KEY PILLAR 3 OPERATIONAL EFFICIENCIES

PRIORITY AREA: 3.2 Staffing Analysis

Goal 3.2.A. The district will create systems for greater transparency, examination of current realities, and programs and procedures to retain, hire, and prioritize needs based on vision, mission, and goals.

Strategy/Action	Champion (person(s) responsible)	Performance Measures	Resources Needed/Source of Funding	Start Date	Completion Date
3.2.A.a. Analyze and align learning goals (Response to Intervention, Professional Learning Communities, and Real-World Learning) to full-time equivalent (FTE) staffing.	Executive Director of Student Services Building Administration	Student Data	N/A	Fall 2026	Spring 2026
3.2.A.b. Conduct a comprehensive analysis of classified staff positions, comparing them to similar districts and in alignment with Missouri School Improvement Program 6 (MSIP 6) standards.	Executive Director of Operations Executive Director of Human Resources Executive Director of Special Education	100% of existing classified staff positions are documented, including roles, responsibilities, pay scales, and FTE allocation Benchmark at least 5 comparable Missouri districts are analyzed for staffing structure, compensation, and classification	Peer district data. Internal staffing and workload metrics. Operations staff time.	Spring 2026	Fall 2026

Strategy/Action	Champion (person(s) responsible)	Performance Measures	Resources Needed/Source of Funding	Start Date	Completion Date
3.2.A.c. Create a consistent and transparent form of communication for sharing staff analysis information; update and distribute this information annually.	Executive Director of Human Resources Communication Department	Information is publicly accessible and updated annually Staff and community reports improved understanding of staffing decisions via surveys or feedback	Communication platforms (website, newsletters, board updates)	Spring 2027	Spring 2027

Goal 3.2.B. Conduct a staffing analysis by grade level, course, and school building to determine current realities within the district, specifically as they pertain to meeting Missouri Department of Elementary and Secondary Education (DESE) standards—from the recommended to the desirable—for class sizes.

Strategy/Action	Champion (person(s) responsible)	Performance Measures	Resources Needed/Source of Funding	Start Date	Completion Date
3.2.B.a. Compare class size data from the Student Information System (SIS) master schedule to actual enrollment as of September count date with a follow-up review at the start of second semester.	Building Administrators Counseling Staff	Completed class size comparison report twice annually	SIS access Time for data analysis	Fall 2025	Fall 2026

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Strategy/Action	Champion (person(s) responsible)	Performance Measures	Resources Needed/Source of Funding	Start Date	Completion Date
3.2.B.b. Conduct a staffing audit to determine whether enrollment and class sizes align with DESE's MSIP 6 recommendations. Develop a color-coded spreadsheet: Green (desirable standard), Yellow (at standard), and Red (exceeds recommended standard) for each elementary classroom and for each course section at the secondary level.	Executive Director of Human Resources Executive Director of Secondary Learning Executive Director of Elementary Learning Building Administration	Report completed annually Data used in staffing recommendations	Spreadsheet software SIS data Time for analysis	Fall 2025	Spring 2026
3.2.B.c. Based on analysis, develop realistic and appropriate student-to-staff ratio goals for all instructional programs and services. Use this to guide equitable staffing decisions and future FTE requests.	Executive Director of Human Resources Executive Director of Secondary Learning Executive Director of Elementary Learning Building Administration	Established ratio benchmarks by program/level Alignment to future staffing requests	Current Staffing and enrollment data, Benchmarking data, Budget and policy data	Spring 2026	Fall 2026

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Strategy/Action	Champion (person(s) responsible)	Performance Measures	Resources Needed/Source of Funding	Start Date	Completion Date
3.2.B.d. Conduct a staffing audit to determine whether intervention needs (academic and behavioral) are being met at all levels. Identify gaps and propose staffing adjustments or supports.	Executive Director of Student Services Building Administration	Gap analysis report Recommendations for improved intervention coverage	RTI staffing data Intervention program information	Fall 2026	Spring 2027