**THIS IS A DECISION PAPER**

**TO: HARDIN COUNTY BOARD OF EDUCATION MEMBERS**

**FROM: Nannette S. Johnston**

**DATE: December 4, 2013**

**SUBJECT: Staffing of the Early College and Career Center**

**ISSUE**

Staffing allocations for the Early College and Career Center are complex due to the fact that the students attending will remain enrolled at their home high school.

Staffing allocations need to be determined for the career and technical teachers at the Early College and Career Center as well as support staff based on the projected participation from Hardin County students.

**FACTS**

Students remain enrolled in their home high school but will attend the Early College and Career Center on a partial day basis.

Projected participation is currently based on written commitments from students. The principal, counselor and office manager positions were previously approved by the Board. Initially, the instructional certified staffing needs are as follows:

1. Two teachers for the culinary program. One of these being a head chef.
2. One teacher for automotive technology
3. One teacher for informational technology
4. Two teachers for health sciences. One of these being a head teacher.
5. One teacher for Project Lead the Way pre-engineering
6. Two teachers for advanced manufacturing-robotics/automation and welding
7. One teacher for special education
8. One teacher for online curriculum/credit recovery/acceleration

Additionally, the Early College and Career Center will need one Attendance Clerk and based on the square footage of the facility, two custodians should be allocated.

Once the facility is fully operational and student patterns for attendance have been solidified, additional allocations may be necessary in certain areas.

Due to the additional duties and licensure/certificate required in certain areas, the head teachers of culinary program and health sciences should receive a $3,000 increment.

The staffing allocations established for the Early College and Career Center are additional to our current high school allocations and will be paid out of General Fund.

**RECOMMENDATION**

I recommend the Board determine the staffing allocation for the career and technical teachers and support staff based on the projected participation from Hardin County students.

**RECOMMENDED MOTION**

I move that the Hardin County Board of Education approve the staffing allocations for career and technical teachers as well as support staff for the Early College and Career Center.