

**JEFFERSON COUNTY BOARD OF EDUCATION  
SCHOOL ALLOCATION STANDARDS FOR USAGE IN FY 2014-15 AND BEYOND  
JANUARY 2014**

**I. STANDARD ALLOCATIONS FOR CLASSROOM INSTRUCTIONAL STAFF -**

ELEMENTARY - Kindergarten through Fifth grade – The teacher allocation will support no less than 24 to 1 student to teacher ratio. However, individual class-size may vary by grade level, dependent upon specific enrollment, space usage and council decisions. Additionally, instructional assistants will be allocated at a 24 to 1 student to teacher ratio at the Kindergarten level.–An itinerant teacher allocation will be provided as a 0.11 teacher allocation for every regular classroom teacher allocation.

MIDDLE –Sixth through Eighth grade - Allocation will support no less than 28 to 1 student to teacher ratio per class period. However, individual class-size may vary by grade level, dependent upon specific enrollment, space usage and council decisions. The current allocation supports a six-period instructional day. The allocation established provides each teacher a planning period.

SECONDARY –Ninth through Twelfth grade - Allocation will support no less than 28 to 1 student to teacher ratio per class period. However, individual class-size may vary by grade level, dependent upon specific enrollment, space usage and council decisions. The current standard allocation supports a six-period instructional day. The allocation established provides each teacher a planning period. At some sites, Jefferson County Board of Education has also provided teacher staffing for student scheduling as follows: Trimester; AB Schedule; and 7-period schedule. The allocations established also provide each teacher a planning period.

**II.**

**GENERAL DETAILS –**

- The initial staffing levels provided at the onset of the budget cycle in February preceding the budgetary year will be based upon the Jefferson County Board of Education standards. This precedes the March 1<sup>st</sup> statutory deadline. In the month of March, schools can then submit their requested changes of staff, based upon SBDM decisions, to Financial Planning and Management.
- There will be an August adjustment based upon changes in enrollment projections and this is before the statutory deadline of September 15th. The adjustments will be staffing and operational dollars. Calculations resulting in fractions of a teacher will be rounded up to the nearest 0.5 teacher. For example, 19.2 optimal teachers will result in an allocation of 19.5 teachers for an elementary school, or 45.6 optimal number of teachers for a high school will result in an allocation of 46.0 teachers. A negative adjustment could be made on the number of teachers based upon an enrollment decrease, but the rounding will always be up to the nearest 0.5 teacher.
- A Safety Net exists for the benefit of schools in our staffing formula for the 5<sup>th</sup> Day projection. The Safety net does NOT impact the need for schools to hold on to any additional 0.5 teacher allocation provided in February. This is imperative: Our strong recommendation is that schools do not sell an additional 0.5 position in the month of February. These allocations are NOT windfalls at the onset of the budget cycle. This fact has been proven over and over again in numerous specific situations.

The Safety Net is not equal to a savings in funds but a specific 0.5 teacher if the school has sustained a net decrease of 0.5 teacher or more in the month of August at the 5<sup>th</sup> day adjustment. So, it is a safety net on a loss of a 0.5 teacher allocation. Again, if the 5<sup>th</sup> Day adjustment results in a cumulative net decrease of classroom teachers of 0.5 or more, not including decreases in itinerant, then a school will be protected by a 0.5 teacher safety net. There is no other safety net. The safety net does not apply if there was no net decrease in classroom teachers at the fifth day adjustment. For elementary schools, the Kindergarten and grades 1 -5 August adjustments will be added together to determine if the school is eligible for a safety net.

The safety net is on lost teacher allocation on the 5<sup>th</sup> student day. If there was no loss of classroom teachers in August, then the Safety Net does not pertain. It is imperative that schools understand the implications to this, and study examples provided by my department in order to insure familiarity with the details of the Safety Net.

SAFETY NET, in summary:

- Pertains to potential loss of staff in August only
- 0.5 teacher only
- No Instructional Assistant provision
- No Section 6 provision
- No Itinerant Teacher provision

### III. STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF – ELEMENTARY SCHOOLS

#### STANDARD ALLOCATION DETAILS FY 2013-2014

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 to 659</b>	
Elementary School Principal (220 days)	1
Elementary School Assistant Principal *	1*
Elementary School Counselor (195 days)	1
School Media Librarian (194 days)	1
Library Clerk .5 (3.5 hours/177 days)	0.5
School Secretary I (8 hours/220 days)	1
School Bookkeeper I (8 hours/205 days)	1
School Clerk (8 hours/187 days)	1
Lunchroom/Office Assistant (6.5 hours/182 days)	1
Instructional Assistant (6.5 hours/187 days)	1
Custodian (8 hours/260 days) - see added personnel by school site	2
Plant Operator (8 hours/260 days)	1
<b>Additional Staff Allocation for schools with 660 – 749 – projected enrollment</b>	
One additional counselor position	1
Clerk – school library media center	0.5

\* Effective FY 2013-14, all elementary schools received an add-on Assistant Principal, regardless of enrollment. As of FY 2014-15, this allocation was still a pilot program.

CUSTODIAN LEVELS – (based upon Housekeeping Dept. recommendations using state formula.)

	Plant Operator (added above)	Custodians (added above)	ADDED
ATKINSON ELEMENTARY	1	2	<b>1</b>
AUBURNDALE ELEMENTARY	1	2	
AUDUBON TRADITIONAL ELEM.	1	2	
BATES ELEMENTARY	1	2	
BLAKE ELEMENTARY	1	2	
BLOOM ELEMENTARY	1	2	
BLUE LICK ELEMENTARY	1	2	
BOWEN ELEMENTARY	1	2	<b>1</b>
BRANDEIS ELEMENTARY	1	2	
BRECKINRIDGE/FRANKLIN	1	2	
BYCK ELEMENTARY	1	2	<b>1</b>
CAMP TAYLOR ELEMENTARY	1	2	
CANE RUN ELEMENTARY	1	2	
CARTER TRAD ELEMENTARY	1	2	<b>1</b>
CHANCEY ELEMENTARY	1	2	<b>1</b>
CHENOWETH ELEMENTARY	1	2	
COCHRAN ELEMENTARY	1	2	
COCHRANE ELEMENTARY	1	2	
COLERIDGE/TAYLOR ELEM.	1	2	<b>1</b>
CORAL RIDGE ELEMENTARY	1	2	
CRUMS LANE ELEMENTARY	1	2	
DIXIE ELEMENTARY	1	2	

	<u>Plant Operator (added above)</u>	<u>Custodians (added above)</u>	<u>ADDED</u>
DUNN ELEMENTARY	1	2	
EISENHOWER ELEMENTARY	1	2	
ENGELHARD ELEMENTARY	1	2	
FAIRDALE ELEMENTARY	1	2	
FARMER ELEMENTARY	1	2	<b>1</b>
FERN CREEK ELEMENTARY	1	2	<b>1</b>
FIELD ELEMENTARY	1	2	
FOSTER ELEMENTARY	1	2	<b>1</b>
FRAYSER ELEMENTARY	1	2	
GILMORE LANE ELEMENTARY	1	2	
GOLDSMITH ELEMENTARY	1	2	
GREATHOUSE/SHRYOCK TRAD	1	2	
GREENWOOD ELEMENTARY	1	2	
GUTERMUTH ELEMENTARY	1	2	
HARTSTERN ELEMENTARY	1	2	
HAWTHORNE ELEMENTARY	1	2	
HAZELWOOD ELEMENTARY	1	2	<b>1.5*</b>
HITE ELEMENTARY	1	2	
INDIAN TRAIL ELEMENTARY	1	2	
JACOB ELEMENTARY	1	2	<b>0.5</b>
JEFFERSONTOWN ELEMENTARY	1	2	<b>1</b>
JOHNSONTOWN RD ELEMENTARY	1	2	
KENNEDY J F ELEMENTARY	1	2	

	Plant Operator (added above)	Custodians (added above)	<u>ADDED</u>
KENWOOD ELEMENTARY	1	2	
KERRICK ELEMENTARY	1	2	
KING ELEMENTARY	1	2	
KLONDIKE ELEMENTARY	1	2	
LAUKHUF ELEMENTARY	1	2	
LAYNE ELEMENTARY	1	2	
LINCOLN ELEMENTARY	1	2	
LOWE ELEMENTARY	1	2	
LUHR ELEMENTARY	1	2	
MAUPIN ELEMENTARY	1	2	<b>0.5</b>
MC FERRAN ELEMENTARY	1	2	<b>5**</b>
MEDORA ELEMENTARY	1	2	
MIDDLETOWN ELEMENTARY	1	2	
MILL CREEK ELEMENTARY	1	2	
MINORS LANE ELEMENTARY	1	2	
NORTON ELEMENTARY	1	2	<b>1</b>
OKOLONA ELEMENTARY	1	2	
PORTLAND ELEMENTARY	1	2	
PRICE ELEMENTARY	1	2	
RANGELAND ELEMENTARY	1	2	
ROOSEVELT/PERRY ELEM	1	2	
RUTHERFORD ELEMENTARY	1	2	<b>1</b>
SANDERS ELEMENTARY	1	2	

	Plant Operator (added above)	Custodians (added above)	<u>ADDED</u>
SCHAFFNER TRAD ELEM	1	2	
SEMPLE ELEM.	1	2	
SHACKLETTE ELEM.	1	2	
SHELBY ELEM.	1	2	
SLAUGHTER ELEM.	1	2	
SMYRNA ELEM.	1	2	
ST MATTHEWS ELEM.	1	2	
STONESTREET ELEM.	1	2	
STOPHER ELEM.	1	2	<b>1</b>
TRUNNELL ELEM.	1	2	
TULLY ELEM.	1	2	<b>1</b>
WATSON LANE ELEM	1	2	
WATTERSON ELEMENTARY	1	2	
WELLINGTON ELEMENTARY	1	2	
WHEATLEY ELEMENTARY	1	2	
WHEELER ELEMENTARY	1	2	
WILDER ELEMENTARY	1	2	
WILKERSON ELEMENTARY	1	2	
WILT ELEMENTARY	1	2	
YOUNG ELEMENTARY	1	2	
ZACHARY TAYLOR ELEM	1	2	

\* A 0.5 custodian was added to Hazelwood E.S. in FY 2014-15 in support of Neighborhood Place

\*\* McFerran staffing includes 3 custodians for early childhood center.

**IV. STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF –  
MIDDLE SCHOOLS**

**STANDARD ALLOCATION DETAILS  
FY 2013-2014**

<b><u>Positions</u></b>	<b><u>Staff Allocation</u></b>
<b>Projected Enrollment 0 to 699</b>	
Middle School Principal (220 days)	1
Middle School Assistant Principal (215 days)	2
Middle School Counselor (2) (215 days)	2
School Media Librarian (194 days)	1
Library Clerk (6.5 hrs/185 days)	1
School Secretary I (8 hours/220 days)	1
School Bookkeeper I (8 hours/215 days)	1
School Clerk (8 hours/187 days)	1
Records Clerk (8 hours / 187 days)	1
Custodian (8 hours/260 days) -see added personnel by school site	2
Lead Custodian (8 hrs/260 days)	1
Plant Operator (8 hours/260 days)	1
<b>Additional Staff Allocation for schools with: 700 – 899 – projected enrollment</b>	
Middle School Assistant Principal 215 days	1
<b>Additional Staff Allocation for schools with: 900 – 1099 – projected enrollment</b>	
Middle School Counselor 215 days	0.5
School Clerk 8 hrs/187 days	1
<b>Additional Staff Allocation for schools with: 1100 – 1299 – projected enrollment</b>	
Middle School Counselor 215 days	1.0
<b>Additional Staff Allocation for schools with: 1300 – up – projected enrollment</b>	
Middle School Assistant Principal 215 days	1.0
1.0 School Clerk 8 hrs/187 days	1

\* If any middle school ever reaches 1500 projected enrollment, then a new tier may need to be considered.



CUSTODIAN LEVELS – (based upon Housekeeping Recommendations)

	Plant Operator (added above)	Lead Custodian (added above)	Custodians (added above)	ADDED
FROST	1	1	2	<b>0</b>
RAMSEY	1	1	2	<b>1</b>
WESTERN	1	1	2	<b>1</b>
KNIGHT	1	1	2	<b>0</b>
CARRITHERS	1	1	2	<b>0.5</b>
LASSITER	1	1	2	<b>1</b>
BARRET TRAD	1	1	2	<b>0</b>
OLMSTED SOUTH	1	1	2	<b>0</b>
OLMSTED NORTH	1	1	2	<b>1</b>
WESTPORT	1	1	2	<b>2.5*</b>
MYERS	1	1	2	<b>0</b>
KAMMERER	1	1	2	<b>1</b>
CONWAY	1	1	2	<b>1</b>
JEFF CO TRAD	1	1	2	<b>1</b>
JOHNSON TRAD	1	1	2	<b>2</b>
THOS JEFFERSON	1	1	2	<b>4</b>
NEWBURG	1	1	2	<b>1</b>
HIGHLAND	1	1	2	<b>1.5</b>
MEYZEEK	1	1	2	<b>1</b>
FARNSLEY	1	1	2	<b>2.5***</b>
STUART	1	1	2	<b>4</b>
CROSBY	1	1	2	<b>2</b>
NOE	1	1	2	<b>3</b>

\* Westport M.S. includes a 0.5 custodian (not add-on) for full coverage of Library, incl. Saturdays.

\*\* Thomas Jefferson Middle School includes 1.0 additional custodian added in FY 2014-15 for support of Neighborhood Place

\*\*\* Farnsley M.S. allocation also includes a 0.5 add-on custodian for support of Neighborhood Place.

**V. STANDARD ALLOCATIONS FOR NON-CLASSROOM TEACHING STAFF –  
SECONDARY SCHOOLS**

**STANDARD ALLOCATION DETAILS  
PROPOSED FY'13-14**

<b><u>Positions</u></b>	<b><u>Staff Allocation</u></b>
<b>Projected Enrollment 0 - 899</b>	
Secondary School Principal (260 days)	1
Secondary School Assistant Principal (215 days)	2
Secondary School Counselor (215 days)	2
School Librarian (194 days)	1
School Librarian (187 days)	1
School Secretary II (8 hours/260 days)	1
School Bookkeeper II (8 hours/220 days)	1
Secondary School Records Clerk (8 hours/215 days)	1
Secondary School Order/Receiving Clerk (8 hours/215 days)	1
Secondary School Attendance Clerk (8 hours/195 days)	1
School Clerk (2) (6.5 hours/185 days)	2
School Clerk (8 hours/190 days)	1
Custodian (6) (8 hours/260 days) - see added personnel by school site	6
Lead Custodian (8 hours/260 days)	1
Plant Operator (8 hours/260 days)	1
<b>Additional Staff Allocation for schools with: 900 – 1249 – projected enrollment</b>	
Secondary School Counselor 215 days	1
<b>Additional Staff Allocation for schools with: 1250 – 1499 – projected enrollment</b>	
Secondary School Assistant Principals 215 days	1
<b>Additional Staff Allocation for schools with: 1500 – 1799 – projected enrollment</b>	
Secondary School Counselor 215 days	1
<b>Additional Staff Allocation for schools with: 1800 – up – projected enrollment</b>	
Secondary School Assistant Principals 215 days	.75

CUSTODIAN LEVELS – (based upon Housekeeping Recommendations)

	Plant Operator (added above)	Lead Custodian (add above)	Custodians	ADDED
SHAWNEE	1	1	6	<b>2*</b>
FAIRDALE	1	1	6	<b>2**</b>
VALLEY	1	1	6	<b>2***</b>
CENTRAL	1	1	6	<b>2****</b>
WESTERN	1	1	6	<b>0</b>
JEFFERSONTOWN	1	1	6	<b>1</b>
ATHERTON	1	1	6	<b>0</b>
WAGGENER TRAD	1	1	6	<b>0</b>
DOSS	1	1	6	<b>0</b>
IROQUOIS	1	1	6	<b>1</b>
SOUTHERN	1	1	6	<b>2</b>
FERN CREEK	1	1	6	<b>2</b>
BUTLER TRAD	1	1	6	<b>1</b>
SENECA	1	1	6	<b>1.5◇</b>
BALLARD	1	1	6	<b>3◇◇</b>
MALE TRAD	1	1	6	<b>1</b>
MANUAL	1	1	6	<b>2.5</b>
PLEASURE RIDGE PK	1	1	6	<b>4◇◇◇</b>
EASTERN	1	1	6	<b>4◇◇◇◇</b>

\* Shawnee allocation also includes a one (1) add-on custodian for support of ESL Newcomer Center for a total of ten (10) staff members. This includes the pool area.

\*\* Fairdale allocation also includes two (2) add-on custodians at Fairdale for voc-tech facility.

\*\*\* Valley includes Phoenix School, and new arena as of Sept. 2012 – 1 cust. added)

\*\*\*\* Central H.S. staff includes coverage for Stadium and Clothes closet; plus one additional custodian added for FY 2014-15.

◇ Seneca H.S. reduced by 1 custodian for 2014-15, per Housekeeping Dept. recommendation

◇◇ Ballard allocation also includes coverage for Arts Building.

◇◇◇ PRP allocation includes coverage for Technical Building

◇◇◇◇ Eastern: Additional custodian added for FY 2014-15, per Housekeeping Dept. recommendation.

2014-15 MUSIC TEACHER ALLOCATIONS

School	Band	Orchestra
	District-paid Allocation	District-paid Allocation
HIGH SCHOOLS		
Atherton	0.5	0.5
Ballard	0.6	1.0
Butler	0.4	0.5
Central	0.5	1.0
Doss	0.0	0.0
DuPont Manual	0.0	0.0
Eastern	0.6	1.0
Fairdale	0.0	0.5
FernCreek	0.0	1.0
Iroquois HS	0.3	1.0
Jeffersontown	0.6	0.3
Male	0.4	0
Pleasure Ridge Park	0.5	1.0
Seneca	0.0	1.0
Shawnee	0.0	0.0
Southern	0.5	0.5
Valley	0.0	0.4
Waggener	0.7	1.0
Western HS	0.0	0.5
MIDDLE SCHOOLS		
Barret Trad.	0.0	0.3
Carrithers	0.4	1.0
Conway	0.0	1.0
Crosby	0.5	1.0
Farnsley	0.0	1.0
Frost	0.5	0.5
Highland	0.5	1.0
JCTMS	0.5	1.0
Johnson Trad.	0.3	0.5
Kammerer	0.4	1.0
Knight	0.0	0.5
Lassiter	0.0	0.5
Meyzeek	0.5	1.0
Myers	0.0	1.0
Newburg	0.0	1.0
Noe	0.0	0.5
Olmsted North	0.0	1.0
Olmsted South	0.0	1.0
Ramsey	0.4	1.0
Stuart	0.5	1.0
Thomas Jefferson	0.0	1.0
Western M.S.	0.0	0.0
Westport	0.0	1.0

2013-14 Additional Teacher Allocation

<u>HIGH SCHOOL</u>	<u>Trimester</u>	<u>Other Schedule Allocation</u>
ATHERTON		2.5
BALLARD		3.5
BUTLER TRAD		0
CENTRAL		2
DOSS	2.0	
EASTERN		4
FAIRDALE	2.0	
FERN CREEK	2.5	
IROQUOIS	2.5	
JEFFERSONTOWN		3
MALE TRAD		0
MANUAL		3.5
MOORE	3.0	
PLEASURE RIDGE PK	3.5	
SENECA	2.5	
SHAWNEE	1.0	
SOUTHERN	2.5	
VALLEY	2.0	
WAGGENER TRAD	1.5	
WESTERN	1.5	

## **VI. OPERATIONAL SUPPLIES – (SECTION 6 FUNDING)**

The instructional supply budget will be based upon the state’s formula. This is 702 KAR 3:246 , Section 6, Item 1. Specifically: “School councils shall receive a minimum allocation of three and one-half (3 ½) percent of the statewide guaranteed base funding level for Support Education Excellence in Kentucky (SEEK) based on prior year final average daily attendance.” The initial allocation will be based upon enrollment projections (ADA data would not yet be available in January). District will also adjust this allocation in August based on new enrollment projections provided by Demographics. In this manner, each school is guaranteed to receive this allocation on the greater of the prior year average daily attendance OR the enrollment projections provided to Finance.

## **VII. NON-INSTRUCTIONAL OPERATIONAL CODES – (SECTION 6 – ITEM 3)**

The District will continue to analyze the adequacy of the non-instructional operational codes which are a requirement of 702 KAR 3:246, Section 6, Item 3. Specifically: “*Allocations for operating expenses, including utilities, or for health and safety requirements of schools shall not be included in the allocations required by Sections 4, 5, 6, or 8 of this administrative regulation or this section. If funds are given to a school for these purposes, the funds shall be distributed in a separate fashion.*” This regulation is fulfilled by the Jefferson County Board of Education in the following non-flex codes: XXX1989 0610C 900XA (Custodial Supplies); and XXX1989 0610O 900XA (Office Supplies).

## **VIII. FEE WAIVER**

At-risk **Fee Waiver** will be allocated directly into a specific code identified for the school and for the SBDM council. The code is XXX1022 0675 900XA.

## **IX. DISTRIBUTION OF THE BALANCE - 702 KAR 3:246 SECTION 7**

Section 7, item B of the statute allows the remainder of the funds available to councils to be distributed in a very intentional manner, where such funds are available for distribution. Specifically, Section 7, item B states that additional amounts may be distributed “*based on pupil needs identified by school councils in their adopted school improvement plans and designated by the Board. Money provided under this subsection shall be used only for the needs identified by the council from its adopted school improvement plan and designated by the Board.*”

The Section 7 allocation is available to all regular instruction schools under this provision, and will be known as an equity allocation. This amount and the strategy or strategies to target at-risk students must be included in each school’s Comprehensive School Improvement Plan (CSIP). JCPS schools have been granted the right by the Kentucky Department of Education to submit their CSIPs in the fall after the councils have received their KPREP scores.

It is the responsibility of instructional leadership at the school and district levels to ensure that these funds and strategies are embedded in the CSIP. These funds and strategies should target improved literacy and/or the mental health counseling needs of at-risk students. Intentional discussions with council representatives regarding evidence-based practices\* that can assist in improving literacy and/or meeting the mental health needs of students are imperative. In addition, schools should examine data and eliminate programs that are not producing the intended results.

The equity allocation is separate from and uses a different set of account codes than the site-based allocation. This separation of account codes will ensure the ability of all stakeholders to monitor the budgeting and expense trends of Section 7 allocations. Section 7 requests will be reviewed by a committee. Each school will submit a section 7 request form signed by the SBDM council. The form requires the council to document the proposed budget for the equity allocation. The form also requires an evidence-based justification for the planned strategies. The funds may be transferred in the course of the year within the account codes, as long as the transfer supports the original plan.

*\*Examples of evidence-based programs and strategies are listed on the section 7 budget request form.*