



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

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**TITLE:** Staffing Recommendations for  
Certificated and Clerical Personnel  
at Elementary Schools

**NUMBER:** BUL-5977.0

**ISSUER:** Tony Atienza, Director  
Budget Services & Financial Planning  
Division

**DATE:** July 1, 2013

**POLICY:** District policy pertaining to the recommendation of staffing for most  
Certificated and Clerical personnel at elementary schools is based on the  
attached recommended staffing tables taking into account student enrollment  
and other school characteristics.

Special education teachers are assigned to elementary schools based on the  
numbers of students with special needs and their specific disabilities. Refer to  
REF-1252.4, "Allocation of School Personnel to Support Students with  
Disabilities" dated June 1, 2009 for applicable program norms.

Magnet schools and centers have their own norm tables. Refer to BUL-5981.0,  
"Staffing Recommendation for Certificated and Clerical Personnel at Magnet  
Schools and Centers" dated July 1, 2013 for applicable magnet schools and  
centers certificated and clerical norm tables.

**MAJOR CHANGES:** This Bulletin replaces BUL-1122.6, "Norms to Allocate Certificated Personnel to  
Elementary Schools", dated July 1, 2011 and BUL-4727.3, "Staffing  
Recommendations for Clerical Personnel to Elementary Schools", dated July 27,  
2012. The changes starting in the 2013-14 school year are as follows:

- To improve the District's budgeting process for schools, most General Fund  
programs (i.e. Administrators, Teachers, Counselors, Psychologists, Nurses,  
Clerical, Custodians, and Financial Managers) will be allocated to one (1)  
program code, 13027, "General Fund School Program".
  - Schools will receive budgets based on recommended staffing ratios.

### ROUTING

ESC Instructional Area Superintendents  
ESC Administrators of Operations  
ESC Operations Coordinators  
School Administrators and Staff  
School Administrative Assistants  
Central Office Administrators and Staff



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Schools will have the ability to change the budget to align to its unique needs. Please refer to the “General Fund School Program Manual” for flexibility guidelines, which is available on School Fiscal Services Division website (<http://sfs.lausd.net/>).

- For the 2013-14 school year, initial staff suggestions are based on preliminary E-CAST enrollment projections. Each school’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. Budget Services will open positions and allocate additional resources for schools gaining resources. For schools losing resources, Budget Services will close positions and reduce resources accordingly.
- The teacher staffing ratios for elementary schools will be the same as those in place for the 2012-13 school year. The following table summarizes the class size policies for elementary schools for the 2013-14 school year:

Type of School	Grades	2012-13 Maximum Average Class Size	2013-14 Maximum Average Class Size	Change
PHBAO	K-3	24.0	24.0	0.0
PHBAO	4-6	30.5	30.5	0.0
Desegregated/Receiver	K-3	24.0	24.0	0.0
Desegregated/Receiver	4-6	36.0	36.0	0.0
PHBAO Magnet	K-3	24.0	24.0	0.0
PHBAO Magnet	4-6	30.5	30.5	0.0
Desegregated/Receiver Magnet	K-3	24.0	24.0	0.0
Desegregated/Receiver Magnet	4-6	34.0	34.0	0.0
District Norm	K	29.5	29.5	0.0
District Norm	1-3	32.0	32.0	0.0
District Norm	4-6	39.0	39.0	0.0

- SB 1133 (Quality Education Investment Act) elementary schools are expected to fund the class size reductions shown in this bulletin. Schools with SB 1133 funds may also use these funds to reduce 2013-14 class sizes below the levels authorized in this bulletin, subject to approval from their Education Service Center (ESC).
- The administrative personnel staffing ranges will be the same as those in place for the 2012-13 school year. The basis assignment for principals is E Basis.



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- Continuing for the 2013-14 fiscal year, funding for Targeted Instructional Improvement Block Grant (TIIG) resources for Affiliated Charter Schools is included in the Charter School Categorical Block Grant. Therefore, Affiliated Charter Schools are not eligible for class size reduction funded by District TIIG resources (PHBAO and/or Desegregated/Receiver). Norm Charts for PHBAO Affiliated Charter Schools are displayed in Attachment C. Norm Charts for Desegregated/Receiver Affiliated Charter Schools are displayed in Attachment D.

**GUIDELINES:** The following guidelines apply to elementary schools.

### I. Allocation of Teacher Positions According to Norm Tables

- A. Teacher positions are allocated to elementary schools using “norm tables” which are based on enrollment. The number of positions assigned initially is based on the principal’s confirmed estimated enrollment (E-CAST). The number of positions is adjusted after Norm Day based on the active enrollment as reported on the Elementary School Classification Report on the identified Norm Day for each school for the year.
- B. The active enrollment reported in the Classification report on designated Norm Day is used to norm schools (allocate staff to schools). Please refer to REF-1819.11 “Classification Reports - Instructions and Schedules of Electronic Capture” for the procedures on Classification report.

Each school’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For schools gaining resources, Budget Services will open positions and allocate additional resources. For schools losing resources, Budget Services will close positions and reduce resources.

- C. The enrollment to be used for each table is the actual active enrollment. Refer to BUL-4926 “Attendance Procedures for Elementary and Secondary Schools”, dated February 22, 2010 for the definition of active and inactive students.
- D. All schools are expected to be no more than one norm teaching position over their norm allocation on the Friday preceding Norm Day.



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All schools are expected to be on norm by the scheduled Norm Day. Excess teachers will be promptly reassigned. In unusual circumstances, the Superintendent or designee may allow a school to keep more teachers than the number justified by the norm tables.

- E. Other off-norm teaching positions may also be allocated to schools on a year-to-year basis or may be “purchased” by the school from categorical funds. These may be register-carrying teachers or supplementary teachers who don’t have a regular class.
- F. The Education Code imposes financial penalties on school districts that exceed specified class sizes. To safeguard against financial penalties, the number of pupils assigned to individual classes may not exceed 33 in kindergarten, 32 in grades 1-3, and 36 in grades 4-6.

Note: These limits also apply to “combination” classes. For purposes of the Class Size Penalties report to the California Department of Education, any class combining pupils in kindergarten or in any grade(s) 4 through 8 with one or more of Grades 1, 2, or 3 shall be considered a class of grades 1, 2, or 3. For example, if five (5) grade 3 pupils are added to a grade 4 class of 28, the class would be considered a grade 3 class of 33. In this example, a fiscal penalty would be assessed on the District because the class exceeded the class size requirement of 32 for grade 3.

- G. Since September 1981, as a result of orders from the Superior Court, schools have been required to use the reduced average class size tables to determine classroom teacher allocations. Targeted Instructional Improvement Block Grant funds (formerly Student Integration Program) are used to implement the reduced class size tables for K-5/(6).

Continuing for the 2013-14 fiscal year, funding for Targeted Instructional Improvement Block Grant (TIIG) resources for Affiliated Charter Schools is included in the Charter School Categorical Block Grant. Therefore, Affiliated Charter Schools are not eligible for class size reduction funded by District TIIG resources (PHBAO and/or Desegregated/Receiver).

- H. The District participates in the K-3 Class Size Reduction Program (CSRP) established by the State in 1996-97 fiscal year to improve the educational program by decreasing the size of K-3 classes to 20 or fewer per certificated teacher. The 2008-09 State Budget trailer bill



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language included flexibility provision permitting local education agencies (LEAs) to increase class sizes in any grade level in which funding was applied for in 2008-09. For the 2013-14 fiscal year, the District is maintaining class size in grades K-3 at 24:1.

Funding is received for each student in a class, based on the student teacher average from the first day of instruction through April 15 of each year.

Revised CSR Graduated Penalties took effect in FY 2008-09 and continue through 2013-14. The key revision to the existing law states that rather than losing 100% of the funding when a class exceeds 20.44, the District will lose only a portion of the funds based on the following prescribed class sizes and percentages displayed in the chart labeled “Revised CSR Graduated Penalties”.

<b>Revised CSR Graduated Penalties</b>	
<b>Class Size</b>	<b>2008-09 to 2013-14</b>
Up to 20.44	No penalty
20.45 to 21.44	5% penalty
21.45 to 22.44	10% penalty
22.45 to 22.94	15% penalty
22.95 to 24.94	20% penalty
24.95 or more	30% penalty

### II. Average Class Size without K-3 Class Size Reduction Program Funding

Without the class size reduction funds, the average class sizes for elementary would be as follows:

<b>School Norm Category</b>	<b>K</b>	<b>1-3</b>	<b>4-5/(6)</b>
District Norms for Regular Schools	29.5	32.0	39.0
Schools Designated as PHBAO	29.5	29.5	30.5
Schools Designated as Desegregated Receiver Schools (PWT, CVP, CAP Receivers Satellite Zone)	29.5	32.0	36.0



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### III. Norm Table to Implement K-3 Class Size Reduction Program (CSRP)

- A. The 2013-14 norm tables allocate teacher resources to ensure that no K-3 class exceeds a class size of 24. To maximize revenue in association with K-3 class size reduction program and to avoid revenue penalties associated with statutory limits on class size, K-3 class size shall not exceed 24:1.

A class with 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade students combined with any K-3 students is considered a K-3 class. Therefore, the maximum class size is 24.

Attendance & Enrollment Section captures daily enrollments for compliance with K-3 class size guidelines, and will work with ESCs in monitoring of class sizes.

- B. Schools identified as PHBAO, use Attachment A, Table 1P; schools identified as Desegregated/Receiver, use Attachment B, Table 1D; schools identified as PHBAO Affiliated Charter, use Attachment C, Table 1PA; schools identified as Desegregated/Receiver Affiliated Charter Schools, use Attachment D, Table 1DA. All tables are based on a maximum class size of 24:1.

School identified as PHBAO Affiliated Charter Schools, use Attachment C, Tables 1PA, 1PAA, and 1PAB. Table 1PA is the number of teachers needed for a student teacher ratio of 24:1. Table 1PAA (TIIG PHBAO) is the number of teachers needed for a student teacher ratio 29.5:1. Table 1PAB (District Norm) is the number of teachers needed for a student teacher ratio of 32:1.

K-3 Class Size Reduction resources are used to fund the difference between the number of teachers generated from the PHBAO Norm Table (1PAA) and the K-3 Class Size Reduction Table (1PA).

TIIG class size reduction resources are used to fund the difference between the number of teacher generated from the District Norm Table (1PAB) and the PHBAO Norm Table (1PAA).

The number of norm teachers at PHBAO Affiliated Charter Schools for grades K-3 will be calculated as follows:

- I. Determine the number of teacher positions based on K-3



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- enrollment from Table 1PA.
- II. Determine the number of teacher positions based on K-3 enrollment from Table 1PAA.
- III. Determine the number of teacher positions based on K-3 enrollment from Table 1PAB.
- IV. The number of teacher positions in III represents the number of District funded positions.
- V. Subtract the number of teacher positions in Step III from Step II to determine the TIIG funded class size reduction positions. The result is the number of positions the Affiliated Charter School shall fund from its Charter School Categorical Block Grant.
- VI. Subtract the number of teacher positions in Step II from Step I to determine the K-3 CSR funded positions.

The Affiliated Charter shall use its Charter School Categorical Block Grant to implement K-3 class size of 24:1 and fund the number of positions from Step V above.

CSRP incentive funding is based on enrollment counts for the class from the first day of instruction through April 15. Effective beginning with the 2010-11 school year, the District will not lose 100% of the funds when a class exceeds 20.44. Instead, the District will lose only a portion of the funds based on the prescribed class sizes and percentages stated in Section I (H), page 5 of 13. The District's budget for the 2013-14 fiscal year is based on a maximum class size of 24:1.

**It is the responsibility of the principal to monitor enrollment in each class to ensure compliance with the District's maximum class size of 24:1.**

- C. Allocation and use of teacher positions after Norm Day. Norm teacher positions for grades K-3 may be added at elementary schools if the enrollment growth in grades K-3 generates the positions and is maintained on the next two consecutive schools months as reported on the classification reports. After Norm Day, schools shall submit the regular classification reports with the request for growth positions to the personnel specialist. Requests will be approved only if there is an available teaching station. When a school has used all its available teaching stations and is within 3% of capacity, the school principal should contact their ESC Administrator of Operations and School Management Services office to discuss capping procedures.





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### IV. Norm Tables for Grades 4-5/(6)

- A. Schools identified as PHBAO, use Attachment A, Table 2P; schools identified as Desegregated/Receiver use Attachment B, Table 2D. Schools identified as PHBAO Affiliated Charter Schools use Attachment C, Table 2PA; school identified as Desegregated/Receiver Affiliated Charter Schools use Attachment D, Table 2DA. These norms provide an average class size of 30.5 pupils for PHBAO schools, an average class size of 36.0 for Desegregated/Receiver schools, and an average class size of 39.0 (District norm) for Affiliated Charter Schools, based on grades 4-5/(6) Norm Day enrollment.

The Affiliated Charter school shall use its Charter School Categorical Block Grant to implement Grades 4-5(6) class size reduction (30.5:1 for schools identified as PHBAO or 36.0:1 for school identified as Desegregated/ Receiver).

To calculate the number of positions for a student teacher ratio of 30.5:1 (PHBAO):

- I. Determine the number of teacher positions based on 4-5(6) enrollment from Table 2P.
- II. Determine the number of teacher positions based on 4-5(6) enrollment from Table 2PA.
- III. Subtract the number of teacher positions in Step II from Step I to determine the TIIG funded class size reduction positions. The result is the number of positions the Affiliated Charter School may fund from its Charter School Categorical Block Grant.

To calculate the number of positions for a student teacher ratio of 36.0:1 (Desegregated/Receiver):

- I. Determine the number of teacher positions based on 4-5(6) enrollment from Table 2D.
- II. Determine the number of teacher positions based on 4-5(6) enrollment from Table 2DA.
- III. Subtract the number of teacher positions in Step II from Step I to determine the TIIG funded class size reduction positions. The result is the number of positions the Affiliated Charter School shall fund from its Charter School Categorical Block Grant.

- B. Allocation and use of teacher positions after Norm Day. Norm teacher positions for grades 4-5/(6) may be added at elementary schools if the





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enrollment growth in grades 4-5/(6) generates the positions and is maintained on the next two consecutive schools months as reported on the classification reports. After Norm Day, schools shall submit the regular classification reports with the request for growth positions to the personnel specialist. Requests will be approved only if there is an available teaching station. When a school has used all its available teaching stations and is within 3% of capacity, the school principal should contact its ESC Administrator of Operations and School Management Services office to discuss capping procedures.

### V. Recommended Administrative Personnel Staffing

- A. Administrative personnel are allocated based on total school enrollment, including School Readiness Language Development Program (SRLDP), special day program classes (SDP), state preschool (SPS), Pre-Kindergarten special education and magnet center enrollment.

Initial administrative staff recommendations are based on preliminary E-Cast enrollment projections. Each school's projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For schools gaining resources, Budget Services will open positions and allocate additional resources. For schools losing resources, Budget Services will close positions and reduce resources.

It is recommended that elementary schools use Table A to determine administrator staffing. The Assistant Principal position(s) will be included in the discretionary portion of "General Fund School Program".

**TABLE A - ELEMENTARY SCHOOL ADMINISTRATOR STAFFING**

Enrollment From	Enrollment To	Principal	Assistant Principal
1	1,109	1.00	-
1,110	1,809	1.00	1.00
1,810	2,419	1.00	2.00
2,420	and above	1.00	3.00

- B. Span school administrative norm allocation is based on the following weighted average:



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1. Determine the percentage enrollment by grade level groupings K-5 and 6-12 to total enrollment.
2. Determine number of administrative norm positions from the individual norm tables based on 100% of enrollment as if site is an elementary school and again based on 100% of enrollment as if site is a secondary school.
3. Multiply the percentage enrollment by grade level groupings from #1 above by the number of positions that result from the individual norm tables from #2 above.
4. Sum the result and round to the nearest full FTE (e.g. 2.49 FTE is rounded to 2.00 FTE; 2.50 FTE is rounded to 3.00 FTE).

### VI. Recommended Clerical Staffing

#### A. Enrollment

Each school receives the number of clerical positions using the recommended staffing tables which are based on active enrollment (See BUL-4926 "Attendance Procedures for Elementary and Secondary Schools" dated February 22, 2010 for the definition of active and inactive students), including School Readiness Language Development Program (SRLDP), special day program students (SDP), Pre-Kindergarten special day classes, and magnet center enrollment. Additional clerical resources to support State Pre-School classes are allocated separately by the Early Childhood Education Division.

Initial clerical staff recommendations are based on preliminary E-Cast enrollment projections. Each school's projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For schools gaining resources, Budget Services will open positions and allocate additional resources.

#### B. Maintenance of Effort Activities to Implement the Modified Consent Decree

In compliance with the District's Maintenance of Effort Activities to implement the Modified Consent Decree, the District will ensure that schools continue to receive dedicated clerical support resources to meet special education, Section 504, Hughes Bill and Modified Consent Decree compliance and operational needs.



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Within the suggested staffing tables provided to each LAUSD school, beginning in 2009-2010 fiscal year, the following support must be allocated to meet special education compliance and operational needs:

- .5 Full Time Equivalent (FTE) for (a) elementary schools with enrollment below 500; (b) middle schools with enrollment below 1000; and (c) senior high schools with enrollment below 1700
- 1 FTE for (a) elementary schools with enrollment of 500 and above; (b) middle schools with enrollment of 1000 and above; and (c) senior high schools with enrollment of 1700 and above

### C. Adjustment Under/Over Staffing

Budget Services will compare the actual clerical staff at the school with the suggested positions based on Norm Day classification reports. Budget Services will notify the Principal and ESC Administrators of Operations of any over/under staffing. The school site will have flexibility to determine how to modify staffing to align with actual enrollment.

Budget Services will notify Workforce Management, Classified Employment Services of any changes.

Workforce Management, Classified Employment Services will make the necessary transfers of clerical personnel in order to bring each school into compliance.

### D. Elementary School Suggested Staffing Table

Clerical personnel will be assigned based on the following suggested staffing table. For norm enrollment purposes, enrollment includes magnet center, School Readiness Language Development Program (SRLDP), special day program students (SDP), and Pre-Kindergarten special day classes. Additional clerical resources to support State Pre-School classes are allocated separately by the Early Childhood Education Division.

Sites do not have flexibility over Modified Consent Decree Clerical Support.

Schools will receive budgets based on recommended staffing ratios. Schools will have the ability to change the budget to align to its unique needs. Please refer to the "General Fund School Program Manual" for



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flexibility guidelines.

**TABLE B – ELEMENTARY SCHOOL CLERICAL STAFFING**

Enrollment From	Enrollment To	School Admin. Asst.	Modified Consent Decree Support	Additional Clerical Support	Total Clerical Staff
1	300	1.0	0.5	-	1.5
301	749	1.0	1.0	-	2.0
750	1,499	1.0	1.0	1.0	3.0
1,500	2,249	1.0	1.0	2.0	4.0
2,250	2,999	1.0	1.0	3.0	5.0
3,000	3,479	1.0	1.0	4.0	6.0
3,480	and above	1.0	1.0	5.0	7.0

## Staffing Pattern

The typical staffing pattern at an elementary school is as follows:

- 1 School Administrative Assistant (Job ID 24102500)  
Office Technician(s) (Job ID 24102828) – all other positions

The work basis assignment for all clerical positions is B basis.

## E. Span School Clerical Calculation

1. Determine the percentage enrollment by grade level grouping K-5 and 6-12 to total enrollment.
2. Determine number of clerical positions from the individual clerical staffing tables based on 100% of enrollment as if site is an elementary school and again based on 100% of enrollment, including applicable enrollment factor, as if site is a secondary school.
3. Multiply the percentage enrollment by grade level grouping from #1 above times the number of positions that result from the individual clerical staffing tables from #2 above.



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4. Sum the result. If the result is greater than 1.5, round to the nearest full FTE (e.g. 2.49 FTE is rounded to 2.0; 2.50 FTE is rounded to 3.0 FTE). If the result is less than or equal to 1.50 FTE, the site will be allocated 1.5 FTE clerical staff.

**AUTHORITY:** This is District policy.

**RELATED RESOURCES:** REF-1074.13 – Norm Dates and Submission of Classification and Statistical Reports – School Year 2012-13

REF-1819.11 – Classification Reports – Instructions and Schedules of Electronic Capture

BUL- 4296 – Attendance Procedures for Elementary and Secondary Schools

BUL-5981.0 – Staffing Recommendations for Certificated and Clerical Personnel at Magnet Schools and Centers

**ASSISTANCE:** For assistance in the implementation of this bulletin related to Certificated positions, please contact your Certificated Personnel Specialist.

For assistance in the implementation of this bulletin related to clerical positions, please contact Workforce Management, Classified Employment Services.

For assistance in the implementation of the K-3 CSRP, please contact Attendance and Enrollment at (213) 241-2115.

For assistance with other questions, please contact Budget Services and Financial Planning Division at (213) 241-2100.



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## ATTACHMENT A – Teacher Norm Tables for PHBAO Elementary Schools

**TABLE 1P: Kindergarten, plus Grades 1,2 and 3 Option One for PHBAO Schools**

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers		Active Enrollment		
<u>From</u>		<u>To</u>			<u>From</u>		<u>To</u>
1	-	24	1	793	-	816	34
25	-	48	2	817	-	840	35
49	-	72	3	841	-	864	36
73	-	96	4	865	-	888	37
97	-	120	5	889	-	912	38
121	-	144	6	913	-	936	39
145	-	168	7	937	-	960	40
169	-	192	8	961	-	984	41
193	-	216	9	985	-	1,008	42
217	-	240	10	1,009	-	1,032	43
241	-	264	11	1,033	-	1,056	44
265	-	288	12	1,057	-	1,080	45
289	-	312	13	1,081	-	1,104	46
313	-	336	14	1,105	-	1,128	47
337	-	360	15	1,129	-	1,152	48
361	-	384	16	1,153	-	1,176	49
385	-	408	17	1,177	-	1,200	50
409	-	432	18	1,201	-	1,224	51
433	-	456	19	1,225	-	1,248	52
457	-	480	20	1,249	-	1,272	53
481	-	504	21	1,273	-	1,296	54
505	-	528	22	1,297	-	1,320	55
529	-	552	23	1,321	-	1,344	56
553	-	576	24	1,345	-	1,368	57
577	-	600	25	1,369	-	1,392	58
601	-	624	26	1,393	-	1,416	59
625	-	648	27	1,417	-	1,440	60
649	-	672	28	1,441	-	1,464	61
673	-	696	29	1,465	-	1,488	62
697	-	720	30	1,489	-	1,512	63
721	-	744	31	1,513	-	1,536	64
745	-	768	32	1,537	-	1,560	65
769	-	792	33	1,561	-	1,584	66



**TABLE 1P: Kindergarten, plus Grades 1, 2 and 3 Option One (Continued)**

The 2013-14 norm tables allocate teacher resources to ensure that no K-3 class exceeds class size of 24. To maximize revenue in association with the K-3 class size reduction program and to avoid revenue penalties associated with statutory limits on class sizes, K-3 class sizes shall not be in excess of 24:1.

A class with 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum class size is 24. Attendance & Enrollment Section captures daily enrollments for compliance with K-3 class size guidelines, and will work with Educational Service Centers in monitoring of class size.





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## ATTACHMENT A – Teacher Norm Tables for PHBAO Elementary Schools

**TABLE 2P: Grades 4-5/ (6) (PHBAO Schools)**

This table provides for an average class size of 30.5.

Active Enrollment			Number of <u>Teachers</u>	Active Enrollment			Number of <u>Teachers</u>
<u>From</u>		<u>To</u>		<u>From</u>		<u>To</u>	
1	-	31	1	611	-	641	21
32	-	61	2	642	-	671	22
62	-	92	3	672	-	702	23
93	-	122	4	703	-	732	24
123	-	153	5	733	-	763	25
154	-	183	6	764	-	793	26
184	-	214	7	794	-	824	27
215	-	244	8	825	-	854	28
245	-	275	9	855	-	885	29
276	-	305	10	886	-	915	30
306	-	336	11	916	-	946	31
337	-	366	12	947	-	976	32
367	-	397	13	977	-	1,007	33
398	-	427	14	1,008	-	1,037	34
428	-	458	15	1,038	-	1,068	35
459	-	488	16	1,069	-	1,098	36
489	-	519	17	1,099	-	1,129	37
520	-	549	18	1,130	-	1,159	38
550	-	580	19	1,160	-	1,190	39
581	-	610	20	1,191	-	1,220	40



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## ATTACHMENT B – Teacher Norm Tables for Desegregated/Receiver Elementary Schools

**TABLE 1D: Kindergarten, plus Grades 1,2 and 3 Option One for Desegregated/Receiver Schools**

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers		Active Enrollment		Number of Teachers	
<u>From</u>		<u>To</u>		<u>Teachers</u>	<u>From</u>		<u>To</u>	<u>Teachers</u>
1	-	24	1	793	-	816	34	
25	-	48	2	817	-	840	35	
49	-	72	3	841	-	864	36	
73	-	96	4	865	-	888	37	
97	-	120	5	889	-	912	38	
121	-	144	6	913	-	936	39	
145	-	168	7	937	-	960	40	
169	-	192	8	961	-	984	41	
193	-	216	9	985	-	1,008	42	
217	-	240	10	1,009	-	1,032	43	
241	-	264	11	1,033	-	1,056	44	
265	-	288	12	1,057	-	1,080	45	
289	-	312	13	1,081	-	1,104	46	
313	-	336	14	1,105	-	1,128	47	
337	-	360	15	1,129	-	1,152	48	
361	-	384	16	1,153	-	1,176	49	
385	-	408	17	1,177	-	1,200	50	
409	-	432	18	1,201	-	1,224	51	
433	-	456	19	1,225	-	1,248	52	
457	-	480	20	1,249	-	1,272	53	
481	-	504	21	1,273	-	1,296	54	
505	-	528	22	1,297	-	1,320	55	
529	-	552	23	1,321	-	1,344	56	
553	-	576	24	1,345	-	1,368	57	
577	-	600	25	1,369	-	1,392	58	
601	-	624	26	1,393	-	1,416	59	
625	-	648	27	1,417	-	1,440	60	
649	-	672	28	1,441	-	1,464	61	
673	-	696	29	1,465	-	1,488	62	
697	-	720	30	1,489	-	1,512	63	
721	-	744	31	1,513	-	1,536	64	
745	-	768	32	1,537	-	1,560	65	
769	-	792	33	1,561	-	1,584	66	



## Los Angeles Unified School District

### ATTACHMENT B – Teacher Norm Tables for Desegregated/Receiver Elementary Schools

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#### **TABLE 1D: Kindergarten, plus Grades 1,2 and 3 Option One (Continued)**

The 2013-14 norm tables allocate teacher resources to ensure that no K-3 class exceeds class size of 24. To maximize revenue in association with the K-3 class size reduction program and to avoid revenue penalties associated with statutory limits on class sizes, K-3 class sizes shall not be in excess of 24:1.

A class with 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum class size is 24. Attendance & Enrollment Section captures daily enrollments for compliance with K-3 class size guidelines, and will work with Educational Service Centers in monitoring of class size.



# Los Angeles Unified School District

## ATTACHMENT B – Teacher Norm Tables for Desegregated/Receiver Elementary Schools

**TABLE 2D: Grades 4-5/(6), Desegregated/Receiver Schools**

This table provides for an average class size of 36.0.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
<u>FROM</u>		<u>TO</u>		<u>FROM</u>		<u>TO</u>	
1	-	36	1	541	-	576	16
37	-	72	2	577	-	612	17
73	-	108	3	613	-	648	18
109	-	144	4	649	-	684	19
145	-	180	5	685	-	720	20
181	-	216	6	721	-	756	21
217	-	252	7	757	-	792	22
253	-	288	8	793	-	828	23
289	-	324	9	829	-	864	24
325	-	360	10	865	-	900	25
361	-	396	11	901	-	936	26
397	-	432	12	937	-	972	27
433	-	468	13	973	-	1,008	28
469	-	504	14	1,009	-	1,044	29
505	-	540	15	1,045	-	1,080	30



# Los Angeles Unified School District

## ATTACHMENT C – Teacher Norm Tables for PHBAO Affiliated Charter Schools

**TABLE 1PA: Kindergarten, plus Grades 1,2 and 3 Option One for PHBAO  
Affiliated Charter School – Class Size Reduction**

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers		Active Enrollment		
<u>From</u>		<u>To</u>			<u>From</u>		<u>To</u>
1	-	24	1	793	-	816	34
25	-	48	2	817	-	840	35
49	-	72	3	841	-	864	36
73	-	96	4	865	-	888	37
97	-	120	5	889	-	912	38
121	-	144	6	913	-	936	39
145	-	168	7	937	-	960	40
169	-	192	8	961	-	984	41
193	-	216	9	985	-	1,008	42
217	-	240	10	1,009	-	1,032	43
241	-	264	11	1,033	-	1,056	44
265	-	288	12	1,057	-	1,080	45
289	-	312	13	1,081	-	1,104	46
313	-	336	14	1,105	-	1,128	47
337	-	360	15	1,129	-	1,152	48
361	-	384	16	1,153	-	1,176	49
385	-	408	17	1,177	-	1,200	50
409	-	432	18	1,201	-	1,224	51
433	-	456	19	1,225	-	1,248	52
457	-	480	20	1,249	-	1,272	53
481	-	504	21	1,273	-	1,296	54
505	-	528	22	1,297	-	1,320	55
529	-	552	23	1,321	-	1,344	56
553	-	576	24	1,345	-	1,368	57
577	-	600	25	1,369	-	1,392	58
601	-	624	26	1,393	-	1,416	59
625	-	648	27	1,417	-	1,440	60
649	-	672	28	1,441	-	1,464	61
673	-	696	29	1,465	-	1,488	62
697	-	720	30	1,489	-	1,512	63
721	-	744	31	1,513	-	1,536	64
745	-	768	32	1,537	-	1,560	65
769	-	792	33	1,561	-	1,584	66



**TABLE 1PA: Kindergarten, plus Grades 1,2 and 3 Option One for Affiliated Charter School – Class Size Reduction (Continued)**

The 2013-14 norm tables allocate teacher resources to ensure that no K-3 class exceeds class size of 24. To maximize revenue in association with the K-3 class size reduction program and to avoid revenue penalties associated with statutory limits on class sizes, K-3 class sizes shall not be in excess of 24:1.

A class with 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum class size is 24. Attendance & Enrollment Section captures daily enrollments for compliance with K-3 class size guidelines, and will work with Educational Service Centers in monitoring of class size.



# Los Angeles Unified School District

## ATTACHMENT C – Teacher Norm Tables for PHBAO Affiliated Charter Schools

**TABLE 1PAA: Kindergarten, plus Grades 1,2 and 3 Option One for PHBAO  
Affiliated Charter School - THIG**

This table provides one position for every 29.5 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers	Active Enrollment			Number of Teachers
<u>From</u>		<u>To</u>		<u>From</u>		<u>To</u>	
1	-	30	1	975	-	1,003	34
31	-	59	2	1,004	-	1,033	35
60	-	89	3	1,034	-	1,062	36
90	-	118	4	1,063	-	1,092	37
119	-	148	5	1,093	-	1,121	38
149	-	177	6	1,122	-	1,151	39
178	-	207	7	1,152	-	1,180	40
208	-	236	8	1,181	-	1,210	41
237	-	266	9	1,211	-	1,239	42
267	-	295	10	1,240	-	1,269	43
296	-	325	11	1,270	-	1,298	44
326	-	354	12	1,299	-	1,328	45
355	-	384	13	1,329	-	1,357	46
385	-	413	14	1,358	-	1,387	47
414	-	443	15	1,388	-	1,416	48
444	-	472	16	1,417	-	1,446	49
473	-	502	17	1,447	-	1,475	50
503	-	531	18	1,476	-	1,505	51
532	-	561	19	1,506	-	1,534	52
562	-	590	20	1,535	-	1,564	53
591	-	620	21	1,565	-	1,593	54
621	-	649	22	1,594	-	1,623	55
650	-	679	23	1,624	-	1,652	56
680	-	708	24	1,653	-	1,682	57
709	-	738	25	1,683	-	1,711	58
739	-	767	26	1,712	-	1,741	59
768	-	797	27	1,742	-	1,770	60
798	-	826	28	1,771	-	1,800	61
827	-	856	29	1,801	-	1,829	62
857	-	885	30	1,830	-	1,859	63
886	-	915	31	1,860	-	1,888	64
916	-	944	32	1,889	-	1,918	65
945	-	974	33	1,919	-	1,947	66





# Los Angeles Unified School District

## ATTACHMENT C – Teacher Norm Tables for PHBAO Affiliated Charter Schools

**TABLE 1PAB: Kindergarten, plus Grades 1,2 and 3 Option One for PHBAO  
Affiliated Charter School (District Norm)**

This table provides one position for every 32.0 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers	Active Enrollment			Number of Teachers
<u>From</u>		<u>To</u>		<u>From</u>		<u>To</u>	
1	-	32	1	1,057	-	1,088	34
33	-	64	2	1,089	-	1,120	35
65	-	96	3	1,121	-	1,152	36
97	-	128	4	1,153	-	1,184	37
129	-	160	5	1,185	-	1,216	38
161	-	192	6	1,217	-	1,248	39
193	-	224	7	1,249	-	1,280	40
225	-	256	8	1,281	-	1,312	41
257	-	288	9	1,313	-	1,344	42
289	-	320	10	1,345	-	1,376	43
321	-	352	11	1,377	-	1,408	44
353	-	384	12	1,409	-	1,440	45
385	-	416	13	1,441	-	1,472	46
417	-	448	14	1,473	-	1,504	47
449	-	480	15	1,505	-	1,536	48
481	-	512	16	1,537	-	1,568	49
513	-	544	17	1,569	-	1,600	50
545	-	576	18	1,601	-	1,632	51
577	-	608	19	1,633	-	1,664	52
609	-	640	20	1,665	-	1,696	53
641	-	672	21	1,697	-	1,728	54
673	-	704	22	1,729	-	1,760	55
705	-	736	23	1,761	-	1,792	56
737	-	768	24	1,793	-	1,824	57
769	-	800	25	1,825	-	1,856	58
801	-	832	26	1,857	-	1,888	59
833	-	864	27	1,889	-	1,920	60
865	-	896	28	1,921	-	1,952	61
897	-	928	29	1,953	-	1,984	62
929	-	960	30	1,985	-	2,016	63
961	-	992	31	2,017	-	2,048	64
993	-	1,024	32	2,049	-	2,080	65
1,025	-	1,056	33	2,081	-	2,112	66



# Los Angeles Unified School District

## ATTACHMENT C – Teacher Norm Tables for PHBAO Affiliated Charter Schools

**TABLE 2PA: Grades 4-5/(6) (Affiliated Charter Schools) – District Norm**

This table provides for an average class size of 39.

Active Enrollment			Number of Teachers	Active Enrollment			Number of Teachers
<u>From</u>		<u>To</u>		<u>From</u>		<u>To</u>	
1	-	39	1	781	-	819	21
40	-	78	2	820	-	858	22
79	-	117	3	859	-	897	23
118	-	156	4	898	-	936	24
157	-	195	5	937	-	975	25
196	-	234	6	976	-	1,014	26
235	-	273	7	1,015	-	1,053	27
274	-	312	8	1,054	-	1,092	28
313	-	351	9	1,093	-	1,131	29
352	-	390	10	1,132	-	1,170	30
391	-	429	11	1,171	-	1,209	31
430	-	468	12	1,210	-	1,248	32
469	-	507	13	1,249	-	1,287	33
508	-	546	14	1,288	-	1,326	34
547	-	585	15	1,327	-	1,365	35
586	-	624	16	1,366	-	1,404	36
625	-	663	17	1,405	-	1,443	37
664	-	702	18	1,444	-	1,482	38
703	-	741	19	1,483	-	1,521	39
742	-	780	20	1,522	-	1,560	40



# Los Angeles Unified School District

## ATTACHMENT D – Teacher Norm Tables for Desegregated/Receiver Affiliated Charter Schools

**TABLE 1DA: Kindergarten, plus Grades 1,2 and 3 Option One for  
Desegregated/Receiver Affiliated Charter School – Class Size Reduction**

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers		Active Enrollment		
<u>From</u>		<u>To</u>	<u>Teachers</u>		<u>From</u>	<u>To</u>	<u>Teachers</u>
1	-	24	1		793	-	34
25	-	48	2		817	-	35
49	-	72	3		841	-	36
73	-	96	4		865	-	37
97	-	120	5		889	-	38
121	-	144	6		913	-	39
145	-	168	7		937	-	40
169	-	192	8		961	-	41
193	-	216	9		985	-	42
217	-	240	10		1,009	-	43
241	-	264	11		1,033	-	44
265	-	288	12		1,057	-	45
289	-	312	13		1,081	-	46
313	-	336	14		1,105	-	47
337	-	360	15		1,129	-	48
361	-	384	16		1,153	-	49
385	-	408	17		1,177	-	50
409	-	432	18		1,201	-	51
433	-	456	19		1,225	-	52
457	-	480	20		1,249	-	53
481	-	504	21		1,273	-	54
505	-	528	22		1,297	-	55
529	-	552	23		1,321	-	56
553	-	576	24		1,345	-	57
577	-	600	25		1,369	-	58
601	-	624	26		1,393	-	59
625	-	648	27		1,417	-	60
649	-	672	28		1,441	-	61
673	-	696	29		1,465	-	62
697	-	720	30		1,489	-	63
721	-	744	31		1,513	-	64
745	-	768	32		1,537	-	65
769	-	792	33		1,561	-	66



## Los Angeles Unified School District

### ATTACHMENT D – Teacher Norm Tables for Desegregated/Receiver Affiliated Charter Schools

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**TABLE 1DA: Kindergarten, plus Grades 1,2 and 3 Option One for  
Desegregated / Receiver Affiliated Charter School – Class Size Reduction  
(Continued)**

The 2013-14 norm tables allocate teacher resources to ensure that no K-3 class exceeds class size of 24. To maximize revenue in association with the K-3 class size reduction program and to avoid revenue penalties associated with statutory limits on class sizes, K-3 class sizes shall not be in excess of 24:1.

A class with 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum class size is 24. Attendance & Enrollment Section captures daily enrollments for compliance with K-3 class size guidelines, and will work with Education Service Centers in monitoring of class size.



# Los Angeles Unified School District

## ATTACHMENT D – Teacher Norm Tables for Desegregated/Receiver Affiliated Charter Schools

**TABLE 1DAB: Kindergarten, plus Grades 1,2 and 3 Option One for PHBAO  
Affiliated Charter School (District Norm)**

This table provides one position for every 32.0 pupils based on the total enrollment in Kindergarten plus grades 1-3.

Active Enrollment			Number of Teachers	Active Enrollment			Number of Teachers
<u>From</u>		<u>To</u>		<u>From</u>		<u>To</u>	
1	-	32	1	1,057	-	1,088	34
33	-	64	2	1,089	-	1,120	35
65	-	96	3	1,121	-	1,152	36
97	-	128	4	1,153	-	1,184	37
129	-	160	5	1,185	-	1,216	38
161	-	192	6	1,217	-	1,248	39
193	-	224	7	1,249	-	1,280	40
225	-	256	8	1,281	-	1,312	41
257	-	288	9	1,313	-	1,344	42
289	-	320	10	1,345	-	1,376	43
321	-	352	11	1,377	-	1,408	44
353	-	384	12	1,409	-	1,440	45
385	-	416	13	1,441	-	1,472	46
417	-	448	14	1,473	-	1,504	47
449	-	480	15	1,505	-	1,536	48
481	-	512	16	1,537	-	1,568	49
513	-	544	17	1,569	-	1,600	50
545	-	576	18	1,601	-	1,632	51
577	-	608	19	1,633	-	1,664	52
609	-	640	20	1,665	-	1,696	53
641	-	672	21	1,697	-	1,728	54
673	-	704	22	1,729	-	1,760	55
705	-	736	23	1,761	-	1,792	56
737	-	768	24	1,793	-	1,824	57
769	-	800	25	1,825	-	1,856	58
801	-	832	26	1,857	-	1,888	59
833	-	864	27	1,889	-	1,920	60
865	-	896	28	1,921	-	1,952	61
897	-	928	29	1,953	-	1,984	62
929	-	960	30	1,985	-	2,016	63
961	-	992	31	2,017	-	2,048	64
993	-	1,024	32	2,049	-	2,080	65
1,025	-	1,056	33	2,081	-	2,112	66



# Los Angeles Unified School District

## ATTACHMENT D – Teacher Norm Tables for Desegregated/Receiver Affiliated Charter Schools

**TABLE 2DA: Grades 4-5/(6) Desegregated/Receiver Affiliated Charter  
Schools– District Norm**

This table provides for an average class size of 39.

Active Enrollment			Number of Teachers	Active Enrollment			Number of Teachers
<u>From</u>		<u>To</u>		<u>From</u>		<u>To</u>	
1	-	39	1	781	-	819	21
40	-	78	2	820	-	858	22
79	-	117	3	859	-	897	23
118	-	156	4	898	-	936	24
157	-	195	5	937	-	975	25
196	-	234	6	976	-	1,014	26
235	-	273	7	1,015	-	1,053	27
274	-	312	8	1,054	-	1,092	28
313	-	351	9	1,093	-	1,131	29
352	-	390	10	1,132	-	1,170	30
391	-	429	11	1,171	-	1,209	31
430	-	468	12	1,210	-	1,248	32
469	-	507	13	1,249	-	1,287	33
508	-	546	14	1,288	-	1,326	34
547	-	585	15	1,327	-	1,365	35
586	-	624	16	1,366	-	1,404	36
625	-	663	17	1,405	-	1,443	37
664	-	702	18	1,444	-	1,482	38
703	-	741	19	1,483	-	1,521	39
742	-	780	20	1,522	-	1,560	40