

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

DATE: July 13, 2005

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: Use of Co-Teachers to Reduce Class Size

On June 21, 2005, the State Board of Education established policy regarding the use of co-teaching to meet the requirements of the constitutionally mandated class size reduction amendment. Co-teaching is an instructional strategy whereby two or more teachers in a classroom share responsibility for planning, delivering, and evaluating instruction for **all** students in a class. Co-teaching is provided whenever a class/subject is taught by two or more teachers and continues for the entire class period. While co-teaching may be a valuable strategy for delivering instruction, it is not an acceptable approach to meet the requirements of the Class Size Amendment.

In light of the State Board of Education's policy decision, the following guidance should be used when calculating class size:

1. In the 2005-06 school year, co-teaching will be included in the calculation of district average class sizes; however, the percentage of classes taught using the co-teaching strategy in each district for each of the grade groupings may not increase over that calculated for 2004-05. The attached spreadsheet reflects each district's 2004-05 co-teaching percentage.
2. Beginning in 2006-07, co-teaching will not be used in calculating compliance with the school average class size.

LINDA CHAMPION  
ASSISTANT DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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Currently, both co-teachers and multiple use facilities, such as pods, are identified on the K-12 Automated Student Database by scheduling method code "C." To more accurately report scheduling, a new scheduling method code "M" has been created to let districts designate classrooms as multiple-use or pods. This code should be used rather than "C" to designate rooms in which more than one class is being held. The "M" code will be used in the same manner as the "C" code; that is, the unduplicated number of students in the classroom/period will be divided by the number of teachers coded "C" or "M." In the case of co-teachers in a multiple-use facility, the teachers should be coded "M."

A new report has been created that matches the district classrooms with scheduling method "C" or "M" to the Florida Inventory of School Houses (FISH) design code to verify whether or not the classroom is designated on the FISH file as a multiple-use facility. The FISH data will be used to validate the "M" code. Additional details for accessing the report will be provided to district MIS contacts and school district finance contacts in the near future.

If your district is using co-teaching as a strategy for class size reduction, other scheduling options should be reviewed and put in place prior to the 2006-2007 school year. To be in compliance, school averages must meet the class size caps by grade grouping, i.e., 18 in grades K-3; 22 in grades 4-8; and 25 in grades 9-12; or be reduced by two students from the previous year. A technical assistance document will be provided regarding implementation of this memorandum.

Questions regarding this matter should be directed to Linda Champion at [Linda.Champion@fldoe.org](mailto:Linda.Champion@fldoe.org).

cc: District Finance Officers  
MIS Contacts  
Facilities Directors  
District Charter School Contacts  
Charter School Administrators