**Dawson Springs Independent**

**District Staffing Guidelines and Allocation Formula**

**for School Based Decision Making Councils**

**2015-2016**

**(Re: School Board Policy 02.4331)**

The Board of Education is required to make allocations to the SBDM councils by March 1 of each year. The allocation must include funds for salaries of certified and classified positions, with associated fringe benefits, instructional supplies, materials, travel, equipment, and other school needs. The allocation does not include categorical programs staffed at the school. This document is only a guideline based on historical staffing levels of the schools. Actual SBDM funding is dependent on SEEK state funding appropriations.

The SBDM Council may elect to:

(1) Develop a budget

(2) Adopt the Principal’s recommendation

(3) Adopt the Superintendent’s recommendation

If it so desires, the SBDM Council may elect to participate in the budgeting for supplies, equipment, and travel, but not in the budgeting for certified or classified personnel. If the SBDM Council chooses to participate in the staffing portion of the budget, the 95% District Average Certified or Classified Salary becomes an important part of the budgeting format. When a vacancy exists and the SBDM Council decides to participate in the entire budgeting process, the 95% District Average Salary can be allocated to staff the position or the funds may be used to hire staff in other positions, purchase equipment, and/or supplies.

**Staffing Based on KRS Guidelines**

Allocations are for 185 day positions according to KRS 160.345. Calculations are based on predicted enrollment enrollment of students for the next school year. The total number of certified staff allocated to Dawson Springs Independent School is rounded to the nearest full position. This allocation may be adjusted prior to prior to September 15 based on actual enrollments. Maximum Class Size (KRS 157.360 and 702 KAR 3:190) staffing is as follows:

Primary (K-3) 24

Grade 4 28

Grades 5-6 29\*

Grades 7-12 31\*

\*Or maximum 150 pupil hours per day, excluding PE, music and art

In addition, Itinerate staffing has been provided for the following positions:

One (1) Assistant Principal/Athletic Director K-12

One (1) Assistant Principal Elementary (if also acts as DPP)

One (1) Guidance Counselor K-12

One (1) Library Media Specialist K-12

One (1) PE and Health Teacher K-12

One (1) Instrumental/General Music Teacher K-12

One (1) General Art Teacher K-12

Fifty Percent (.50) Gifted and Talented Teacher K-12

Special Education Teachers based on number of students needing service

Speech Pathologists based on number of students needing service

\*Salaries will be divided between both schools.

Classified Staffing:

Classified staffing shall be based on student needs and district support service needs and shall be reviewed annually.

Additional classified aides as deemed necessary IDEA Aides as required by IEP’s

Extended Employment

Extended Employment is set by the adopted district salary schedule. Extended employment shall be established by the Board of Education annually no later than June 1. Statute requires notification to personnel of reduction of extended days and corresponding pay no later than ninety (90) days before the first student attendance day of the school year (KRS 161.760)

**Guideline Review**

These guidelines are established to assist in developing the SBDM allocation for March 1 of each year and should be reviewed by the Board of Education annually.

**Elementary School Staffing (K-6)**

Certified personnel in primary grades shall be staffed by dividing the total number of students in Primary (K-3) by 24. Kindergarten is only funded by SEEK at a 50% level. The number of teachers required will be rounded up to meet class size caps.

Fourth (4th) Grade will be staffed by dividing the number of students in Fourth Grade by 28, one (1) Grade 4 teacher for each 28 students enrolled.

Fifth and Sixth (5th and 6th) Grades will be staffed by dividing the number of students in fifth and sixth grades by 29, one (1) Fifth and Sixth Grade Teacher for each 29 students enrolled.

Other Certified Staffing includes:

One (1) K-6 Principal

One-half K-6 Assistant Principal Elementary (if also acts as DPP)

One-half K-12 Guidance Counselor

One-half K-12 Library Media Specialist

One-half K-12 PE and Health Teacher

One-half K-12 Instrumental/General Music Teacher

One-half K-12 General Art Teacher

Classified Staffing includes:

Two (2) night time custodians and (.5) day custodian

One (1) School Secretary (\*based upon funding)

**High School Staffing (7-12)**

Seventh and Eighth Grade (7th and 8th) shall be staffed by dividing the number of students in the Seventh and Eighth grade by 31, one (1) Grade 7 teacher and one (1) Grade Eight teacher for each 31 students enrolled.

In grades 9-12, one (1) certified position is allocated for each thirty-one (31) students enrolled.

Other Certified Staffing includes:

One (1) 7-12 Principal

One-half 7-12 Assistant Principal/Athletic Director

One-half K-12 Guidance Counselor

One-half K-12 Library Media Specialist

One-half K-12 PE and Health Teacher

One-half K-12 Instrumental/General Music Teacher

One-half K-12 General Art Teacher

.25 (25%) Gifted and Talented Teacher

Classified Staffing includes:

One (1) School Secretary

One (1) Guidance Secretary

Two (2) night time custodians and (.5) day custodian

**Additional District Supporting Staff**

Additional Certified Staffing

Additional certified staffing is based upon enrollment and/or assignments of itinerant personnel and shall be reviewed annually

**Personnel Currently Funded by Categorical Programs/General Fund**

For the sake of clarity, the following certified and classified personnel are currently funded by categorical programs such as preschool, GT, etc. These positions **are not included** in the SBDM allocation because they are not funded by Fund 1 (general fund) dollars.

Preschool Certified- 1 Teacher

.5 Preschool coordinator

Classified- 1 Instructional Aide

1 Bus Driver

.5 Bus Aide

.7 Clerical Aide

Title I Certified- 1 Regular Teacher (depending on funding)

.5 Reading Teacher (depending on funding)

Classified- 4.3 instructional Aides (depending on funding)

Migrant (funds discontinued)

IDEA B Certified- .4 Coordinator (base pay), 100% of extended and extra service pay

Classified- .5 Clerical Aide

Safe Schools Classified- .4 Instructional Aide (Alt Learning Classroom)

Gifted and Talented Certified- .5 Teacher

IDEA Preschool Classified .5 Clerical Aide

Title II and IV Certified Program will no longer allow for classroom reduction

ESS Certified Currently under waiver for daytime services

**Personnel Currently Funded by General Fund or Food Service**

The following classified positions are not included in the SBDM allocation because they are funded at the district level from the general fund or from food service.

One (1) Bus/Maintenance Supervisor

Four (4) Bus Drivers

One (1) Food Service Manager

One (1) Head Cook

Six and One Half (6.5) Food Service Workers

Two (2) IT (Technology) staff members