAFFING AND OTHER RESOURCES

Introduction

The School Staff and Resources section describes the staff and non-staff allocations made to most District schools based on Board-approved allocation rates or “norms.” Staffing ratios are provided for regular elementary schools, regular secondary schools, magnet and alternative schools, early childhood centers, community adult schools, regional occupational centers (ROC) and skills centers.

Personnel resources provided on a “norm” basis include positions such as teachers, principals, assistant principals, librarians, clerical, and other office personnel. Staffing allocations also included non-classroom support personnel such as guidance, welfare, attendance, physical and mental health personnel, campus aides, and maintenance and operations staff.

A separate listing is provided to show materiel and supplies allocation rates, which cover needs such as basic instructional materials, textbooks, custodial, gardening and operational supplies, and school/community advisory committee expenses.

For resources allocated specifically for students with disabilities, please see School Staff and Resources – Special Education.

Regular Elementary Schools

Staffing of elementary schools is based on established norm tables and District policies. The norm tables prescribe the numbers and types of positions for a given enrollment. For certain positions, enrollment is weighted or adjusted to reflect extraordinary need. In addition to norm tables, other District policies allocate off-norm positions to schools with identified special needs.

ELEMENTARY SCHOOL NORMS – 2018-19

Certificated Staff (based on District norm tables):

1	teacher per 24 students in kindergarten
1	teacher per 24 students in grades 1-3
1	teacher per 39 students in grades 4-6*
1	principal per school
1	assistant principal for single track school with 1,110 to 1,809 students
2	assistant principals for schools with 1,810 to 2,419 students
3	assistant principals for schools with 2,420 or more students

Continuing for fiscal year 2018-19, elementary students enrolled in an approved Dual Language Program, Maintenance Bilingual Program, Transitional Bilingual Program or Foreign Language Immersion Program classes (e.g., Spanish, Korean, Mandarin, French, etc.) will be normed separately from the non-dual language classes based on a 24:1 student teacher ratio for each program language in grades K-3. However, grades 4-5/6 will be normed separately based on the applicable grade 4-5/6 norm table.

Substitute days – 10 days per norm register-carrying teacher

Classified Staff:

1	school administrative assistant per school, plus:
1	office technician for schools with enrollments up to 749
2	office technicians for schools with enrollment of 750 to 1,499
3	office technicians for schools with enrollment of 1,500 to 2,199
4	office technicians for schools with enrollment of 2,200 to 2,899
5	office technicians for schools with enrollment of 2,900 to 3,599
6	office technicians for schools with enrollment of 3,600 to above

**Designated schools involved in the court-ordered integration programs receive additional positions to provide an overall ratio of one teacher for every 30.5 students in grades 4-6 for Predominantly Hispanic, Black, Asian and other Non-Anglo schools; and 36.0 students in grades 4-6 for Desegregated/Receiver schools.*

Regular Secondary Schools

Staffing of secondary schools is based on established norm tables and District policies. The norm tables prescribe the numbers and types of positions for a given enrollment. At the secondary level, teacher norm tables are modified to provide only five teaching periods. In addition, other District policies allocate off-norm positions to schools with identified special needs.

SECONDARY SCHOOL NORMS – 2018-19	
Certificated Staff (based on District norm tables):	
1	teacher per 42.5 students in middle schools*
1	teacher per 42.5 students in senior high schools**
1	principal per school
1	assistant principal, secondary counseling services per school with enrollment of 800 to 1,354
1	assistant principal per school with enrollment of 1,355 to 1,749
2	assistant principals per school with enrollment of 1,750 to 2,088
3	assistant principals per school with enrollment of 2,089 to 4,233
4	assistant principals per school with enrollment of at least 4,234
Continuing for fiscal year 2018-19, secondary schools with students enrolled in an approved Dual Language Program will be allocated 6 auxiliary periods for each program language at schools participating in this program, e.g., Dual Language Program, Maintenance Bilingual Program, and Foreign Language Immersion Program.	
Substitute days – 10 days per norm register-carrying teacher.	
Classified Staff:	
1	school administrative assistant per school, plus:
1	clerical position for middle schools with enrollments up to 700 plus 1 clerical position for each additional 450 students over 700
1	clerical position for senior high schools with enrollments of up to 700, plus 1 clerical position for each additional 450 students over 700
#	financial manager per middle school – financial manager at middle school will serve two (2) sites
1	senior financial manager per senior high school

*Designated middle schools involved in the court-ordered integration programs received additional positions to provide an overall ratio of one teacher for every 34.0 students in academic classes for Predominantly Hispanic, Black, Asian and other Non-Anglo schools; and 39.5 students in academic classes for Desegregated/Receiver schools.

**Designated senior high schools involved in the court-ordered integration programs received additional positions to provide an overall ratio of one teacher for every 34.0 9th and 10th grade students in academic classes for Predominantly Hispanic, Black, Asian and other Non-Anglo schools; and 39.5 9th and 10th grade students in academic classes for Desegregated/Receiver schools.

Magnet Schools

Several Magnet Schools provide services for both elementary and secondary students. Basic teacher allocations are determined by the magnet and alternative school norm tables for total enrollment. Other staff is based on District policy.

MAGNET SCHOOLS & CENTERS NORMS – 2018-19	
Magnet schools and centers identified as serving Predominantly Hispanic, Black, Asian, and Other Non-Anglo students:	
1	teacher per 24.0 students in grades K-3
1	teacher per 30.5 students in grades 4-5
1	teacher per 34.0 students in grades 6-8
1	teacher per 34.0 students in grades 9-12
All other magnet schools and centers:	
1	teacher per 24.0 students in grades K-3
1	teacher per 34.0 students in grades 4-5
1	teacher per 36.5 students in grades 6-8
1	teacher per 36.5 students in grades 9-12
Substitute days – 10 days per norm register-carrying teacher	

Options Schools

Options schools serve students for whom placement in the regular school environment is not in the best interest of the students. Because these students require an individualized program to meet their unique academic and behavior needs, a lower pupil/teacher norm is provided.

CONTINUATION SCHOOL NORMS – 2018-19	
1	teacher per 29 students per continuation school
1	principal per continuation school
1	school office manager/clerk per continuation school
OPPORTUNITY AND COMMUNITY DAY SCHOOL NORMS – 2018-19	
1	teacher per 21 students per opportunity and community day school
1	principal per opportunity and stand-alone community day school
1	assistant principal per opportunity school and stand-alone community day school
1	school administrative assistant per opportunity school and stand-alone community day school
INDEPENDENT STUDY NORMS – 2018-19	
1	teacher per 30 students per independent study school
1	principal
2	assistant principals
1	school administrative assistant

Early Childhood Education Centers

Early Childhood Education Centers are staffed based on the guidelines and staffing ratios established by Education Code 8264.8, 5CCR 18290, 18291, and 18292 for administrative, certificated, and classified personnel. The Los Angeles Unified School District maintains at least the following minimum ratios in all early education centers.

Adult to child ratio	1 : 8
Teacher to child ratio	1 : 24

Staffing is allocated based on enrollment capacity and hours of operation. Compliance with these ratios shall be determined based on actual attendance.

EARLY CHILDHOOD EDUCATION CENTER NORMS – 2018-19	
Certificated Staff	
1	principal per two (2) early childhood education centers
1	teacher per 24 students in each early childhood education center
*	4-hour teacher
Classified Staff	
1	office manager per early childhood education center
1	housekeeper per early childhood education center
8	8-hour aides for early childhood education centers with enrollment capacity of 96, <i>plus</i>
4	3-hour aides for early childhood education centers with enrollment capacity of 96
10	8-hour aides for early childhood education centers with enrollment capacity of 120, <i>plus</i>
5	3-hour aides for early childhood education centers with enrollment capacity of 120
12	8-hour aides for early childhood education centers with enrollment capacity of 144, <i>plus</i>
6	3-hour aides for early childhood education centers with enrollment capacity of 144
14	8-hour aides for early childhood education centers with enrollment capacity of 168, <i>plus</i>
7	3-hour aides for early childhood education centers with enrollment capacity of 168
16	8-hour aides for early childhood education centers with enrollment capacity of 192, <i>plus</i>
8	3-hour aides for early childhood education centers with enrollment capacity of 192
1	4-hour Building and Grounds worker per early childhood education center

*Based on individual school needs

Community Adult Schools

Community Adult Schools (CAS) are staffed based on established staffing guidelines for administrative and classified personnel.

Teacher positions are allocated to Community Adult Schools from the teacher hour allocation. Due to wide variances in the programs offered at each site, teacher hours are allocated based on available funding and community needs. In addition, other District programs allocate additional positions to schools with identified special community needs.

COMMUNITY ADULT SCHOOL NORMS – 2018-19	
Certificated Staff	
1	principal
2	assistant principals, operations
2	assistant principals, adult counseling services
Classified Staff	
1	school administrative assistant
1	occupational center financial manager
1	school office computer coordinator
*	office technicians

*Based on individual school needs

Regional Occupational Centers (ROC)/Skills Centers (SC)

Regional Occupational Centers (ROC)/Skills Centers (SC) are staffed based on established staffing guidelines for administrative and classified personnel.

Due to wide variances in the programs offered at each site, teacher hours are allocated based on available funding and community needs. In addition, other District programs allocate additional positions to schools with identified special community needs.

ROC/SKILLS CENTER NORMS – 2018-19	
Certificated Staff	
1	principal
2	assistant principals, operations
2	assistant principals, adult counseling services
Classified Staff	
1	school administrative assistant
1	occupational center financial manager
1	school office computer coordinator
*	office technicians

*Based on individual school needs

Regional Occupational Program

The Regional Occupational Program (ROP) Center is staffed based on established staffing guidelines for administrative and classified personnel.

Due to wide variances in the programs offered at individual secondary schools and industry sites, teacher hours are allocated based on available funding and community needs. In addition, other District programs allocate additional positions to schools with identified special community needs.

Support Personnel

SUPPORT ALLOCATIONS – 2018-19

Custodial personnel are allocated to schools as follows:

Custodial Personnel – K – 12 Schools

Custodial Personnel allocations for K-12 schools are based on a combination of factors, mainly space (square footage of different types of areas) and student enrollment. For most K - 12 schools, allocations are based on the following:

- The minimum staffing allocation for a K-12 school is 16 hours and each school is allocated a Plant Manager within the allocation. Schools may also be allocated an Assistant Plant Manager based on the number of custodial hours on the night shift. The Plant Manager level is determined by the size of the campus. The placement of an Assistant Plant Manager as well as the levels of both the Plant Manager and Assistant Plant Manager can only be changed after review by Personnel Commission.
- Square footage area of interior space and exterior area hardscape and planted areas are used to determine a time value to clean the spaces daily.
- A Budget reduction factor is applied based on available funding for custodial staffing.
- An Enrollment factor of .41 minute per enrolled student is added back in after the above reduction.
- Custodial time is rounded to the nearest 4-hour increment to determine the amount of staffing budgeted for the school site.
- High schools and middle schools are also allocated C – basis School Facilities Attendant(s) whose main duty is to service restrooms and provide other miscellaneous duties within their job classification description when the school is in session.
- Pool custodians will be assigned to the Maintenance and Operations (M&O) Areas and will service schools' swimming pools in their respective M&O areas.

Custodial allocations are also augmented based on enrollment at schools using the criteria below. These criteria and allocations are subject to change based on availability of funds in Program 11694.

- Elementary schools with an enrollment greater than 606 students that are allocated 16 hours of custodial time will receive an additional 4 hours custodial allocation.
- Middle schools with an enrollment greater than 1,744 will receive an additional 4 hours custodial allocation.

High school custodial allocations are augmented by 4 hours from the Local Control Funding Formula (LCFF) program funding (Program 10400). Allocation is dependent on the school's ranking based on its three-year average Student Index by Duplicated Percentages. Shared sites receive only one 4-hour position for the entire campus. A position in a shared site that is funded by this allocation can be closed only with the approval of all the administrators in that shared site.

Custodial Personnel – Special Education Centers and Special Education Program in K-12 Schools

Custodial staffing allocation for Special Education Centers and for combined special education and traditional school sites is first calculated like a traditional site. Custodial staffing hours may be added to site allocation due to:

- Special Education allocation rules below also apply to traditional schools with 500 or greater enrollment
 - Traditional sites or stand-alone special ed sites with 5 or greater classrooms designated for students in the following programs: PCC, PAL, PSC, AUT, IDS, MDS, IDM, MD, EE, VI, and DHH.
 - The following allocations will be made the sites described above:
 - 4 custodial hours if using 5-12 classrooms for designated programs
 - 8 custodial hours if using 13-17 classrooms for designated programs
 - 12 custodial hours if using 18-23 classrooms for designated programs
 - 16 custodial hours if using 24-29 classrooms for designated programs
 - 20 custodial hours if using 30 or more classrooms for designated programs

Custodial Personnel – Option Schools

Custodial allocations for continuation schools, opportunity schools, community day schools, and independent study schools are calculated similarly to K-12 sites subject to the following guidelines:

- Continuation schools, opportunity schools, community day schools, and independent study schools are often contained within a larger K-12 campus. For these sites, enrollment and square footage values are included in the main site's allocation.
- The continuation school, opportunity schools, community day school, or independent study school program contribute funding based on the size of the area used on the main campus. The time apportioned to the continuation schools, opportunity schools, community day schools, or independent study schools and the funding program are included on the main site's custodial allotment sheet.

When a continuation school, opportunity school, community day school, or independent study school is not co-located with a larger campus, custodial allocation is calculated similarly to a typical K-12 school site.

Custodial Personnel – Adult Education Sites

Custodial allocations for Adult Education sites are calculated similarly to K-12 sites. Stand-alone Adult Education sites are assigned to a team cleaning group consisting of an appropriate level plant manager and an assistant plant manager as needed. The Division of Adult Education funds custodial staffing for these sites. When Adult Education uses a portion of a larger host campus, the Adult Education custodial team assigned to the Adult Ed centers in that area will provide custodial services for the campus areas used, in coordination with the site's plant manager and

administrator. No additional custodial hours will be added to the host school site allotment, as the Adult Ed custodial team will provide needed custodial support.

Campus Aides

Campus aides are allocated to provide a range of three (3) to six (6) hours of supervision support to schools subject to review and approval by Local District based upon security considerations.

Librarians

District-funded credentialed school librarians are allocated to senior high schools with libraries as follows. For SPAN high schools with middle school enrollment, the allocation is based on the count of students in grades 6-12. Additional allocations may be provided to schools based on District-determined criteria. Schools may purchase additional librarian time from their budget based on student needs.

Enrollment	FTE
1 – 1,035	0.5
1,036 +	1.0

School Nurses

District-funded credentialed school nurses are allocated as follows using TSP funds. Schools may purchase additional nursing time from their budget based on student needs.

Allocation Factor	School Data	Index Calculation/Nursing Allocation
Equity Index	Duplicated Percentage	>200% = 95 points >90% = 25 points >180% = 85 points >50% = 5 points >150% = 65 points <49% = 0 point >100% = 45 points
Enrollment	E-CAST Student Enrollment 2018-19	>1000 = 7 points >300 = 3 points > 500 = 5 points <299 = 1 point
Health	No. of Specialized Healthcare Procedure, No. of Diabetics, Diabetic Encounters, Sports Physicals, Screening Mandates (vision, audio, scoliosis)	Protocols = 0.50 point Diabetic Students = 1.00 point Diabetic Encounters = 1.00 point Sports Physicals = 0.50 point Vision Mandate Points = 0.50 point Audio Mandate Points = 0.25 point Scoliosis Mandate Points = 0.25 point

Nursing Allocation	Combined points from Equity Index, Enrollment, and Health	>400 points = 3.0 days per week >199 points = 2.5 days per week >149 points = 2.0 days per week > 99 points = 1.5 days per week > 50 points = 1.0 day per week < 49 points = 0.5 day per week
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School Psychologists

School Psychologists and related personnel are allocated to schools based primarily on student population size and type of school. The following allocations represent minimum requirements for general education K-12 schools.

Elementary Schools	.25 day per week
Middle Schools	.4 day per week
Senior High Schools	.5 day per week

In combination with special education and general education allocations, schools purchase additional psychological services based on need for services and the schools' ability to fund the positions from categorical funds.

Pupil Services and Attendance Counselors

Schools also purchase Pupil Services and Attendance Counselors based on both the need for child welfare and attendance services in the school population and the schools' ability to fund the positions.

Material and Supply Allocation Rates

Instructional material, school advisory committee expense funds, and various operational supplies are also allocated to schools according to fixed formulas.

INSTRUCTIONAL MATERIALS		
<u>Program</u>	<u>2017-18 Rate</u>	<u>2018-19 Rate</u>
General Education:		
K-6	\$16 per enrolled student	\$16 per enrolled student
7-8	\$20 per enrolled student	\$20 per enrolled student
9-12	\$22 per enrolled student	\$22 per enrolled student
Instructional Materials Block Grant	*	*
Community Adult Schools	*	*
Options Programs	\$739 per teacher	\$739 per teacher
Regional Occupational Centers and Skills Centers	*	*
Regional Occupational Program	*	*

**Allocations are determined based on school needs*

OPERATIONAL SUPPLIES		
	<u>2017-18 Rate</u>	<u>2018-19 Rate</u>
Custodial Supplies:		
Community Adult Schools	\$112.50 per custodial hour (separate site) + \$3.20 per enrolled student (all sites)	\$112.50 per custodial hour (separate site) + \$3.20 per enrolled student (all sites)
Continuation Schools	\$32.65 per custodial hour + \$7.49 per enrolled student	\$32.65 per custodial hour + \$7.49 per enrolled student
Opportunity Schools	\$75.50 per custodial hour + \$6.14 per enrolled student	\$75.50 per custodial hour + \$6.14 per enrolled student
Regular Schools	\$132.60 per custodial hour + \$3.80 per enrolled student	\$132.60 per custodial hour + \$6.00 per enrolled student
Special Education	\$53.95 per custodial hour + \$9.05 per enrolled student	\$132.60 per custodial hour + \$6.00 per enrolled student
Administrative Sites	\$204.00 per custodial hour	\$204.00 per custodial hour
School Community Advisory Council Expenses:		
Community Adult Schools	\$500.00 per school	\$500.00 per school
ROCs and Skills Centers	\$500.00 per school	\$500.00 per school