

Roslyn Public Schools

Staffing Plan

2007/2008



Sources of Input

- Staff at all locations
- Parents and Community
- Department Chairpersons
- Directors
- Supervisors
- Assistant Principals
- Principals
- District Administration

Sources of Data

- Building Staff Lists
- District Staff Directory
- Tables of Organization
- 2006/2007 Budget and Staffing Data
- Human Resources Office Files
- Business Office - Payroll

Definition

Full Time Equivalent (FTE):

A Full Time employee working a full day every day is a 1.0 FTE

Employees working less than full time are counted based on the number of hours, class periods or days they work.

Examples: a department chairperson who teaches one class daily is a .2 FTE teacher and a .8 FTE administrator; an hourly lunch monitor working 3 hours per day ($\frac{3}{8}$ of a day) is a .375 FTE.

District Administration

- District Administration Building
- 2006/07 Actual Staff = 12.00 FTE
- 2007/08 Projected staff = 13.00 FTE
- Difference = + 1.0 FTE
- Detail: Proposed addition is to create the position of Assistant Director of Facilities in the Office of Operations/Buildings and Grounds

Building Administration

- Heights, East Hills, Harbor Hill, Middle School and High School
- 2006/07 Actual Staff = 17.00 FTE
- 2007/08 Projected staff = 17.00 FTE
- Difference = 0.0 FTE
- Detail: Includes all Principals, Assistant Principals, H.S. Dean, and Department Chairpersons (at .8 each)

Class Size Guidelines

Elementary Schools	<u>Level</u>	<u>Average Range</u>
	K – 1	18 – 22
	2 – 3	19 – 23
	4 – 5	22 – 26
Middle School	6 – 7 – 8	20 – 27
	Exploratory Arts	15 – 27
High School	9 – 12 Electives	15 – 27
	Advanced Placement	15 – 27
	All Other Courses	21 – 27

Elementary Staff

- “Classroom staff” includes all regular and special education classroom teachers
- “Special Area staff” includes teachers of art, computer, ESL, library, music, physical education, reading, speech, etc.
- “Civil Service staff” includes custodians, monitors, teacher assistants, secretaries, etc.



Heights School

- Houses 1 Pre-Kindergarten, 11 Kindergarten, and 7 Grade One Classes plus 1 Ungraded Special Education class
- Class sizes will remain constant at 20, 21 and 19 respectively (with 5-8 in special education class)
- Classroom Staff will remain unchanged at 21.00 Full Time Equivalents (FTE)
- Special Area staffing is unchanged at 10.37 FTE
- Civil Service staff is unchanged at 37.98 FTE

East Hills School

- Houses classes in Grades 2 through 5
- Class sizes will range from a low of 19 in Grade 2 to a high of 23 in Grade 4
- Classroom staff will increase from 29.00 to 31.50 FTE due to a shift of students between grades, along with new special education services
- Special Area staffing increases by .5 Speech to meet the needs of the new class at 16.20 FTE
- The net increase in teaching staff is 3.0 FTE
- Civil Service staff is unchanged at 38.92 FTE

East Hills School

Requested, but not included in current plan:

3.0 FTE additional Teacher Assistants to support new special education class

Harbor Hill School

- Houses classes in Grades 1 through 5
- Class sizes will range from a low of 20 in Grade 1 to a high of 22 in Grade 5
- Classroom Staff will decrease from 32.00 to 31.00 FTE due to a shift of students between grades
- Special Area staffing is unchanged at 17.33 FTE
- There is a net decrease of 1.0 FTE teacher staff
- Civil Service staff is unchanged at 37.92 FTE

Secondary Staff

- “Content Area Staff” includes all subject area and support teachers – art, business, English, foreign language, guidance, health, math, music, science, social studies, special education, etc.
- “Civil Service staff” includes custodians, monitors, teacher assistants, secretaries, etc.



Middle School

- Houses classes in Grades 6 through 8
- Class sizes will average 22 in Grade 6, 23.1 in Grade 7 and 25.3 in Grade 8
- Content area teaching staff is unchanged at 83.60 FTE
- Civil Service staff is unchanged at 39.63 FTE

Middle School

Requested, but not included in current plan:

1.0 FTE Teacher in Grade 8 to reduce class size average from 25.3 to 23.2

1.0 FTE Reading Teacher to more effectively meet reading and Academic Intervention Service needs of students

High School

- Houses classes in Grades 9 through 12
- Class sizes have not been finalized at this time and the range is very wide. No grade level is expected to exceed the guidelines.
- Content area staff will increase by .30 for new Business classes and 1.00 for new Math classes for a total of 107.25 FTE
- Civil Service staff will remain at 59.41 FTE

High School

Requested, but not included in current plan:

- 1.0 FTE Reading Teacher to improve the delivery of reading instruction and AIS
- 0.525 FTE to address enrollment changes in Art, Foreign Lang, Health and STRIVE
- 1.0 FTE secretarial support in Nurse's Office, in exchange for the 0.5 FTE Ed Asst currently assigned there or make Ed Asst 1.0 FTE
- 1.0 FTE Teacher Assistant to staff the In-School Suspension Room

Other District Staff

- This staffing category includes all other regular district employees who are not shown as school building staff. Included are our confidential secretaries, maintenance staff, Full Time and Part Time Bus Drivers, District Psychologist, Internal Claims Auditor, etc.
- Total staff is unchanged at 88.50 FTE

SUMMARY

<u>Location</u>	<u>06/07</u>	<u>07/08</u>	<u>Change</u>
■ District Administration	12.00	13.00	+1.00
■ Building Administration	17.00	17.00	0.00
■ Elementary Staff	240.22	242.22	+2.00
■ Secondary Staff	288.59	289.89	+1.30
■ Other District Staff	<u>88.50</u>	<u>88.50</u>	<u>0.00</u>
■ TOTALS	646.31	650.61	+4.30





Thank You

Any Questions?

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