

**School Staffing****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 comply with state law ~~and SACS standards~~ and 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.
- B. Classified Staff:
  - 1. All school-based positions approved annually by the Board in non-categorical programs.
- C. All Positions:
  - 1. Provide salaries including adjustments for any salary changes made by the Board;
  - 2. Budget for vacant positions at 95% of the average District salary for the job classification; and
  - 3. **Calculate all positions purchased with Section 7 funds at 95% of the District average cost for that position.**

**FILING OF POLICY AMENDMENTS**

Any revisions made to this policy or the accompany guidelines (whichever contains specific formula information) for the next school year shall be filed with the Kentucky Department of Education by May 1 of each year.

**SUPPLEMENTAL POSITIONS**

**Supplemental positions shall be allowed as described in 02.4331 AP.11.**

**MAXIMUM CLASS SIZE (KRS 157.360; 702 KAR 3:190)**

Primary (K-3)	24
Grade 4	28
Grades 5-6	29
Grades 7-12	31 (or maximum 150 pupil hours) (excluding P.E. and music: vocal and instrumental)

**School Staffing****CALCULATING STAFF ALLOCATIONS**

**Staffing calculations for determining regular teaching positions will be rounded up to the next whole 0.5. All other certified and classified positions will be rounded up to the next 0.5.**

**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 staffing allocation for categorical and District-wide programs shall be determined by the District.**

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 shall revert to the District's general fund.

**COUNCIL TO NOTIFY**

**The council shall notify the Superintendent no later than** the date specified by the Superintendent/designee **of the number of persons to be employed at the school in each school level job classification.**

**IMPACT ON DISTRICT BUDGET**

**School councils shall not incur personnel costs in excess of the District budget allocation to the school.**

**Actions taking by a council shall not be construed as altering staffing allocations in future District budgets.**

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's 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.

**ADJUSTING STAFF ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS**

**Adjustments to the staffing projections shall be made for all elementary, ~~and middle schools and high schools~~ per 02.4331 AP.1 ~~by September 15th during the first ten (10) instructional days of the school year. As requested and approved by each high school SBDM council, adjustments to high school staffing shall only occur if the total student enrollment exceeds the State maximum class size. Unless the State guideline is exceeded, there shall be no additions or deletions of staff at the high school level.~~**

**School Staffing****ADJUSTING STAFF ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS (CONTINUED)**

Other adjustments shall be made after the final projections, but before the start of school, if clear data are available that indicates a significant change in a part of a school's student population, such as program changes from one school to another, redistricting, and other similar types of changes. All adjustments after the final staffing allocation must be approved by the Superintendent. Principals and Councils will be notified of all such changes as soon as the data are available to the District.

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.

**REFERENCES:**

KRS 157.360; KRS 160.345  
702 KAR 3:246  
OAG 96-38  
**705 KAR 4:231**

**RELATED POLICIES:**

02.4242  
02.4244  
03.11/03.21  
04.1