



# Menasha Joint School District

The Menasha Joint School District uses the table below to establish an annual staffing plan. This table represents the information used to determine staffing for the 19/20 school year. Our intent is to begin the school year at the midpoint of the range allowing room for district growth throughout the school year.

Regular Education/Bilingual by Grade	Enrollment Range Students per Staff 1.0 FTE
4K	15-17
KG	18-20
1-2	20-23
3-4	23-25
5	25-27
6-8	26-28
9-12	26-28

The Menasha Joint School District uses the table below to establish an annual staffing plan. This table represents the information used to determine staffing for the 19/20 school year. The ranges were established with guidance from the Department of Public Instruction’s document titled “Options for Developing Caseloads” and district instructional approaches. Our intent is to begin the school year at the low end of the range allowing room for newly identified district students throughout the school year.

Special Education	Enrollment Range Students per Staff 1.0 FTE	
Early Childhood (3EC & 4K)	8-10	
Elementary School (5K-5 <sup>th</sup> grade)	8-10	
Middle School	10-15	
High School	15-20	
Speech and Language	Elementary	33-35
	Middle School	37-40
	High School	37-40

For Open Enrollment purposes:

- Projected Enrollments will include resident students, tuition waiver students under 121.84 Wis. Stats., and open enrolled students under section 118.51 (3) (a) that are currently attending.
- The district will use the low number in the given ranges when determining available space for open enrollment applicants, allowing for enrollment increases throughout the school year.

General Ed by Grade Level	Enrollment Range per FTE	Projected Enrollment	Projected FTE	FTE Ratio	Current TW	Open/Closed	TW Guaranteed Yes/No	Seats Available
4K	17-19	170-190	5	Open enrollment availability will be based on current enrollment and a student to teacher ratio of 16:1 at the end of April due to the inability to project actual enrollment.				
KG	18-20	173	10	17.3	2	Open	Yes	7
1	20-23	228	12	19.0	4	Open	Yes	12
2	20-23	205	11	18.6	4	Open	Yes	15
3	23-25	209	10	20.9	3	Open	Yes	21
4	23-25	235	10	23.5	3	Closed	Yes	3
5	25-27	227	10	22.7	2	Open	Yes	23
6-8	26-28	778	39.5*	27.5	10	Closed	Yes	10
9-12	26-28	940	44.5	27.5	15	Closed	Yes	15

\*Middle school uses a formula based on teacher’s teaching five sections per day.

Note – open seats in closed grades are for tuition waiver guarantees.

Bilingual by Grade Level	Enrollment Range per FTE	Projected Enrollment	Projected FTE	FTE Ratio	Current TW	Open/Closed	TW Guaranteed Yes/No	Seats Available
KG	18-20	40**	2	20.0	0	Open	No	6
1	20-23	36	2	18.0	1	Open	No	4
2	20-23	41	2	20.5	2	Closed	No	0
3	23-25	44	2	28.0	2	Open	No	2
4	23-25	23	1	11.5	0	Closed	No	0
5	25-27	45	2	22.5	1	Open	No	5
6-8	26-28	93	1.8	47.7	1	Closed	No	0
9-10	26-28	39	.4	107.5	1	Closed	No	0
Special Education Level & Minutes of Service per Week	Enrollment Range per FTE	Projected Enrollment	Projected FTE	FTE Ratio	Current TW	Open/Closed	TW Guaranteed Yes/No	Seats Available
Early Childhood	6-8	23***	4.5	5.1	0	Open	No	4
Elementary Special Education*** Minutes/weighted value 1-829 = 1 830-1669 = 2 1670-2100 = 3	8-10	132 weighted value = 1 7 weighted value = 2 17 weighted value = 3	24.5	8.04	5	Closed	No	0
Middle School Special Education Minutes/weighted value 1-829 = 1 830-1669 = 2 1670-2100 = 3	10-15	96 weighted value = 1 15 weighted value = 2 8 weighted value = 3	12.0	12.5	5	Closed	No	0
High School Special Education Minutes/weighted value 1-829 = 1 830-1669 = 2 1670-2100 = 3	15-20	99 weighted value = 1 17 weighted value = 2 20 weighted value = 3	9.7	19.9	0	Closed	No	0
Speech/Language*** (4K-5 <sup>th</sup> ) (EC)	33-35	246	7.0	35.1	2	Closed	No	0
Speech/Language (6-12)	37-40	117	3.0	39.0	1	Closed	No	0

\*\*Target enrollment. Actual enrollment based on parent interest and student need.

\*\*\*Due to significant number of special education referrals at the PK level, the number of projected students includes a 15% increase from actual student numbers. This was based on an analysis of the prior three years of referrals/placements made between January and June of the given years.

Special education enrollment is calculated using a weighted scale based on the amount of special education service a student receives, as recommended in the Department of Public Instruction's document titled "Options for Developing Caseloads".

**Application consideration process:**

- 1 – Determine if space is available in grade level
- 2 – Determine if space is available in special education program, if needed
- 3 – If space is not available in one or both areas, place student on waiting list

Action requested: Recommend approval of the Open Enrollment Capacity Guidelines  
Contact: Marci Thiry, Director of Special Services, thiry@mjsd.k12.wi.us, 967-1429

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Submitted January 28, 2019  
Meeting cancelled due to inclement weather  
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