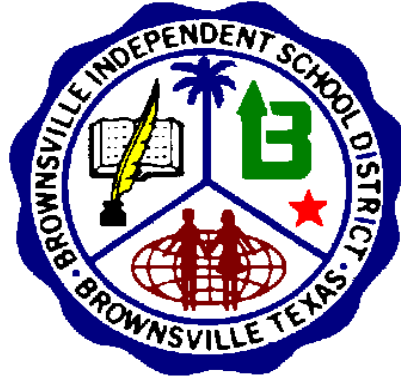


Brownsville Independent School District

Department of Human Resources



Employee Compensation Plan 2018-2019

Board Approved: June 26, 2018

In accordance with Title VI - Civil Rights Act of 1964, Title IX - Education Amendment of 1972, Section 504 - Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1992, BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

Staffing Guidelines

Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Certified Personnel

Management Team: <u>Elementary Schools</u>	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
Principal	n/a	1	199	210
Assistant Principal	Up to 800	1	199	208
	801 +	2	199	208
Dean of Instruction (Supplemental)	n/a	1	162	208
<u>Middle Schools</u>				
Principal	n/a	1	199	217
Assistant Principal	Up to 749	1	199	208
	750 – 1,250	2	199	208
	1,251 +	3	199	208
Dean of Instruction (Supplemental)	n/a	1	162	208
<u>High Schools</u>				
Principal	n/a	1	199	226
Assistant Principal	Up to 1,750	1	199	208
	1,751 – 2,250	4	199	208
	2,251 – 2,750	5	199	208
	2,751 +	6	199	208
Special Ed Assist Principal	n/a	1	166	208
Dean of Instruction (Supplemental)	n/a	1	162	220

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All Supplemental positions must be documented as a need in the Comprehensive Needs Assessment in the Campus Improvement Plan and must also have an activity documenting the provision of allowable services. Positions are based on student enrollment numbers and subject to the availability of funding. When the principal believes that there is justification for additional staff because of the extenuating circumstances, the principal must submit a proposal to their Area Assistant Superintendent for consideration. The Area Assistant Superintendent will meet with the Human Resource Administrator and the Chief Financial Officer and a recommendation may be made to the Superintendent.

Note: (1) Number of positions is subject to availability of funding (federal and categorical funds) & (2) Staffing Ratios subject to change depending on student enrollment.

**Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Certified Personnel**

Other:	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
<u>Elementary Schools</u>				
Counselor	Up to 500	1	199	196
	501 – 699	1.5	199	196
	700 – 899	2	199	196
	900	3	199	196
<u>Middle Schools</u>				
Counselor	n/a	3	199	201
<u>High Schools</u>				
Counselor	Up to 2,500	5	199	205
	2,501 – 3,000	6	199	205
	3,001 – 3,500	7	199	205
Testing Coordinator	Up to 1,199	1	199	187
	1,200 +	1	199	207*
<u>Alternative Education Program</u>				
Counselor	Up to 200	1	162	196
	201 +	2	162	196

Note: (1) Counselors funded from categorical funds will remain and will not affect the allocations, (2) Number of positions is subject to availability of funding (federal and categorical funds) & (3) Staffing Ratios subject to change depending on student enrollment.

*Testing Coordinators can work an additional 6 days at their daily rate upon approval from the campus and the Department of Assessment & Evaluation. Contingent upon funding.

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**Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Certified Personnel**

Teacher Staffing Guidelines for Allocating Full-Time Equivalents (FTEs) to Campuses*		Funding	Days
CAMPUS LEVEL			
Elementary Schools	22:1 K-4	199	187
	25:1 5th Grade**	199	187
Middle Schools	25:1 Projected Enrollment**	199	187
High Schools	25:1 Projected Enrollment**	199	187
Staffing allocations outside the parameters must have approval of the Area Assistant Superintendent, Assistant Superintendent for Human Resources and Chief Financial Officer prior to consideration by the Superintendent.			

*Only K-4, 22:1 ratio, is a required teacher/student ratio for BISD. All other ratios are for distribution of full-time equivalents to campuses, and teacher/student ratios can vary by course, period or content area.

** Special funds may be used to lower the teacher/student ratio, as funds are available.

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Note: Staffing Ratios subject to change depending on student enrollment.

Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Certified / Classified Personnel

<u>Elementary Schools</u>	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
Librarian	n/a	1	199	196
Physical Ed Teacher	1 - 601	1	199	187
	602 – 901	2	199	187
	902 – 1,200	3	199	187
	1201 +	4	199	187
P.E. Aides	1 – 301	1	199	187
	302 – 901	2	199	187
	902 – 1,200	3	199	187
	1,201 +	3	199	187
Nurse	n/a	1	199 / 211	192
Health Aide	Up to 1,000	0	n/a	n/a
	1,001 +	1	199	187

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All Supplemental positions must be documented as a need in the Comprehensive Needs Assessment in the Campus Improvement Plan and must also have an activity documenting the provision of allowable services. Positions are based on student enrollment numbers and subject to the availability of funding. When the principal believes that there is justification for additional staff because of the extenuating circumstances, the principal must submit a proposal to their Area Assistant Superintendent for consideration. The Area Assistant Superintendent will meet with the Human Resource Administrator and the Chief Financial Officer and a recommendation may be made to the Superintendent.

Note: (1) Number of positions is subject to availability of funding (federal and categorical funds) & (2) Staffing Ratios subject to change depending on student enrollment.

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Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Certified / Classified Personnel (Cont'd)

<u>Middle Schools</u>	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
Librarian	Up to 1,400	1	199	196
P.E. / Health Teacher	Up to 1,199	1 AC / 4 PE / 2 Health	199	187
	1,200 +	1 AC / 5 PE / 2 Health	199	187
Nurse	n/a	1	199 / 211	192
Health Aide	Up to 1,000	0	n/a	n/a
	1,001 +	1	199	187
<u>High Schools</u>				
Librarian	1,500 +	2	199	196
Nurse	n/a	2	199 / 211	192
Health Aide	1,602 to 2,500	0	n/a	n/a
	2,501 +	1	199	187
AC = Athletic Coordinator				

Note: (1) Number of positions is subject to availability of funding (federal and categorical funds) & (2) Staffing Ratios subject to change depending on student enrollment.

Sometimes an extenuating circumstance(s) on a campus may merit an exception to one or more of the staffing guidelines. Extenuating circumstances could include unusually high numbers of a certain special population of students, unique features to the facility, special programs on a campus that merit more time for staff, etc. When the principal believes that there is justification for additional staff because of the extenuating circumstances, the principal must submit a proposal to their Area Assistant Superintendent for consideration. The Area Assistant Superintendent will meet with the Assistant Superintendent for Human Resources and the Chief Financial Officer and a recommendation may be made to the Superintendent.

All Supplemental positions must be documented as a need in the Comprehensive Needs Assessment in the Campus Improvement Plan and must also have an activity documenting the provision of allowable services. Positions are based on student enrollment numbers and subject to the availability of funding. When the principal believes that there is justification for additional staff because of the extenuating circumstances, the principal must submit a proposal to their Area Assistant Superintendent for consideration. The Area Assistant Superintendent will meet with the Human Resource Administrator and the Chief Financial Officer and a recommendation may be made to the Superintendent.

Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Certified / Classified Personnel (Cont'd)

<u>Other:</u> <u>All Campuses</u>	<u>Enrollment</u>	<u>No. of Positions</u>
Campus Secretary	n/a	1
Custodians	n/a	20,000 sq. ft. : 1
<u>Elementary Schools</u>		
Clerical	n/a	300:1
<u>Middle Schools</u>		
Clerical	n/a	200:1
<u>High Schools</u>		
Clerical	n/a	200:1

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All Supplemental positions must be documented as a need in the Comprehensive Needs Assessment in the Campus Improvement Plan and must also have an activity documenting the provision of allowable services. Positions are based on student enrollment numbers and subject to the availability of funding. When the principal believes that there is justification for additional staff because of the extenuating circumstances, the principal must submit a proposal to their Area Assistant Superintendent for consideration. The Area Assistant Superintendent will meet with the Human Resource Administrator and the Chief Financial Officer and a recommendation may be made to the Superintendent.

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Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Department of Fine Arts

Campuses who have met the student/teacher ratios may be provided additional staff units that will not count against their personnel units. Refer to Fine Arts 5 year plan

<u>Band Staff:</u> <u>High Schools</u>	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
Head Band Director	n/a	1	199	210
Assistant Band Director	Up to 180	0	199	210
	181 – 250	1	199	210
	251 +	2	199	210
<u>Middle Schools</u>				
Head Band Director	n/a	1	199	205
Assistant Band Director	Up to 190	0	n/a	n/a
	191 – 295	1	199	205
	296 – 396	2	199	205
	397 +	3	199	205
<u>Estudiantina Staff:</u> <u>High Schools</u>	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
Estudiantina Director	n/a	1	199	187
Assistant Director	Up to 135	0	n/a	n/a
	136 +	1	199	187

Note: Staffing Ratios subject to change depending on student enrollment.

Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Department of Fine Arts (Cont'd)

Campuses who have met the student/teacher ratios may be provided additional staff units that will not count against their personnel units. Refer to Fine Arts 5 year plan

<u>Choir Staff:</u>	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
<u>High Schools</u>				
Head Choir Director	n/a	1	199	205
Assistant Choir Director	Up to 130	0	n/a	n/a
	131 – 230	1	199	205
	231 – 340	2	199	205
	341 +	3	199	205
<u>Middle Schools</u>				
Head Choir Director	n/a	1	199	205
Assistant Choir Director	Up to 130	0	n/a	n/a
	131 – 230	1	199	205
	231 – 340	2	199	205
	341 +	3	199	205
<u>Elementary Schools</u>				
Music and / or Art Teacher	n/a	1 or 2	199	187

Sometimes an extenuating circumstance(s) on a campus may merit an exception to one or more of the staffing guidelines. Extenuating circumstances could include unusually high numbers of a certain special population of students, unique features to the facility, special programs on a campus that merit more time for staff, etc. When the principal believes that there is justification for additional staff because of the extenuating circumstances, the principal must submit a proposal to their Area Assistant Superintendent for consideration. The Area Assistant Superintendent will meet with the Human Resource Administrator and the Chief Financial Officer and a recommendation may be made to the Superintendent.

Note: Staffing Ratios subject to change depending on student enrollment.

Brownsville Independent School District

2018-2019: Staffing Guidelines: Department of Athletics

Campuses who have met the student/teacher ratios may be provided additional staff units that will not count against their personnel units. Refer to Athletics 5 year plan.

Athletic Staff:	<u>Enrollment</u>	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
<u>High Schools</u>				
Athletic Coordinator / Head Football Coach	n/a	1	165	220
Offensive Coordinator	n/a	1	199	207
Defensive Coordinator	n/a	1	199	207
<u>Middle Schools</u>				
Each campus will have 1 Athletic Coordinator, and will have the following teachers assigned for each Athletic Period for both genders. 2 – Female Sport – P.E. / 2 Male Sport – P.E.	n/a	1	199	197
6 th Grade Intramural Coaches 1-Male / 1-Female		\$ 300.00 Stipend		
As per House Bill 530, a school district shall require students in grade levels, six, seven, and eight to participate in moderate or vigorous daily physical activity for at least 30 minutes for at least 4 semesters during those grade levels as part of the Districts' physical education curriculum. The four minimum semesters of PE/Athletic classes for both genders will be scheduled during grades 7th and 8th. It is strongly recommended that A pre-athletic class for 6th graders be offered at the Middle School level. According to research, it is highly recommended that students complete 6 semesters of Athletics in order to ensure a strong middle school foundation that will be <u>vertically aligned</u> with each respective high school athletic program.				

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Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Special Programs

Supplemental State Compensatory:	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
<u>Elementary Schools</u> Pre K -4 Teacher	.5 *	162 / 199	187
<u>Middle Schools</u> Teacher (State Comp) ** At-Risk Counselor	2 1	162 162	187 201
<u>High Schools</u> Teacher (State Comp) ** At-Risk Counselor Drop-Out Prevention Program Specialist	3 1 1	162 162 162	187 205 187
* Funded 50% from State Compensatory Funds. ** Positions are limited to core only areas as per funding guidelines.			

Alternative Education Program:	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
Disciplinary Alternative Education Program Teacher	X (15:1 Ratio)	162	187
Alternative Education Program Teacher	X (15:1 Ratio)	162	187
Alternative Education Program Administrator(s) *	Up to 350 = 2	162	n/a
Day Care Aide and Coordinator	Up to 150 = 5	162	187
Drill Instructor (Includes Senior Instructor)	Up to 250 = 12	162	187
Parent Liaison (BAC, BLA, Lincoln Park)	1	162	187
Security Officers	2	162	261
* Ratio includes the Principal			

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Brownsville Independent School District
Department of Human Resources
2018-2019: Staffing Guidelines: Special Programs (Cont'd)

Federal Programs:	<u>No. of Positions</u>	<u>Funding</u>	<u>Days</u>
<u>Supplemental Title I Part A</u>			
Three Year Old Program Aide (at participating schools)	(1:1 Ratio)	211	187
	(50:1 Ratio)	211	187
<u>All Campuses</u>			
Dyslexia Lab Aide (at participating schools)	(50:1 Ratio)	211	187
<u>Elementary Schools</u>			
Pre-K / K Instructional Aide	(50:1 Pre-K / K Ratio)	211	187
Instructional Aide		211	187
Librarian Aide	(400:1 Ratio)	211	187
Parental Liaison	1	211	187
	1		
<u>Middle Schools</u>			
Librarian Aide		211	187
Parental Liaison	1 (up to 1,400)	211	187
	1		
<u>High Schools</u>			
Librarian Aide		211	187
Parental Liaison	2 (1,500 +)	211	187
Instructional Aide	2	211	187
	1		

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