



Marva Johnson, *Chair*  
Andy Tuck, *Vice Chair*  
*Members*  
Gary Chartrand  
Ben Gibson  
Tom Grady  
Michael Olenick  
Joe York

**CONTACT PERSONS:**

**NAME:** Lee Davis  
Kenneth Dukes  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Pam Stewart

**DATE:** December 5, 2018

**SUBJECT: 2018-19 Class Size Reduction Compliance**

Section 1003.03(2), Florida Statutes (F.S.), requires the Florida Department of Education (department) to calculate annually class size measures based upon the October full-time equivalent (FTE) student enrollment survey (Survey 2). Compliance with class size maximums will be determined using final Survey 2 data, which will include all amendments made through December 15, 2018. After this date, no amendments may be made to Survey 2 data.

Section 1003.03(4)(a), F.S., requires a reduction in class size categorical funding for districts and charter schools that are out of compliance with class size requirements. The department will notify school districts regarding the status of their compliance with class size requirements following the processing of Survey 2 amendments in December. Districts and charter schools will be notified in January 2019 of any reduction in funding. Any district-operated school or charter school that is out of compliance at this time will be required to submit a class size compliance plan by February 1, 2019, that explains the actions the district or charter school will take to ensure compliance in the following year. A template for this plan will be provided by the department. A compliance plan for a district-operated school must be certified by the district school board. A charter school's compliance plan must be certified by the charter school's board of directors.

Section 1003.03(4)(c), F.S., authorizes the commissioner to recommend an alternate reduction amount if there is evidence that class size requirements were not met despite appropriate efforts to do so or because of an extreme emergency. A district or charter school may appeal to the commissioner by submitting evidence documenting why the class size requirements were not met. The appeal should be based on extenuating circumstances, such as data reporting errors. Extenuating circumstances presented by a district or charter school will be considered on a case-

by-case basis. All appeals must be based on final Survey 2 data, after the survey closes on December 15, 2018. As in previous years, appeals on the basis of data reporting errors must be submitted through the department's appeal web application, and all appeals not based on data reporting errors must be submitted through ShareFile. The deadline to submit all appeals and supporting documentation is January 11, 2019. Additional information regarding the appeal process will be provided in the commissioner's next December 2018 memorandum notifying districts of the October 2018 class sizes.

By February 15, 2019, the commissioner may recommend, subject to approval of the Legislative Budget Commission, the reduction of an alternate amount of funds from the district's class size reduction categorical allocation. This alternate reduction will include any adjustments for approved appeals, as well as any adjustment for unexpected growth.

Upon approval of the alternate recommendation, the department will notify districts of the alternate reduction and prepare the 2018-19 Class Size Reallocation and Restoration calculation, which will reallocate up to 25 percent of the total reduction to districts and schools that were in compliance. The remaining balance of the reduction funds will be restored to districts and charter schools that were not in compliance with class size requirements, provided they submitted a class size compliance plan by February 1, 2019.

#### **Time Line for Class Size Compliance**

- December 5, 2018 - Memorandum outlining the class size reduction process and time line for appeals.
- December 2018 - Commissioner notifies districts of the October 2018 class sizes. Appeal process begins for districts and charter schools that are not in compliance. Compliance plans may be submitted to the commissioner.
- January 2019 - Commissioner notifies districts of initial reduction calculation.
- January 11, 2019 - Deadline for notification of appeals and submission of appeals and supporting documentation.
- January 2019 - Review of appeals.
- February 1, 2019 - Deadline for districts' and charter schools' submission of class size compliance plans.
- February 15, 2019 - Deadline for the commissioner's submission of an alternate reduction calculation to the Legislative Budget Commission.
- February – May 2019 - Approval of reduction calculation by the Legislative Budget Commission or enactment of the 2019-20 fiscal year budget, to include language that approves the reduction calculation.
- February – May 2019 - Following approval of the reduction calculation, calculation of reallocations and restorations.

District School Superintendents

December 5, 2018

Page Three

Please call Lee Davis at 850-245-0405 with questions regarding the class size reduction requirements or calculation, and call Kenneth Dukes at 850-245-0400 with questions regarding the class size processing or reports.

PS/jb

cc: District Finance Officers  
District Charter School Directors  
District MIS Directors