

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 18, 2018

MEMORANDUM

To: Members of the Board of Education
From: Jack R. Smith, Superintendent of Schools
Subject: Elementary School Teacher Allocations (06-12-18-02)

Question

Mrs. Smondrowski requested information regarding the factors that are used to determine the addition of another teacher at elementary schools with increased enrollments, in addition to numerical guidelines.

Response

Kindergarten teacher positions are allocated using a guideline of 1 teacher for every 25 students and 1 teacher for every 18 students at the Focus and Title I elementary schools. Classroom teacher positions for Grades 1–5 are allocated based on enrollment projections for principals to organize the school with class sizes of 27 or fewer in Grades 1–3 and class sizes of 29 or fewer in Grades 4–5. Additional classroom teacher positions are allocated to the Focus and Title I elementary schools, with a guideline of 18 students in Grades 1–2, a guideline of 26 students in Grade 3, and a guideline of 28 students in Grades 4–5. As student enrollment often is not at the exact guideline, decisions need to be made about when additional staffing should be allocated.

Kindergarten and Grades 1–5 classroom teacher allocations are based on revised enrollment projections from February by staff in the Division of Capital Planning. The formula accounts for Least Restrictive Environment (LRE). An additional teacher allocation is considered when three or more classes in a grade exceed the guideline or, if there are only one or two sections in the grade, when both classes exceed the guideline by two students. In addition to the numerical guidelines, additional factors that are considered include assignments of other teachers and staff in the school and student needs. Outcomes and student achievement data also may be reviewed to identify specific needs of the school that may affect decisions regarding staffing.

If you have any questions, please contact Ms. Nicola Diamond, chief financial officer, at 240-740-3160.

JRS:ND:jbp

Copy to:
Executive Staff
Mr. Ikheloa