

Preview of VUSD Master Schedule and Staffing Timeline for the 2023-2024 School Year

Board of Education Meeting
November 8, 2022



For the future of every student

Key Dates on the Master Schedule & Staffing Timeline

Start of School
of Choice (SOC)

Secondary Electives/Course
Publicity & Recruitment

Secondary Students'
Course Requests in Q

Statutory **March 15th Deadline** for
Notifying Teachers/Staff of Reduction in
Force (RIF) and "Notice of Termination"

Preliminary
Staffing
Allotments
to All Sites
Based on
Projected
Enrollment

Preliminary
Models of
Master
Schedules =
Sites request +/-
Subject
Credentials

Staffing Allotment =
Enrollment =
Course Requests =
Credentials =
Sections =
Master schedules with
minimal changes
needed in
August/September

November '22

January '23

February '23

March

Summer '23

Start of 2023-24 SY



For the future of every student

Key Dates on the Master Schedule & Staffing Timeline

Preliminary
Models of
Master
Schedules =
Sites request +/-
Subject
Credentials

February '23



For the future of every student

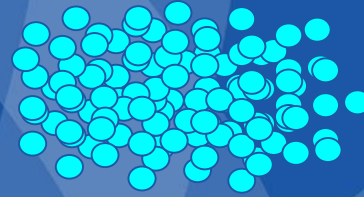
Fundamentals of Secondary Master Scheduling

1. Instructional Minutes are roughly the same for teachers and students at all VUSD High Schools (VHS=BHS=FTHS) and VUSD Middle Schools (AMS=BMS=CMS=DATA)
1. All HS sites receive a staffing allotment of “**sections**” based on 35:1 student:teacher ratio
1. “**Sections**” are classes/periods that teachers are paid to teach, *with or without students in them* (e.g., Bio w/EST, US History, Coordinator Period, etc.)
1. 1 FTE (Full Time Teacher) = 5 “**sections**” at VHS = **398** and BHS = **344**;
1 FTE = 6 “sections” at FTHS = **213**
1. Sites create a master schedule with allotted “**magic number**” of “**sections**”.

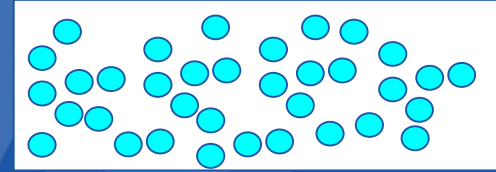
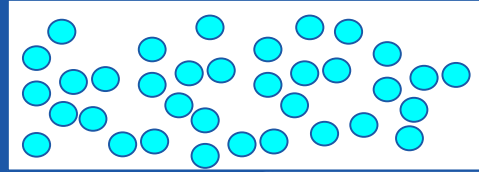


Fundamentals of Secondary Master Scheduling

1. EASY: 70 student requests for Class X =

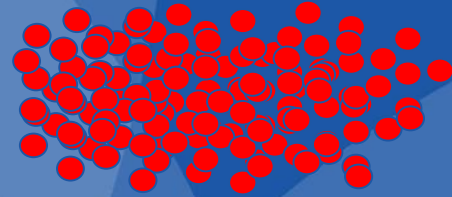


2 sections of 35 each

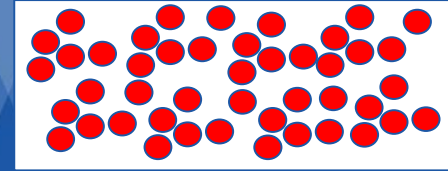
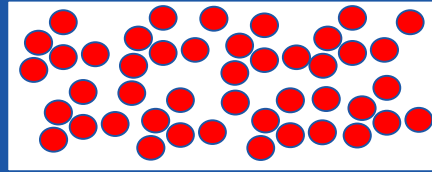


Fundamentals of MS & HS Master Scheduling

2. DIFFICULT: 84 student requests for Class X =

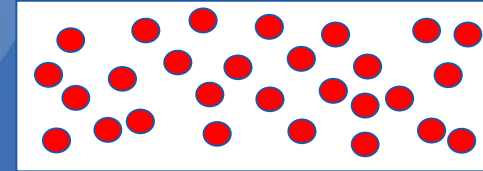
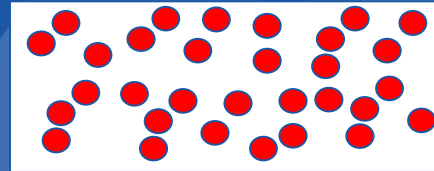
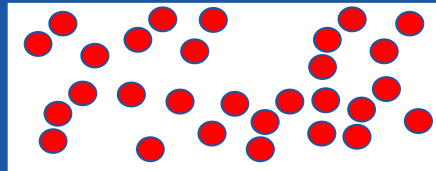


2 “sections” of 42 students each



or

3 “sections” of 28

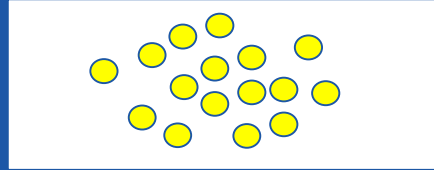


Fundamentals of MS & HS Master Scheduling

3. REALLY DIFFICULT: 20 student requests for Class X =



1 “section”



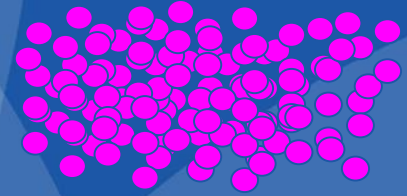
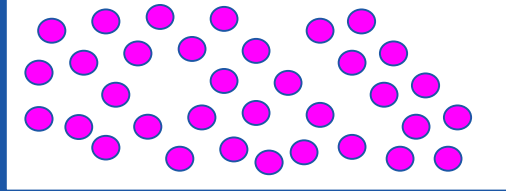
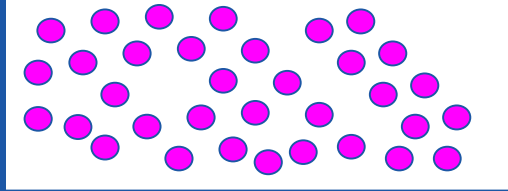
or

0 sections?

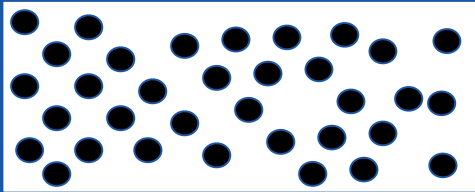


Fundamentals of Elementary Master Scheduling

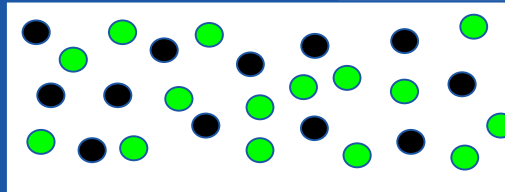
1. EASY: 78 projected 5th graders at Elem School X =



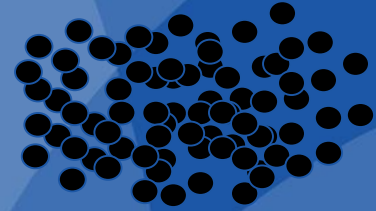
2. DIFFICULT: 48 projected 4th graders at Elem School X



One "pure" 4th class...



and one "split" 3rd/4th or 4th/5th class



VUSD Staffing and Master Scheduling Timeline

Updated 11/22 Ed Services, Business Services & Human Resources



Background: The purpose of this document is to align all divisions and departments (i.e., C&I, Tech Services, M&M, Business Services, BS, and HR) responsible for completing interdependent tasks that support secondary and elementary sites' efficient, cost-effective and student-centered development of master schedules for the following school year.

Task	Task Work Date/ Range	Task Due Date	Responsible	Notes/Rationale
Discussions regarding Budgeting and Staffing projections for the year after the upcoming school year with Board of Education	Summer	September 1	Superintendent & Board of Education	Discuss and establish program, budget, and priorities for the district to guide staffing/master scheduling/SOC for the following year
Provide enrollment projections and budget information to Supt., accounting for declining enrollment	Summer	September 1	Assistant Superintendent of Business Services	Early staffing and enrollment projections for next year (not current year) inform district's budget and program priorities discussion
Provide report of under-enrolled/ over-enrolled courses and programs to Supt.	Summer	September 1	Assistant Superintendent of Educational Services	Under/over-enrolled courses in secondary predict potential long-term needs for credential-based reductions in the following year
Review and update of seniority list, staffing scenarios, accounting for declining enrollment	Summer	September 1	Assistant Superintendent of Human Resources	Select legal counsel for layoff procedures (if needed/applicable)
All-District SOC Information Night	September-October	November 4	Director of Communications Student Support Services and Site Principals	Launches two week SOC applications window

Task	Task Work Date/ Range	Task Due Date	Responsible	Notes/Rationale
Q Course Requests for Current 9th-11th Grade Students and Current 6th and 7th Grade Students	January - February	February 11	HS and MS AP's of C&I	Needed to determine March 15th preliminary reductions by credential area
Preliminary Cutting of Sections by Site Master Scheduling Teams	February 12-13	February 14	HS and MS Principals, AP's of C&I and Master Scheduling Committees	Needed for Monday February 14 Recommendations
Recommendation for Staffing Reductions by Credential Area for March 15th Deadline	February	<u>February 10</u>	Director of Secondary, Site Principals and Executive cabinet	Critical for creating a "tight", student centered master schedule that conforms to site staffing allocations
Development of Skipping Criteria	January and February	February 28	Human Resources Executive Cabinet	For finalizing <i>possible</i> March 15th layoff notices



For the future of every student

Key Dates on the Master Schedule & Staffing Timeline

Statutory **March 15th Deadline** for
Notifying Teachers/Staff of Reduction in
Force (RIF) and "Notice of Termination"

Staffing Allotment =
Enrollment =
Course Requests =
Credentials =
Sections =
Master schedules with
minimal changes
needed in
August/September



For the future of every student

Staffing Prioritization Protocols (beginning 2023-24 school year)

- Proposed Staffing Prioritization Protocols
 - Establish school site base staffing allocations (certificated and classified) based on enrollment and facilities needs
 - Tiered staffing allocations based on unduplicated enrollment, specialized programs (ex: dual immersion, special education, etc.)
 - Categorical program staffing provided based on qualifying conditions (i.e. federal Title programs, ELO-P, or evidence-based needs, etc.)
- Staffing plans developed for each school and ESC based on prioritization protocols
- Proposed staffing plans will be provided to the Board for additional guidance

Thank You & Questions



For the future of every student