

Class Size Reduction

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Good Morning – Introductions of CSR Consultants

In Your Packet Today

- **Legislation / Definition / Consequences (Blue)**
- **Class Size Reduction Timeline (Tan)**
- **Class Size Reduction Consultant Contacts and Small Group Breakout List (Pink)**
- **Class Size Reduction Checklist (Green)**
- **Copy of PowerPoint (White)**

Legislation / Definition / Consequences (Blue)

Class Size Reduction Timeline (Tan)

Class Size Reduction Consultant Contacts and Small Group Breakout Lists (Pink)

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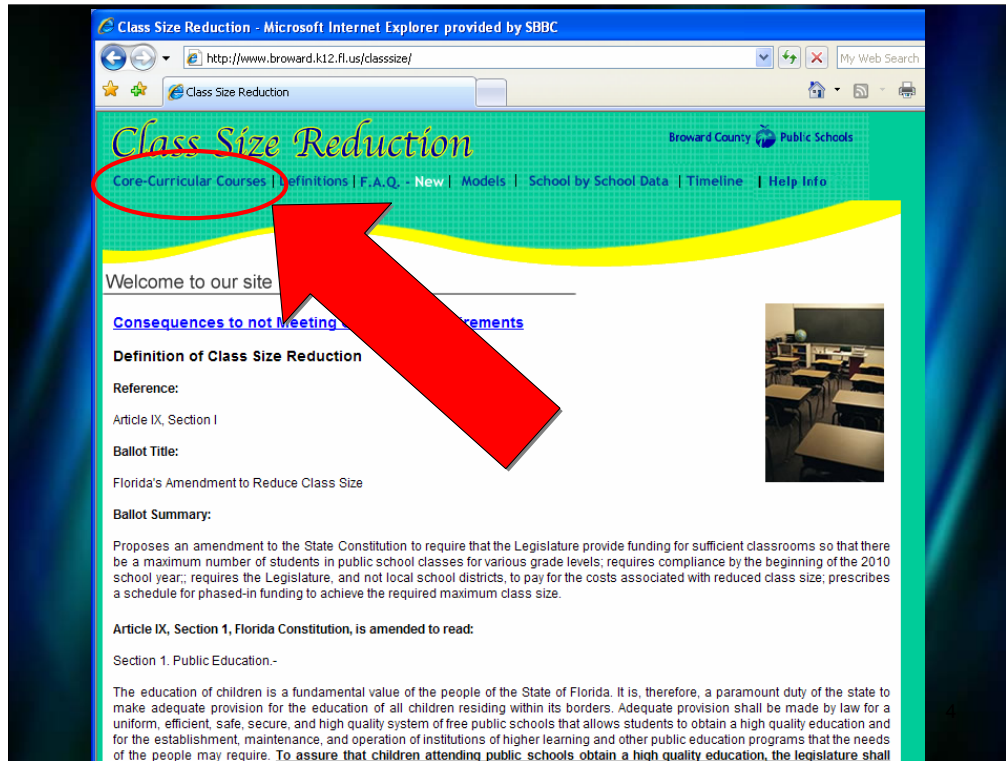
Copy of PowerPoint (White)

Class Size Website

- <http://www.broward.k12.fl.us/classsize/>
- <http://web/classsize/>

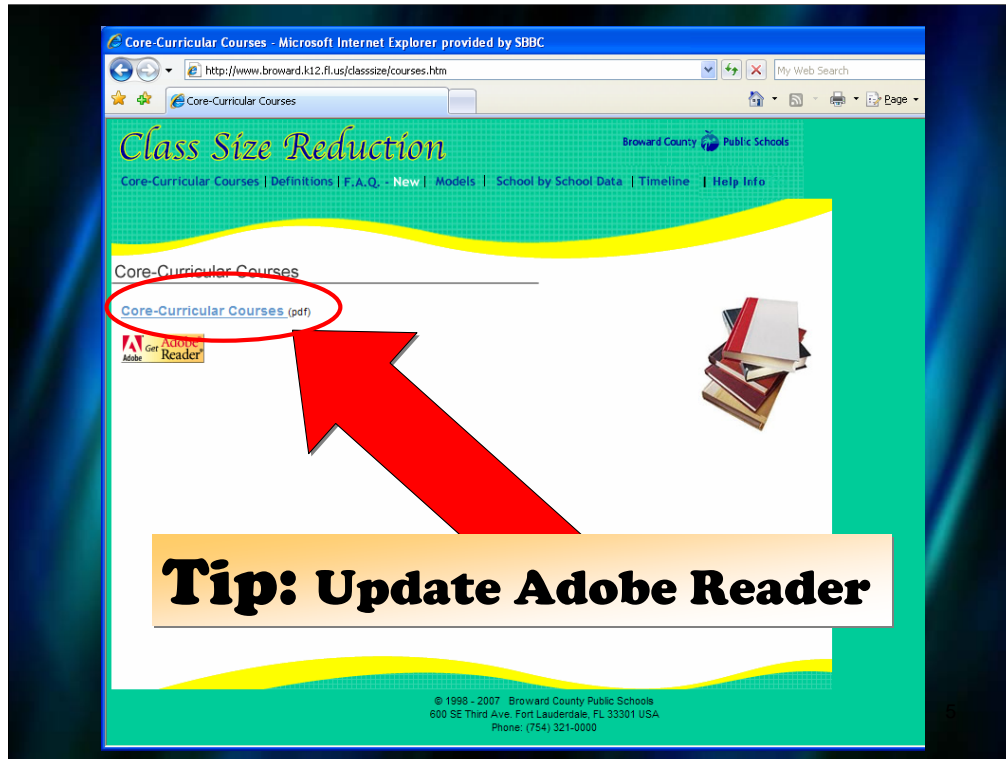
Bookmark this!

The Web site address of the class size website – book mark this site! Schools that have access to the District's Intranet can utilize the second Web site address. We will take a look at the website and explain the various components.



The First Tab on the upper left of the screen is Core-curricular Courses

Click on this link to display the core curricular courses listing.



Click on the Core-Curricular Courses – remember, if you have problems click on the Adobe Reader button to update the reader.

If you have a problem opening the .pdf click on the Get Adobe Reader button to update your version of Adobe.

Core Course Listing

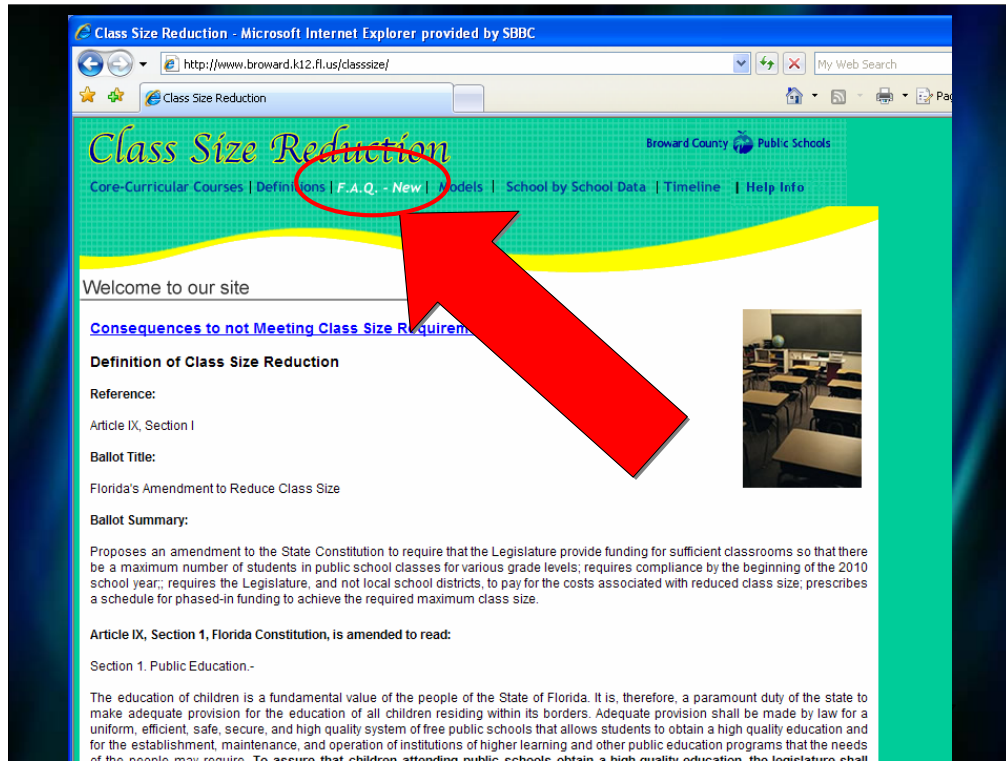
2007-2008 Class Size Core Course List

School Year	Course #	Course Title
2008	0700000	M/J INTRO FOR LANG 1
2008	0700010	M/J INTRO FOR LANG 2
2008	0700020	M/J INTRO FOR LANG 3
2008	0700300	HAITIAN CREOLE I
2008	0700310	HAITIAN CREOLE II
2008	0701000	M/J FRENCH BEG
2008	0701010	M/J FRENCH INT
2008	0701020	M/J FRENCH ADV
2008	0701320	FRENCH I
2008	0701330	FRENCH II
2008	0701340	FRENCH III
2008	0701350	FRENCH IV
2008	0701360	FRENCH V
2008	0701370	FRENCH VI
2008	0701380	ADV PL FR LANG
2008	0701390	ADV PL FR LIT
2008	0701391	AICE FR LANG
2008	0701392	AICE FR LIT
2008	0701394	PRE-AICE FR LANG I
2008	0701396	PRE-AICE FR LANG II
2008	0701800	FRENCH I PRE-IB
2008	0701810	FRENCH II PRE-IB
2008	0701820	FRENCH III PRE-IB
2008	0701830	FRENCH IV-B-IB

Core Courses that are included in the Class Size calculation include:

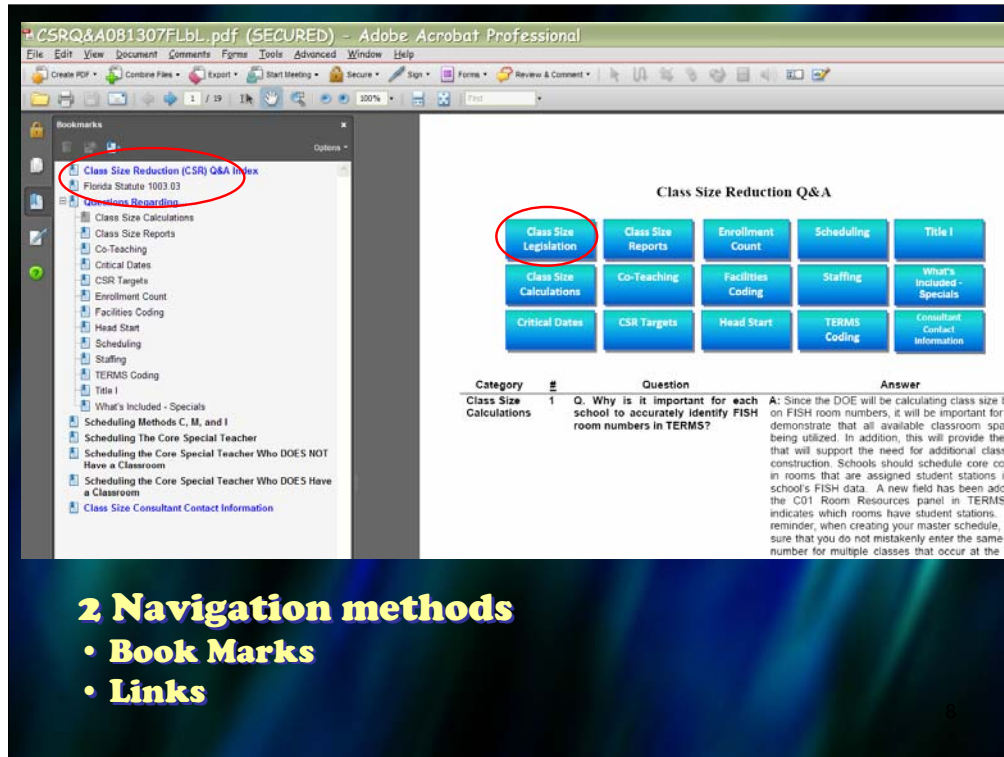
- Language Arts
- Science
- Mathematics
- Reading
- English
- Social Studies
- Foreign Language

Please reference the Web site for the complete Core Course listing.



The Frequently Asked Question tab will display a listing of questions that have been compiled over the last several years regarding common class size reduction issues.

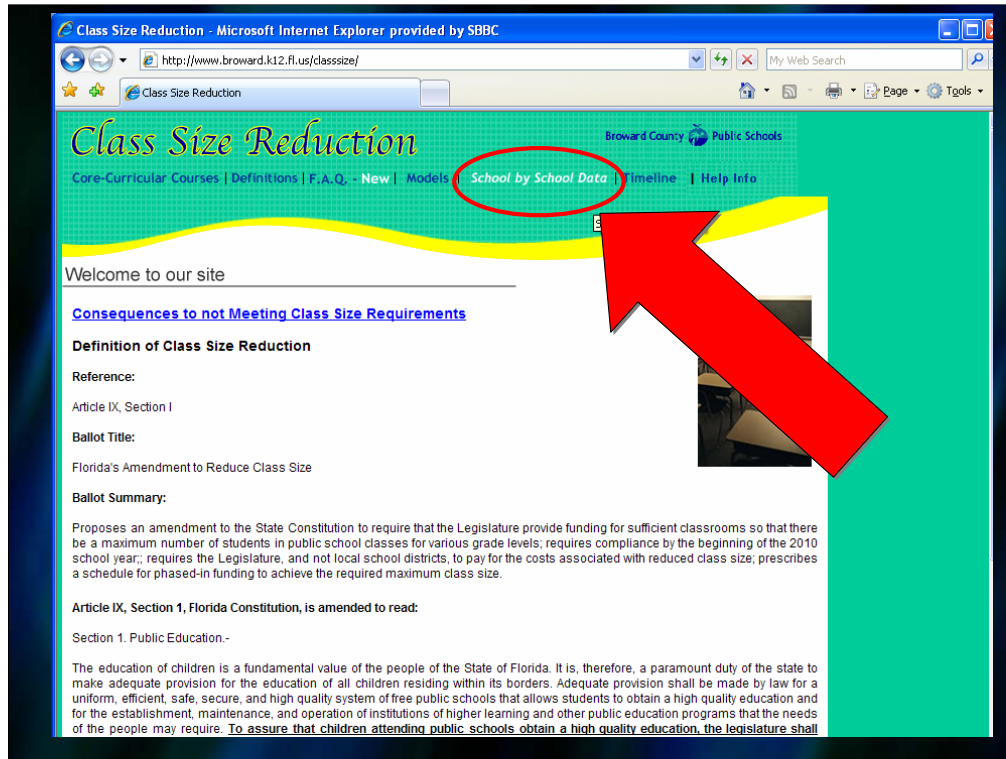
Within the **F.A.Q.** there is another link titled **Class Size Checklist** to assist schools in researching their class size data in TERMS.



There are two navigational methods to go through the Frequently Asked Questions. You should see bookmarks on the left with highlighting sections of the Table of Contents. The other links are found throughout the document, at the top and in the text are in blue.

If you do not see bookmarks on the left when you open the Q&A, please be sure that you are opening the link in Adobe and not the Mac software called Profile. Your technical specialist can assist you if you have problems opening this document properly in Adobe.

We will address some key class size reduction questions later in the presentation.



At this time, we will provide a high level view of the School by School Data tab and discuss some of the data that the class size consultants will be monitoring daily.



Select View by Area or View by School Type. Click on Go.



**2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER**



**Data Extracted From TERMS as of
09/10/2007**



**Data will be refreshed everyday in
the morning.**

AREA	Grades PK - 03 Average Class Size	Grades 04 - 08 Average Class Size	Grades 09 - 12 Average Class Size
NORTH	17.08	20.23	24.48
NORTH CENTRAL	17.43	20.14	22.13
SOUTH	17.47	21.02	24.15
SOUTH CENTRAL	16.52	20.98	25.02
AGENCY SCHOOLS	0	0	0
DISTRICT AVERAGE	17.19	20.64	24.15
CHARTER SCHOOLS		DJJ SITES	

Traditional schools should choose the **AREA** in which their school is located. To reach the charter school listing, click the **CHARTER SCHOOLS** link at the bottom of the page.

<div>  <div> 2007 - 2008 AVERAGE CLASS SIZE 1st SEMESTER </div> <div> Data Extracted from TERMS as of 08/11/2007 Data will be refreshed everyday in the afternoons. NORTH AREA </div> <div>  </div> </div>						
Click on the School to see Class Size details by Fish Number. ***IMPORTANT***All schools should check room by room to verify accuracy of projection.						
<div>Find Another Area</div>						
SCHOOL NAME	Grades PK - 03		Grades 04 - 08		Grades 09 - 12	
	Actual	Target	Actual	Target	Actual	Target
BLANCHE ELY HIGH					25.43	23.49
BRIGHT HORIZONS SCHOOL	5.00	18.00	7.00	22.00	8.00	25.00
CORAL GLADES HIGH SCHOOL					24.15	23.94
CORAL SPRINGS HIGH					25.13	23.65
CORAL SPRINGS MIDDLE			20.06	20.15		
COUNTRY HILLS ELEMENTARY	15.63	16.60	15.80	19.42		
CRESTHAVEN ELEMENTARY	11.00	17.78		17.34		
CROSS CREEK SCHOOL		18.00	4.70	22.00	7.10	25.00
CRYSTAL LAKE MIDDLE			20.16	21.67		
CYPRESS ELEMENTARY	14.66	16.84	18.80	19.10		
CYPRESS RUN EDUCATION CENTER		18.00	6.85	22.00	7.88	25.00

As the schools by area are displayed, the class size averages per school are listed per each grade level, Pk-3, Grades 4-8, and Grades 9-12. Again, recall that the CSR mandate is: Grades Pk-3 = 18, Grades 4-8 = 22, and Grades 9-12 = 25 for core courses. For 2007-08, this mandate will be calculated as an average per school as it was for 2006-07. Next year, period-by-period class size reduction will apply.

2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER

Data Extracted From TERMS as of 08/11/2007

Data will be refreshed everyday in the afternoons.
ROOM BY ROOM VIEW
SORTED BY FISH

Find Another School
Find Another Area
Sort by Main Grade
View Period By Period

Building Number	FISH Number	Main Grade	Grade Group	Average Class Size	Students	Periods
01	153	01	PK - 03	39	195.0	5
01	156	01	PK - 03	7	35.0	5
01	162	01	PK - 03	18.25	73.0	4
01	162	05	04 - 08	37.66	113.0	3
01	201	04	04 - 08	39.4	197.0	5

- **Average Class Size over mandates**
- **Too Few/Too Many Periods**
- **Too Few Students**

Class Size data elements that will be reviewed include:

- Average class size numbers that are over the mandated PK-3 = 18, 4-8 = 22, 9-12 = 25 students.
- Too few or too many periods
- Too few students

Common Problems

1st SEMESTER

Data Extracted From TERMS as of 08/11/2007

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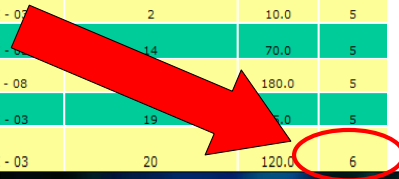
ROOM BY ROOM VIEW

SORTED BY FISH



Find Another School	Find Another Area	Sort by Main Grade	View Period By Period			
Building Number	FISH Number	Main Grade	Grade Group	Average Class Size	Students	Periods
01	153	01	PK - 03	39	195.0	5
01	156	01	PK - 03	7	35.0	5
01	162	01	PK - 03	18.25	73.0	4
01	163	01	PK - 03	22.25	89.0	3
01	224	03	PK - 03	2	10.0	5
01	225	03	PK - 03	14	70.0	5
11	1118	05	04 - 08		180.0	5
11	1120	02	PK - 03	19	95.0	5
99	031P	PK	PK - 03	20	120.0	6

Pre-K classes = 6 periods



Pre-K classes and elementary classes in general should be at 6 periods.

School & Grade Level Totals

SCHOOL TOTALS				
Grade Group	Target Class Size	Average Class Size	Total Students	Total Periods
09 - 12	22.83	25.54	5,212.0	204

Main Grade	Average Class Size	Total Students	Total Periods
09	26.50	2,094.0	79
10	24.64	1,257.0	51
11	25.13	1,131.0	45
12	25.17	730.0	29

Total Students / Total Periods = Average Class Size



15

High School calculation of Average Class Size – Remember, next year there will be no averages. Period by period class sizes will be in effect.

SCHOOL TOTALS				
Grade Group	Target Class Size	Average Class Size	Total Students	Total Periods
PK - 03	18.00	18.92	2,233.0	118
04 - 08	22.00	20.30	1,015.0	50

Main Grade	Average Class Size	Total Students	Total Periods
PK	19.33	348.0	18
KG	15.50	310.0	20
01	21.20	530.0	25
02	18.00	540.0	30
03	20.20	505.0	25
04	17.40	435.0	25
05	23.20	580.0	25

Elementary School – discussion regarding the possible solutions and considerations that could be utilized.

 2007 - 2008 AVERAGE CLASS SIZE 1st SEMESTER 			
Data Extracted From TERMS as of 09/10/2007			
Data will be refreshed everyday in the morning.			
AREA	Grades PK - 03 Average Class Size	Grades 04 - 08 Average Class Size	Grades 09 - 12 Average Class Size
NORTH	17.08	20.23	24.48
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CHARTER SCHOOLS		DJJ SITES	

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**2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER**

**Data Extracted from TERMS as of
09/10/2007**



Data will be refreshed everyday in the morning.

SCHOOL NAME	Grades PK - 03		Grades 04 - 08		Grades 09 - 12	
	Actual	Target	Actual	Target	Actual	Target
A-B-C CHARTER	22.60	18.00	21.89	22.00		
CAUSEWAY CHARTER	18.91	18.00	17.71	22.00		
CHAMPION CHARTER	22.40	18.00	23.33	22.00		
CRYSTAL CHARTER			21.61	22.00	21.81	25.00
DOVER CHARTER SCHOOL	18.25	18.00	21.50	22.00		
EAST CHARTER MIDDLE			20.75	22.00		
FOUNTAIN CHARTER	17.00	18.00	19.00	22.00		
GARDEN CHARTER			22.93	22.00		
JACARANDA CHARTER	17.50	18.00	23.50	22.00		
LOWELL CHARTER HIGH					24.92	25.00

From this page, click on your school's name to get to the room-by-room calculation for your school.

2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER

Data Extracted From TERMS as of 09/10/2007

Data will be refreshed everyday in the morning.

ROOM BY ROOM VIEW
SORTED BY MAIN GRADE

CHARTER SCHOOLS
A-B-C CHARTER

Find Another School

Find Another Area

Sort by Fish


View Period By Period

Building Number	FISH Number	Main Grade	Grade Group	Average Class Size	Students	Periods
01	502	KG	PK - 03	18	90.0	5
01	504	KG	PK - 03	20	100.0	5
01	102	01	PK - 03	28.5	171.0	6
01	103	01	PK - 03	18	90.0	5
01	108	02	PK - 03	38	228.0	6
01	503	02	PK - 03	40.83	245.0	6
01	506	02	PK - 03	31	155.0	5

19

The information on this page is room averages and at the end of this page, schools will find school averages by grade grouping (PK-3, 4-8, and 9-12), as well as averages by individual grade levels.

By choosing the View **Period By Period** button, schools can see a breakdown by period of what is scheduled in each room.




2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER

Data Extracted From TERMS as of 09/10/2007

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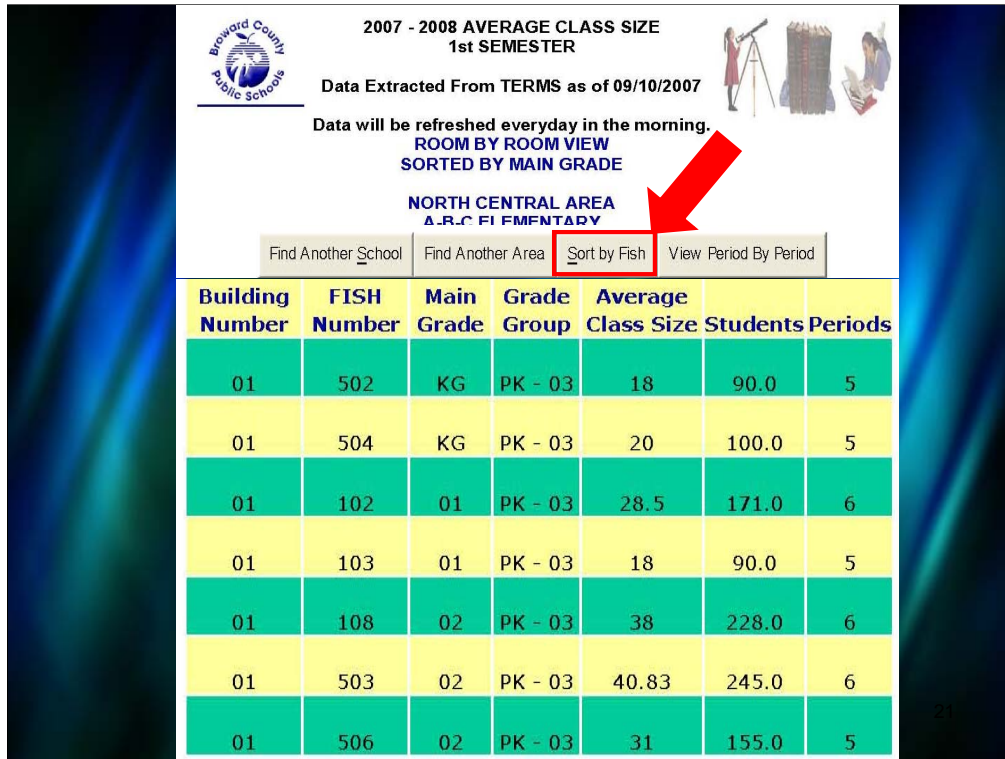
PERIOD BY PERIOD VIEW
SORTED BY FISH

CHARTER SCHOOLS
A-B-C CHARTER



Building Number	TERMS Room	FISH Number	Room Description	Student Stations	Main Grade	Average Class Size	Students	Period	Main Course
01	101	00101			KG	17	17.0	01	50100500
01	101	00101			KG	17	17.0	02	50100400
01	101	00101			KG	17	17.0	03	50120000
01	101	00101			KG	17	17.0	04	50200000
01	101	00101			KG	17	17.0	05	50210000

The Period by Period view shows the number of students and the courses by period. By choosing the **View Room Summary** button, you will return to the Room by Room summary.



Broward County Public Schools

2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER

Data Extracted From TERMS as of 09/10/2007

Data will be refreshed everyday in the morning.
ROOM BY ROOM VIEW
SORTED BY MAIN GRADE

NORTH CENTRAL AREA
A.B.C ELEMENTARY

Find Another School Find Another Area **Sort by Fish** View Period By Period

Building Number	FISH Number	Main Grade	Grade Group	Average Class Size	Students	Periods
01	502	KG	PK - 03	18	90.0	5
01	504	KG	PK - 03	20	100.0	5
01	102	01	PK - 03	28.5	171.0	6
01	103	01	PK - 03	18	90.0	5
01	108	02	PK - 03	38	228.0	6
01	503	02	PK - 03	40.83	245.0	6
01	506	02	PK - 03	31	155.0	5

The information on this page can be viewed by building and room number by clicking the **Sort by FISH** button. When viewing by room number the button will say **Sort by Main Grade**, which is the sort in this example.

When reviewing your class size averages on this page, check room by room to ensure accuracy. Do not focus solely on the school average.

For A-B-C Elementary, the averages for rooms 102, 108, 503, and 506 are too high. These rooms should be researched in TERMS to determine why the averages are so far above the PK-3 mandated average of 18.

PANEL:

C16. MASTER SCHEDULE QUERY

YEAR: 08

SCHL: 5000 A-B-C ELEMENTARY

COURSE	SEC/M		T	PRDS	D	TCH	TM	GE	BLD/RM 01503	PGM	STS	OCCUP	SF
00000000	106	HOMEROOM	3	0000	5	028		Y	01503	999	30	15	15 V
00000000	502	HOMEROOM	3	0000	5	021		Y	01503	999	35	22	22 V
50070200	106	SPANISH	3	0606	5	028		Y	01503	101	30	15	15 V
50070201	502	SPANISH	3	0688	5	005		Y	01503	101	35	22	22 V
50100400	106	LANG ARTS	3	0101	5	028		Y	01503	101	30	15	15 V
50100401	502	LANG ARTS	3	0101	5	021		Y	01503	101	35	22	22 V
5010050L	106	READ LAB	3	0606	5	044		Y	01503	101	30	15	15 V
5010050L	502	READ LAB	3	0688	5	044		Y	01503	101	35	22	22 V
50100500	106	READ	3	0202	5	028		Y	01503	101	30	15	15 V
50100501	502	READ	3	0202	5	021		Y	01503	101	35	22	22 V
5012000L	106	MATH LAB	3	0606	5	017		Y	01503	101	30	15	15 V
5012000L	502	MATH LAB	3	0688	5	017		Y	01503	101	30	22	22 V
50120000	106	MATH	3	0303	5	028		Y	01503	101	30	15	15 V
50120001	502	MATH	3	0303	5	021		Y	01503	101	35	22	22 V

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE

PAGE FULL...CONTINUE.

TERML: QPADEV

22

In TERMS, the C16 panel is used to query the master schedule records. By querying this panel for a particular room, all teachers, courses, periods and students scheduled in the room can be reviewed.

- Enter the building number and the room number in the BLD/RM field (do not use spaces or characters between the building and room numbers).
- Press Enter.
- Press the F8 key until the message "No Additional Pages" appears at the bottom of the screen.

Room 503 has an average of 40.83. The information from the query for this room on the C16 panel reveals a number of scheduling errors that are contributing to the high class size average. The "Page Full" message at the bottom of the screen indicates that there is more information for this room. In order to access the additional information, press the F8 key.

•Specials courses that are core courses, such as Spanish and Reading Lab, should not be included in the class size calculation.

- The 15 students scheduled in the period 0606 Spanish, Reading, and Math Lab specials on this page and the Science Lab special on the next page are being included in the class size calculation as 60 students in period 0606.

- In order to be excluded, the period should end in 88 (0688).

CONTINUED ON NEXT PAGE

PANEL:		C16. MASTER SCHEDULE QUERY										YEAR: 08	
SCHL:		5000 A-B-C ELEMENTARY											
COURSE	SEC/M		T	PRDS	D	TCH	TM	GE	BLD/RM 01503	PGM	STS	OCCUP	SF
50130000	106	MUSIC GEN	3	0606	5	025		Y	01503	101	30	15	15 V
50130001	502	MUSIC GEN	3	0688	5	025		Y	01503	101	35	22	22 V
5020000L	106	SCIENCE LAB	3	0606	5	013		Y	01503	101	30	15	15 V
5020000L	502	SCIENCE LAB	3	0688	5	013		Y	01503	101	30	22	22 V
50200000	106	SCIENCE	3	0404	5	028		Y	01503	101	30	15	15 V
50200001	502	SCIENCE	3	0404	5	021		Y	01503	101	35	22	22 V
50210000	106	SOCIAL STUDIES	3	0505	5	028		Y	01503	101	30	15	15 V
50210001	502	SOCIAL STUDIES	3	0505	5	021		Y	01503	101	35	22	22 V
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE													
NO ADDITIONAL PAGES...NEXT?												TERML: QPADEV	

CONTINUED FROM PREVIOUS PAGE

- The next problem for this room is that two teachers are scheduled for each subject in periods 0101 to 0303 on the previous page and 0404 and 0505 on this page.
 - Teacher 028 has 15 students for each period and subject and teacher 021 has 22 students.
 - The calculation counts only one course and one teacher for each period but includes all the students, giving periods 0101 to 0505 a total of 185 students (22 plus 15 equals 37, multiplied by 5 periods).
 - If this is a scheduling error and one of the teachers should be assigned to a different room, the correction would be a change to the room number on each of the master schedule records for one of the teachers.
 - If the two teachers are team teaching (co-teaching) in this room, then each course and period for each teacher must have a Scheduling Method C on the master schedule records (see next page). This will cause the total number of students to be divided by 2.

Currently the calculation for the room is 37 students in each of the periods 0101 through 0505 for a total of 185 plus the 60 students in period 0606, for a room total of 245 students and 6 periods. The resulting room average is 40.83 when the 245 total students are divided by the 6 periods.

Assuming this is a team teaching room, when the corrections are made in TERMS (see next page), the revised calculation for the room will be 18.5 students (22 plus 15, divided by 2) for each period 0101 through 0505, for a total of 92.5. The period 0606 courses and students will no longer be included in the calculation because the period will be changed to end in 88 (0688). The resulting room average will be 18.5 when the 92.5 total students are divided by the 5 periods.

PANEL:		C17. MASTER SCHEDULE										YEAR: 08				
SCHL:		5000 A-B-C ELEMENTARY										TYPE: 1				
CLASS:		COURSE SEC/M										SA XF DP P W		FLGS WGT CRS/LVL		
		50100500 106 READ										NC RE 0 N				
T PRDS	DAYS	TCHR	BLDG-RM	TP	STS	OCCUP	TIMES	MINS	DATES							
3 0202	MTWRF	028 SMITHFIELD	01 503	00	35	15 15	0900 1030	450	082007 060508							
VALUE:	CRDT	TRM	DUR	TOT	MAX	GREQ	QUAL:	PGM--E	HQT	C	O	GRADES	P S R	SCI	GE	DR
	1	1	180					101	Y Y	I	N	KG 03		Z	Y	Z
MISC:	C S A	ESOL	B	CL	SM	TTT	D V/A:	G W A P	FTE-1	FTE-2	FTE-3	FTE-4				
	1	1	01	C	C	Z	N N N N				
VOC:	SET	SUB-PGM														
GROUP:	CNTRL	OPT	TM													
	S															
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE																
Record is displayed...Next?																
TERML: QPADEV																

The Scheduling Method (SM) field will default to S for all courses except those that are block scheduling (Terms 6, 7, 8, and 9), in which case the default is the code of B. When teachers are team teaching (co-teaching), the Scheduling Method code should be changed to a "C" for each teacher. For each room and period in which two or more teachers have Scheduling Method C on their courses, the total number of students in those courses will be divided by the total number of teachers marked with Scheduling Method C.

PANEL:		C16. MASTER SCHEDULE QUERY										YEAR: 08	
SCHL:		5000 A-B-C ELEMENTARY											
COURSE	SEC/M		T	PRDS	D	TCH	TM	GE	BLD/RM	PGM	STS	OCCUP	SF
									01108				
77100100	900	LANG ART: K-5	3	0106	5	102		Y	01108	251	30	12	12 V
77100200	900	READ: K-5	3	0106	5	102		Y	01108	251	30	13	13 V
77120100	900	MATH: K-5	3	0106	5	102		Y	01108	251	30	12	12 V
77630400	900	SPCH THRPY:PK-5	3	0106	5	103		Y	01108	251	30	1	1 V
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE													
NO ADDITIONAL PAGES...NEXT?												TERML: QPADEV	

Room 108 is scheduled for the ESE pullout teacher and has a class size average of 38. A Speech Therapist is also scheduled in the room.

- Most likely the ESE teacher (102) sees small groups of students throughout the day, not 12 or 13 students at one time. This teacher should have a period for each group of students seen in each subject, not one period of 0106 to represent the full day.
 - Because period 0106 was used, the calculation counts the number of students in the course and section 6 times, once for period 01, once for period 02, once for period 03, and so on, for a total of 72 students for the Lang Art course, 78 students for the Reading course, and 72 students for the Math course.
- Though Speech Therapy is not a core course, the students in the course will be counted because it has been scheduled in a room with a core course.
 - The one student receiving Speech Therapy will be counted as 6 due to the use of period 0106.
- Because of the use of period 0106 on all the courses in the room, there is a total of 228 students and 6 periods for a class size average of 38.

The following actions will reduce the total number of students in the room:

- The period for the Speech Therapy course should be changed to 0188 so that the course and its students will not be included in the calculation.
- The master schedule for the ESE pullout teacher (teacher 102) should be revised to individual periods for each time a group of students is seen.
 - For example, if the teacher has a total of 5 periods with 8 students in three of the periods, 7 students in one of the periods, and 6 in another period, the total students in the room will be 37. When the 37 total students is divided by the 5 periods, the average for the room will be 7.4.
 - If the teacher sees Grade KG – 5 students, there is a possibility that some of the periods will fall under the PK-3 calculation and some under the 4-5 calculation. The grade with the most students will be the grade for the room and period (a tie goes to the highest grade).
 - Example: In a room and period with 5 second graders, 4 third graders, and 5 fourth graders, the grade for the room and period will be 4 and it will fall under the 4-5 calculation, even though there are more PK-3 students by group in the room than Grade 4-5 by group.

PANEL:		C16. MASTER SCHEDULE QUERY										YEAR: 08	
SCHL:		5000 A-B-C ELEMENTARY											
COURSE	SEC/M		T	PRDS	D	TCH	TM	GE	BLD/RM	PGM	STS	OCCUP	SF
									01506				
00000000	201	HOMEROOM	3	0000	5	042		Y	01506	999	35	31	31 V
50100400	201	LANG ARTS	3	0101	5	042		Y	01506	101	35	31	31 V
50100500	201	READ	3	0202	5	042		Y	01506	101	35	31	31 V
50120000	201	MATH	3	0303	5	042		Y	01506	101	35	31	31 V
50200000	201	SCIENCE	3	0404	5	042		Y	01506	101	35	31	31 V
50210000	201	SOCIAL STUDIES	3	0505	5	042		Y	01506	101	35	31	31 V
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE													
NO ADDITIONAL PAGES...NEXT?												TERML: QPADEV	

Room 506 has an average of 31. However, when researched in TERMS, there are no obvious scheduling errors.

However, 31 students per period is too high for a second grade class. Perhaps some of the students have been mistakenly scheduled with teacher 042 rather than another teacher. Or perhaps this is a team teaching room, but a master schedule has not yet been created for the other teacher.

PANEL:			C01. ROOM RESOURCES			YEAR: 08	
SCHL: 1001 1-2-3 ELEMENTARY SCHOOL							
A	BLDG-RM	FISH	DESCRIPTION	STUDENT	FAC	OTHER	SQFT
C				STATIONS		SCHL	
	01 244	104	PRIMARY CLASSROOM (K-3)	000	00		001150
	01 211	101	PRIMARY CLASSROOM (K-3)	000	00		001150
	99 10P	802	NOT ON STATE FISH FILE	000	00		000000
	99 11P	803	NOT ON STATE FISH FILE	000	00		000000
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE							
No additional pages...Next?						TERML: QPADEV	

When the FISH number and the TERMS room number are not the same, the scheduling in TERMS is done under the TERMS room number (such as 244, 211, 10P, and 11P in the above example) but the room numbers for the class size calculation will be the FISH numbers.

If 1-2-3 Elementary School found a class size average problem with FISH room number 104 on the class size website, they would not find any information on the C16 panel in TERMS by using 104 as the room number. The room number 244 must be used to research the C16 panel.

Any core courses scheduled in Rooms 10P and 11P will cause errors during the FTE survey and the State's calculation of class size. All FTE generated by courses scheduled in a room with the message of "Not on State FISH File" will be invalid because the FISH room number created on the teacher course record will not match the State FISH file. This will cause the teacher course record to be rejected by the State, which in turn causes the FTE being generated by the students scheduled in the course to be invalid and the students excluded from the class size calculation.

SSDD385 09/07/07 11:02:57		THE SCHOOL BOARD OF BROWARD COUNTY		PAGE: 2
		TERMS ROOM/STATE FISH NUMBER MATCH REPORT		
		1001 1-2-3 ELEMENTARY SCHOOL		
		SCHOOL YEAR: 08		
TERMS BUILDING	TERMS ROOM	TERMS FISH	DESIGN USAGE FROM DOE FILE	
07	702	702	PRIMARY CLASSROOM (K-3)	
07	703	703	PRIMARY CLASSROOM (K-3)	
07	704	704	PRIMARY CLASSROOM (K-3)	
07	711	711	PRIMARY CLASSROOM (K-3)	
07	712	712	PRIMARY CLASSROOM (K-3)	
07	713	713	PRIMARY CLASSROOM (K-3)	
07	714	714	PRIMARY CLASSROOM (K-3)	
07	715	715	PRIMARY CLASSROOM (K-3)	
07	716	716	PRIMARY CLASSROOM (K-3)	
07	717	717	PRIMARY CLASSROOM (K-3)	
07	718	718	PRIMARY CLASSROOM (K-3)	
60	MEDI	MEDI	***\ NO MATCH OF TERMS FISH /***	
60	10P	10P	***\ NO MATCH OF TERMS FISH /***	
60	101	101	RESOURCE ROOM	
60	102	102	RESOURCE ROOM	
60	106	106	PRIMARY CLASSROOM (K-3)	
60	107	107	PRIMARY CLASSROOM (K-3)	
60	2561	201	RESOURCE ROOM	
60	4187	206	PRIMARY CLASSROOM (K-3)	
60	5205	204	RESOURCE ROOM	
60	5206	203	RESOURCE ROOM	
60	5208	205	PRIMARY CLASSROOM (K-3)	
60	6248	6248	***\ NO MATCH OF TERMS FISH /***	
60	7283	7283	***\ NO MATCH OF TERMS FISH /***	
75	751	751	PRIMARY CLASSROOM (K-3)	
75	755	755	PRIMARY CLASSROOM (K-3)	
75	756	756	PRIMARY CLASSROOM (K-3)	
75	759	759	PRIMARY CLASSROOM (K-3)	
75	760	760	PRIMARY CLASSROOM (K-3)	
75	764	764	PRIMARY CLASSROOM (K-3)	
99	010P	010P	***\ NO MATCH OF TERMS FISH /***	
99	017S	017S	PRIMARY CLASSROOM (K-3)	
99	039K	039K	PRIMARY CLASSROOM (K-3)	
99	051P	051P	PRIMARY CLASSROOM (K-3)	
99	056P	056P	PRIMARY CLASSROOM (K-3)	
99	10P	802	***\ NO MATCH OF TERMS FISH /***	
99	11P	803	***\ NO MATCH OF TERMS FISH /***	
LOCATION TOTAL		85		
ROOMS FOUND		75	88 %	
ROOMS NOT FOUND		10	12 %	

The TERMS Room/State FISH Number Match Report is a printed version of the C01 Room Resources panel in TERMS. All courses scheduled in a room with the message of “No Match of TERMS FISH” will be invalid at the State because the FISH number created on the teacher course record will not match the State FISH file. This will cause the teacher course record to be rejected by the State, which in turn eliminates the course and the students scheduled in it from the State’s class size calculation. Also, the FTE being generated by the students scheduled in the course will be invalid.

Schools should contact the Capital Planning Department at 321-8369 whenever there is a room with a “No Match” message on this report or a description of “Not on State FISH File” for a room on the C01 Room Resources panel in TERMS.

2007 - 2008 AVERAGE CLASS SIZE
1st SEMESTER

Data Extracted From TERMS as of 08/27/2007

Data will be refreshed everyday in the afternoons.
PERIOD BY PERIOD VIEW
SORTED BY FISH

NORTH AREA
BLANCHE ELY HIGH

[Find Another School](#)
[Find Another Area](#)
[View Room Summary](#)

Building Number	TERMS Room	FISH Number	Room Description	Student Stations	Main Grade	Average Class Size	Students	Period	Main Course
01		112	VOCAL MUSIC CLASS (MIDDLE-SR HIGH)	028					
01		113	BAND CLASS (MIDDLE-SR HIGH)	050					
01		117	GENERAL MUSIC CLASS (MIDDLE-SR HIGH)	025					
01		130C	PRACTICAL HOME ECONOMICS LAB	012					
01		131	LARGE HOME ECONOMICS LAB	020					
01	184	184	SMALL DISTRIBUTIVE/DIVERSIFIED LAB	020	09	27	27.0	04	1000410U
01	187	187	RESOURCE ROOM		12	39	39.0	01	1006300P
01	187	187	RESOURCE ROOM		12	32	32.0	02	10014000
01	187	187	RESOURCE ROOM		12	30	30.0	04	10014000
01	188	188	SMALL DISTRIBUTIVE/DIVERSIFIED LAB	020	09	29	29.0	01	1200310C

Note the classrooms listed at the top of the room summary. There are no students or courses listed. This indicates that there are student stations coded for these rooms, but they have not been scheduled with core courses.

The red shaded rooms indicate spaces that are being scheduled with students, that are not coded in TERMS with student stations.

FISH Questions

Contact:

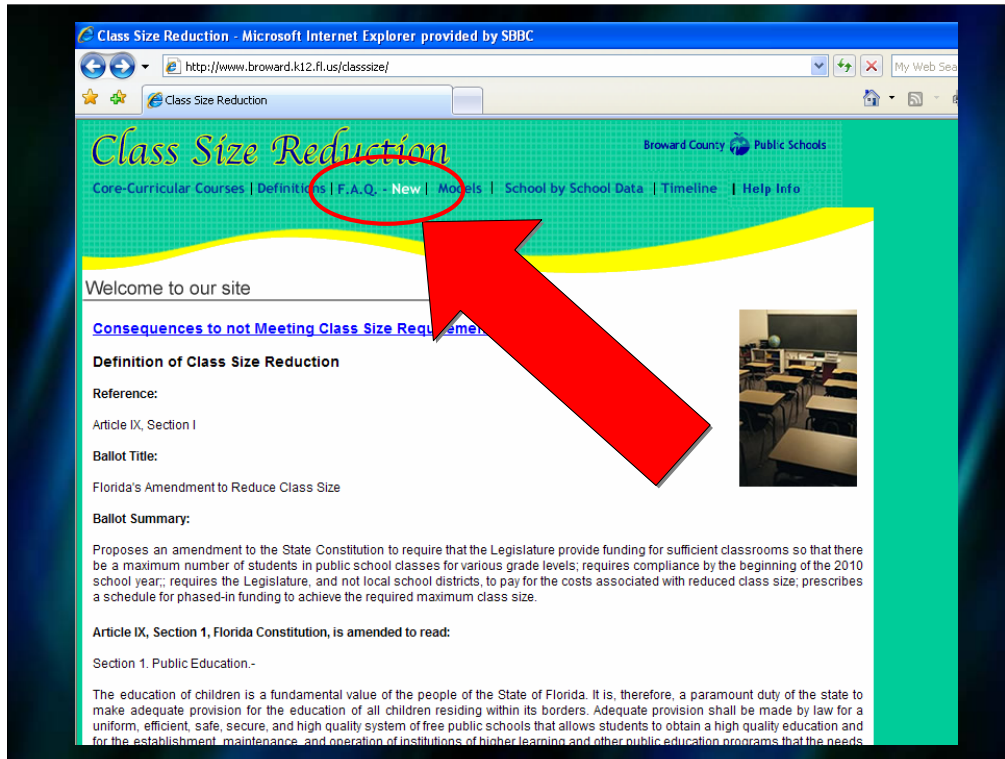
- Tom Getz – 754-321-8365
- Roberto Varas – 754-321-8369
- Marilyn Vrana – 754-321-8370

If you have questions regarding FISH please contact:

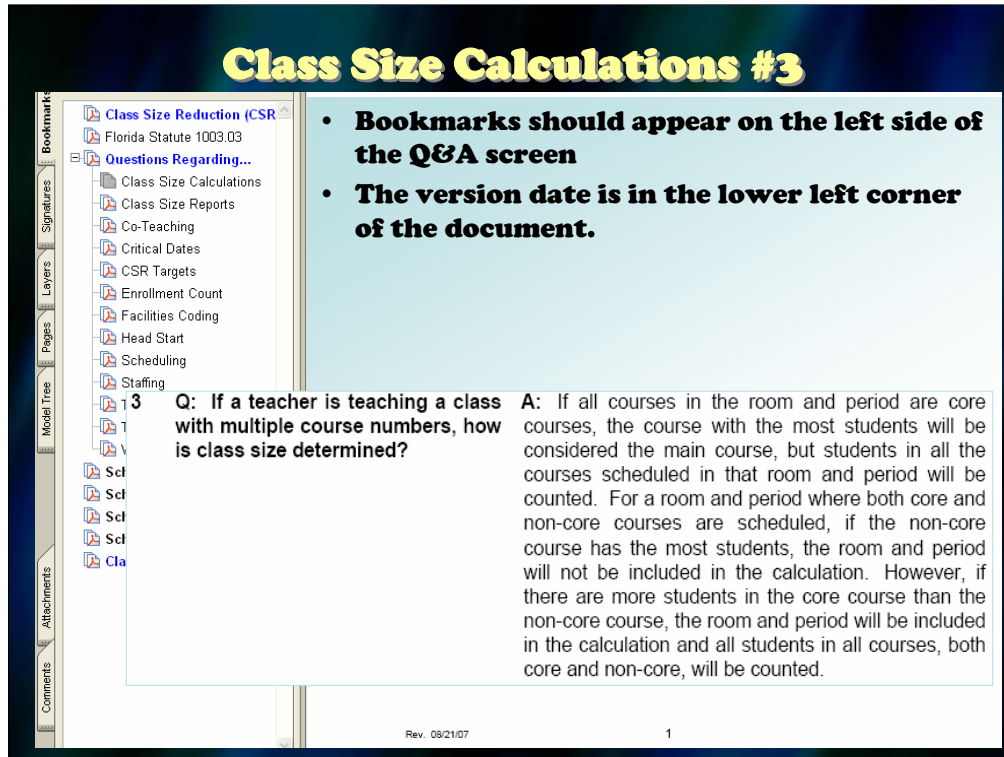
Tom Getz 754-321-8365

Roberto Varas – 754-321-8369, or

Marilyn Vrana – 754-321-8370



We will now cover in more detail some of the frequently asked questions. Return to the main Class Size Website and click on the “F.A.Q. (Frequently Asked Questions) – New” link.



Recall that bookmarks should appear on the left side of the Q&A screen. If they do not appear, check to see if you are using Adobe to open the document. Macintosh computers will sometimes default to using Profile to open a .pdf document.

The version date is in the lower left corner of the document. This information will be updated as new information is received. Check back frequently to view updated information.

We are going to review a selected number of the Frequently Asked Questions section of the class size website. Question 3 addresses how class size is calculated for the teacher who teaches a class that has multiple course numbers.

Class Size Calculations #9 & #12

Class Size Calculations 9 **Q: If a teacher is teaching a class with multiple course numbers, how is class size determined?** **A:** All students in all courses for a particular room number and period will be counted together as one class if the course with the most students is a core course.

Class Size Calculations 12 **Q: How is the state calculating class size for 2007-08?** **A:** The DOE will continue to use period-by-period data to calculate class size. They assign each period into a grade level category (PK-3, 4-8, 9-12) by counting the number of unduplicated students in the period. The single grade with the most students becomes the main grade for that room and period. For grades with equal number of students, the higher grade becomes the main grade. The school's average is calculated by counting all students in every period in which the main course is a core course and then dividing that number by the total periods reported. There will be no averages in 2008-09, only period-by-period class size.

2007-08 calculation example for FISH Room 101A

<u>Period</u>	<u>Class Load</u>	<u>Grade</u>
Period 01	25	3
Period 02	25	3
Period 03	25	3
Period 04	30	4

In the above example, because FISH 101A has three periods assigned to Grade 3, those periods and students will fall under the PK-3 grouping (18 students) in the calculation. Period 04 is assigned to Grade 4; therefore, those students will fall under the Grade 4-5 grouping (22 students).

Question 9 and 12 address how class size is calculated for the teacher who teaches a class that has multiple course numbers and how the state will calculate class size for the 2007-08 school year.

Class Size Reports & Co-Teaching #14 & #17

Class Size Reports	14	Q: How will the CSR process be monitored?	A: ETS will begin providing data student count (via the web) beginning the first day of school. The data will provide both period-by-period class size data as well as estimate class size averages for each school. This report will provide a breakdown by FISH room per school and will be updated each day to allow school, area and district staff to monitor class size estimates against the targets for each school and the district.
Co-Teaching	17	Q: How do we code Team Teachers on the AS/400?	A: Each teacher must have a course and section with students for every period in which team teaching (co-teaching) occurs. Use Scheduling Method "C" in the SM field on the C17 Master Schedule on the teachers' courses for every period in which they team teach.

CSR Report will reflect data changes daily

Questions 14 and 17 address the class size reports and how to code Team Teachers respectively.

Class Size Critical Dates #20, #21, & #22

Critical Dates	20	Q: Is there a deadline for withdrawing no-shows?	A: ETS will withdraw from TERMS students who have not entered school by August 31, 2007 (day 10). These students should not be included in the 10th Day Student Count.
Critical Dates	21	Q: What is deadline for entering schedules?	A: On August 31 st the 10 th Day Count is processed by the District. In order for this data to be accurate, student data should be complete and correct in the TERMS system. On September 14 th the first of three State data practice runs begin. Schools will be notified of class size reduction non-compliance at that time. This is the time to make corrections to data so that class size compliance information is accurately transmitted to the State.
Critical Dates	22	Q: What is the absolute last date to correct CSR data?	A: TERMS: October 12, 2007, 4:00 p.m. is the last day to make corrections in TERMS to FTE survey data, including Class Size Reduction data elements. As a reminder, all data in TERMS should reflect what was occurring in your school as of October 12, 2007, which is the last day of the October FTE Survey week. After that date, all corrections must be made in the External database. EXTERNAL: November 9, 2007, 4:00 p.m. is the deadline to correct data in External. Schools must monitor the ETS Bulletin for any changes to FTE processing dates.

Do not wait to make corrections to data!!!

Questions 20, 21, and 22 address critical class size dates.

These dates are crucial in order for the District to meet CSR compliance for the 2007-08 school year.

On August 31st ETS will withdraw students who have not entered school and generate the 10th day count. All student information and schedules should be entered.

September 14th is the first of three trial runs of CSR data to the State. Do not be fooled by the word "Trial". If your school is not in compliance, your Area Superintendent will be notified and the Class Size Consultant for your area will follow up with you to determine what issues exist with your data.

Class Size Critical Dates #26, & #42

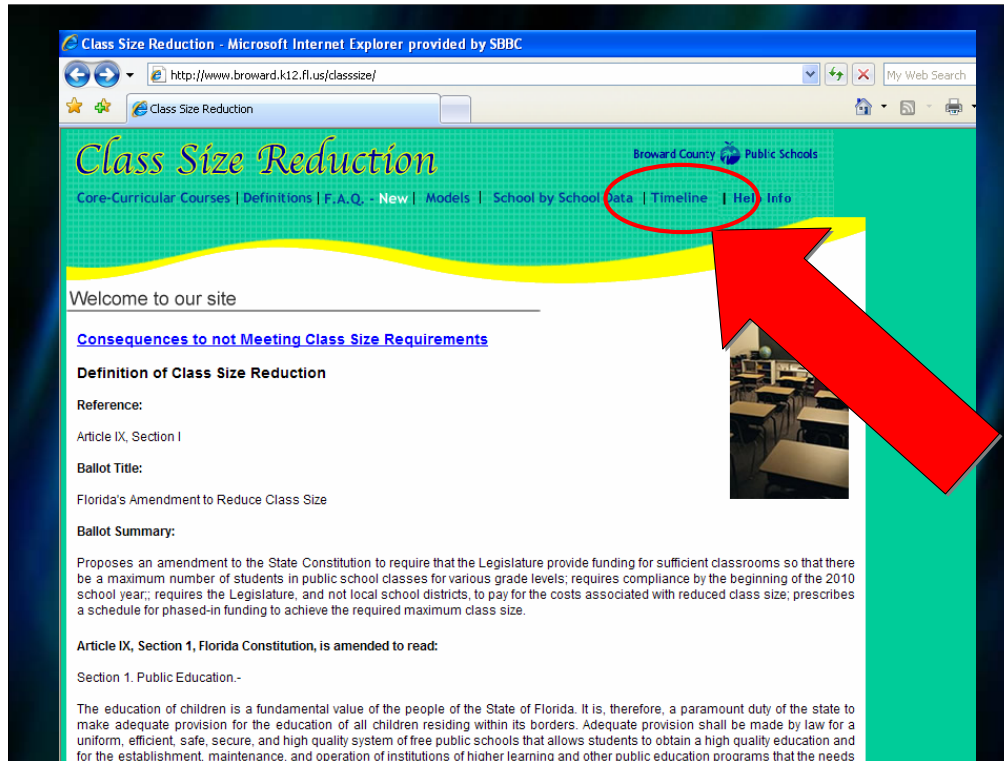
Enrollment Counts	26	Q: How will First, Tenth, and Twentieth Day Counts be handled this year?	A: The first day counts will be electronically reported by each school via an online application that will be available from the School Boundaries Web site, http://www.broward.k12.fl.us/schoolboundaries/home.htm . The tenth and twentieth day counts will be produced from the student enrollment data in TERMS on the twentieth day.
TERMS Coding	42	Q: For purposes of meeting CSR, can I add a teacher after October FTE survey week?	A: No. The State is calculating school averages as of the October FTE survey week; any staff entered into TERMS after the date certain (October 12, 2007) will not be included their calculation.

Blue text indicates a link

Blue text indicates a link to either a Web site address or another location within the document. Use the bookmarks on the left to navigate back to a particular section.

Questions 26 addresses the process by which enrollment counts are established. It is critical that data be entered for all students into the system by August 31st which is the District's 10th day count.

Question 42 addresses the question of whether or not a teacher may be added after the October FTE survey week. Once the October 12 FTE survey period is closed, adding a teacher will not be included in the class size calculation.



It is imperative that the timeline of data entry be followed. We will now review the Timeline information further. Return to the CSR main page and click on the Timeline tab.

Key CSR Dates

Class Size Reduction Timeline for Survey 2, 2007-08 Reporting	
Date:	Action:
August 28, 2007	Charter Schools Principals and DPC Training. Coral Springs Regional Library – 8:30 a.m.
August 29, 2007	DPC and AP Training, North and North Central Area Pompano Beach High School Auditorium, 8:00 a.m. – Elementary, 12:30 p.m. – Secondary
August 30, 2007	DPC and AP Training, South and South Central Area South Broward College, Ft. Lauderdale
August 31, 2007	10 th Day Count – Schedules need to be accurate and complete in TERMS. CSR monitoring process begins.
September 14, 2007	First send of “practice” Survey 2 data to the DOE for the purpose of calculating class size. Schools not in compliance will be notified.
September 17-20, 2007	Schools make changes as necessary in TERMS.
September 21, 2007	Second send of “practice” Survey 2 data to the DOE for the purpose of calculating class size. Schools not in compliance will be notified.
September 24-27, 2007	Schools make changes as necessary in TERMS.
September 28, 2007	Last send of “practice” Survey 2 data to the DOE for the purpose of calculating class size.
October 1, 2007	Class Size Reports available from the DOE. Schools not in compliance will be notified.
October 1-12, 2007	Schools make changes as necessary in TERMS.
October 12, 2007	Last day of FTE data entry – 4:00 p.m. Snapshot of data taken.
October 15, 2007	First send of Survey 2 data to the DOE.
October 16-18, 2007	Schools review and correct edit errors in both TERMS and External files.
October 19, 2007	Corrections made in External for Survey 2 sent to the DOE.
October 22, 2007	Class Size Reports available from the DOE. Schools not in compliance will be notified.
October 22-25, 2007	Schools review and correct edit errors in both TERMS and External files.

August 31, 10th Day Count
September 14th First Trial Data Run
October 12th – Final Data Snapshot

These dates are crucial in order for the District to meet CSR compliance for the 2007-08 school year.

August 31st is the 10th day count. All student information and schedules should be entered.

September 14th is the first of three trial runs of CSR data to the State. Do not be fooled by the word “Trial”. If your school is not in compliance, your Area Superintendent will be notified and the Class Size Consultant for your area will follow up with you to determine what issues exist with your data.

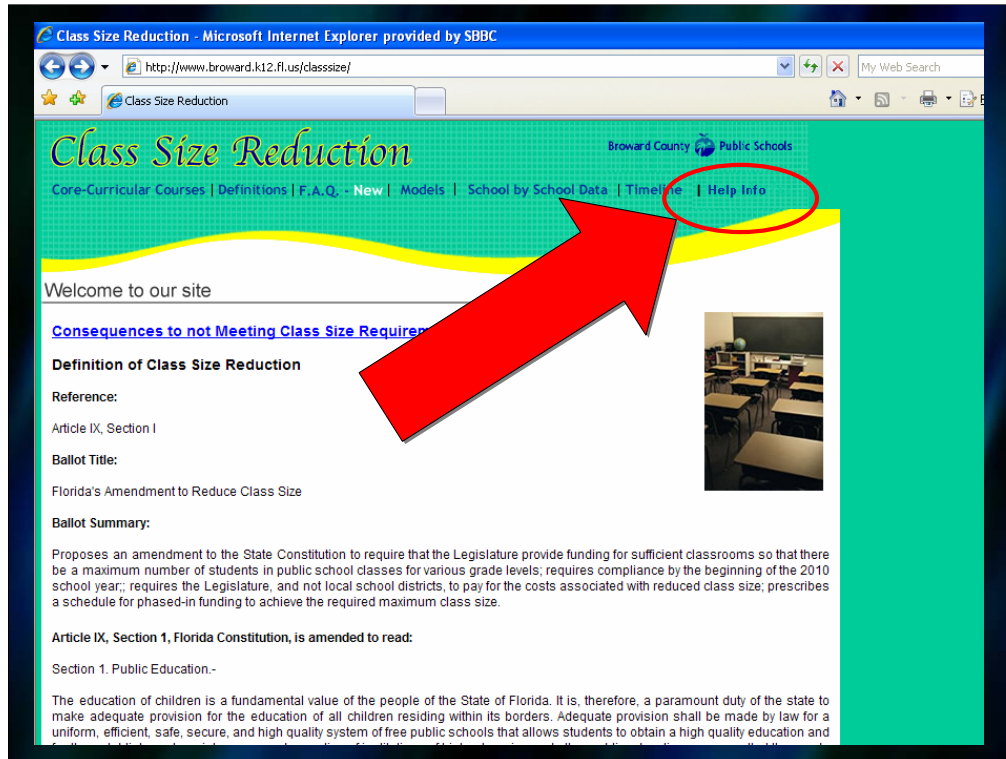
October 12th is the final data snapshot day. DO NOT WAIT UNTIL THIS DATE TO MAKE CHANGES TO DATA. Last year, the reason that the one school did not make compliance in February was due to a simple coding error, which could have been easily corrected earlier in the cycle.

In Summary

- **Pre-K periods should reflect 6 periods**
- **Elementary specials should end in 88**
- **Pullouts must be entered in TERMS**
- **Prompt and accurate data entry**
- **Create distinct numbers for each room scheduled**
- **Schedule and code co-teaching teaching situations accurately when scheduling two classes in same room, same period**
- **Balance disproportionate grade levels**
- **Monitor class size data daily**
- **Verify the number of periods**

In summary, verify the following:

- Pre-K periods should reflect 6 periods
- Elementary specials should end in 88
- Pullouts must be entered in TERMS
- Prompt and accurate data entry
- Create distinct numbers for each room scheduled
- Schedule and code co-teaching teaching situations accurately when scheduling two classes in same room, same period
- Balance disproportionate grade levels
- Monitor class size data daily
- Verify the number of periods



If you have questions, please recall that on the far right hand corner of the Class Size Reduction Web site is the Help Info Tab. This tab will display the contact numbers for the Class Size Reduction Consultants for each area.

Class Size Reduction

754-321-8372

Ron Clodfelter, North Area x. 2089
Jean Watts-Brown, North Central Area x. 2184
Mike Kinghorn, South Central Area x. 2191
Chris Pariso, South Area x. 2072
Larry Insel, Charter School x. 2181

At this time, we will break into groups by area to verify contact information and follow up with any area specific information.