

FY19 Custodial Allocation Guidelines

Background

For the 1999-2000 school year, funding for custodial staff was based on a calculation determined by ServiceMaster. Given ServiceMaster's departure from the district, it was necessary to develop the district's own custodial allocation formula. A committee of school principals, maintenance, and budget staff originally developed a new allocation formula for FY 2001. This committee was reconvened to address concerns and refine the formula for FY 2002. No changes have been made to the formula as of FY19.

Allocation Formula

Custodians will be funded based on the following factors:

1. Student Factor

1 custodian for every 225 students.

Special Education Schools - 1 custodian for every 75 students.

2. Area Factor

All Schools - 1 custodian for every 27,150 square feet. Please note that funded square footage is adjusted to include portables.

Fundable Square Footage

The State's Florida Inventory of School Houses (FISH) report serves as the data source for facility square footage information. A calculation has been done to arrive at a funded square footage for each school as follows. The bathroom square footage included within the FISH report total building square footage has been isolated and added to the total square footage an additional two (2) times. Therefore, bathroom square footage is counted three (3) times in the calculation of total funded building square footage. Portables with restrooms have been weighted as well. Patios, storage rooms, mechanical rooms, electrical rooms and greenhouses are excluded from the total square footage of the building. 100% of the square footage for covered walkways has been added back into the total funded building square feet. Portable square footage has been calculated at 1,500 square feet per portable. Portables vary in size, but the average portable is approximately 900 square feet. By crediting each school with 1,500 square feet per portable, the formula is recognizing the additional work associated with portables (i.e., travel between units, navigating stairs with equipment, etc.).

A. Cleaning Custodians Needed

The Area Factor constitutes 75% of the equation and the Student Factor represents the other 25%. Multiply the two (2) factors by the aforementioned percentages and add the products. Round to the nearest half position. This includes the custodial foreperson.

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- B. Day Time Custodians**
- Elementary and Middle
1.0 position (all schools)

 - High
1.5 positions

 - Special Education
1.0 position

 - Career Academy
1.0 position
- C. Stadium/ Unique Custodians** High schools with a football stadium will receive .50 custodian to assist with the cleaning of that facility. A.W. Dreyfoos receives two (2) custodian positions for unique requirements associated with their performing arts program.
- D. Glades Area Schools/ Unique Custodians** The twelve (12) schools located in the Glades Area receive one additional custodian beyond the regular formula to assist with the additional cleaning requirements associated with Glades muck and burning of sugar cane in the area.
- E. Adult Education Centers** School facilities which have an Adult Education Center will receive a custodial allocation based on the size of the adult education center/community school budget.
- Custodial Allocations are as follow:
- Total Budget up to \$500,000:
0.50 position

 - Total Budget \$500,000 to \$1,000,000:
1.00 position

 - Total Budget over \$1,000,000:
1.50 positions

The allocation is based on applying the formula to the best available data. Student enrollment will be based on projections. The FISH report will serve as the data sources for building square footage. Once all of the data is input into the staffing model, a number of custodians needed (rounded to the nearest half position) will be established for each school. Schools will receive a custodial allocation based on the number of positions determined by the formula.

Schools may request budget trade-offs, redirecting existing resources, to add additional custodial units. Allocated custodial positions cannot be traded off for other items.