ES Admin Interns & ES Deans

Request to Re-title Administrative Interns to Deans at Elementary
April 5, 2016

The intent of this request to Re-title the current “Elementary Administrative Intern” position to “Elementary Dean” is to avoid the perception of parents that the “intern” is not a fully-integrated member of the elementary school-based administrative team. Elementary schools with enrollments of 800+ students would be eligible for a 1.0 FTE Elementary Dean. Schools meeting this eligibility criteria would be provided the following administrative staffing:

- Principal: 1
- Assistant Principal: 1
- Dean: 1
- Total: 3

**FY16 Staffing Standard** for the Position of Elementary Administrative Intern: (13 FTE)

- .5 FTE per school with enrollments 800-899 = 11 FTEs*
- 1.0 FTE per schools with enrollments of 900+ = 4 X 0.5 = 2.0 FTEs

* - Creighton’s Corner qualified for an Administrative Intern, but was allowed to change to 2nd AP with over 1200 students

**FY17 Originally Proposed Staffing Standard** (17 FTE):

One (1.0) FTE per school enrollment 800+ or combination of 700+ and 70 Instructional and Teacher Assistant Staff. These positions would also have carried a stipend for ten additional workdays (teacher scale) to assist with planning professional development (PD) and preparing for the arrival of teachers at the beginning of the year, as well as, assisting with teacher checkout, analyzing end-of-year data, and planning for summer PD at the end of the year.

**FY17 Revised Proposed Staffing Standard** (13 FTE):

One (1.0) FTE per school with enrollments 800+

Based on the previous job description of the Elementary Administrative Intern 13 schools with enrollments of 800+ students would be served by Elementary Deans with an expanded role in serving as chair of certain Child Study meetings and other Special Education responsibilities as assigned by the Principal. The elimination of the second tier “Dean” from 700-799 students and the 10-day stipend makes this revised proposal cost-neutral.
Other Questions

1. Please give us information about the FY16 allocation of Admin Interns, including which schools earned .5 and which earned 1.0.

FY16 0.5 Administration Interns (2.0)
Arcola                             Little River
Hutchison Farm                    Seldens Landing

FY16 1.0 Administrative Interns (11.0)
Buffalo Trail                     Mill Run
Creighton’s Corner*               Moorefield Station
Cardinal Ridge                    Newton-Lee
Discovery                         Pinebrook
Legacy                            Rosa Lee Carter
Liberty                           Steuart Weller
* - earned an Administrative Intern, but was allowed to change to 2nd AP with over 1200 students.

2. Please also give us information regarding the anticipated FY17 allocation of Deans. Which schools would earn 1.0?

Twelve (12) schools comfortably qualify and Evergreen Mill has now been taken off of the list. Frances Hazel Reid is within striking distance, but we would only allocate to the 12 qualifying schools at this time.

Arcola – 911                      Mill Run - 966
Buffalo Trail – 1306              Moorefield Station - 898
Cardinal Ridge – 927              Pinebrook – 892
Creighton’s Corner – 827          Rosa Lee Carter - 914
Discovery – 907                   Seldens Landing – 802
Legacy – 1095                     
Liberty – 1023                    Frances Hazel Reid – revised to 778 on 3/31/16 (within 3%)

3. Also, which schools earned FY16 allocation of Admin Intern, but would not earn FY17 allocation of Dean? What is their projected enrollment in FY17?

Hutchison Farm – 723
Little River – 75
Newton-Lee – 715
Steuart Weller – 772