

School Staffing**BOARD ALLOCATION NOTICES**

In accordance with 702 KAR 003:246, the Board shall provide each council with both a tentative and a final allocation for school staffing for the next fiscal year. The notifications shall include the Board-approved guidelines used in determining the allocations and the formulas utilized in calculating numbers of positions. Allocations, at a minimum, shall budget funds sufficient for the council to meet the following staffing needs of the school:

1. Certified Staff:
 1. Statutory class size caps based on projected student enrollment to the nearest one-tenth position minus all state enrollment deductions; and
 2. Pupil contact hours as required by law; and
 3. All other certified staff positions generated by District guidelines approved annually by the Board, excluding fringe benefits, categorical programs, exceptional children services, itinerant, extra duty and extended employment positions and positions allocated that are not required by statutory cap size requirements.
2. Classified Staff:
 1. All school-based positions approved annually by the Board in non-categorical programs.
3. All Positions
 1. To provide salaries including adjustments for any salary changes made by the Board; and
 2. To budget for vacant positions at 95% of the average District salary for the job classification

Any revisions made to the District's policy/guidelines (whichever contains specific formula information) for the next school year shall be forwarded to the appropriate KDE department by May 1 of each year.

COUNCIL AUTHORITY

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District programs based at the school.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job to another.

COUNCIL TO REPORT

By the date specified by the Superintendent/designee, the council shall report to the Board the number of persons to be employed at the school in each job classification.

School Staffing**ADJUSTMENTS**

Adjustments to the final staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made by September 15 and the council notified if the adjustment represents a change.

IMPACT ON DISTRICT BUDGET

The funding allocation to a school in future District budgets shall not be altered by council action.

In assigning funding of vacant positions to alternate Board approved job classifications, a council may choose to spend more than the amount allocated by the Board and provide the difference from discretionary council funds. However, the Board shall not be obligated to increase allocations in future District budgets to cover this increased expenditure.

REFERENCES:

KRS 157.360; KRS 160.345
702 KAR 003:246
OAG 96-38

RELATED POLICIES:

02.4242; 02.4244
03.11; 03.21
04.1

Adopted/Amended: 06/17/2010
Order #: 10097

School Staffing Procedures

The Hardin County Schools shall assign each school the certified and classified personnel in numbers that meet at least the minimum state requirements.

Calculations are based on projected enrollment. Allocations will be adjusted on the 15th school day and on September 15 based on actual enrollment unless there are sufficient numbers for a full teacher.

The local school administrators, counselors, and librarians will be staffed on a ratio that is consistent with Hardin County Board of Education policies and regulations.

All classroom teachers shall be assigned students based on ratios that meet the state mandated class cap requirements for all grade levels, special education classes, and particular subjects. The teacher-student ratio may vary from one year to another in a particular school due to student population changes or program adjustments that are unique for that year. The Board may make annual adjustments in the teacher-student ratio within the guidelines set forth by the state. SBDM schools may elect to raise cap size in order to meet programmatic or student needs.

CERTIFIED STAFFING

The regular teacher-student staffing ratio will be within the guidelines of the Kentucky Department of Education and will be based upon the individual school enrollment. Staffing ratios are as follows and will be rounded to the nearest whole:

Preschool	1:17.0 (half-day)
Kindergarten	1:24.0 (full-day)
Grades P-3	1:24.0
Grades 4 –5	1:25:0
Middle School	1:26:0
High School	1:26:0
Brown Street Education Center	1:12.0

(not including special education, .5 teacher allocation for Hardin County High School or administrative staff)

Allocations for the category of elementary music, art and physical education will be calculated at a ratio of one (1) position in this category for each 150 students in kindergarten through grade 5. No school will be staffed with less than one (1) full position in this category. All calculations will be rounded to the nearest one half (.5) position for elementary music, art and physical education.

CLASSIFIED STAFFING

Classified staffing ratio for office managers, bookkeepers, assistants and clerks will be as follows:

High Schools

Officer Manager	1
Bookkeeper	1
Clerks	5

Middle Schools

Office Manager	1
Clerk	1
Assistants	3

Elementary

Office Manager	1
Clerk	1

School Staffing Procedures**CLASSIFIED STAFFING (CONTINUED)**

Brown Street

Clerks 2

Additional Inst. Asst. 2

Assistants in preschool, kindergarten and special education will be allocated according to the Kentucky Department of Education guidelines. Other assistants including lunchroom assistants will be allocated at a ratio of one (1) for each 225 students in preschool through grade 5. Primary instructional assistants will be allocated at a ratio of one (1) assistant to each three (3) primary teachers. The number will be rounded to the nearest one half (.5) position.

CUSTODIANS

Each location shall be allotted a custodian for each 22,500 square feet. Facilities that are less than 63,000 square feet will have an additional 14,396 square feet added to the square feet of the building when calculating custodial allotment. Consideration should be given to the number of occupants of the facility.

LUNCHROOM PERSONNEL

Personnel shall be allotted based upon the formula recommended by the Kentucky Department of Education, Division of School and Community Nutrition. Lunchroom personnel are paid from the lunchroom account and considered a District program.

SPECIAL EDUCATION ADD-ON

Assistant principal and counselor positions will be calculated using the projected enrollment with an additional student add-on based on the number and category of special education units:

Mild Mental Disability	15 Student Add-On
Diagnostic	15 Student Add-On
Functional Mental Disability	20 Student Add-On
Emotional Behavioral Disability	25 Student Add-On

Any school with an EBD, MMD, or FMD unit will be staffed with at least one (1) full-time counselor.

ADMINISTRATIVE STAFFING GUIDELINES**High School Administrative Staffing**

	Principal	Assistant Principal	Counselors	Librarians
1-249	1	0	.5	.5
250-499	1	0.5	1	1
500-749	1	1	1.5	1
750-999	1	1.5	2	1
1000-1249	1	2	2.5	2
1250-1499	1	2.5	3	2
1500-UP (SACS)	1	3.0	3.5	*2

*One (1) staff person shall be added where needed for each additional 250 students over 1500. This person may be assigned to any of these areas to best meet the needs of the school.

School Staffing Procedures**ADMINISTRATIVE STAFFING GUIDELINES (CONTINUED)****Middle School Administrative Staffing**

	Principal	Assistant Principal	Counselors	Librarians
1-249	1	0	2	0.5
250-499	1	0.5	2	1
500-749	1	1	2	1
750-999	1	1.5	2	1
1000-1249	1	2	2.5	1

*IN May 2008, the board allocated a minimum of two (2) guidance counselor positions at all middle schools regardless of enrollment without precluding additional allocations based on higher enrollment as prescribed.

Elementary School Administrative Staffing

	Principal	Assistant Principal	Librarians
1-249	1	0	0.5
250-499	1	0	1
500-749	1	.5	1
750-999	1	1	1
1000-1249	1	1.5	1

Elementary Guidance Staffing

1-499	0.5
500-749	1.0
750-999	1.5
1000-1249	2.0
1250-1499	2.5
1500	3.0

Review/Revised:6/16/11