

Staff Deployment and Class Size Report

11/20/25



Goals of this new report

- Ensure that the School Committee and administration have a common, aligned understanding of how our most important resource, our staff, is allocated across the district
- Provide internal and external transparency for budget development and analysis purposes
- Create an added layer of internal and external accountability

Points of explanation

- Budgeted FTEs (which may include current vacancies)
- Assignment at school or district (or both)
- Class sizes based on October 1 data
- Middle school and essentialist assignments are more complicated to easily explain

High level takeaways

- LPS is generously staffed, with low class sizes and caseloads and high admin support
- Hanscom staffing is noticeably higher than Lincoln staffing
- We have limited flexibility with K-5 classroom staffing, but lower enrollment at Hanscom has led to some very small classes
- We are not fully utilizing the time our middle school and essentialist staff have available
- There would be value in creating internal metrics for us to better evaluate and compare the utilization of middle school and essentialist staffing



Lincoln Public Schools

Staff Deployment and Class Size Report

School Year 2025-2026



Table of Contents

[Introduction](#)

[Staff Deployment](#)

[Instructional and Administrative Staff Deployment 2025-2026](#)

[Elementary Class Sizes](#)

[2025-2026 K-5 Class Sizes](#)

[Middle School Core Academics Class Size Averages](#)

[Hanscom School 2025-2026](#)

[Lincoln School 2025-2026](#)

[Essentialist/Specialist Teachers](#)



Introduction

This Staff Deployment and Class Size Report is intended to provide the School Committee and Lincoln community with detailed information about FY26 staffing allocations, student section assignments, and class sizes. When read in conjunction with FY26 and FY27 budget documents, this report will provide a more comprehensive and complementary picture of how Lincoln Public Schools makes use of its most important resource: its people.

Please note that all data are as of October 1, 2025, and that the data in the report represent a snapshot in time. Staff and student data in other reports may not exactly match this report as they may capture different report periods.

For ease of reading for the general public, here are a couple of points of explanation:

- “FTE” refers to “full-time-equivalent”, which is the extent of personnel employment or assignment. For example, a 1.0 FTE means the equivalent of a full-time employee fully assigned to a specific job site. Partial FTEs may reflect the employment of part-time staff, or the allocation of costs and responsibilities across multiple job sites (for example, a 1.0 FTE employee may be split into two .5 assignments or budget allocations at the Lincoln and Hanscom Schools).
- Staff may be assigned to a specific school, or may be assigned to district-level responsibilities. It is possible for both to be true: one staff member may be partially school-based and partially district-based.
- Class sizes are based on October 1, 2025 enrollment data, and frequently shift over the course of the year as enrollment changes. That having been said, shifts in student enrollment are typically minor after October 1.
- Content area teachers in grades 6-8 typically teach multiple sections, and may teach multiple subject areas and multiple grades. To determine FTE assignments, a teacher’s FTE is divided by the number of sections they are assigned, and then the FTEs are allocated accordingly. For example, a 1.0 FTE Social Studies teacher who teaches four total sections would have .25 of an FTE allocated for each individual section. Conversely, a 1.0 Science teacher who teaches five total sections would have .2 of an FTE allocated for each individual section.
- For ease of comparison, Essentialist/Specialist teachers (e.g., Art, Music) have information describing the total average number of meetings per week because they do not meet with the same section of students each day.
- All FTEs noted in the report are budgeted positions, not necessarily filled positions; in some cases, FTEs may be reported that are currently vacant.

All data is as of October 1, 2025, unless otherwise noted.

Note: Data is not yet certified. Report will be updated when data is certified



Staff Deployment

Instructional and Administrative Staff Deployment 2025-2026

(as of October 1, 2025)

Central Office Administrators	Hanscom FTE	Lincoln FTE	District FTE	Total
Superintendent			1.00	1.00
Assistant Superintendent			1.00	1.00
Director of Business & Finance			1.00	1.00
Director of Student Services			1.00	1.00
Director of Educational Operations & Technology			1.00	1.00
AIDE Director (.5 included in Instructional Coaching/Instructional Leadership)			0.50	0.50
Food Services Director			1.00	1.00
Facilities Director			0.67	0.67
Total Central Office Administrators	0.00	0.00	7.17	7.17

School-Based Administrators	Hanscom FTE	Lincoln FTE	District FTE	Total
METCO Director		1.00		1.00
Principals*	1.67	2.33		4.00
Assistant Principals	2.00			2.00
Student Services Coordinators	1.00	1.00		2.00
Total School-Based Administrators	4.67	4.33	0.00	9.00

*Includes Principal for Early Childhood Programs position, which is split between the Hanscom and Lincoln campuses.



Instructional Staff	Hanscom FTE	Lincoln FTE	District FTE	Total
Classroom (PK)	4.00	2.00		6.00
Classroom (K-5)	18.00	18.00		36.00
Classroom (6-8)	11.25	10.05		21.30
Specialists/Essentialists and World Language	12.54	12.51		25.05
Special Education	9.00	7.00		16.00
Special Education - Special Programs	2.00	3.60		5.60
Multilingual Learner Teachers	1.50	1.50		3.00
Literacy and Math Interventionists	4.00	3.70		7.70
Instructional Coaches / Instructional Leadership	2.00	2.00	2.50	6.50
Psychologist	2.00	2.20		4.20
Social Worker / Adjustment Counselors	3.00	2.40		5.40
Occupational Therapist	2.00	1.00		3.00
Physical Therapist	0.50	0.50		1.00
Speech Pathologist	3.00	2.00		5.00
BCBA/TIS	1.00			1.00
METCO Academic Specialist		1.00		1.00
School Nurse	1.00	1.00		2.00
Total Teachers	76.79	70.46	2.50	149.75

Instructional & Health Support Staff	Hanscom FTE	Lincoln FTE	District FTE	Total
Tutors PK	8.00	5.00		13.00
Tutors K-5	13.00	4.50		17.50
Tutors 6-8	4.00	2.50		6.50
Tutors Special Programs	4.00	5.00		9.00
Instructional Assistants K-5	7.50	9.00		16.50
Instrumental Music Instructors		0.48		0.48
Nurse Assistants and Health Aides	1.00	1.00		2.00
Total Instruction & Health Support Staff	37.50	27.48	0.00	64.98



Facilities and Maintenance Staff	Hanscom FTE	Lincoln FTE	District FTE	Total
Facilities Maintenance Staff			2.50	2.50
Custodians	6.50	6.50	0.50	13.50
<i>Total Facilities and Maintenance Staff</i>	<i>6.50</i>	<i>6.50</i>	<i>3.00</i>	<i>16.00</i>

Food Services Staff	Hanscom FTE	Lincoln FTE	District FTE	Total
Food Services Staff	6.00	5.00		11.00
<i>Total Food Services Staff</i>	<i>6.00</i>	<i>5.00</i>	<i>0.00</i>	<i>11.00</i>

Other Staff	Hanscom FTE	Lincoln FTE	District FTE	Total
Administrative Support	4.45	4.30	4.75	13.50
IT & Technical Support	1.00	1.00	2.00	4.00
Business Office			2.00	2.00
Building Subs and Other Building Support	3.00	2.00		5.00
<i>Total Other Support Staff</i>	<i>8.45</i>	<i>7.30</i>	<i>8.75</i>	<i>24.50</i>

TOTALS	139.91	121.07	21.42	282.40
---------------	---------------	---------------	--------------	---------------



Elementary Class Sizes

2025-2026 K-5 Class Sizes

(as of October 1, 2025)

GRADE	RECOMMENDED AVERAGE CLASS SIZE POLICY**	HANSCOM SECTIONS	HANSCOM AVERAGE	LINCOLN SECTIONS	LINCOLN AVERAGE	DISTRICT AVERAGE
K	18	19, 19, 18, 1*	18.67	15, 14, 14	14.33	16.5
1	20	18, 18, 16, 2*	17.33	15, 15, 14, 1*	14.67	16.00
2	21	13, 13, 13, 1*	13.00	19, 16, 16	17.00	15.00
3	21	13, 11, 9, 4*	11.00	16, 16, 16, 1*	16.00	13.50
4	22	15, 15, 14	14.67	19, 18, 18	18.33	16.50
5	22	17, 17, 17	17.00	20, 20, 19	19.67	18.33
K-5	N/A	283	15.28	302	16.67	15.97

* Foundations program; Averages exclude students who spend the majority of their time in the Foundations classroom.

** Recommended average class size per School Committee Policy IIB. Per the policy, a cohort may exceed the recommended average class size by not more than 2 students a total of two times during grades K-5.



Middle School Core Academics Class Size Averages

Hanscom School 2025-2026

(as of October 1, 2025)

	Students*	Teacher FTE	Sections	Smallest Section	Largest Section	Average Section
6th Grade Team	34	3.75	12	10	12	11.33
7th Grade Team	40	3.75	12	11	15	12.92
8th Grade Team	46	3.75	12	11	19	14.75
Total 6-8	120	11.25	36	10	19	13.00

Lincoln School 2025-2026

(as of October 1, 2025)

	Students*	Teacher FTE	Sections	Smallest Section	Largest Section	Average Section
6th Grade Team	51	3.5	12	12	20	16.67
7th Grade Team	69	3.65	16	14	19	16.88
8th Grade Team	53	2.9	12	12	22	17.33
Total 6-8	173	10.05	40	12	22	16.95

* Does not include students who receive core academic instruction in all subjects in a substantially separate environment.

Includes ELA, Math, Science, and Social Studies classes.

Per School Committee Policy IIB, the average class size in grades 6-8 may not exceed 24, except to provide for special circumstances with School Committee approval.

6-8 Core Academic classes meet daily for 56 minutes on Mondays and Fridays, 48 minutes on Tuesdays and Thursdays, and shorter periods on Wednesdays.



Essentialist/Specialist Teachers

	FTE	Hanscom Meetings/Week			Lincoln Meetings/Week			TOTAL Meetings /Week
		PK	K-5	6-8*	PK	K-5	6-8*	
Art	3.8	4	18	9	2	18	10	61
Digital Lit. & Computer Science	2.0		4.5**	6.75		9	8.5	28.75
Drama	0.6		3			3		6
Elementary World Language	1.15		6			6		12
World Language 6-8	3.45			30			50	80
Instrumental Music***	0.64					3	3	6
Library	2.00		13.5			9		22.5
Music	3.64	4	21	9	2	18	10	64
Performing Arts****	0.4			4			5	9
STEM (Elementary Science)	1.6		15			15		30
Technology/Engineering	1.5			6.75			7.5	14.25
Wellness	4.9		36	13.5		36	14	99.5
Total	25.68	8	117	79	4	117	108	433

Class meetings are typically between 45-48 minutes each, with the exception of preschool art and music which meet for 30 minutes. 6-8 specials are extended by ~8 minutes on Mondays and Fridays.

* 6-8 specials rotate on a quarterly basis. 6-8 meetings/week shown is an average meetings/week across the year.

** Digital Literacy and Computer Science K-2 on the Hanscom campus is taught as a push-in to the classroom and doesn't have a specific section assigned. Students in these grades have library year-round.

*** All 5th and 6th grade students (the equivalent of 3 sections in each grade) participate in instrumental music. Instructors 2 music teachers and 8 instrumental instructors

**** Includes Band, Orchestra, and Drama Ensembles