

USING THE MASTER SCHEDULE FOR STAFFING

Finance Advisory Council Meeting- ESC 1
January 14, 2011

First Things First....

□ **Develop a Staffing Standard for your District**

- Texas Education Code (TEC)
- [AdvancED Standards](#)
- [Other Industry Standards](#)

□ **Pros**

- Equity among campuses
- Provides a growth model
- Budget tool
- Provides cost estimate to open
new campus



Developing Staffing Standards

□ Data Sources

- Pupil Projection Data
 - Pupil Projection Template (TASBO website)
- PEIMS
 - Staff FTE Report
 - [PEIMS Comparison of PY and CY](#)
- e-FACTS+ Reports
- TASBO Management Reviews
- TSPR – Comptroller’s website
- **Campus Master Schedule**
 - [Next Year Scheduling Reports](#)
- Final Summary of Finances
- Mid-year estimates (by six-week periods)



PEIMS Staff Data

□ Staff FTE Reports

- [Staff FTE by Role ID](#)
- [Staff FTE Summary](#)
- Class Size Report by Staff
 - Grades PK-6



E-FACTS+

□ Staffing Reports

□ Total Teacher FTEs



Management Reviews

□ Staffing Efficiency Studies - TASBO

	HS	MS	Int	Elem	Total	Excess	Savings
Students	400	330	320	380	1,430		
Teachers	40	23	26	30	120		
Students per Teacher	10	14	12	12.5	12		
State Ave					14.4	20	\$900K
Region Ave					13	10	\$450K

"Over \$8,000,000 in cost savings identified in Texas schools for 2008-09"

Excerpt from TASBO's Brochure

TSPR's Top 10 Ways to Improve Public Schools

□ #1 - Equitably allocate resources

- Educational and administrative [staffing ratios](#) show how many students per teacher or per administrator are in each school. And with this information, staff can be reallocated when student populations surge at one school and decline at another.
- Support staff ratios, such as the number of custodians per square foot of space and cafeteria meals served per labor hour, help administrators determine the productivity of support staff and identify the needs of each school.



Establish Budget Calendar

□ Budget Calendar

- [Sample Budget Calendar](#)
- Projected Enrollment
- Demographic Changes
 - Housing Starts
 - New Schools/Zoning
 - At-Risk/Bilingual Population
- Staffing Requests
 - Must include justification for position
- Staffing Meetings
- Staffing Adjustments based on enrollment changes



Enrollment Projection Process

□ Projected Enrollment by Campus by Grade Level

□ Demographic Considerations

- Planned Residential Developments (Plats submitted to City)
- Home Starts and Sales (Residential Planning Firm)
- Housing Projections (Educational Planning Firm)
- Future Thoroughfare Plans (from County)
- Historical Growth Trends
 - Neighborhoods & Apartment Complexes
 - Campus by Grade Level
- Number of Occupied Homes by Neighborhood
- Estimated Number of Students per Home (by grade level)
- New Schools/Zoning
- Five-Year Projection



Staffing Committee

□ Composition

- Representatives from curriculum, school administration, finance, special education, bilingual, facilities, HR & planning
- Request input from principals

□ Responsibility

- [Review standard projections](#)
- [Review projections by campus by grade level](#)
- At-Risk/Bilingual Populations
- Special Programs
- Budget constraints
- Review budgeted unfilled positions
- Review justifications for new positions



Staffing Templates

□ Campuses

- [Staffing Template sent to campuses](#)
- [Staffing Allocations](#)
- Elementary
 - Use campus staff roster & aide duty schedules
- Secondary
 - Allocate based on master schedule

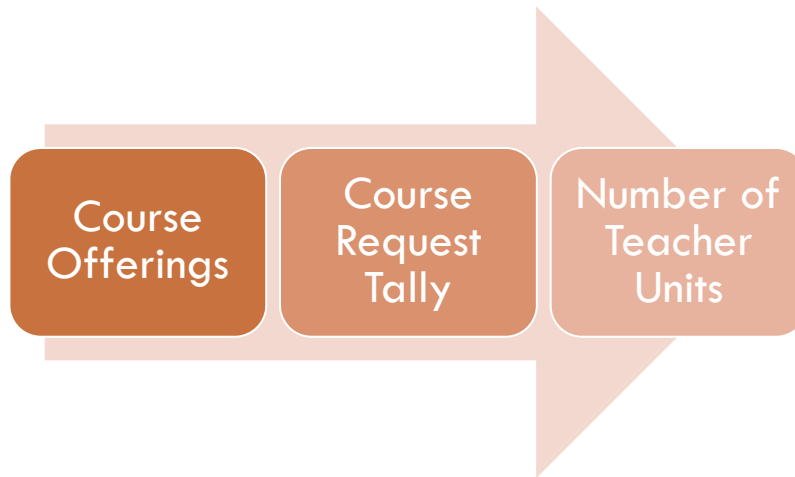


Campus Master Schedule

- **Campus Master Schedule determining factors, include but are not limited to:**
 - Type of master schedule
 - Number of course offerings
 - Student enrollment
- [Sample Timeline](#)



Steps to Building a Master Schedule



Determine Course Offerings

- Core Subjects
- Fine Arts
- PE/Health
- Honors/AP Courses
- Special Programs
 - ▣ Sp.Ed, CATE, BL/ESL, G/T, etc.
- Accelerated Instruction
 - ▣ Reading and/or Math Improvement



Course Request Tally Reports

- **Number of students requesting each course (30 students per section)**

Course	Number of Student Requests	Number of teacher units
English I	80	3
English II	56	2
English III	52	2
English IV	22	1
Total English	210	8

Number of Teacher Units

English course requests = 210

Number of Sections: 8

Traditional Schedule

- All teachers teach 6 periods a day and have 1 conference period

Block or Modified Block

- All teachers teach 3 periods per day, or 6 periods over a 2 day period and have either 1 conference period per day or 1 conference period every other day

Secondary Master Schedule

- **Evaluate total courses taken by students**
 - Traditional: 7 courses X students, or 7 X 250 students, or 1,750 courses
- **Evaluate total courses taught by teachers**
 - Traditional: 6 courses X class size, or 6 X 22 students, or 132 students taught
 - At 22 students per teacher: 1,750 courses/132 students taught = 13 teachers
 - At 13 students per teacher: 1,750 courses/70 students taught = 25 teachers

Calculate Cost per Student

- **Refer to PEIMS Data for Average Teacher Pay**

Teacher	Total Students Served	Cost per Student
Teacher #1	56	\$ 817.45
Teacher #2	8	\$ 5,722.13
Teacher #3	74	\$ 618.61
Teacher #4	8	\$ 5,722.13
Teacher #5	52	\$ 880.33
Teacher #6	54	\$ 847.72
Teacher #7	57	\$ 803.11
Teacher #8	85	\$ 538.55
Average	49	\$ 1,993.00

Scheduling Reports – Next Year

- **Sample RSCCC Reports**
 - [Course Tally Requests](#)
 - [Instructor Utilization Report](#)
 - [Room Utilization Report](#)
 - [Insufficient Seats/No Section Offered](#)
 - Set a minimize size of class
 - [Schedule of Classes](#)
 - Indicates the schedule per instructor and the number of students in each section

Other Staffing Projections

- **Central Office**
 - Staffing list provided by departments in budget process
- **Ancillary Departments**
 - Food Service
 - Participation
 - Lunch Schedule
 - Type of Service (Grab & Go)
 - Custodial
 - Square footage
 - Transportation
 - Routes
 - 2-mile limit/hazardous routes
 - Maintenance
 - Square footage & age of building ([Staffing Standards](#))
 - Grounds (acres mowed)
 - Trades (by zone)
- **Evaluation**
 - Reconcile projections to what is currently budgeted (budget code & program)



Monitoring

- **Review Campus Staffing Allocations after School Year Begins**
 - Enrollment changes – Elementary 22:1
 - Special Education
- **Review Staffing by Department/Campus**
 - Send staffing list that includes employee name, position, budget code, etc.
 - Important for Compensatory Education, Special Education, Bilingual, CATE, Gifted & Talented
- **Position Authorization Process**



What Can You Do Now?

- **Develop Staffing Standards (if you don't have any)**
- **Review a CY Schedule of Classes**
 - Look at students per teacher and the cost/student
 - Look at course sections with less than 10 students, if any
 - Look at utilization of teachers and rooms
 - Look at changes to courses that result in greater funding (CATE)
- **Start discussions with administrative staff about maximizing staff and creating efficiencies**
- **Efficiency Study**
 - Industry Standards
 - Peer Districts
 - Special Education
 - Transportation
 - Opening of new schools
 - Part-time vs. Full-time



WRAP-UP: Q & A'S



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