



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7216

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **11-01-63**

SUBJECT: **Certificated Personnel Assignment Formula and Class Size, Secondary Schools (Regular Education Programs and JROTC)**

REVISED: **2-23-04**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing allocation of certificated personnel units to secondary schools.
2. **Related Procedures:**

Enrollment estimates and reports .....	6190
Placement, transfer, and reassignment of contract teachers .....	7276
Salary administration for management employees .....	7621

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: C-3800, I-1300, I-3010, I-4700, I-7000; current collective negotiations contract.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.
3. *On January 13, 2004, the board approved a site-based budgeting process. As a result, the board approved the suspension of certain provisions of Administrative Procedure 7216 related to formula allocations of nonclassroom certificated positions to secondary school sites. This suspension, which shall remain in effect until June 30, 2006, or until future revisions take place, covers Section C., Paragraph 6., c.(1), c.(2) and c.(3)*

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Management and Cost Controls Department, Finance Division.
2. **Definitions**
  - a. **Certificated personnel unit (CPU):** A full-time certificated employee position, or its equivalent, irrespective of the title of a position or its placement on a salary schedule. All computed certificated personnel units are rounded off to the nearest tenth in this procedure.

- b. **Basic allocations:** Allocations for administration, library services, counseling, supervision of students and student activities, and classroom instruction.
  - c. **Regular education:** Regular programs not including the gifted and talented education/seminar program, special education/special day classes, JROTC/NROTC programs, or the opportunity program.
  - d. **Opportunity schools:** Board-approved schools conducting opportunity classes. Approved schools are:

Farb Middle	Pershing Junior High
Keiller Middle	Roosevelt Junior High
Bell Junior High	Standley Junior High
Lewis Junior High	Wangenheim Junior High
Memorial Junior High	Gompers Secondary
3. **Enrollment** forecasts are prepared by the Planning and Accountability Team and submitted to the Budget Management and Cost Controls Department by the second week in January of each year (see Procedure 6190). These forecasts shall be used in determining the number of class sections to be established and probable number of certificated personnel units to be allocated for fall semester.
  4. **Final Allocation of Certificated Personnel Units**
    - a. **First semester.** The final allocation shall be based on *actual enrollment* at the end of the fourth week of school. The final allocation for middle level single-track year-round schools shall be the end of the first week of the traditional school year.
    - b. **Second semester.** The final allocation is determined by a forecast of second semester enrollment and shall occur during the *third week of January*.
  5. **Over-formula positions and early reclassification to Vice Principal II level** may be authorized by the superintendent.
  6. **Allocation Formula**
    - a. **Fixed.** Basic allocations for support services, excluding classroom instruction, are computed as follows:

	<b>Middle Level</b>	<b>Senior High</b>
Principal	1.0	1.0
Librarian	1.0	1.0
Student supervision	1.5	2.0

- b. **Variable for classroom instruction.** Using the regular education enrollment, the basic allocation of certificated personnel units for classroom instruction is based on enrollment and grade levels served. The number of CPUs is computed by the following formulas.

<b>Middle Level</b>	<b>Senior High</b>
$\frac{\textit{enrollment}}{28.73}$	$\frac{\textit{enrollment}}{29.13}$

- (1) For each middle level school, and senior high school, add *two* CPUs.
- (2) For each comprehensive senior high school with enrollment below 1,500, add one CPU.
- (3) For board-approved schools conducting opportunity classes, add one additional CPU.

- c. **Variable for school and district counselors and vice principals.** Using the total school enrollment, the allocation is calculated as follows:

- (1) School and district counselors. The number of CPUs is computed by the following formulas:

<b>Middle Level</b>	<b>Senior High</b>
$\frac{\textit{enrollment}}{437}$	$\frac{\textit{enrollment}}{417}$

Procedure 7221, "District Counselor Allocation Formula for Middle, Junior High, and Senior High Schools," has been deleted. The above allocation factors have been adjusted to include both district counselors and school counselors.

- (2) **Vice principals for middle level high schools.** When the sum of the weights given enrollment, certificated staff, and total staffing, divided by 3.0, results in a quotient *under 2.5*, the school is eligible for a principal and *one* vice principal. When the quotient is *2.5 or greater*, the school is eligible for a principal and *two* vice principals.

<b>Enrollment</b>	<b>Certificated Staffing (Full-Time Equivalent)</b>	<b>Total Staffing (Full-Time Equivalent)</b>	<b>Weights</b>
Through 649	Through 22	Through 26	1
650-999	23-35	27-41	2
1,000 or more	36 or more	42 or more	3

Quotient under 2.5 = Principal + 1 vice principal  
 Quotient of 2.5 and above = Principal + 2 vice principals

**Additional positions based on enrollment:**

Enrollment 2,401 to 2,999 = Principal + 3 vice principals  
 Enrollment over 3,000 = Principal + 4 vice principals

- (3) **Vice principals for senior high schools**
- (a) Enrollment to 2,400 = Principal + 2 vice principals  
 Enrollment 2,401 to 2,999 = Principal + 3 vice principals  
 Enrollment over 3,000 = Principal + 4 vice principals
- (b) **Vice principal classification.** Upon initial promotion from the Teachers' Salary Schedule to the Management Salary Schedule as a vice principal, an employee is placed at the Vice Principal I level. Placement at the Vice Principal I level is four and one-half grades (approximately 22½ percent) below the appropriate classification level of the principal. After one year of successful administrative performance (defined in Procedure 7621), a vice principal at the Vice Principal I level shall be reclassified to the Vice Principal II level. Other certificated management employees meeting the one year of successful performance requirement may be appointed directly to the Vice Principal II level.

- d. **Conversion of CPUs.** A portion of the allocated CPUs may be converted to approved certificated and classified personnel budget accounts included on the "Final Allocation Grids."
7. **Special Allowances for JROTC.** Each school offering an Army, Navy, or Air Force JROTC program shall be allocated two additional personnel units.

#### **D. IMPLEMENTATION**

1. **Human Resources Division**, prior to March 1, sends to principals tentative "Allocation of Certificated Personnel Units" based upon approved enrollment forecasts as determined by the Planning and Accountability Team.
2. **Principal** formulates master schedule of classes and requests assignment of specific certificated personnel by submitting an assignment authorization form to Human Resources Division. Allocation is based on official enrollment forecast and number of personnel units authorized. Actual utilization of personnel may vary based on site needs as identified by principal, with concurrence of appropriate instructional leader. *Class size guidelines* shall be in agreement with current collective negotiation contract.
3. **Certificated staffing administrator**, as directed by certificated personnel director, determines qualifications and expressed interests of teaching personnel and, following prescribed posting and bidding procedures, transfers and reassigns teaching personnel (in accordance with current collective negotiations contract) to schools in which they are to serve.
4. **Principals** assign all certificated personnel within a school in accordance with credential requirements and appropriate provisions of current collective negotiations contract.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Allocation of Certificated Personnel Units, available from the Human Resources Division
2. Assignment Books (certificated), sent to schools by the Human Resources Division, when prepared

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**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Leslie Fausset  
For the Superintendent of Public Education