

**School Staffing Guidelines****STAFFING LEVELS**

Primary (K-3)	24
Intermediate (4-5)	28
Middle (6-8)	29
High (9-12)	30

School staffing allocations for Section 4 and Section 5 staffing shall be provided as positions. This allocation shall budget funds sufficient for the council to comply with state law. The staff funding allocation will use District average costs, will be based on District enrollment projections and shall be calculated as follows:

**ELEMENTARY SCHOOL****Section 3 Funding**

PGES Coach: One (1)

**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for primary and intermediate regular teaching positions shall be based upon the state maximum class sizes. Kindergarten enrollment shall be counted as full-time for this calculation. Gifted Accelerated Cluster Program enrollment shall not be counted for this calculation. Teaching positions shall be rounded to nearest 0.5.

Discretionary teaching positions: One (1) teaching position per one hundred fifty (150) students (rounded to nearest 0.5)

Child Guidance Specialist: One (1)

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 22:1 for Primary and 26:1 for Intermediate (rounded to nearest 0.5).

**Section 5 Funding**

Base funding for kindergarten aides shall be based upon the state maximum class sizes.

Instructional Aides: Ratio of one (1) for every twenty-four (24) full-time equivalent kindergarten students and one (1) for every fifty-five (55) 1st-3rd students plus two (2) discretionary instructional aides.

Clerical: Ratio of one (1) per two hundred twenty-five (225) students and eighty (80) hours of office/clerical time to be used during the summer and/or school year.

**School Staffing Guidelines****MIDDLE SCHOOL****Section 3 Funding**

PGES Coach: One (1)

**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 27:1.

Discretionary teaching positions: Ratio of one (1) per seventy-five (75) students (rounded to nearest 0.5).

Associate Principal: One (1)

S.A.F.E. Teacher: One (1)

Child Guidance Specialist: Ratio of one (1) per three hundred fifty (350) students, but not less than two (2) per school (rounded to nearest 0.5). [EXCEPTION: SCAPA Bluegrass shall have no more than one (1).]

Reading Specialist: One (1)

**Section 5 Funding**

Clerical: Ratio of one (1) per two hundred twenty-five (225) students, one (1) five-tenths (0.5) attendance clerk and eighty (80) hours of office/clerical time to be used during the summer and/or school year.

S.A.F.E Instructional Aide: One (1)

**School Staffing Guidelines****HIGH SCHOOL****Section 3 Funding**

PGES Coach: One (1)

**Section 4 Funding**

Principal: One (1)

Media specialist: Two (2)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 28:1.

Discretionary teaching positions: Ratio of one (1) per one hundred thirty-five (135) students (rounded to nearest 0.5).

Associate Principal: Two (2)

S.A.F.E. Teacher: One (1)

Child Guidance Specialist: Ratio of one (1) per three hundred fifty (350) students (rounded to nearest 0.5).

Reading Content Specialist: One (1)

**Section 5 Funding**

Clerical: Ratio of one (1) per two hundred twenty-five (225) students, plus one (1) additional attendance clerk.

S.A.F.E Instructional Aide: One (1)

**DISTRICT-WIDE AND CATEGORICAL PROGRAMS**

Additional certified and classified staff shall be allocated to support categorical and District-wide programs. Staffing shall be allocated according to state and/or federal regulations and shall comply with all applicable grant and non-grant funding sources. Teaching positions may be designated by the District as itinerant or non-itinerant.

Itinerant teachers are scheduled by the District and are subject to District guidelines for beginning and ending work time, planning time, travel time, lunch time (if appropriate) and full-time equivalent employment calculation per this procedure. No more than .1 (one-tenth) FTE shall be assigned for itinerant travel.

**Early Start**

Staffing shall be adjusted in accordance with state regulations to meet the staffing needs of enrolled 3- and 4-year-old students with disabilities.

**English as a Second Language (ESL)**

Staffing may be adjusted to meet the needs of enrolled LEP students based on an analysis of school need by the ESL administrator in consultation with the Budget and Staffing Department, and as approved by the Superintendent.

**School Staffing Guidelines****DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****District Social Workers****Dropout Prevention Transition Program**

- Five (5.0) full-time special Social Workers shall be assigned to the high schools at an allocation of one (1.0) per high school as District-wide itinerant positions. The assigned social workers will work with the high schools and their respective feeder schools on an as needed basis and as assigned by the Director of Student Achievement.

**Middle Schools**

- Two and four-tenths (2.4) full-time Social Workers shall be assigned to the Middle Schools at an allocation of two-tenths (0.2) per middle school as District-wide itinerant positions. The assigned social workers will work with the middle schools on an as needed basis and as assigned by the Director of Student Achievement.

**Band and Orchestra**

Band and orchestra teachers shall be allocated to all schools as District-wide itinerant positions as follows:

**Elementary Schools**

Staff shall be assigned at an allocation up to four-tenths (0.4) of a full-time position at each elementary school requesting services. An additional one-tenth (0.1) of a full-time position will be assigned for regular planning time at the school housing the planning time for the itinerant teachers. The total allocation shall not exceed twenty-one (21.0) positions.

**Middle and High Schools**

Staff shall be assigned so that a band teacher will be assigned to each instructional period for band and an orchestra teacher will be assigned for each instructional period provided for orchestra. Minimum required class sizes shall be twelve (12) for orchestra and eighteen (18) for band. When a single band or orchestra class has a student enrollment that exceeds sixty (60) students, a team teacher shall be assigned to assist with instruction in that class.

Jazz and percussion band teachers shall be assigned to the high schools on an as needed basis by the Director of Student Achievement. Minimum required enrollment shall be twelve (12) and maximum enrollment of seventeen (17) participating students.

**Gifted and Talented Programs**

Primary Talent Pool, (K-3), Elementary Gifted and Talented, (4-5) and Elementary Accelerated Cluster Program staff shall be allocated as District-wide itinerant positions as follows:

**Elementary Schools**

Teachers for the Primary Talent Pool (K-3) and Elementary Gifted/Talented (4-5) shall be allocated based on the total number of gifted and talented students minus the number of gifted and talented students enrolled in the elementary accelerated clusters divided by 182. Teachers for the Elementary Accelerated Cluster Program shall be allocated at a student to teacher ratio of 24:1 for primary and 28:1 for intermediate.

**Middle Schools**

Middle school teachers for the Middle School Accelerated Program shall be allocated at a student to teacher ratio of 29:1.

**School Staffing Guidelines****DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****School-based Custodial Staff**

Custodial staff shall be allocated as a District-wide support program and will be based on the building square footage as follows:

**Elementary Schools**

Each school shall receive one (1) head custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5). Notwithstanding the square footage allocation, all elementary schools will be staffed with a minimum of one (1) head and one (1) helping custodian.

**Middle Schools**

Each school shall receive one (1) head custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

**High Schools**

Each school shall receive one (1) campus foreman responsible for 12,000 square feet, one (1) head custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (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 council may reallocate staffing funds for other purposes consistent with its responsibilities provided sufficient staff is provided to meet the vision, mission and goals of the school and to comply with any applicable laws and regulations. The council shall not have access to unused funds from a vacant staffing position until the position has been vacant for at least seventy-five (75) instructional days. The staffing allocation for categorical and District-wide programs shall be determined by the District.

Funds remaining from the school's staffing allocation shall revert to the District's General Fund on June 30.

**ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS**

Opening enrollment verification data will be collected from each school by the close of the fourth instructional day.

SBDM council-approved revised staffing plans shall be submitted by the Principal to the Budget & Staffing Office and the Department of Human Resources at least two (2) full instructional days prior to the deadline for notification of staff. The Department of Human Resources will inform District staff of any contractual or assignment changes for the current school year no later than September 15. Decreases in student enrollment after September 15 will not result in reassignment of school staff members.

**School Staffing Guidelines****ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS (CONTINUED)****Initial funding allocations will be adjusted as follows:**

Funding adjustments will be made for all elementary and middle schools based on the District's staffing ratios as outlined herein.

**Adjusting Staff Funding Allocations**

Adjustments to staffing prior to September 15<sup>th</sup> shall be made by the Budget and Staffing Director in accordance with established ratios. All adjustments will be reported to the Superintendent for final approval.

After September 15<sup>th</sup>, Section 3 resources will be considered when school enrollment by cluster (K-3, 4-5, 6-8, and 9-12) exceeds the state maximum class size by ten percent (10%) for fifteen (15) consecutive instructional days. If additional resources are provided, the Director of Human Resources will determine whether to use a substitute or a contracted employee, depending upon the time of year.

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Prior to instructional day 1 and if enrollment is anticipated to exceed projected enrollment, School Directors may provide funding to allow schools to receive a substitute teacher to establish an additional classroom to provide assistance for a teacher who has been assigned students in excess of established staffing ratios. Subsequent to instructional day 1, staffing adjustments will follow the normal staffing adjustment process as provided herein.

**OVERLAP TIME TO REPLACE CLASSROOM TEACHERS**

District funded overlap time will be limited to classroom teachers that have an effective retirement date on or before September 1 to avoid disruption in the classroom.

**OVERLAP TIME TO REPLACE CLASSROOM TEACHERS (CONTINUED)**

If a critical shortage area is involved, the District will allow overlap time of retirement dates up to October 1. If the retiree request to rescind their letter of intent after the PAF is issued for his/her replacement, it shall be subject to available funding as determined by the Superintendent.

For classroom teachers retiring AFTER September 1, or October 1 for critical shortage areas, Principals requesting overlap time will need to provide their own funding for a long-term substitute unless their council secures funds for a permanent hire.

The District will continue to fund one (1) day of overlap time for all other certified school based positions such as librarians, counselors, academic deans, associate principals, etc. (This group is not considered for extended overlap time because the purpose of such extended time is to avoid disruption in the classroom.)

**TIMELINE FOR ENROLLMENT PROJECTIONS AND STAFFING ALLOCATIONS**

The timeline included below shall be utilized to provide enrolment projections and staffing allocation information to schools. This timeline also includes consultation meetings that shall occur to allow for discussion and review of relevant enrollment and staffing data.

**School Staffing Guidelines****TIMELINE FOR ENROLLMENT PROJECTIONS AND STAFFING ALLOCATIONS (CONTINUED)**

<b>DATE</b>	<b>ACTIVITY</b>
<b>January 15</b>	Draft enrollment projections provided to principals
<b>Prior to January 31</b>	Principals consult with staff from the Department of Pupil Personnel regarding enrollment projections and approve or reject the projection. Rejections shall include information from the principal as to the reasons the projection may be incorrect.
<b>Prior to February 15</b>	Adjusted enrollment projections are sent from the Department Pupil Personnel to the Office of Budget and Staffing.
<b>March 1</b>	Schools receive tentative Staffing Allocation from the Office of Budget and Staffing based upon 95% projection for elementary and 98% projection for middle and high student enrollments received in January. These staffing allocations shall be calculated based upon the maximum class sizes described in District policy.
<b>March 1 - 21</b>	Principals may schedule individual consultation sessions with personnel from the Office of Staffing and Budget.
<b>March 1-21</b>	Principals shall meet with their SBDM Council to approve a tentative staffing and budget plan for the upcoming school year.
<b>Prior to May 1</b>	Schools receive final Staffing Allocation from the Office of Budget and Staffing.
<b>May 1-15</b>	Principals shall meet with personnel from the Office of Staffing and Budget and the Department of Human Resources to submit an SBDM approved balanced Staffing Workbook and a signed hard copy of the Section 6 funds projected budget for the upcoming school year.