

The Nokesville School

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Andrew M. Jacks, EdD, Principal

November 20, 2023

Nokesville Families,

I am writing to inform you of a few planned in staffing. We are making these staffing changes to adjust for an updated budget that accounts for our actual student enrollment this fall compared to the projected student enrollment that we were using for planning and staffing so far this year.

TNS is the only school in PWCS to have both elementary and middle school separate schedules and staffing, which makes our budget a bit more complicated than others. We plan our staffing needs based on the projected budgets we receive from central office in February and then updated in May. We also use the trends we have observed in student enrollment over the last few years. Parent and staff input is important in these decisions, and we have heard from our parents and staff their desire to reduce class size at all levels and add more course options at the middle level.

While we were able to make these improvements in many ways, we do now have to make some adjustments since we have fewer students than expected overall this year. In general, with our school budget, almost all the funds allocated to us are used for staffing. What is not used for staffing is used to pay for what is called "flexible funds," which are used for instructional supplies, substitutes, cleaning supplies, and other essential items to function as a school. When using the updated budget, we recently received, it has us at a staffing-to-flexible funds ratio of 97% staffing to 3% flexible funds, when it should be 94% staffing funds to 6% flexible funds according to PWCS guidelines. This is going to require us to make staffing changes at the elementary level, middle level, and in administration, including decreasing the number of positions in kindergarten, reducing the number of additional sixth sections in the middle level, decreasing our Administrative Intern position, and pulling back vacancies that are not currently staffed.

Kindergarten – We have 20 students less than projected this year, with class sizes at about 20 students per class. The typical way to handle this would be to reduce a class, from five to four classes, and split up the class into the other four classes, which would make our class sizes 25-26 students and almost at the class size limit of 27 students. We decided to instead reduce the amount of teacher assistants we have at the kindergarten level. This keeps all students in their current classes and with their current teachers. We are reducing two kindergarten teacher assistant positions, and these staff members will continue to have positions in our school or school division. Mrs. Trummer has accepted our Special Education Teacher Assistant position in one of our Autism Programs and will remain here at TNS. Mrs. Munoz-Delgadillo accepted a Teacher Assistant Position to work specifically with English Learners at Chris Yung Elementary School. The kindergarten teachers gave input and collaborated on this decision and have plans to work together to make a schedule using the remaining three teacher assistants for the five classrooms. We will also provide additional support from the rest of our staff as needed.

Middle School Sixth Sections - We tried our best to reduce class size by adding sixth sections in language arts, math, science, and social studies to reduce the number of students in the other five sections. These extra sections are being taught by current staff and require additional funding to support. We are now combining

most of our sixth sections back into the other five sections. The good news is that no middle school staff were overstaffed at this time. Due to the changes in sections, we are going to have to change many students' schedules. We plan on having these new schedules and sections start after Thanksgiving break. New schedules will be provided to all middle school students during their advisory period on Monday, November 27th. These new schedules will also be available to preview in ParentVue and StudentVue starting on Thursday, November 23rd of this week. All completed assignments and grades will not be affected based on this change. Please reach out to Mrs. Breski, TNS Director of Counseling, at breskidm@pwcs.edu, with specific questions about your child's schedule.

Tech Ed - Due to not being able to staff a teacher in this part-time position this year, we are canceling this course. Students who are currently in this course will be placed in other exploratory courses. We also want to acknowledge the support that our middle school teachers have provided in covering this class so far this year when a substitute was not available. This decision was also made with their sacrifice in mind.

Administrative Intern - Due to the enrollment of almost 1,200 students, we were provided with additional administrative funding in our budget, so we hired an Administrative Intern to support the school with discipline, student supervision, staff evaluations, testing, and other daily functions of the school. We tried to have this position last year, but we were unable to staff it. This year, we hired Mrs. Giovannelli to fill this role. Unfortunately, we are now overstaffing her position and she will be provided with another position within PWCS. Her assigned administrative responsibilities are being divided among Assistant Principals, Mr. Brunson and Mrs. Martinez, and me.

We want to assure you that we are doing everything we can to maximize our budget to reduce class size and provide a variety of programs for your child(ren). Our goal in budgeting will continue to put the emphasis on people over programs and ensure that your child has positive and meaningful relationships with our excellent staff members here at TNS.

Since these changes involved our staff and potential changes in their positions, this information could only be shared publicly by me no sooner than today. I also want to provide opportunities to provide you with more information as you would like about this. I can also schedule individual meetings for those who would like to learn more or talk more in-depth about the budget and/or any of the changes we are doing at this time. You can schedule a meeting with me by calling the school at (571) 781-3040 and requesting to speak with Mrs. Bryant, my Administrative Assistant. You may also email her directly to schedule a meeting at bryants@pwcs.edu. We will also be reviewing the budget and these changes in our next Principal's Advisory Council meeting in December.

Thank you for your continued support of our staff and students at TNS.

Sincerely,



Andrew M. Jacks, Ed.D.
Principal