

**Date:** February 14, 2014

**To:** Mary Ellen Dillman  
Principal, Centennial Academy (#05)

**From:** Ken Moritz  
Director of Human Resources

**Subject:** 2014-2015 Weighted Staffing Allocation

Based on the 2014-2015 enrollment projections received from Business Services, Centennial's allocation is as follows:

<b>Enrollment Projection (FTE)</b>	<b>485.0</b>
<b><u>Formula Ratio</u></b>	<b>27.87:1</b>
<b><u>Points from Formula</u></b>	<b><u>17.40222</u></b>
<b><u>Fixed Admin. Points</u></b>	
Main Office Support	<u>2.55</u>
Support Program Points	<u>7.00</u>
<b><u>Base Points Subtotal</u></b>	<b><u>26.95222</u></b>
<b><u>Additional Points from District</u></b>	

<b>Instructional Coach</b> (from the District)	.5
<b>Literacy Specialist</b> (Early Literacy Intervention)	.5
<b>Coordinator, ESL Outreach:</b> (Grade 7, 4 hrs/day, 176 days)	.25936
<b>At Risk Support</b>	.5
<b>Literacy Coach</b> (Title)	1.00
<b>Kindergarten Teachers</b> (2 Full Day Teachers)	2.00
<b>CAFÉ Teachers/Secretaries</b>	1.59752
<b>CAFÉ Coordinator</b>	.5
<b>Café Artists</b>	1.0
<b>Health Assistant</b> (from the District) (Classified, Grade 2, 5 hrs/day, 176 days)	.20075
<b>TOTAL AUTHORIZED WEIGHT</b>	<b>35.00985</b>

The "Total Points" will be the authorized weight appearing on the weighted staffing screen. **Please note that any additional enrollment adjustment would be done only by approval through Scott Myers' office.**

The attached forms should be used to indicate any anticipated PTO funding for additional weighted staffing and SACC purchases. For this purpose, **\$70,000=1.0 F.T.E.**

**Attachment 1** should be used to indicate any anticipated PTO funding for additional weighted staffing. Any such support would then be added to your “Authorized Weight.” Return the form when you are sure the PTO will support the request with the appropriate funds. **The amount needs to be paid in full by September 2, 2014.** For this purpose , **\$70,000** = 1.0 FTE.

**Attachment 2** should be used for all purchases of weighted staffing services by your school’s SACC program (to include Before and After, K+, Pre K, and KED). **Please work with Jennifer Davis (ext. 3317), to determine the actual costs for each employee including benefits.**

Use the weighted staffing screen to determine the Pos Val for each employee by entering the current grade, number of hours and number of days the employee will be working for SACC.

Use the following weighted staffing codes:

SACC Teacher	85SACC	Teacher, SACC Account
SACC Secretary	76 SACC	Secretary, SACC Account
SACC Parapro	65 SACC	Parapro, SACC Account

Some examples showing what might appear on your weighted staffing screen:

1. A secretary to the principal works seven hours for the school and one hour per day for SACC.

	<u>SALGRP</u>	<u>GRD</u>	<u>DHRS</u>	<u>DAY</u>	<u>FTE</u>	<u>GRDUAL</u>	<u>POS VAL</u>
Susie Cue	76SCEP	007	7.00	220	.73755	.7663	.56518
Susie Cue	<span style="border: 1px solid black;">76SACC</span>	007	1.00	220	.10536	.7663	.08073

2. A Phys Ed teacher spends two of his teaching periods teaching a phys ed class to KED students.

	<u>SALGRP</u>	<u>GRD</u>	<u>DHRS</u>	<u>DAY</u>	<u>FTE</u>	<u>GRDUAL</u>	<u>POS VAL</u>
Jon Dough	85TCPE	085	5.00	186	.71429	1.0000	.71429
Jon Dough	<span style="border: 1px solid black;">85SACC</span>	085	2.00	186	.28571	1.0000	.28571

3. An instructional parapro works three hours for the school and three hours for SACC.

	<u>SALGRP</u>	<u>GRD</u>	<u>DHRS</u>	<u>DAY</u>	<u>FTE</u>	<u>GRDUAL</u>	<u>POS VAL</u>
Slim Pickens	65PAIS	003	3.00	177	.25431	.5325	.13542
Slim Pickens	<span style="border: 1px solid black;">65SACC</span>	003	3.00	177	.25431	.5325	.13542

I will add the amount of points identified in the position value column for SACC to your school’s authorized weight. **AEA’s need to be submitted to Human Resources with the exact account number for each position.**

**Weighted staffing screens are to be finalized by March 21, 2014 (before spring break).**

cc: Lori Kinney                      Kathleen Ambron                      Jill Richardson  
      Scott Myers                      Donna Villamor                      Jennifer Davis