



**FLORIDA DEPARTMENT OF EDUCATION  
TALLAHASSEE, FLORIDA 32399-0400**

**Tom Gallagher  
Commissioner**

**November 12, 1999**

**Wayne V. Pierson  
Deputy Commissioner for  
Planning, Budgeting and Management**

**CONTACT PERSON  
NAME: Suzanne A. Marshall  
PHONE: (850) 487-1130**

**SUNCOM: 277-1130**

**DPBM No.: 00-36**

**MEMORANDUM**

**TO:** District School Superintendents  
**FROM:** Wayne V. Pierson  
**SUBJECT:** Class Size Reduction

The 1999 Legislature, in Specific Appropriation 19A of Senate Bill 2500, provided \$100,000,000 from General Revenue to Fixed Capital Outlay to construct classroom facilities to serve public school students in Kindergarten through Grade 3. The appropriation required that the Commissioner submit a plan to the State Board of Education which considered student membership in Kindergarten through Grade 3 relative to classroom facilities classified as satisfactory, local effort to address overcrowding, projected enrollment trends, and facility construction in Kindergarten through Grade 3 in each district through FY 2004-2005. The appropriation also required that the funding be approved for specific K-Grade 3 class size reduction projects and disbursed to meet the cash flow demands of the construction project. The proportioning of funds was developed in conjunction with and reviewed by both the House and Senate leadership and the Office of Economic and Demographic Research. The distribution plan was approved by the State Board of Education at its October 26, 1999, meeting.

**The Commissioner's Plan:**

I. Because these are General Revenue funds, the plan establishes a deadline of January 28, 2000, for receipt of specific class size reduction project proposals. After the deadline, available funding allowances for districts which have not responded with a proposal will be reassigned to other districts. These proposals must be made on a school-by-school basis. The fund allowance for your district is included on the attached list.

2. A proposal form is attached and can also be found on the Departments Facilities Budgeting website at the following address: <http://www.firn.edu/doe/bin00046/home0046.htm>

**1702 ♦ The Capitol ♦ Tallahassee, Florida 32399 ♦ (850) 488-6539 ♦ FAX (850) 922-9620**

**<http://www.fim.edu/doe>**

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Completion of the form for each project will include:

- a. The proposed project's page from the district's five-year survey, or a spot survey including a revised Table 2.
- b. Page(s) from the Five-Year Work Program or amended Five-Year Work Program.
- c. A copy of a school board agenda action item and date of approval, in which the board commits to fund and maintain the 1:20 teacher student ratio for the proposed project(s) included in the program. If the proposed student stations resulting from the project(s) will exceed the district's five year projection of need calculated by the survey, include in the board's action a request for an exception to the survey for the project(s) (s. 235.155, F.S.).

If you have questions, you may contact staff in the Bureau of Educational Facilities at (850) 487-1130 or SUNCOM 277-1130.

WVP/smi

Attachments

cc: Jeanine Blomberg  
George N. Green  
Suzanne A. Marshall  
John A. Watson  
Charles Wooten  
District Facilities Planners w/attachment  
District Finance Officers



Florida Department of  
Education  
www.firn.edufdos

**DEPARTMENT OF EDUCATION  
1999 PROPOSAL FOR CLASS SIZE REDUCTION  
KINDERGARTEN - GRADE 3  
SPECIFIC APPROPRIATION 19A, SB2500**

Educational Facilities, Rm 1054, 325 W. Gaines Street, Tallahassee, FL 32399

Commissioner Tom Gallagher

**DEADLINE FOR PROJECT SUBMITTAL: JANUARY 28, 2000**

After January 28, 2000, available funding allowances for districts who have not submitted proposals, will be reassigned to other districts.

**DISTRICT:**

**SCHOOL NAME:**

**SCHOOL CODE NUMBER:**

**PROJECT DESCRIPTION:** (Include grade levels, current number of students per classroom, planned number of student stations, resulting number of students per classroom per grade level.)

**CONSTRUCTION INFORMATION:** Please use the "K-3 Class Size Reduction General Revenue" form to identify individual projects, and forms OEF 352 and OEF 442 for Encumbrance and Disbursement requests.

**SUPPORTING DATA:**

- \_\_\_\_\_ Attached is the project page (or pages) from the 5-year survey, or Spot Survey.
- \_\_\_\_\_ If Spot Survey attached, included is the revised Table 2 adjusted for new project.
- \_\_\_\_\_ Attached is a copy of the page (or pages) containing K-3 project(s) from the District's 5-Year Work Program, or amended 5-Year Work Program.

**SCHOOL BOARD ACTION ITEM:**

- \_\_\_\_\_ Attached School Board Action that commits the District to fund and maintain the 1:20 teacher student ratio for the proposed project(s) included in the program. If proposed student stations resulting from the project(s) will exceed the District's five year projection of need calculated by the survey, include in the board's action a request for an Exception to the Survey for proposed project(s) (s.235.155 F.S.).

**APPLICATION PREPARED BY:**

Name & Title: \_\_\_\_\_  
Telephone & E-Mail: \_\_\_\_\_

**SUPERINTENDENT'S SIGNATURE:**

\_\_\_\_\_ Date: \_\_\_\_\_

## STATE BOARD OF EDUCATION AGENDA ITEM - OCTOBER 26, 1999

Specific Appropriation 19A, in 1999 Senate Bill 2500, provided \$100,000,000 from General Revenue to Fixed Capital Outlay to construct classroom facilities to serve public school students in Kindergarten through Grade 3.

### Requirements of Appropriation

The appropriation stipulates that the Commissioner submit a plan for equitable allocation of the funds to the State Board of Education.

### Methodology

The proportioning of funds was developed in conjunction with and reviewed by the Office of Economic and Demographic Research, and both the House and Senate leadership.

### Proposal for Distribution of Funds

After the Department receives State Board of Education approval of the list of districts and plan for distribution of funds:

1. The Department will notify the districts of allocation plan and request proposals for projects.
2. By January 28, 2000, the districts shall submit to DOE specific class size reduction project proposals on a school by school basis, showing use of identified fund allowances. The proposals shall include:
  - a. Facilities Planning 5-year Survey - Pages from the existing survey supporting new k-3 classroom construction, a spot survey, or a waiver request if needed.
  - b. Amended 5-Year Work Program.
  - c. A copy of a school board agreement and date approved by the board, shall be included in which they commit to fund and maintain the 1:20 teacher student ratio for the proposed projects included in the program.
3. After January 28, 2000, available funding allowances for districts who have not submitted proposals will be reassigned to other districts.
4. Funds will be disbursed to the districts as needed to meet the cash flow demands of the construction projects.