The major part of any school district budget is the manpower associated with operating schools. The staffing plan is a guide to provide for an equitable distribution of manpower resources. The staffing plan provides advanced information for planning in relation to staff levels, assignments, program planning, reappointment recommendations, and budget development. Approximately eighty-four percent of the operating budget is spent on salaries and fringe benefits.

Once all the variables have been considered regarding available revenues and the manpower resources have been allocated, it is the responsibility of the principals to use these resources in a manner which will meet the standards of the Southern Association of Colleges and Schools, and accomplish the district objectives identified in the educational plan.

It is important to recognize that every condition cannot be provided for in a staffing plan and that periodic adjustments on an individual school basis must be made. The staffing plan is designed to contain a level of flexibility which will allow for district-level responsiveness to schools having unique problems. The superintendent may make adjustments based upon an evaluation of all allocations and financial resources.

The basis for this allocation process is the projected membership for the 2013-2014 school year. In previous years these projections have been accurate and the need for allocation adjustments is minimal. Typically, allocations are adjusted based upon the sixth day membership count during the fall and at the beginning of the second semester, as appropriate.
Table of Contents

Instructional Unit Allocation Factors ................................................................. 2
  Procedures for Determining Instructional Allocations .................................... 2

Service Units ........................................................................................................ 3
  Elementary
  Middle
  Senior High

Clerical Staffing ................................................................................................... 4
  Elementary
  Middle
  Senior High

Custodial Staffing ................................................................................................. 6
  Formula Components

Food Service Staffing ............................................................................................ 7
  Procedures for Determining Food Service Allocations
  Food Service Staffing Formula

Building Level Staffing Flexibility ....................................................................... 9

Special Allocations or Provisions ....................................................................... 11

Notes ..................................................................................................................... 15
Instructional Unit Allocation Factors

<table>
<thead>
<tr>
<th>Program Category</th>
<th>Allocation Factor</th>
<th>Program Category</th>
<th>Allocation Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic K-3** Millennium</td>
<td>20.00</td>
<td>Alternative Education-Special Categories</td>
<td></td>
</tr>
<tr>
<td>Basic Elem. K-3**</td>
<td>20.50</td>
<td>Abeyance</td>
<td>15.00</td>
</tr>
<tr>
<td>Basic Elem. 4-8</td>
<td>25.04</td>
<td>DJJ</td>
<td>15.00</td>
</tr>
<tr>
<td>Basic Middle 4-8</td>
<td>24.00</td>
<td>ETP</td>
<td>15.00</td>
</tr>
<tr>
<td>Basic Jr/Sr 9-12</td>
<td>26.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESOL</td>
<td>22.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Education</td>
<td>17.32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Education</td>
<td>17.32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 111</td>
<td>13.50**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 112</td>
<td>13.25**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 113</td>
<td>13.50**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 254</td>
<td>7.00**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 255</td>
<td>6.00**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool Handicapped</td>
<td>9.82#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical/Occupational Therapy</td>
<td>1.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech/Hear p/t</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech/Hear/Lang</td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visually Handicapped</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital/Homebound</td>
<td>1.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Transitional and Developmental Kindergarten will be allocated at a factor of 18.00.
- Schools with 90% or greater free or reduced lunch counts, or D/F Schools shall meet or exceed the district percentage average of highly effective or effective teacher rating.
- ** Allocation factor includes units that provide other basic programs (i.e., art, music, physical education, computer instruction.) Elementary schools will be required to allocate a minimum of .50 teacher unit to the art program and 1.0 teacher unit to the music program.
- # Preschool Handicapped will be allocated at a factor of 8.82.

**PROCEDURES FOR DETERMINING INSTRUCTIONAL ALLOCATIONS**

1. Office of Budget & FTE projects membership by school.
2. Principals and area superintendents review and adjust projected membership.
3. Office of Budget & FTE compiles adjusted projections.
4. Projected membership converted to projected unweighted FTE by the following formulas:
   a. \( \frac{\text{Actual October FTE (annualized)}}{\text{Actual October membership}} = \text{FTE conversion factor} \)
   b. \( \text{FTE conversion factor} \times \text{projected membership} = \text{projected FTE total} \)
   c. \( \frac{\text{Actual FTE (by category)}}{\text{Actual FTE total}} = \text{Program Category ratio} \)
   d. \( \text{Program category ratio} \times \text{projected FTE total} = \text{projected FTE (category)} \)
5. \( \frac{\text{Projected FTE (category)}}{\text{Allocation factor}} = \text{Instructional unit calculation} \)

* Annualized FTE = October \( \times 2 \)
ELEMENTARY SCHOOLS

1 - 749 Enrollment
1 Principal
1 Assistant Principal-10*
1 Media Specialist
1 Counselor

750 - 999 Enrollment
1 Principal
1 Assistant Principal-10
1 Media Specialist
1.5 Counselors

1000 - 1099 Enrollment
1 Principal
1 Assistant Principal-10
1 Media Specialist
2 Counselors

1100 - 1319 Enrollment
1 Principal
1.5 Assistant Principals-10
1 Media Specialist
2 Counselors

1320 + Enrollment
1 Principal
2 Assistant Principals-10
1 Media Specialist
2 Counselors

Note: Summer School
Elem AP and Elem Specialist
1 wk at 32 hours per week
4 days - Curriculum update meeting

MIDDLE SCHOOLS

1 - 1500 Enrollment
1 Principal
1 Assistant Principal-12
1 AP/Dean-10
1 Media Specialist
1 Guid Professional

1501-2500 Enrollment
1 Principal
1 Assistant Principal-12
2 AP/Deans-10
1 Media Specialist
1 Guid Professional

2501-2800 Enrollment
1 Principal
1 Assistant Principal-12
3 AP/Deans-10
1 Media Specialist
1 Guid Professional

2801 + Enrollment
1 Principal
1 Assistant Principal-12
4 AP/Deans-10
1 Media Specialist
1 Guid Professional

Note: Flexibility at 2801
Membership to use 4 AP's as follows:

» 2 Assistant Principals - 12
» 2 Assistant Principals - 10

Note: Secondary AP/Dean-10 is allocated at 1 for every 800 students and major fraction thereof.

Note: Secondary Schools greater than 1200 and less than 1500 membership earn an optional class Administrative Asst. supplement.

SENIOR HIGH SCHOOLS

1 - 1500 Enrollment
1 Principal
1 Assistant Principal-12
1 AP/Dean-10
1 Media Specialist
* 1 Student Activities Coord.

Note: at 750 Enrollment add:
1 Assistant Principal-12

1501-2500 Enrollment
1 Principal
2 Assistant Principals-12
2 AP/Deans-10
1 Media Specialist
* 1 Student Activities Coord.

2501-2800 Enrollment
1 Principal
2 Assistant Principals-12
3 AP/Deans-10
1 Media Specialist
* 1 Student Activities Coord.

2801 + Enrollment
1 Principal
2 Assistant Principals-12
4 AP/Deans-10
1 Media Specialist
* 1 Student Activities Coord.

Note: Secondary Guidance Counselors are employed for 10 months and are allocated at 1 for each 425 students and major fraction thereof. (see table below)

Guidance Counselors - Secondary Schools

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Counselors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 637</td>
<td>1</td>
</tr>
<tr>
<td>638 - 1,062</td>
<td>2</td>
</tr>
<tr>
<td>1,063 - 1,487</td>
<td>3</td>
</tr>
<tr>
<td>1,488 - 1,912</td>
<td>4</td>
</tr>
<tr>
<td>1,913 - 2,337</td>
<td>5</td>
</tr>
<tr>
<td>2,338 +</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: Secondary Schools greater than 1200 and less than 1500 membership earn an optional class Administrative Asst. supplement.
## Clerical Staffing

### ELEMENTARY SCHOOLS

#### 1 - 499 Enrollment

- 1 School Secretary: 12 Months
- 1 Elementary Bookkeeper: 12 Months
- 1 School Office Clerk: 11 Months
- 0 Media Assistant (exception - Cambridge, Mila, @ .5): 10 Months

#### 500 - 899 Enrollment

- 1 School Secretary: 12 Months
- 1 Elementary Bookkeeper: 12 Months
- 1 School Office Clerk: 11 Months
- .688 Media Assistant: 10 Months

#### 900 + Enrollment

- 1 School Secretary: 12 Months
- 1 Elementary Bookkeeper: 12 Months
- 1 School Office Clerk: 11 Months
- 1 School Office Clerk: 10 Months
- .688 Media Assistant: 10 Months

### MIDDLE SCHOOLS

#### 1 - 749 Enrollment

- 1 School Secretary: 12 Months
- 1 Middle Bookkeeper: 12 Months
- 1 School Office Clerk: 11 Months
- 0 School Office Clerk: 10 Months
- .688 Media Assistant: 10 Months
- 1 Guid Data Clerk: 12 Months

#### 750 - 1,249 Enrollment

- 1 School Secretary: 12 Months
- 1 Middle Bookkeeper: 12 Months
- 1 School Office Clerk: 11 Months
- 1 School Office Clerks: 10 Months
- .688 Media Assistant: 10 Months
- 1 Guid Data Clerk: 12 Months

#### 1,250 - 1,499 Enrollment

- 1 School Secretary: 12 Months
- 1 Middle Bookkeeper: 12 Months
- 2 School Office Clerks: 11 Months
- 1 School Office Clerks: 10 Months
- .688 Media Assistant: 10 Months
- 1 Guid Data Clerk: 12 Months

#### 1,500 + Enrollment

- 1 School Secretary: 12 Months
- 1 Middle Bookkeeper: 12 Months
- 2 School Office Clerks: 11 Months
- 2 School Office Clerks: 10 Months
- .688 Media Assistant: 10 Months
- 1 Guid Data Clerk: 12 Months
## Clerical Staffing

**HIGH SCHOOLS**

<table>
<thead>
<tr>
<th>Enrollment Range</th>
<th>Position</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 749 Enrollment</td>
<td>1 School Secretary</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 Senior Bookkeeper</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>11 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>10 Months</td>
</tr>
<tr>
<td></td>
<td>.688 Media Assistant</td>
<td>10 Months</td>
</tr>
<tr>
<td>750 - 1,249 Enrollment</td>
<td>1 School Secretary</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 Senior Bookkeeper</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>11 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>10 Months</td>
</tr>
<tr>
<td></td>
<td>.688 Media Assistant</td>
<td>10 Months</td>
</tr>
<tr>
<td>1,250 - 1,499 Enrollment</td>
<td>1 School Secretary</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Bookkeeper</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 Senior Office Clerk</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>11 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>10 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>9 Months</td>
</tr>
<tr>
<td></td>
<td>.688 Media Assistant</td>
<td>10 Months</td>
</tr>
<tr>
<td>1,500 - 1,749 Enrollment</td>
<td>1 School Secretary</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 Senior Bookkeeper</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>2 School Office Clerk</td>
<td>11 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>10 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>9 Months</td>
</tr>
<tr>
<td></td>
<td>.688 Media Assistant</td>
<td>10 Months</td>
</tr>
<tr>
<td>1,750 - 1,999 Enrollment</td>
<td>1 School Secretary</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 Senior Bookkeeper</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>2 School Office Clerk</td>
<td>11 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>10 Months</td>
</tr>
<tr>
<td></td>
<td>2 School Office Clerks</td>
<td>9 Months</td>
</tr>
<tr>
<td></td>
<td>.688 Media Assistant</td>
<td>10 Months</td>
</tr>
<tr>
<td>2,000 + Enrollment</td>
<td>1 School Secretary</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 Senior Bookkeeper</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerk</td>
<td>12 Months</td>
</tr>
<tr>
<td></td>
<td>2 School Office Clerks</td>
<td>11 Months</td>
</tr>
<tr>
<td></td>
<td>1 School Office Clerks</td>
<td>10 Months</td>
</tr>
<tr>
<td></td>
<td>2 School Office Clerks</td>
<td>9 Months</td>
</tr>
<tr>
<td></td>
<td>.688 Media Assistant</td>
<td>10 Months</td>
</tr>
</tbody>
</table>

Note: One 10m or 12m school office clerk position may be converted to one 10m or 12m school data clerk position.
Custodial Staffing

Custodial staffing formula:

Calculated by utilizing square footage and an assigned room usage value, divided by 19,000 as an average.
A school principal may employ personnel in one-half hour increments from 4 to 8 hours.

DISTRICT STAFFING

The level of staffing for divisions is controlled through the budgeting process and is based upon the level of desired services. Allocations may be periodically adjusted by the superintendent, based upon need and financial resources.
FOOD SERVICE STAFFING

Food Service Staffing Plan is based upon meal equivalent which is a calculation that recognizes both the actual number of reimbursed meals and local revenue at the respective schools. The calculated meal equivalent is used to help establish the number of labor hours needed at each cafeteria site. The meal equivalent is a method that allows the district to equate all meals to a standard, the Student Lunch. The calculation illustrated below is provided by the National Food Service Management Institute.

1. Regardless of the size of the basic food program, it appears that a minimum requirement exists. The requirement is established at 23.0 hours for schools with 320 meal equivalents. Any school that has meal equivalent less than 320 may be operated as a satellite site or have a shared cafeteria manager with limited staffing.
2. The number of serving lines used in the cafeteria has to be considered when establishing the required number of labor hours.
3. Schools serving satellite locations present an unusual situation and must be examined on an individual basis. Adjustments are made at the direction of the Superintendent.
4. Elementary schools are staffed with a cafeteria manager. Secondary schools with an average meal equivalent above 500 are staffed with a senior cafeteria manager.

The method used to determine the meal equivalent for each cafeteria is the sum of the formulas presented below.

**Lunch**
All student reimbursable lunches and adult lunches are counted as one (1) meal equivalent for each lunch served.

**Breakfast**
The method used to determine breakfast meal equivalents specifies that three (3) breakfasts are the equivalent of two (2) lunches. 3 breakfast meal equals 2 lunch units (divide by 1.5).

**Other Food Sales**
A la carte, catered meals, special school function revenues are divided by the sum of the free lunch reimbursement rate and the federal commodity value per meal.

---

**Procedures for Determining Food Service Projected Allocations**
Allocations for 2013-2014 will be based upon the average meal equivalents for the four month period ending December 2012, adjusted to reflect enrollment trends.

1. **Projected Membership** = Ratio
   Actual December Membership
2. **YTD Meal Equivalents** = Average Meal Equivalents
   Operating Days
3. Ratio x Average Meal Equivalents = Projected 2011-2012 Meal Equivalents
4. Refer to the Staffing Formula for allocated hours
5. Allocated hours = Allocated units
Food Service Staffing Formula
MEAL EQUIVALENT CONVERSION TABLES

### Elementary Schools & All Satellite Programs

<table>
<thead>
<tr>
<th>Meal Equivalents</th>
<th>Allocated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>320 - 420</td>
<td>23</td>
</tr>
<tr>
<td>421 - 520</td>
<td>25</td>
</tr>
<tr>
<td>521 - 620</td>
<td>31</td>
</tr>
<tr>
<td>621 - 720</td>
<td>35</td>
</tr>
<tr>
<td>721 - 820</td>
<td>39</td>
</tr>
<tr>
<td>821 - 920</td>
<td>43</td>
</tr>
<tr>
<td>921 - 1,020</td>
<td>47</td>
</tr>
<tr>
<td>1,021 - 1,120</td>
<td>51</td>
</tr>
<tr>
<td>1,121 +</td>
<td>55</td>
</tr>
</tbody>
</table>

### Secondary Schools

<table>
<thead>
<tr>
<th>Meal Equivalents</th>
<th>Allocated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 500</td>
<td>33</td>
</tr>
<tr>
<td>501 - 600</td>
<td>36</td>
</tr>
<tr>
<td>601 - 700</td>
<td>40</td>
</tr>
<tr>
<td>701 - 800</td>
<td>44</td>
</tr>
<tr>
<td>801 - 865</td>
<td>56</td>
</tr>
<tr>
<td>866 - 930</td>
<td>60</td>
</tr>
<tr>
<td>931 - 995</td>
<td>64</td>
</tr>
<tr>
<td>996 - 1,120</td>
<td>68</td>
</tr>
<tr>
<td>1,121 - 1,245</td>
<td>72</td>
</tr>
<tr>
<td>1,246 - 1,369</td>
<td>76</td>
</tr>
<tr>
<td>1,370 - 1,494</td>
<td>80</td>
</tr>
<tr>
<td>1,495 - 1,654</td>
<td>84</td>
</tr>
<tr>
<td>1,655 +</td>
<td>88</td>
</tr>
</tbody>
</table>
Fractionalization of Instructional Units

Instructional units are allocated to schools in full unit equivalencies by major program category. Schools have the option to fractionalize a unit as follows:

**Unit and Time Equivalents**

- **.50 Unit** = **4.0 hours** *(3 classes)*
- **.80 Unit** = **6.8 hours** *(6 hrs, 24 mins)* *(5 classes)*
- **.60 Unit** = **4.8 hours** *(4 hrs, 48 minutes)* *(3 or 4 classes)*
- **1.00 Unit** = **8.0 hours** *(6 classes)*

**Short Term Contracts**

Throughout the school year, schools may experience vacancies as a result of requests of leave of absence. To ensure the principal maximum flexibility in selecting a candidate to fill these positions, a short-term contract may be issued for a minimum of twenty paid days. Employment may be any number of days between 20 and 196.

**Vocational Education**

In the vocational education area, principals may:
- use vocational allocation to employ only vocational teachers (or)
- employ basic and vocational teachers from allocation when class size and eighty percent (80%) expenditure requirements are met.

**Instructional Assistant Staffing**

6.5 hours = 1.00 unit equivalent

**Instructional Unit Conversion**

A principal may request an instructional unit be used in a form other than the typical allocation.

**Differentiated Staffing Plan**

Principals may develop a differentiated staffing plan, provided the total cost, including fringe, does not exceed the vacant base salary, plus fringe, for the unit(s) that is (are) being replaced. As a part of an approved differentiated staffing plan, personnel may be employed for less than a full day.

**Health Professionals**

All schools will be provided a health support tech. All health professionals will be employed through the Brevard County Health Unit. Health professionals available are registered nurses, licensed practical nurses and health support technicians.
**ROTC Allocations**

Schools with single ROTC units have one officer that may be converted to two enlisted personnel - (one enlisted staff member for the first 150 students and one additional enlisted staff member for each additional 100 students enrolled in ROTC.) These units must be accounted for in the school's instructional units. Multiple units will not exceed the above formula. A school will be charged one-half of an instructional unit for each ROTC instructor.

In a multiple unit configuration, each school will be charged one-half of an instructional unit allocation for each ROTC instructor, and a pro-rata share of the one-half of an instructional unit for the officer.

**Custodial Staffing**

The number of units allocated to schools is shown without any specific mention of classifications. Based upon the allocated units, the principal will establish the composition of the custodial staff to meet the unique requirements of the building plant. Following are the custodial allocations in unit equivalencies:

<table>
<thead>
<tr>
<th>Classification</th>
<th>1 Hour</th>
<th>8 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>.125</td>
<td>1.00</td>
</tr>
<tr>
<td>Head Custodian I</td>
<td>.159</td>
<td>1.27</td>
</tr>
<tr>
<td>Head Custodian II</td>
<td>.175</td>
<td>1.40</td>
</tr>
</tbody>
</table>

**Cafeteria Allocations**

Each cafeteria unit is the equivalent of eight hours. The school principal may employ personnel as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
<th>Unit Equiv.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria Worker &amp; Cashier</td>
<td>2.0</td>
<td>.25</td>
</tr>
<tr>
<td></td>
<td>2.5</td>
<td>.31</td>
</tr>
<tr>
<td></td>
<td>3.0</td>
<td>.38</td>
</tr>
<tr>
<td></td>
<td>3.5</td>
<td>.44</td>
</tr>
<tr>
<td></td>
<td>4.0</td>
<td>.50</td>
</tr>
<tr>
<td>Baker &amp; Cook</td>
<td>3.0</td>
<td>.38</td>
</tr>
<tr>
<td></td>
<td>3.5</td>
<td>.44</td>
</tr>
<tr>
<td></td>
<td>4.0</td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td>6.0</td>
<td>.75</td>
</tr>
<tr>
<td>Manager</td>
<td>7.0</td>
<td>.88</td>
</tr>
<tr>
<td></td>
<td>8.0</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Special Allocations or Provisions

1. Theatre Technical Manager
Manager 1.00 Unit
- Merritt Island High
- Eau Gallie High
- Satellite High
- Titusville High
- Cocoa Beach High
- Bayside High

2. Special Schools
Special Schools are defined as those schools serving Physically Handicapped, Hearing Impaired, Visually Impaired, Emotionally Handicapped (severe), Trainable/Profoundly Mentally Handicapped and the PreKindergarten Handicapped.

Adaptive PE 1.00 teacher/1.00 tch ass’t.
- Creel Elementary
- Lockmar Elementary
- Mila Elementary
- Oak Park Elementary
- Infants/Toddlers Center

3. Exceptional Education Instructional Assistants (number varies by school)
- Preschool Handicapped 1.00
- Hearing Impaired 1.00
- EBD 1.00
- ID - Supported 1.00
- ID - Participatory 1.00
- VE As Needed

4. ESOL Teacher Assistants
An ESOL (English for Speakers of Other Languages) will be allocated to any school where there are 15 or more students that speak the same foreign language.

5. Elementary
- Art .50 Unit per school
- PREP 1.00 Unit per school

Summer Schedule:
- Specialist or alternate school representative 1 week at 32.0 hours per week

6. Middle
Special Units (Band/Chorus/Art/Keyboard)
- Membership 1 - 600 4@ .50 per school
- Membership 601 - 800 4@ .75 per school
- Membership 801 + 4@ 1.00 per school

7. Senior
- Advanced Placement 25.40 Units
- Student Activities 1.00 Unit per school
- Campus Monitors 1.00 Unit per school
  (campus totally secured by fencing)

International Baccalaureate and AICE programs require an annual written plan approved by the area superintendent
8. District Level
There will be special instructional units established and later reassigned to schools based on unique school needs.

<table>
<thead>
<tr>
<th>Allocation Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Superintendent’s Discretionary</td>
<td>22.50</td>
</tr>
<tr>
<td>Loss of FTE</td>
<td>10.00</td>
</tr>
<tr>
<td>Small School Units (Elem below 475 memb)</td>
<td>3.50</td>
</tr>
<tr>
<td>Small School Units</td>
<td>5.00</td>
</tr>
<tr>
<td>Small School Units-Cocoa Beach Jr/Sr High</td>
<td>2.00</td>
</tr>
<tr>
<td>Exceptional Ed. Levels Discretionary</td>
<td>10.00</td>
</tr>
<tr>
<td>ESE Centralized Units</td>
<td>8.00</td>
</tr>
<tr>
<td>Instructional Assistant Ex Ed Reserve</td>
<td>0</td>
</tr>
<tr>
<td>Prep Units for TK/DK Classes</td>
<td>2.00</td>
</tr>
<tr>
<td>ETP/Child Care TAI/TAII</td>
<td>Statute Rules</td>
</tr>
</tbody>
</table>

When awarded, it should be noted that any special unit allocation is made only for the current school year and must be annually requested and reviewed.

9. Technology
Schools currently employing a Teacher Technology Specialist 11 - month working 3.04 hours networking and 4.96 hours teaching in the classroom may continue to do so using .38 district funds and .62 classroom funds until the teacher vacates the position.

All other schools will convert .36 teacher unit to fund a 12 month Technology Associate or Technology Technician, supervised by the Educational Technology Department.
10. STAFFING PLAN FOR CLASS SIZE AMENDMENT ALLOCATIONS

Elementary

<table>
<thead>
<tr>
<th>Membership</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>350 - 650</td>
<td>4.0</td>
</tr>
<tr>
<td>651+</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Note: The following elementary schools will be allocated 2.0 units each:

- Millennium schools
- Meadowlane Intermediate school will be allocated 3.0 units.

Middle

<table>
<thead>
<tr>
<th>Membership</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 800</td>
<td>2.0</td>
</tr>
<tr>
<td>801+</td>
<td>1.50</td>
</tr>
</tbody>
</table>

Note: The following schools will be allocated:

- Clearlake 4.0 Units
- Madison 4.0 Units
- Stone 4.0 Units
- West Shore .50 Units
- Jr/Sr Highs 1.50 Units (Cocoa Beach, Edgewood, Space Coast)

Senior High

Each Senior High school will be allocated 2.0 units each.

Note: Cocoa High school will be allocated 7.50 units.

Does not include allocation to West Shore or Edgewood Jr/Srs
Special Allocations or Provisions (continued)

11. Summer Programs
   Staffing Specialist  4 Area Offices at 1000 hours each

12. Abeyance Centers - 2 sites
   Drop Out Prevention Teachers  5.00 Units
   Exceptional Education Teachers  2.00 Units
   Guidance Counselors  2.00 Units
   Drop Out Prevention Reserve  6.75 Units - funded by transferring
   School Sec  1.0
   School Office Clk - 10m  1.0
   each secondary school

13. Staffing New Secondary School
   Principal  July, one year prior to school opening
   Assistant Principal - 12  June 1, prior to school opening
   Assistant Principal - 10  July 1, prior to school opening
   Guidance Counselor  February 15, prior to school opening
   Media Specialist  June 1, prior to school opening
   School Secretary  July, one year prior to school opening
   Bookkeeper - 12  January, prior to school opening
   Head Custodian  May 1, prior to school opening
   Custodian (1)  June 15, prior to school opening
   School Office Clerk - 12  June 1, prior to school opening
   or
   School Data Clerk - 12
   Media Assistant  June 1, prior to school opening
   Cafeteria Manager  July 1, plus 2 weeks in May to order equipment

14. Staffing New Elementary School
   Principal  January, prior to school opening
   School Secretary  January, prior to school opening
   Bookkeeper - 12  February, prior to school opening
   School Office Clerk - 12  July 1, prior to school opening
   Media Assistant  June 1, prior to school opening
   (work June and July this year only)
   Cafeteria Manager  July 1, plus 2 weeks in May to order equipment
   Head Custodian  June 1, prior to school opening
Notes...
NON-DISCRIMINATION NOTICE

It is the policy of the School Board of Brevard County to offer the opportunity to all students to participate in appropriate programs and activities without regard to race, color, gender, religion, national origin, genetic information, disability, marital status, or age, except as otherwise provided by Federal law or by Florida state law. Students should review Board Policy 1362 - Anti-Harassment for further clarification.

The School Board of Brevard County is in compliance with the Americans with Disabilities Act of 1990 (ADA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), and the Boy Scouts of America Equal Access Act.

A student having a grievance concerning discrimination may contact:

Dr. Brian T. Binggeli
Superintendent
Brevard Public Schools

Ms. Cyndi Van Meter
Associate Superintendent,
Division of Curriculum
and Instruction,
Equity Coordinator

Mr. Robin L. Novelli
Director
Office of High School Programs

Ms. Pamela Treadwell
Director
ESE Administrative Support Services
ADA/Section 504 Coordinator

School Board of Brevard County
2700 Judge Fran Jamieson Way
Melbourne, Florida 32940-6601
(321) 633-1000

It is the policy of the School Board of Brevard County not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, participation and membership in professional or political organizations, marital status, age, genetic information, or disability. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment. Employees or applicants should review Board Policy 3362 and/or 4362 - Anti-Harassment for further clarification.

An employee or applicant having a grievance concerning employment may contact:

Ms. Susan Standley, Director
Office of Employee Benefits

Mr. James C. Hickey IV, Director
Human Resources Services and Labor Relations

School Board of Brevard County
2700 Judge Fran Jamieson Way
Melbourne, Florida 32940-6601
(321) 633-1000

All policies and procedures of the School Board of Brevard County as indicated above can be located on the World Wide Web at the following web address: http://www.neola.com/brevardco-fl/. This Publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, braille or audiotape. Telephone or written request should include your name, address, and telephone number. Requests should be made to Kim Parker, Exceptional Education Projects, 633-1000, ext. 535, at least two (2) weeks prior to the time you need the publication.