



Table of Contents

Teacher Allocations.....	2
Pupil to General Education Classroom Teacher Ratios.....	2
Teacher Preparatory Hours.....	3
Job Embedded Professional Development (PreK-5).....	3
Montessori Adjustment.....	3
Supplemental Teacher Allocation.....	3
Enrollment Cap Adjustment.....	3
Comprehensive and Support Improvement (CSI) Adjustment.....	3
Voluntary Pre-Kindergarten (VPK).....	3
Staffing Allocations.....	4
Principals.....	4
Assistant Principals.....	4
PreK-5 Schools.....	4
Dual Campus Schools.....	5
PreK-8 Schools.....	5
6-8 Schools.....	5
6-12 Schools and 9-12 Schools.....	5
Clerk (12 Months).....	5
Clerk (11 Months).....	5
Additional Clerks/Attendance Clerks (10 Months).....	5
PreK-5 and Dual Campus Schools.....	5
PreK-8, 6-8, 6-12 and 9-12 Schools.....	5
Librarians.....	5
Library EA/TA.....	6
Counselors.....	6
Social Workers.....	6
Licensed School Nurses (LSN).....	6
Health Assistants (HAs).....	7
Dual Immersion Teachers.....	7
	1

One way Immersion Sites.....	8
Other Dual language Immersion Sites	8
Multilingual Learning (MLL) Teachers.....	8
Multilingual Learning (MLL) Educational Assistants (EAs)	9
Learning Lead Coaches.....	9
WINN Teachers	9
Personalized Learning through Technology (PLTT) Field Techs	9
PLTT Technology TOSA (Teachers on Special Assignment).....	9
International Baccalaureate (IB) Coordinator.....	10
English Language Arts (ELA) Teachers (6-12 Sites only).....	11
Intervention Specialist (Non-licensed).....	11
Special Education Allocations	11
Title I Allocations.....	11
Non-Staff Allocations (Non-Salary)	11
Extra-Curricular Stipend Allocation.....	11
Aerospace Allocation	12
Year-Round/Other Adjustments	12
International Baccalaureate Funding.....	12
Advanced Placement	13
iPad Accessories.....	13

Teacher Allocations

Pupil to General Education Classroom Teacher Ratios

Grades/Subjects	Class Size Cap High Poverty	Class Size Cap Low Poverty
Pre-Kindergarten	20	20
Kindergarten	24	26
Grades 1-3	25	27
Grades 4-5	30	31
Grades 6-8	36	38
Grade 9	35	36
Grades 9-12	38	40

Teacher Preparatory Hours

For each teacher in grades PreK-5, there is an additional allocation of 0.17 FTE to allow for prep time. (*see Job Embedded PD section)

For each teacher in grades 6-12, there is an additional allocation of 0.25 FTE to allow for prep time. This provides for a 6 out of 8 period day and funding for elective classes.

Job Embedded Professional Development (PreK-5)

For FY23, additional teacher prep FTE allocations for PreK-5 job embedded professional development (equal to the 5 out of 7 period day calculation) have been added to site budgets and are funded by ESSER II. This allocation includes prep time for PreK-5 teachers and specialists. Please consult with your Assistant Superintendent for additional information and guidance.

Montessori Adjustment

Supplemental Teacher Allocation

Montessori sites combine Pre-K and Kindergarten in a Children's House, thus utilizing the Pre-K teacher ratios. In order to meet those requirements, 4 Montessori sites will receive additional Kindergarten teacher FTE allocations. *There is also a supplemental Montessori Children's House Teaching Assistant FTE allocation that is located in the Year Round/Other Adjustments section of this guide for the 4 Montessori sites.

Enrollment Cap Adjustment

Our 6-12 and 9-12 sites will be funded for teachers based on the student to teacher ratios mentioned above. When the calculations are completed, the exact figures are portions of an FTE. The enrollment cap adjustment will provide additional FTE funding to round up to the nearest whole teacher.

Comprehensive and Support Improvement (CSI) Adjustment (Allocated in Fall 2022)

The CSI Adjustment provides additional teacher FTEs to sites that have been identified by the Every Student Succeeds Act (ESSA) as needing additional support to improve achievement.

- The number of teachers allocated to these sites are determined by how many qualifying factors the school meets, and are identified in the fall of the school year.
- Qualifying factors include: Academic Achievement, Progress towards English Language Proficiency, Academic Progress (for lower grade sites only), Graduation Rates (for higher grade sites only) and Consistent Attendance.

Voluntary Pre-Kindergarten (VPK)

There are a total of 290 seats for Voluntary Pre-K offered by the district in FY23. All seats offered are full day seats.

- VPK seats are determined by capacity at schools and are intended to reduce racial and economic achievement gaps.

In addition to VPK seats, there are also 1,140 general Pre-K seats available districtwide. Teachers, Educational Assistants and Teacher Assistants are allocated to sites based on the following ratios (for both VPK and general Pre-K):

- Teachers: 1 teacher is allocated for every 20 full-time students (as indicated in the general class size calculation)
- Educational Assistant and Teacher Assistants: for every teacher, there is a TA or EA assigned to assist in the classroom.

Staffing Allocations

Position	PreK-5	PreK-8	6-8	6-12	9-12	Dual
Principal	1	1	1	1	1	0.5 (1.0)
Assistant Principal	0-1	0.5-2	1-2	1-4	3-4	0.5
Clerk - 12 Months	0	0	0	1	1	0
Clerk - 11 Months	1	1	1	0	0	1
Addl Clerk - 10 Months	0.5-1	0-1	0-1	1-3	0-3	0.5-1
Attendance Clerk	0	1	1	1	1	0
Librarian	0-1	0-1	1	1	1	0-0.5
Counselor*	-	-	-	-	-	-
Social Worker Reg Ed*	-	-	-	-	-	-
Nurse/Health Asst Total	see criteria below	see criteria below	see criteria below	see criteria below	see criteria below	see criteria below
MLL Teacher	Varies, see criteria below	Varies, see criteria below	Varies, see criteria below	Varies see criteria below	Varies, see criteria below	Varies, see criteria below
PLTT Tech/TOSA Total	0-0.25	0-0.75	0-1	0-1.25	0-1	0-0.25
IB Coordinator	0-0.2	0-0.2	0-0.2	0	0-0.2	0

*FY23 allocations are determined by programs as related to contractual expectations.

Principals

One principal per school, with some exceptions at Dual Campus sites.

Assistant Principals

PreK-5 Schools

Schools could receive a maximum of one Assistant Principal (AP) if they meet the appropriate criteria. The priority areas that will determine the allocation are as follows:

- Enrollment
- Special Education Concentrations

Dual Campus Schools

Schools will receive 0.5 Assistant Principal for each site.

PreK-8 Schools

Schools could receive a maximum of two Assistant Principal (AP) if they meet the appropriate criteria. The priority area that will determine the allocation is as follows:

- Enrollment

6-8 Schools

Schools could receive a maximum of two Assistant Principals (AP) if they meet the appropriate criteria. The priority area that will determine the allocation is as follows:

- Enrollment

6-12 Schools and 9-12 Schools

Schools could receive a maximum of four Assistant Principals (AP) if they meet the appropriate criteria. The priority areas that will determine the allocation is as follows:

- Enrollment

*Please note that based upon available funding, enrollment shifts, and other circumstances, deviations from the original leadership allocation may need to be made in order to best serve our students, staff and families. The Assistant Superintendent responsible for that building will share these changes with the impacted site as necessary.

Clerk (12 Months)

All 6-12 and 9-12 grade schools receive a 12 month clerk.

Clerk (11 Months)

All PreK-5, PreK-8, Dual Campuses and 6-8 grade schools receive an 11 month clerk.

Additional Clerks/Attendance Clerks (10 Months)

PreK-5 and Dual Campus Schools

If student population mobility at the school is over 14%, one additional 10 month clerk will be allocated. If a site does not meet this mobility criteria, they will receive 0.5 additional 10 month clerk. These sites do not get an attendance clerk.

PreK-8, 6-8, 6-12 and 9-12 Schools

For every 400 students, each site will get one 10 month clerk. One of these clerks at each site will be an attendance clerk. For example, if there are 1,250 students, a site would get 3 clerks total ($1,250/400 = 3.1$): 2 regular 10 month clerks and 1 attendance clerk. For sites that are less than 400 students, 1 attendance clerk is provided.

Librarians

All 6-8, 6-12 and 9-12(except Online schools) sites receive 1 librarian. All remaining sites may choose to fund a Library EA/TA with their discretionary funding allocation. Library allocations are based on school population, student needs, or other district commitments as determined by the academic team.

Library EA/TA

There will not be a separate Library EA/TA allocation in FY23. Similar to FY22, this funding is allocated to schools as part of their discretionary funds. Expectations for Library Support must be met including circulation and organization of physical library materials, promotion of online library resources/eBooks and keeping an accurate inventory.

Counselors

FY23 Counselor FTE allocations will be as required by the most recent contract negotiations. Allocations are based on general population needs in FY22, as determined by the academic team.

- Non Title I schools are funded primarily with Comp Ed funds, some sites will also see Referendum and ARP funds that cover a portion of the counselor
- Title I schools are funded by Comp Ed and Title I funds. Additionally, some sites will also see Referendum and ARP funds used as part of the funding mix.
- Title I and Referendum funded FTEs are expected to perform roles associated with the SPPS Achieves Personal Learning Plan initiative.

Social Workers

Social Worker FTE allocations will be the same, as required by the most recent contract negotiations. Social workers at sites are based on both special education needs and general population needs. For FY23, 10.10 social worker FTEs are funded by ARP.

For special education, the ratio is 1 social worker for 35-40 students at the elementary level and 40- 45 at the secondary level. All sites are budgeted at least 0.1 social worker FTE through special education.

- Nearly all sites have a base allocation of .20 FTE from CompEd funds.
- Non-Title I schools use CompEd funds to fund the remaining amount, a few sites received ARP funding to cover FTE amount
- Title I Schools the remaining amount is funded with Title I funds, a few sites are a mix of Title I and ARP funds to cover FTE amount

Licensed School Nurses (LSN)

The allocation of Licensed School Nurses to schools is based on the total enrollment by site. Additional LSN staffing is given to sites based on Special Education student enrollment and Multilingual Learners, as shown below. Overall assignment of the LSN is also a consideration.

Licensed School Nurses (LSN) FTE's per Enrollment 1:750	
Enrollment	#LSN Allocated
75 - 150	0.1
151 - 226	0.2
227 - 302	0.3
303 - 378	0.4
379 - 454	0.5

455 - 530	0.6
531 - 606	0.7
607 - 682	0.8
683 - 758	0.9
759 +	1

LSN FTE's per Special Ed Students	
Special Ed. Enrollment	#LSN Allocated
0 - 30	0
31 - 50	0.05
51 - 70	0.1
71 - 100	0.15
101+	0.2

LSN FTE's per MLL	
#MLL Students	#LSN Allocated
0 - 100	0
101 - 300	0.05
301+	0.1

Health Assistants (HAs)

Health Assistants work under the direction and delegation of a Licensed School Nurse. HAs can be nurses themselves (i.e. Registered Nurse or Licensed Practical Nurse) or can be unlicensed assistive personnel (i.e. first aid and CPR trained only). Some schools may receive Health Assistant time in combination with a Licensed School Nurse. Health assistant staffing varies greatly from building to building and is based partly on the needs of the school (i.e. special ed numbers, MLL, chronic health conditions, health procedures or tasks) and partly on the collective assignment of the Licensed School Nurse. Health and Wellness actively seeks bilingual health assistants when possible to support the diverse needs of our students.

Dual Immersion Teachers

The criteria for the allocation of Dual Immersion teachers varies by site and the type of dual immersion program.

One way Immersion Sites

There are 3 sites that are full-immersion. Since these are full immersion sites, all classroom teachers provide instruction in the immersion language. The sites do not require supplemental teachers beyond what is allocated in the standard teacher allocation formula.

- Adams (Spanish)
- L’Etoile du Nord (French)
- Jie Ming (Chinese)

Other Dual language Immersion Sites

There are 11 other sites that offer a Dual Immersion “strand” or path. Some of these sites receive district-allocated supplemental teachers to meet the needs of the student population in the program. The number of teachers allocated is determined by:

1. The number of students who choose the dual immersion path
2. How many classes will be offered within the dual immersion pathway
3. Whether there are other programs at the site that share students, such as IB
4. If the site is a middle school that functions in specific cohorts/teams
5. The longevity of the program since newer programs require additional support

Dual Immersion is offered at the following locations:

- Battle Creek Middle (7-8 grades)
- Central High School
- Harding High School
- Highland Park High School
- Highland Park Middle
- Hmong Immersion Middle
- Phalen Lake
- Ramsey Jr
- Riverview
- Washington Technology Magnet
- Wellstone

Multilingual Learning (MLL) Teachers

MLL teacher FTEs are allocated to sites based on MLL student enrollment and student language needs (Beginner - level 1 to Proficient - level 6). FTE allocations are based on a weighted ratio of 52:1, in accordance with SPFE contract language.

MLL teacher FTE allocations by site are preliminary and are subject to change in upcoming months. Staffing is based on a weighted ratio of 52:1.

MLL Teacher Funding Method:	Gen Fund %	Comp Ed %
Language Academy Sites	70%	30%
Non-Language Academy Sites	50%	50%

Multilingual Learning (MLL) Educational Assistants (EAs)

Multilingual Learning Educational Assistants are distributed to sites based on language concentration levels (student language needs) and the amount of funding available.

- Non - Title I MLL EAs are funded by General Fund and Comp Ed funds
- Title I sites may have a mix of Comp Ed funds, Title I and Title III funds to assist English language learners with language proficiency, as well as meeting academic standards.
- EA staff are primarily responsible for academic support in the classroom, and may use a small portion of their scheduled time for interpreting and family support.

Learning Lead Coaches

Learning Lead Coaches provide support for teachers and sites that are designated as Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI). CSI and TSI are designations by the Every Student Succeeds Act (ESSA) that identifies sites that need additional support to improve achievement.

For FY23, the identified CSI sites will have the positions allocated in August, with ESEA Grant funds. ESEA funded positions will not show in the regular school budget, since they will be funded at a district wide level.

In FY23, FTE positions will be allocated to TSI sites, funded with Title I District Wide resources in August. These positions will not show in the regular school budget, since they will be funded at a district wide level.

Learning Lead Coaches provide coaching support to teachers; facilitate and support Professional Learning Communities (PLCs); promote collaboration; foster family and community partnerships; and implement Positive Behavior Interventions and Supports (PBIS), among other duties.

WINN Teachers

Elementary K-2 “What I Need Now (WINN) Teachers (1-2 FTEs) are allocated to each site that and are responsible for using data to co-plan and deliver small group reading instruction in grades K-3 to accelerate student’s reading progress during Tier 1 small group instruction.

Middle School 6-8 WINN Teachers (1 FTE per site) are allocated for Core Reading to provide instruction using SIPPS materials collaborating with the Reading Teacher.

*In FY23, ARP funding will be utilized to support WINN teacher FTE allocations to sites.

Personalized Learning through Technology (PLTT) Field Techs

PLTT Field Technology Support staff are allocated to sites based on student population and technology needs. All 9-12 sites, and select PreK-5/Dual Campus sites, will receive 0.25 FTE of a Field Tech. Select PreK-8, 6-8, and 6-12 sites will receive up to 0.50 FTE. All PreK-8, 6-8 and 6-12 sites will be provided with Field Tech technology support.

PLTT Technology TOSA (Teachers on Special Assignment)

PreK-8 and 6-8 schools will receive a 0.50 FTE Tech TOSA, with the exception of Hmong Language Immersion and Culture Program upper campus (0.20 FTE Tech TOSA).

- 6-12 schools will receive 0.5-0.75 FTE Tech TOSA based on student enrollment.
- 9-12 schools with a student enrollment over 1,000 will receive 0.75 FTE Tech TOSA.
- Gordon Parks, LEAP, and Gateway to College Alternative Learning Centers will receive a 0.20 FTE Tech TOSA. AGAPE will receive a 0.15 FTE allocation.

- Focus Beyond will receive 0.20 FTE Tech TOSA.
- PreK-5 and dual-campus schools do not receive a Tech TOSA FTE at the elementary level.

International Baccalaureate (IB) Coordinator

IB Programs offer a continuum of international curriculum with a focus on personal growth. Schools with IB Programs are considered IB World Schools. SPPS offers the following types of IB Programs:

- Primary Years Program (PYP),
- Middle Years Program (MYP),
- Diploma Program (DP) and Certificate Program (CP).

There are a total of 13 programs in the district offered at 9 schools. Some sites run up to 3 of these programs. The sites offering these programs are listed in the table below.

For each IB program, 0.2 IB Coordinator FTE is allocated. The FY23 allocation is the same as FY22. These sites also receive funding for other IB supports, as shown in the non-staff allocation section. That section also shows a chart of IB sites.

PYP	MYP	DP/CP
Benjamin E. Mays Hazel Park Elementary Highland Park Elementary	Central Harding Hazel Park Prep Highland Park Middle Highland Park Senior Ramsey	Central (DP) Harding (DP) Harding (CP) Highland Park Senior (DP)

Work Based Learning Teaching Positions

The Work Based Learning (WBL) teachers are funded by the district’s SPPS Achieves College and Career Paths Initiative at Central, Como Park Senior, Harding, Highland Park Senior, Humboldt, Johnson, and Washington Tech is a 1.0 FTE. This will be a change for some sites as it eliminates the .5 Career Pathway Coordinator position to ensure that there is 1.0 WBL position dedicated to Work Based Learning. Career Pathway coordination will be supported from the Office of College and Career Readiness and sites’ administration teams. Each school has set a great foundation and we feel confident moving forward with the original plan of ensuring this position creates more WBL opportunities for students as the culture of career pathways takes hold in SPPS.

SPPS Achieves 1.0 FTE Work Based Learning Teacher schedule and duties should be as follows:

- Teacher of record for the Career Seminar Portfolio (asynchronous, online opportunity for students with live workshops scheduled during the float hour). This course will also be translated into additional languages.
- Teacher of record for Career Seminar 2 (asynchronous, certification completion, online opportunity for students with live workshops scheduled during the float hour).
- Teach 1 seat based section of Career Seminar per semester during an A day (Hours 1,2,3,

or 4 only)

- The rest of a WBL teacher's schedule should remain open in order to allow time to: plan work-based learning opportunities, B day team workshops at district offices, track Career Seminar Portfolio students, hold Career Seminar workshops, and build and maintain new industry partnerships.
- WBL teachers will have a district PLC

Funds should not be used to back-fill other positions or duties outside of the above description.

English Language Arts (ELA) Teachers (6-12 Sites only)

Continuing in FY23, the Middle School Expansion (at 6-12 sites only) to provide additional elective English Language Arts writing teachers. A total of 3 instructors are allocated to the 3 sites (Humboldt, Creative Arts and Open World Learning).

Intervention Specialist (Non-licensed)

An additional 34 Intervention Specialist (Non-licensed) FTEs were allocated to sites in FY21 as a result of contractual negotiations in March 2020. Due to school structure changes some of the 34 FTEs may change schools. Sites that budgeted for Intervention Specialists or Cultural Specialists in their FY22 budget (and do not receive an allocation from the 34 FTEs), must retain the same FTE level in FY23 (consult with Asst Supt & HR as necessary).

*In FY23, allocations for the 34 Intervention Specialist (Non-licensed) FTEs are from ESSER II funding.

Special Education Allocations

Special education staffing allocations, will depend on the number of students in special education and contractual agreements. These allocations vary and are adjusted every year. Please follow up with your Special Ed. Supervisor for projected allocations.

Title I Allocations

Schools are allocated Title I funding in FY23 based on their free and reduced lunch count, as of October 1, 2021 fall enrollment data. Schools qualify for Title I funding if their concentration factor is 40% or greater. Further information and guidelines for Title I are provided in [FY23 Title I Budget Procedures and Program Guideline](#)

Non-Staff Allocations (Non-Salary)

Extra-Curricular Stipend Allocation

Each site receives a lump sum allocation to cover program extra-curricular stipends. The FY23 allocation is unchanged from FY22. Due to updates in Schedule C of the SPFE contract please consult with your Assistant Superintendent for clarification on changes and expectations. The updated extra-curricular positions can be found in your toolkit, please note that some positions require a minimum amount and the # of students required to meet the minimum are listed on the worksheet.

	PreK-5	PreK-8	Dual	6-8	6-12	9-12
FY22 Allocation by site, including benefits	\$20,000	\$20,000	\$20,000	\$28,000	\$100,000	\$100,000

Aerospace Allocation

There are 3 sites that receive \$150,000 each in FY 23 for their aerospace programming. This funding is provided for maintenance of their flight simulator labs and aerospace curriculum. Aerospace sites include:

- Farnsworth Lower
- Farnsworth Upper
- Johnson Senior

Year-Round/Other Adjustments

Crossroads Montessori and Crossroads Science are year-round schools and each receives a \$20,000 allocation for additional costs.

Other adjustments are also made in this category for funding. For FY23, similar to FY22, an additional allocation is made for Montessori Children’s House Teaching Assistants at Montessori schools.

International Baccalaureate Funding

IB Programs offer a continuum of international curriculum with a focus on personal growth. Schools with IB Programs are considered IB World Schools. SPPS offers the following types of IB Programs:

- Primary Years Program (PYP),
- Middle Years Program (MYP),
- Diploma Program (DP) and Certificate Program (CP).

There are a total of 13 programs in the district offered at 9 schools. Some sites run up to 3 of these programs. The sites offering these programs are listed in the table below.

PYP	MYP	DP/CP
Benjamin E. Mays Hazel Park Elementary Highland Park Elementary	Central Harding Highland Park Senior Hazel Park Middle Highland Park Middle Ramsey	Central (DP) Harding (DP) Harding (CP) Highland Park Senior (DP)

The Office of Teaching and Learning allocates funding to IB sites. In FY23, the following amounts are allocated per program:

	PYP	MYP	DP	CP
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Testing			\$110,000-\$131,000	
Professional Growth	\$10,000	\$9,500	\$9,500	\$9,500
Fees/Dues	\$8,590-\$8,800	\$9,480-\$13,575*	\$11,930	\$1480
Coordinator Funding	\$28,800	\$28,800	\$28,800	\$28,800

*In FY23, all six MYP programs will have higher Fees/Dues to include the \$3,700 re-authorization/evaluation

Advanced Placement

Advanced Placement (AP) is a program run by the College Board that offers college-level curricula and examinations to high school students. AP coursework may provide placement and college credit to students.

There are 7 sites that are designated as Advanced Placement (AP) sites.

- Central High School
- Como Park Senior
- Creative Arts Secondary
- Humboldt Secondary
- Johnson Senior High
- Open World Learning (OWL)
- Washington Technology Magnet

Each AP site receives the following allocations:

Testing Costs	Varies by program size \$10,120 - \$103,000
Professional Growth	\$4,000
Coordinator Funding	\$3,000

iPad Accessories

K-5 and Dual Campuses receive \$10 per pupil for iPad Accessories.

K-8, 6-8, 6-12 and 9-12 sites receive \$15 per pupil for iPad Accessories.

Supplies

Each school is allocated \$175 per pupil for supplies and materials.