

School Staffing (SBDM)**BOARD ALLOCATION NOTICES**

In accordance with 702 KAR 3:246, the Board shall provide each council with both a tentative and a final/updated 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:

A. Certified Staff:

1. Statutory class size caps based on projected student enrollment ~~to the nearest one-tenth position minus all state enrollment deductions~~;
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.

The ratio of teachers to students shall be flexible depending upon grade levels, course offerings, accrediting standards, other applicable state laws and regulations and provisions of negotiated agreements.

B. Classified Staff:

1. All school-based positions approved annually by the Board in non-categorical programs.

C. 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%~~100% 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 Kentucky Department of Education by May 1 of each year.

METHOD OF ALLOCATION

Subject to state regulations for allocating funds to schools with school based decision making (SBDM) councils, the Board shall allocate general fund monies to individual schools (excluding special needs schools defined below) using the following method.

Each school shall receive a basic allocation composed of the following:

- ~~an allocation to cover administrative costs of the school, including~~ an allocation for professional staff development;

School Staffing (SBDM)**METHOD OF ALLOCATION (CONTINUED)**

- an allocation for both certified and classified staff based on the Board standards;
- a per-pupil allocation for all students ~~(excluding those students taught in a self-contained Exceptional Child Education [ECE] classroom)~~ to cover instructional ~~salaries;~~ supplies, equipment and other instructional items;
- ~~an allocation to support the cost of instructional activities of students classified as at-riskgap students;~~
- ~~an allocation to cover instructional salaries, supplies and other instructional items needed to teach self-contained ECE students.~~

(The basic allocation is designed to provide sufficient funds to meet state guidelines regarding class size.)

In addition, schools classified as special needs schools shall receive an allocation of funds. Such schools are classified as special needs schools because their programs are so unique that funding them using the basic allocation method described above would be inadequate and inappropriate. In these schools, the number of students may vary significantly during the year, or the class size may necessarily be lower than at other schools. Consequently, such schools are funded based upon a plan submitted by them to the Superintendent and Board. The Board then allocates funds taking into account their special student needs.

The Board also allocates funds to the District office to cover the administrative cost of the District. Included in this District allocation is a reserve required by state law which cannot be less than two (2) percent of the overall general fund budget.

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 instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

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 (SBDM)**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.

~~If the salary of new certified personnel is less than 95% of the District average certified teacher salary or if the actual salary of new classified personnel is less than 95% of the District's average classified salary for the personnel job classification, the difference shall revert to the District budget for possible reallocation to schools under Section 7 of 702 KAR 3:246.~~

REFERENCES:

[KRS 157.360; KRS 160.345](#)
[702 KAR 3:246](#)
[OAG 96-38](#)

RELATED POLICIES:

02.4242; 02.4244
03.11; 03.21
04.1

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