

**Point Arena Schools District  
2017-18 Administrative/Teacher Ratio  
Calculation Form R-2**

Per *Education Code Sections 41400-41407* school districts are required to annually monitor the ratio of administrative employees to teachers. The maximum ratio of administrative employees per 100 teachers for a common administration district is 8. Meaning PASD must maintain a ratio of .08 in order to remain in compliance with Ed Code. Should the district fall out of compliance with Ed Code, a monetary penalty will be assessed.

**Current Admin/Teacher Ratio – as of October 12, 2017**

Based on staffing levels of **27.93 Teacher FTEs** and a **.08 ratio**, PASDO has the following admin/teacher ratio:

Total PASD Teacher FTEs	27.93
PASD Ratio	<u>x .08</u>
Maximum Allowable Administrator FTEs	2.23
<b>Total PASD Administrator FTEs</b>	<b>2.14 *</b>

Thus, at current staffing levels, PASD falls within the ratio prescribed by Ed Code.

\*Note: Total PASD Administrator FTEs do not include the Superintendent FTE.

**Hypothetical Adding Administrative Staff – 0.5 FTE (within compliance)**

If the district added a 0.5 FTE Administrator and a 0.5 FTE Counselor, the district continues to maintain compliance:

Total PASD Teacher FTEs	27.93
PASD Ratio	<u>x .08</u>
Maximum Allowable Administrator FTEs	2.23
<b>Total PASD Administrator FTEs</b>	<b>2.64</b>
Excess Administrator FTE	0.41
<b>Rounded excess</b>	<b>0.00</b>

Per calculation rules, the Excess Administrator FTE must be rounded to the nearest whole number, with 0.49 or less rounded to 0; and 0.50 and above rounded to 1.

*Hypothetical Adding Administrative Staff – 1.0 FTE (out of compliance)*

If the district added a 1.0 FTE Administrator the district will fall out of compliance:

Total PASD Teacher FTEs	27.93
PASD Ratio	<u>x .08</u>
Maximum Allowable Administrator FTEs	2.23
<b>Total PASD Administrator FTEs</b>	<b>3.14</b>
Excess Administrator FTE	0.91
<b>Rounded excess</b>	<b>1.00</b>

Per calculation rules, the Excess Administrator FTE must be rounded to the nearest whole number, with 0.49 or less rounded to 0; and 0.50 and above rounded to 1.

*Calculation of penalty for out of compliance*

If we assume an estimated salary of \$102,618 for the new 1.0 FTE Admin position (a similar salary to the current administrator at the HS), then the total estimated annual salaries for 3.14 Administrator FTEs = \$322,456, or \$91,089 on average.

The financial penalty calculation is based on the ratio of Total State Revenue to Total Revenue and Other Financing ( $\$740,333/\$7,949,267 = 0.093$ ); which is then applied to the district's Average Administrator Salary.

Average Administrator Salary	\$91,089
PASD Ratio	<u>x .093</u>
<b>Penalty</b>	<b>\$ 8,471</b>

Obviously, the penalty will adjust up or down, depending on the actual salary paid to the new 1.0 FTE Administrator.

Employee Ratio Worksheet

District Point Arena Schools Common Administration

Fiscal Year 2017-18

Data Compiled as of October 12, 2017  
(Date)

This worksheet may be utilized to summarize school district certificated staffing data for the purpose of annually monitoring the district's administrator-teacher ratio as required by *Education Code* sections 41400-41407. The information will be reviewed as part of the district's annual audit required by *Education Code* Section 41020. Do not submit this worksheet to the California Department of Education. Retain the worksheet and present the data upon request of district's independent auditor. (Note: county offices of education and charter schools are not subject to the requirements of *Education Code* sections 41400-41407.)

Part I **Number of Certificated Employees** (Full-time equivalents (FTE), calculated to two decimal places, to include full-time, part-time, and prorated positions)

- A) Administrative..... 2.53 FTE
- B) Exempt Administrative..... 0.40 FTE
- C) Net Administrative..... 2.13 FTE  
(Line A minus Line B above)
- D) Teachers..... 27.93 FTE
- E) Pupil Services..... 2.54 FTE

Part II **Maximum Number of Administrative Employees** (Calculate to two decimals)

- A) Allowed Ratio..... .08  
(Enter .08 for unified, .07 for high school, or .09 for elementary school districts)
- B) Maximum Administrators..... 2.23 FTE  
(Ratio from Part II, Line A x Teacher FTE from Part I, Line D)

Part III **Excess Administrator FTE** (Calculate to two decimals)

- A) Actual Excess..... 0.00 FTE  
(Part I, Line C minus Part II, Line B. If zero or negative, enter -0-)
- B) Rounded Excess..... 0.00 FTE  
(Round any FTE reported on Part III, Line A to the nearest whole number (e.g. 0.49 or less rounds to 0.00, 0.50 or above rounds to 1.00, 1.49 rounds to 1.00, and 1.50 to 2.00, etc.))

If Part III, Line B is zero or Part I, Line A shows one or fewer FTE, stop here. The district is in compliance with, or is exempt from, the employee ratio limitations imposed by Education Code Section 41402.

If Part II, Line B is greater than zero, continue to complete the remainder of this form.

**Part IV Penalty for Excess Administrator FTE**

- A) District's Total State Revenue .....\$ \_\_\_\_\_  
(Prior Year Unaudited Actual Financial Report)
  
- B) District's Total Revenue and Other Financing  
Sources.....\$ \_\_\_\_\_  
(Prior Year Unaudited Actual Financial Report)
  
- C) Portion of State Revenue in Total Revenue .....\$ \_\_\_\_\_  
(Part IV, Line A divided by Part IV, Line B.  
Calculate to two decimals)
  
- D) Total Annual Salaries of the Administrative  
FTE reported on Part I, Line A.....\$ \_\_\_\_\_
  
- E) Average Administrator Salary .....\$ \_\_\_\_\_  
(Part IV, Line D divided by FTE from Part I,  
Line A. Calculate to nearest whole number.)
  
- F) State Funded Share of Administrator Salary .....\$ \_\_\_\_\_  
(Part IV, Line E x Part IV, Line C. Calculate  
to the nearest whole number)
  
- G) Penalty.....\$ \_\_\_\_\_  
(Part IV, Line F x Part III, Line B)

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(Name)	(Phone #)	(Date)

**POINT ARENA SCHOOLS COMMON ADMINISTRATION**

**2017-2018**

**CERTIFICATED STAFF FTE COUNT FOR ATR (ADMINISTRATIVE TO TEACHER RATIO)**

<b>Employee Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Hrs/Day</b>	<b>FTE</b>
<b>ADMINISTRATION</b>				
Carson, Scott	Principal	AUES	8.00	1.00
VandeBunte, Blake	Principal	PAHS	8.00	1.00
Hood, Melody	Study Hall/Dean of Discipline	PAHS	1.08	0.14
<b>TOTAL</b>				<b>2.13</b>
<b>TEACHERS</b>				
Allen, Cristin	Middle School Science	AUES	7.50	1.00
Barnes, Allison	Grade 6	AUES	7.50	1.00
Biglow, Jennifer	Grade 5	AUES	7.50	1.00
Capon, Trevor	Grade 2/3	AUES	7.50	1.00
Egger, Michelle	Middle School Language Arts	AUES	7.50	1.00
Fraser, Scott D.	Grade 3	AUES	7.50	1.00
Gaona, Kelli	Grade 1	AUES	7.50	1.00
Garner, Laura	Middle School Math	AUES	7.50	1.00
Hahn, Kristine	Teacher - Reading	AUES	3.46	0.461
Henley, Jan	Art	AUES	2.40	0.32
Hughey, Justin	Middle School Social Studies & PE	AUES	7.50	1.00
Jimerson, Daniel	Grade 4	AUES	7.50	1.00
Ledbetter, Lori	Kindergarten	AUES	7.50	1.00
Mazza, Andrea	P.E. Teacher	AUES	5.33	0.71
Regelbrugge, Daniel	Special Education (Mild/Moderate, Moderate/Severe) (AE)	AUES	3.75	0.50
Rodriguez, Gabriela	Grade 2	AUES	7.50	1.00
Shockley, Rachelle	Special Education (Mild/Moderate, Moderate/Severe)	AUES	7.50	1.00
Willhoit, Rebecca	Grade 5	AUES	7.50	1.00
Bates, Katharine	Pre-Algebra, Algebra 1, Geometry, Business Math	PAHS	7.50	1.00
Battaglia, Beverly	Independent Study	PAHS	4.34	0.58
Biaggi, Maria Elena	Spanish	PAHS	7.50	1.00
Cole, Howard	AP Computer Science, Integrated STEM	PAHS	3.17	0.42
Crowley, Jared	Alg. II, Pre-Calc., AP Calc., Chemistry, Biology	PAHS	7.50	1.00
Hansen, Erika	Desktop Publishing, Art	PAHS	7.50	1.00
Hirst, Hope	English, AP Literature, Read 180	PAHS	7.50	1.00
Hood, Melody	English	PAHS	6.42	0.86
Jones, Lauren	Special Education (Mild/Moderate, Moderate/Severe)	PAHS	7.50	1.00
Luther, Jon	CTE Autoshop	PAHS	2.59	0.34
Mazza, Andrea	P.E. Teacher	PAHS	2.17	0.29
McFarland, Lillian	Drama, Human Geography, ELD, AP World History	PAHS	6.42	0.86
Regelbrugge, Daniel	Special Education (Mild/Moderate, Moderate/Severe) (HS)	PAHS	3.75	0.50
Rowland, Charlene	CTE Landscaping	PAHS	1.74	0.23
Sanders, Trevor	Civics/Econ., (AP) US History, Intro to Psych., Anthropology	PAHS	7.50	1.00
Wiemeyer, Sandy	Speech Therapist (K-8)	AUES	3.24	0.432
Wiemeyer, Sandy	Speech Therapist (9-12)	PAHS	3.24	0.432
<b>TOTAL:</b>				<b>27.93</b>
<b>PUPIL SERVICES</b>				
Moua, Roy	Counselor	AUES	8.00	1.00
Hahn, Kristine	District Reading Coordinator	AUES	0.86	0.115
McIntosh, Wentrelle	Counselor	PAHS	8.00	1.00
White, Vivian	Nurse	Split	3.20	0.43
<b>TOTAL:</b>				<b>2.54</b>
<b>NON-TEACHING</b>				