**TODD COUNTY SCHOOL DISTRICT**

**CERTIFIED STAFF ALLOCATION PROCEDURES**

**2016-2017**

**Reference TCBOE Policy 02.4331**

**Pending Approval by the Todd County Board of Education 3/14/16**

**It is the intent of the Todd County School System to provide a certified staff allocation policy that reflects statutory requirements, positively affects student achievement, is fair and equitable, and utilizes available resources.**

**A.** School Council Allocation Formula: 702 KAR 3:246 (section 4)

A board staffing policy/guidelines shall be established to determine the number of allocated positions for each school. The policy/guidelines shall provide at a minimum the number of positions sufficient to meet class capsizes and the 150 pupil hours per day rule established in KRS 157.360 (4)(a)(b) based on projected full-time equivalent enrollment for the year.

**B.** Statutory Maximum Class Sizes: KRS 157.360\*

Grade Level Maximum Students

Primary Grades (Entry Level through Third) 24

Grade Four 28

Grade Five and Six 29

Grade Seven through Grade Twelve 31

\*Exceptions: Vocal and Instrumental music, physical education, special education classes.

**C.** Additional Information used in determining allocations

**1.      All positions will be decided by the individual school councils.**

**2.** Positions for physical education, curriculum resource teacher, art, music, chorus, band, reading specialist etc. are not allocated separately.

**3.** All school councils should have master schedules in place that reflect student needs before assigning/hiring staff. This means that projected schedules for the ensuing school year need to be completed before the end of the current school year.

**4.** Schools are encouraged to be creative in meeting student needs through virtual or on line classes. (Example: 3 students want Trigonometry – consider on-line class)

**5.** Principals and school councils are TOTALLY responsible for scheduling and meeting the needs of the students in all curriculum areas.

**6.** Statute requires notification to certified employees of reduction of extended employment days and corresponding reduction in salary no later than ninety (90) days before the first student attendance day of the school year. KRS 161.760 (3).

**7.** Student enrollments and number of certified staff are those projected for the ensuing school year. The allocations may be adjusted based on actual data of the ensuing year. Adjustments shall occur prior to September 15.

**8.** In preparation of the annual budget, the Todd County Board of Education shall review the certified/classified staff allocation policy on an annual basis and consider the district enrollment and available revenues.

**Todd County School District Certified Staff Allocation Formula for the 2016-2017 school year**:

**Elementary Schools:** Each elementary school shall be allocated a management team that consists of the following positions:

**1 Principal** – 53 extended days allocated to this position

**1 Guidance Counselor** – 10 extended days allocated to this position

**1 Media Specialist** – 5 extended days allocated to this position

**1 Asst. Principal –** 10 extended days

The number of additional certified positions shall be determined by dividing the entry level projected enrollment for the ensuing school year and the primary projected enrollment for the ensuing school year by 24, the grade four projected enrollment for the ensuing school year by 28, the grade five projected enrollment for the ensuing schoolyear by 29. After each division, round the result to the nearest tenth. Next, add each of these amounts and round the result to the nearest whole number. The resulting number will be the total certified staff allocated to the school (not including the management team).

**Middle School**: The middle school shall be allocated a management team that consists of the following positions:

**1 Principal** – 53 extended days allocated to this position

**1 Assistant Principal** – 23 extended days allocated to this position

**1 Guidance Counselor** – 20 extended days allocated to this position

**1/2 Media Specialist** – 5 extended days allocated to this position

The number of additional certified positions shall be determined by dividing the grade six projected enrollment for the ensuing school year by 29, and dividing grade seven and eight projected enrollments for the ensuing school year by 31. After each division, round the result to the nearest tenth. Next, add each of these amounts and multiply the total by 1.14\* and round the result to the nearest whole number. The resulting number will be the total certified staff allocated to the middle school (not including the management team).

\* **This multiplier provides the allocated number to meet or exceed requirements of KRS 157.360 (4)(a)(b).**

**High School:** The high school shall be allocated a management team that consists of the following positions:

**1 Principal** – 53 extended days allocated to this position

**1 Assistant Principal** – 30 extended days allocated to each of these positions

**1 Guidance Counselor** – 20 extended days allocated to this position

**1/2 Media Specialist** – 5 extended days allocated to this position.

The number of additional certified positions shall be determined by dividing the projected enrollment for grades 9, 10, 11, and 12 by 31. After dividing, round the result to the nearest tenth and multiply the total by 1.2\*, then round the result to the nearest whole number. The resulting number will be the total number of certified staff allocated to the high school (not including the management team).

If the high school site-based council identifies the position of Family and Consumer Science teacher(s) in its curriculum, the district will allocate 5 extended days to each position up to a grand total of 10 extended days for these positions. These positions are not to be considered part of the management team. Also, high school vocational agriculture teachers are allocated 240 day contracts by statute.

\* **This multiplier provides the allocated number to meet or exceed requirements of KRS 157.360 (4)(a)(b).**

**Todd County Horizons Academy:** Todd County Horizons Academy shall be allocated the following positions:

**1 Principal** – 205 days total

**1 Regular Education Teacher** – 185 days

**1 Instructional Assistant** – 181 days 6.5 hours

**1 Instructional Assistant –** 193 days 8 hours

**NOTE:** The allocations listed in this document for the elementary, middle, and high school levels do not include categorical programs assigned to each school (example: special education).

**REFERENCES:**

KRS 157.360

KRS 161.760

702 KAR 3.246

TCBOD 02.4331

**TODD COUNTY SCHOOL DISTRICT**

**CLASSIFIED STAFFING ALLOCATION PROCEDURES (2016-2017)**

**Reference TCBOE Policy 02.4331**

**Pending Approval by the Todd County Board of Education 3/14/16**

**It is the intent of the Todd County School System to provide a classified staff allocation policy that reflects statutory requirements, positively affects student achievement, is fair and equitable, and utilizes available resources.**

For the school year 2014-2015 the following staffing allocation formulas shall apply as defined by 702. KAR 3.246 (section 5). Student enrollments and number of classified staff are those projected for the ensuing school year. The allocations may be adjusted based on actual data of the ensuing year. Adjustments shall occur prior to September 15th.

1. **Custodial Staff:**

The custodial staff allocated to each school shall be based on the following formulas:

**Elementary Schools:** Members of the custodial staff shall be employed to meet the need of the site school and shall meet the Fair Labor Statutes and Regulations based on 6,155 hours.

**Middle School:** Members of the custodial staff shall be employed to meet the need of the site school and shall meet the Fair Labor Statutes and Regulations based on 5,970 hours.

**High School:** Members of the custodial staff shall be employed to meet the need of the site school including the annex and auditorium and shall meet the Fair Labor Statutes and Regulations based on 8,730 hours.

**Todd County Horizons Academy:** Members of the custodial staff shall be employed to meet the need of the site school and shall meet the Fair Labor Statutes and Regulations based on 660 hours.

**Todd County Career Path Institute:** Members of the custodial staff shall be employed to meet the need of the site school and shall meet the Fair Labor Statutes and Regulations based upon 960 hours.

1. **Secretarial/Clerical Staff:**

The secretarial/clerical staff allocation to each school shall be based on the following formulas:

**Elementary Schools:** Each school shall be allocated two (2) secretarial/clerical staff members. Each member shall be employed for 8 hours per day for 203 days.

**Middle School:** The middle school shall be allocated two (2) secretarial/clerical staff members. Each member shall be employed for 8 hours per day for 203 days.

**High School:** The high school shall be allocated two (2) secretarial/clerical staff members employed for 8 hours per day for 203 days. One (1) secretarial/instructional assistant employed 8 hours per day for 185 days.

1. **Instructional Assistants:**

The instructional assistant staff allocation to each school shall be based on the following parameters:

* + 1. **IDEA:** As required by IEPs and student needs. Each position shall be employed based on need. Each full time position shall be for 6.5 hours per day for 181 days.\*
    2. **Entry Level:** One (1) instructional assistant for each twenty-four (24) entry level students enrolled. Each full time position shall be for 6.5 hours per day for 181 days.\*
    3. **Title I:** As required to meet the guidelines of the Title I Program and funding of the program. Each position shall be employed based on need. Each full time position shall be for 6.5 hours per day for 181 days.\*
    4. **Kera Preschool:** As required to meet the guidelines of the preschool program and funding of the program. Each position shall 6.5 hours per day for 181 days.\*
    5. **Other Support Programs:** Other programs providing instructional assistants funded via Federal and State Grants. Each full time position shall be for 6.5 hours per day for 181 days.\*
    6. **General Instructional Assistants:** (non-mandatory instructional assistants funded from Fund I of the Todd County School District Budget)

**High School:** One (1) instructional assistant shall be allocated. This individual shall be employed for 6.5 hours per day for 203 days.

\*The 181 day contract for instructional assistants will breakdown to include the following days:

**173 instructional days**

**4 holidays**

**2 Professional Development days**

**2 opening and closing day**

\*\* Professional development days for the instructional assistants will be determined and monitored by the building principal and shall mirror the professional development of the teacher(s) with whom they work. KRS 161.044 (6) requires instructional assistants who work with children directly receive similar professional development as the classroom teacher receives. Instructional assistants who do not work with children directly shall also receive professional development. This may include, but not be limited to, the following topics: confidentiality, professionalism in the workplace, special education issues, blood borne pathogen training, first aid, CPR, and other topics as deemed pertinent to the instructional assistant’s assigned job responsibilities.

1. **Food Service:**

The number of food service staff shall be based on the formula:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Meal  Equivalents Served | Meals Per Labor  (MPLH) | Total Labor Hours | Full Time Equivalents (FTE’s) |
|  |  |  |  |
| Up to 100 | 8 | 9 – 12 | 2.25 – 3 |
| 101 – 150 | 9 | 12 - 16 | 3 – 4 |
| 151 – 200 | 10 – 11 | 16 - 17 | 4 – 4.25 |
| 201 – 250 | 12 | 17 – 20 | 4.25 – 5 |
| 251 – 300 | 13 | 20 – 22 | 5 – 5.5 |
| 301 – 400 | 14 | 22 – 29 | 5.5 – 7.25 |
| 401 – 500 | 14 | 29 – 35 | 7.25 – 8.75 |
| 501 – 600 | 15 | 35 – 40 | 8.75 - 10 |

**References:** KRS 156.070, KRS 160.346, 702 KAR 3:245, TCBOE 02.4331

**Food service contracts** will be for 181 days and will breakdown to include the following days.

173 instructional days

4 holidays

2 opening and closing days

2 Professional Development days

**Food service manager’s contracts** will be for 193 days and will breakdown to include the following days.

173 instructional days

4 holidays

2 opening and closing day

14 extended employment days

In preparation of the Annual Budget, the Todd County Board of Education shall review the Classified Staff Allocation Policy on an annual basis and consider the district enrollment and available revenues.