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:

1. 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.firm.edu/doe/bin00046/home0046.htm
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
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: _________________

Telephone (850) 487-1130;  SUNCOM 277-1130;  Fax (850) 488-1677
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.