



Weston Public Schools
Full Time Equivalent (FTE) Calculator

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	FTE Calculator	Revised Date:	May, 2012
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Policy: No false or misleading reports shall be issued.

The purpose of the FTE Calculator is to have a consistent manner to translate the Master Schedule into a financial picture. The FTE Calculator is used in budget preparations and review.

Completed By:	Assistant Superintendent for Finance and Operations	Reviewed By:	Administrative Council Members
Approved By:	N/A	Entered By:	Assistant Superintendent for Finance and Operations
Form Title:	FTE Calculator	Estimated Time Frame:	As Needed

Process for Completion:

Approximately 87% of the district's budget is directly related to salary compensation. Therefore, accurately projecting and monitoring staffing is important.

The FTE calculator was developed to translate the Master Schedules, primarily at the Middle and High Schools, into a budget plan. With annual changes in enrollment, the FTE calculator is used to determine the increases and decreases across departments within a building.

Elementary:
 The Elementary FTE Calculator is attached. Simply update the salary data for Teacher (M8 on the WEA contract) and Instructional Aide (Step 3 on the WAPA contract). Enter in the number of sections that are changing by grade. The sheet will calculate the FTE and associated dollars to be used in budget preparations.

Middle and High Schools:
 The Middle School FTE Calculator is attached. Following the same instructions above, the sheet will calculate the change in FTE and associated dollars.

At the Middle and High School, the calculations are as follows:

D1	Quarter	0.0125	Sem.	0.0250	Year	0.0500
D12	Quarter	0.0250	Sem.	0.0500	Year	0.1000
D123	Quarter	0.0375	Sem.	0.0750	Year	0.1500
D1234	Quarter	0.0500	Sem.	0.1000	Year	0.2000
D12345	Quarter	0.0625	Sem.	0.1250	Year	0.2500

The FTE Calculator is updated as program changes necessitate.

For additional information, please contact:

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Weston School Committee Policy: Professional Staff Positions, GCA

Country and Woodland

		FTE	Subject	Grade	FTE	Cost	Object	\$	\$ Sub-Total	FTE Sub-Total
Grade K Action	Section	1.0000	Grade	K	-	\$ -	200	\$ -		
		0.9060	Aide	K	-	\$ -	200			
		0.0250	Art	K	-	\$ -	210			
		0.0250	Music	K	-	\$ -	245			
		-	Spanish	K	-	\$ -	225			
		0.0500	PE	K	-	\$ -	250			
								Grade K Total:	\$ -	-
Grade 1 Action		1.0000	Grade	1	-	\$ -	201			
		0.0500	Art	1	-	\$ -	210			
		0.0500	Music	1	-	\$ -	245			
		0.0500	Spanish	1	-	\$ -	225			
		0.0500	PE	1	-	\$ -	250			
								Grade 1 Total:	\$ -	-
Grade 2 Action		1.0000	Grade	2	-	\$ -	202			
		0.0500	Art	2	-	\$ -	210			
		0.0500	Music	2	-	\$ -	245			
		0.0500	Spanish	2	-	\$ -	225			
		0.0500	PE	2	-	\$ -	250			
								Grade 2 Total:	\$ -	-
Grade 3 Action		1.0000	Grade	3	-	\$ -	203			
		0.0500	Art	3	-	\$ -	210			
		0.0500	Music	3	-	\$ -	245			
		0.0500	Spanish	3	-	\$ -	225			
		0.0500	PE	3	-	\$ -	250			
								Grade 3 Total:	\$ -	-

Field School

		FTE	Subject	Grade	FTE	Cost	Object	\$	\$ Sub-Total	FTE Sub-Total
Grade 4 Action	Section	1.0000	Grade	4	-	\$ -	204			
		0.0500	Art	4	-	\$ -	210			
		0.0500	Music	4	-	\$ -	245			
		0.0500	Spanish	4	-	\$ -	225			
		0.0750	PE	4	-	\$ -	250			
								Grade 4 Total:	\$ -	-
Grade 5 Action		1.0000	Grade	5	-	\$ -	205			
		0.0500	Art	5	-	\$ -	210			
		0.0500	Music	5	-	\$ -	245			
		0.0500	Spanish	5	-	\$ -	225			
		0.0750	PE	5	-	\$ -	250			
								Grade 5 Total:	\$ -	-

Middle School

		FTE	Subject	Grade	FTE	Cost	Object	\$	\$ Sub-Total	FTE Sub-Total
Grade 6 Action	Section	0.1500	Reading	6	-	\$ -	220			
		0.2500	English	6	-	\$ -	220			
		0.2500	Social Studies	6	-	\$ -	265			
		0.2500	Science	6	-	\$ -	260			
		0.2500	Math	6	-	\$ -	240			
		0.1500	Art, Drama, Music, Comp. Lit	6	-	\$ -	var			
		0.1000	Foreign Lang.	6	-	\$ -	225			
		0.0500	Health	6	-	\$ -	250			
		0.1000	PE	6	-	\$ -	250			
									Grade 6 Total:	\$ -
Grade 7 Action		0.2500	English	7	-	\$ -	220			
		0.2500	Social Studies	7	-	\$ -	265			
		0.2500	Science	7	-	\$ -	260			
		0.2500	Math	7	-	\$ -	240			
		0.2000	Art Rotation	7	-	\$ -	var			
		0.2000	Foreign Lang.*	7	-	\$ -	225			
		0.0500	Health	7	-	\$ -	250			
		0.1000	PE	7	-	\$ -	250			
									Grade 7 Total:	\$ -
Grade 8 Action		0.2500	English	8	-	\$ -	220			
		0.2500	Social Studies	8	-	\$ -	265			
		0.2500	Science	8	-	\$ -	260			
		0.2500	Math	8	-	\$ -	240			
		0.2000	Art Rotation	8	-	\$ -	var			
		0.2000	Foreign Lang.*	8	-	\$ -	225			
		0.1500	PE/Health	8	-	\$ -	250			
								Grade 8 Total:	\$ -	-

TOTAL: \$ - \$ -

NOTES:

* Foreign Language in Grades 7 and 8 is dependent on the language choices made by students; need to review with JG before adjusting.

** Does not include section calculations for APE, Topics, Chorus, Instrumental, Jazz, Madrigals, Electives, etc.