

**JEFFERSON COUNTY BOARD OF EDUCATION
SCHOOL ALLOCATION STANDARDS FOR USAGE IN FY 2016-17 AND BEYOND
JANUARY 2016**

I. STANDARD ALLOCATIONS FOR CLASSROOM INSTRUCTIONAL STAFF -

ELEMENTARY - Kindergarten through Fifth grade – The teacher allocation will be based on the following student to teacher ratios: Kindergarten through 5th grade – 24 to 1. 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 - The teacher allocation will be based on the following student to teacher ratios: 6th grade through 8th grades – 28 to 1. 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 - The teacher allocation will be based on the following student to teacher ratio: 9th through 12th grades – 28 to 1. 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 teachers added for these schedules are reflected later in this document. The allocations established also provides 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 1st 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, and this rounding is done for the grand total of the teacher number allocated for each school, not on a grade-by-grade level. 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. Again, the rounding up is accomplished on the grand total of teachers for all grades, not on a grade-by-grade basis. The exception is that Kindergarten is separately rounded upwards in order to allocate instructional assistants.

- A Safety Net exists for the benefit of schools in our staffing formula for the 5th 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 5th day adjustment. So, it is a safety net on a loss of a 0.5 teacher allocation. Again, if the 5th 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 5th 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 2016-2017

<u>Positions</u>	<u>Staff Allocation</u>
Projected Enrollment 0 to 659	
Elementary School Principal (220 days)	1
Assistant Principal (215 days) *	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 below
Plant Operator (8 hours/260 days)	see below
Additional Staff Allocation for schools with 660 – 749 – projected enrollment	
One additional counselor position	1
Clerk – school library media center	0.5

* Assistant Principal is currently an added (aka add-on) program since it is still a pilot allocation.

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

	Plant Operator	Custodian	Comment
ATKINSON E.S.	1	3	
AUBURNDALE E.S.	1	2	
AUDUBON TRAD. E.S.	1	2	
BATES E.S.	1	2	
BLAKE E.S.	1	2	
BLOOM E.S.	1	2	
BLUE LICK E.S.	1	2	
BOWEN E.S.	1	3	
BRANDEIS E.S.	1	2	
BRECKINRIDGE/FRANKLIN E.S.	1	2	
BYCK E.S.	1	3	
CAMP TAYLOR E.S.	1	2	
CANE RUN E.S.	1	2	
CARTER TRAD E.S.	1	3	
CHANCEY E.S.	1	3	
CHENOWETH E.S.	1	2	
COCHRAN E.S.	1	2	
COCHRANE E.S.	1	2	
COLERIDGE/TAYLOR E.S.	1	3	
CORAL RIDGE E.S.	1	2	
CRUMS LANE E.S.	1	2	
DIXIE E.S.	1	2	
DUNN E.S.	1	2	
EISENHOWER E.S.	1	2	
ENGELHARD E.S.	1	2	
FAIRDALE E.S.	1	2	
FARMER E.S.	1	3	
FERN CREEK E.S.	1	3	
FIELD E.S.	1	2	
FOSTER E.S.	1	3	
FRAYSER E.S.	1	2	
GILMORE LANE E.S.	1	2	
GOLDSMITH E.S.	1	2	
GREATHOUSE/SHRYOCK TRAD	1	2	
GREENWOOD E.S.	1	2	
GUTERMUTH E.S.	1	2	
HARTSTERN E.S.	1	2	
HAWTHORNE E.S.	1	2	
HAZELWOOD E.S.	1	4	A 1.0 custodian is for Neighborhood Place
HITE E.S.	1	2	
INDIAN TRAIL E.S.	1	2	
JACOB E.S.	1	2	Eliminated 0.5 for 2016-17
JEFFERSONTOWN E.S.	1	3	
JOHNSONTOWN RD E.S.	1	2	

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

KENNEDY, ALEX R. E.S.	1	2	
KENNEDY J F E.S.	1	2	
KENWOOD E.S.	1	2	
KERRICK E.S.	1	2	
KING E.S.	1	2	
KLONDIKE E.S.	1	2	
LAUKHUF E.S.	1	2	
LAYNE E.S.	1	2	
LINCOLN E.S.	1	3	
LOWE E.S.	1	2	
LUHR E.S.	1	2	
MAUPIN E.S.	1	3	Added 0.5 for FY 2016-17
MC FERRAN E.S.	1	4	PLUS 3.0 custodians for Early Childhood unit 957
MEDORA E.S.	1	2	
MIDDLETOWN E.S.	1	2	
MILL CREEK E.S.	1	2	
MINORS LANE E.S.	1	2	
NORTON E.S.	1	3	
NORTON COMMONS	1	3	
OKOLONA E.S.	1	2	
PORTLAND E.S.	1	2	
PRICE E.S.	1	2	
RANGELAND E.S.	1	2	
ROOSEVELT/PERRY E.S.	1	2	
RUTHERFORD E.S.	1	3	
SANDERS E.S.	1	2	
SCHAFFNER TRAD E.S.	1	2	
SEMPLE E.S.	1	2	
SHACKLETTE E.S.	1	2	
SHELBY E.S.	1	2.5	
SLAUGHTER E.S.	1	2	
SMYRNA E.S.	1	2	
ST MATTHEWS E.S.	1	2	
STONESTREET E.S.	1	2	
STOPHER E.S.	1	3	
TRUNNELL E.S.	1	2	
TULLY E.S.	1	3	
WATSON LANE E.S.	1	2	
WATTERSON E.S.	1	2	
WELLINGTON E.S.	1	2	
WHEATLEY E.S.	1	2	
WHEELER E.S.	1	2	
WILDER E.S.	1	2	
WILKERSON E.S.	1	2	
WILT E.S.	1	2	
YOUNG E.S.	1	2	
ZACHARY TAYLOR E.S.	1	2	

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

**STANDARD ALLOCATION DETAILS
FY 2016-2017**

<u>Positions</u>	<u>Staff Allocation</u>
Projected Enrollment 0 to 699	
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 below
Lead Custodian (8 hrs/260 days)	see below
Plant Operator (8 hours/260 days)	see below
Additional Staff Allocation for schools with: 700 – 899 – projected enrollment	
Middle School Assistant Principal 215 days	1
Additional Staff Allocation for schools with: 900 – 1099 – projected enrollment	
Middle School Counselor 215 days	0.5
School Clerk 8 hrs/187 days	1
Additional Staff Allocation for schools with: 1100 – 1299 – projected enrollment	
Middle School Counselor 215 days	1.0
Additional Staff Allocation for schools with: 1300 – up – projected enrollment	
Middle School Assistant Principal 215 days	1.0
1.0 School Clerk 8 hrs/187 days	1

CUSTODIAN LEVELS – (based upon Housekeeping Recommendations)

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

	Plant Operator	Lead Custodian	Custodian	Comment
BARRET TRAD M.S.	1	1	2	
CARRITHERS M.S.	1	1	2.5	
CONWAY M.S.	1	1	3	
CROSBY M.S.	1	1	4	
FARNSLEY M.S.	1	1	4.5	0.5 Custodian is for Neighborhood Place
HIGHLAND M.S.	1	1	3.5	
JEFF CO TRAD M.S.	1	1	3	
JOHNSON TRAD M.S.	1	1	4	
KAMMERER M.S.	1	0	3	Eliminated Lead Custodian for 2016-17 for non-use.
KNIGHT M.S.	1	1	2	
LASSITER M.S.	1	1	3	
MEYZEEK M.S.	1	1	3	
NEWBURG M.S.	1	1	2.5	Reduced 0.5 for FY 2016-17.
NOE M.S.	1	1	5	
OLMSTED NORTH	1	1	3	
OLMSTED SOUTH	1	1	2	
RAMSEY M.S.	1	1	3	
STUART M.S.	1	1	5	Eliminated custodian for Fy 2016-17: Phoneix moved.
THOS JEFFERSON M.S.	1	1	6	1.0 Custodian is for Neighborhood Place
WESTERN M.S.	1	1	3	
WESTPORT M.S.	1	1	4.5	0.5 Custodian is for public access to library

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

**STANDARD ALLOCATION DETAILS
PROPOSED FY'16-17**

<u>Positions</u>	<u>Staff Allocation</u>
Projected Enrollment 0 - 899	
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
Additional Staff Allocation for schools with: 900 – 1249 – projected enrollment	
Secondary School Counselor 215 days	1
Additional Staff Allocation for schools with: 1250 – 1499 – projected enrollment	
Secondary School Assistant Principals 215 days	1
Additional Staff Allocation for schools with: 1500 – 1799 – projected enrollment	
Secondary School Counselor 215 days	1
Additional Staff Allocation for schools with: 1800 – up – projected enrollment	
Secondary School Assistant Principals 215 days	.75

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

	Plant <u>Operator</u>	Lead <u>Custodian</u>	<u>Custodian</u>	Comment
ATHERTON H.S.	1	1	6	
BALLARD H.S.	1	1	9	Includes Arts Building
BUTLER TRAD H.S.	1	1	7	
CENTRAL H.S.	1	1	8	Includes stadium and clothes closet.
DOSS H.S.	1	1	6	
EASTERN H.S.	1	1	10	
FAIRDALE H.S.	1	1	5	PLUS 2 additional add-ons for tech Building
FERN CREEK H.S.	1	1	8	
IROQUOIS H.S.	1	1	7	
JEFFERSONTOWN H.S.	1	1	7	
MALE TRAD H.S.	1	1	11	4.0 custodians moved from Gheens to Male 2016-17
MANUAL H.S.	1	1	8.5	
MOORE TRAD.	1	1	7	
PLEASURE RIDGE PK H.S.	1	1	10	Includes Technical Building
SENECA H.S.	1	1	7.5	
SHAWNEE H.S.	1	1	8	1.0 cust. is for ESL Newcomer, and includes pool area.
SOUTHERN H.S.	1	1	8	
VALLEY H.S.	1	1	9	Includes new arena
WAGGENER TRAD H.S.	1	1	6	
WESTERN H.S.	1	1	6	

MUSIC TEACHERS

	BAND	ORCHESTRA
ATKINSON E.S.	0.1250	0.1250
AUBURNDALE E.S.	0.1500	0.1250
AUDUBON TRAD. E.S.	0.1670	0.1300
BATES E.S.	0.1300	0.1250
BLAKE E.S.	0.1660	0.1250
BLOOM E.S.	0.0000	0.1300
BLUE LICK E.S.	0.1250	0.1500
BOWEN E.S.	0.2000	0.1660
BRANDEIS E.S.	0.1670	0.1300
BRECKINRIDGE/FRANKLIN E.S.	0.2500	0.1660
BYCK E.S.	0.1250	0.2000
CAMP TAYLOR E.S.	0.0000	0.1300
CANE RUN E.S.	0.1500	0.1250
CARTER TRAD E.S.	0.1670	0.1670
CHANCEY E.S.	0.1250	0.2000
CHENOWETH E.S.	0.2000	0.2000
COCHRAN E.S.	0.1660	0.1670
COCHRANE E.S.	0.1000	0.2000
COLERIDGE/TAYLOR E.S.	0.1250	0.1400
CORAL RIDGE E.S.	0.1250	0.1660
CRUMS LANE E.S.	0.1330	0.1250
DIXIE E.S.	0.1250	0.1250
DUNN E.S.	0.2500	0.2000
EISENHOWER E.S.	0.1670	0.1670
ENGELHARD E.S.	0.1250	0.1300
FAIRDALE E.S.	0.1250	0.1660
FARMER E.S.	0.1300	0.1250
FERN CREEK E.S.	0.1000	0.1250
FIELD E.S.	0.1400	0.1660
FOSTER E.S.	0.1660	0.0000
FRAYSER E.S.	0.0000	0.0000
GILMORE LANE E.S.	0.1250	0.1300
GOLDSMITH E.S.	0.1500	0.1500
GREATHOUSE/SHRYOCK TRAD	0.2920	0.2000
GREENWOOD E.S.	0.1660	0.1670
GUTERMUTH E.S.	0.1250	0.1250
HARTSTERN E.S.	0.1400	0.1400
HAWTHORNE E.S.	0.1750	0.1500
HAZELWOOD E.S.	0.1250	0.1000
HITE E.S.	0.1500	0.1670
INDIAN TRAIL E.S.	0.1000	0.1670

MUSIC TEACHERS

	BAND	ORCHESTRA
JACOB E.S.	0.1250	0.1660
JEFFERSONTOWN E.S.	0.1400	0.1670
JOHNSONTOWN RD E.S.	0.1250	0.1250
KENNEDY, ALEX R. E.S.	0.0000	0.0000
KENNEDY J F E.S.	0.1250	0.1330
KENWOOD E.S.	0.1670	0.1000
KERRICK E.S.	0.1340	0.1670
KING E.S.	0.0000	0.1250
KLONDIKE E.S.	0.1500	0.1500
LAUKHUF E.S.	0.1670	0.1500
LAYNE E.S.	0.1660	0.1250
LINCOLN E.S.	0.2500	0.2000
LOWE E.S.	0.1250	0.1670
LUHR E.S.	0.1400	0.1670
MAUPIN E.S.	0.1250	0.1330
MC FERRAN E.S.	0.0000	0.0000
MEDORA E.S.	0.1670	0.1250
MIDDLETOWN E.S.	0.1500	0.2000
MILL CREEK E.S.	0.1250	0.1340
MINORS LANE E.S.	0.1000	0.0000
NORTON E.S.	0.3250	0.1670
NORTON COMMONS	0.0000	0.0000
OKOLONA E.S.	0.1670	0.1400
PORTLAND E.S.	0.1250	0.0000
PRICE E.S.	0.1250	0.1500
RANGELAND E.S.	0.1250	0.1670
ROOSEVELT/PERRY E.S.	0.1250	0.1000
RUTHERFORD E.S.	0.1250	0.1670
SANDERS E.S.	0.1670	0.1330
SCHAFFNER TRAD E.S.	0.1330	0.1330
SEMPLE E.S.	0.1250	0.1660
SHACKLETTE E.S.	0.1250	0.0000
SHELBY E.S.	0.2500	0.2000
SLAUGHTER E.S.	0.1250	0.1250
SMYRNA E.S.	0.1400	0.1670
ST MATTHEWS E.S.	0.0000	0.1000
STONESTREET E.S.	0.1250	0.1250
STOPHER E.S.	0.1500	0.1250
TRUNNELL E.S.	0.1670	0.1660
TULLY E.S.	0.1500	0.2000
WATSON LANE E.S.	0.1660	0.1250
WATTERSON E.S.	0.1750	0.1670

MUSIC TEACHERS

	BAND	ORCHESTRA
WELLINGTON E.S.	0.1250	0.1250
WHEATLEY E.S.	0.1250	0.1250
WHEELER E.S.	0.1400	0.1250
WILDER E.S.	0.2500	0.1670
WILKERSON E.S.	0.1670	0.1250
WILT E.S.	0.1250	0.1340
YOUNG E.S.	0.1250	0.1250
ZACHARY TAYLOR E.S.	0.1250	0.2000

MUSIC TEACHERS

	BAND	ORCHESTRA
BARRET TRAD M.S.	0.10	0.60
CARRITHERS M.S.	0.15	0.50
CONWAY M.S.	0.00	0.00
CROSBY M.S.	0.15	0.60
FARNSLEY M.S.	0.00	0.50
HIGHLAND M.S.	0.00	0.60
JEFF CO TRAD M.S.	0.10	0.60
JOHNSON TRAD M.S.	0.00	0.50
KAMMERER M.S.	0.20	0.50
KNIGHT M.S.	0.00	0.50
LASSITER M.S.	0.00	0.50
MEYZEEK M.S.	0.00	0.60
NEWBURG M.S.	0.00	1.00
NOE M.S.	0.00	0.50
OLMSTED NORTH	0.00	0.50
OLMSTED SOUTH	0.00	1.00
RAMSEY M.S.	0.00	0.50
STUART M.S.	0.00	0.50
THOS JEFFERSON M.S.	0.00	0.50
WESTERN M.S.	0.00	0.00
WESTPORT M.S.	0.00	0.60

MUSIC TEACHERS

	Band	Choral
ATHERTON H.S.	0.00	0.00
BALLARD H.S.	0.00	0.00
BUTLER TRAD H.S.	0.00	0.00
CENTRAL H.S.	0.00	0.00
DOSS H.S.	0.00	0.00
EASTERN H.S.	0.00	0.00
FAIRDALE H.S.	0.00	0.00
FERN CREEK H.S.	0.00	0.00
IROQUOIS H.S.	0.00	0.00
JEFFERSONTOWN H.S.	0.00	0.00
MALE TRAD H.S.	0.00	0.00
MANUAL H.S.	0.00	0.00
MOORE TRAD.	0.50	0.50
PLEASURE RIDGE PK H.S.	0.00	0.00
SENECA H.S.	0.00	0.00
SHAWNEE H.S.	1.00	0.00
SOUTHERN H.S.	0.00	0.00
VALLEY H.S.	0.50	0.50
WAGGENER TRAD H.S.	0.00	0.00
WESTERN H.S.	0.00	0.00

VI. OPERATIONAL SUPPLIES – (SECTION 6 FUNDING)

Assuming that the upcoming state budget language provides the flexibility to do so, Jefferson County Public Schools will allocate to each council a per-pupil amount based on prior year ADA or new-year enrollment projection, whichever is greater. The per-pupil amount for elementary schools will be \$140. The per-pupil amount for middle schools will be \$120 for projected enrollments of 850 or more, but it will be \$130 for projected enrollments of less than 850. The per-pupil amount will be \$120 for high schools. This pertains to 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 changes in the per-pupil amounts for middle schools and high schools assumes the typical language in the upcoming state budget bill that provides this flexibility to school Districts. 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

For JCPS, Section 7 is tied to the Equity Scorecard and must be used for strategies to address the Achievement Gaps identified within each school. Those strategies must also be in each participating school’s Comprehensive School Improvement Plan. Schools must submit budget applications that include a program description, SMART goals, a quantified budget request, details on the needs assessment data, targeted outcomes, and information on implementation and management. The bulk of available Section 7 funds will be used for Title I and priority schools, but some funds will be set aside for gap strategies for non-Title I schools.