

**JEFFERSON COUNTY BOARD OF EDUCATION  
SCHOOL ALLOCATION STANDARDS FOR USAGE IN FY 2017-18  
JANUARY 2017 (Revised May 2017)**

**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 5<sup>th</sup> 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: 6<sup>th</sup> grade through 8<sup>th</sup> 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: 9<sup>th</sup> through 12<sup>th</sup> 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 1<sup>st</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> day adjustment. So, it is a safety net on a loss of a 0.5 teacher allocation. Again, if the 5<sup>th</sup> 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 5<sup>th</sup> 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 2017-2018

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 to 659</b>	
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
<b>Additional Staff Allocation for schools with 660 – 749 – projected enrollment</b>	
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.

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

**STANDARD ALLOCATION DETAILS  
FY 2017-2018**

<b><u>Positions</u></b>	<b><u>Staff Allocation</u></b>
<b>Projected Enrollment 0 to 699</b>	
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
<b>Additional Staff Allocation for schools with: 700 – 899 – projected enrollment</b>	
Middle School Assistant Principal 215 days	1
<b>Additional Staff Allocation for schools with: 900 – 1099 – projected enrollment</b>	
Middle School Counselor 215 days	0.5
School Clerk 8 hrs/187 days	1
<b>Additional Staff Allocation for schools with: 1100 – 1299 – projected enrollment</b>	
Middle School Counselor 215 days	1.0
<b>Additional Staff Allocation for schools with: 1300 – up – projected enrollment</b>	
Middle School Assistant Principal 215 days	1.0
1.0 School Clerk 8 hrs/187 days	1

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

**STANDARD ALLOCATION DETAILS  
PROPOSED FY'17-18**

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

# MUSIC TEACHERS

	BAND	ORCHESTRA
ATKINSON E.S.	0.1250	0.1250
AUBURNDALE E.S.	0.0000	0.1250
AUDUBON TRAD. E.S.	0.2500	0.1300
BATES E.S.	0.1300	0.1670
BLAKE E.S.	0.1660	0.1250
BLOOM E.S.	0.1670	0.1340
BLUE LICK E.S.	0.1250	0.1500
BOWEN E.S.	0.4500	0.1660
BRANDEIS E.S.	0.1250	0.1330
BRECKINRIDGE/FRANKLIN E.S.	0.2500	0.1250
BYCK E.S.	0.1250	0.2000
CAMP TAYLOR E.S.	0.1250	0.1300
CANE RUN E.S.	0.0000	0.1250
CARTER TRAD E.S.	0.1250	0.1660
CHANCEY E.S.	0.1250	0.1250
CHENOWETH E.S.	0.1170	0.2000
COCHRAN E.S.	0.2500	0.1250
COCHRANE E.S.	0.2000	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.	0.1110	0.1000
DUNN E.S.	0.1250	0.2000
EISENHOWER E.S.	0.1660	0.1670
ENGELHARD E.S.	0.0000	0.1300
FAIRDALE E.S.	0.1250	0.1250
FARMER E.S.	0.1300	0.1660
FERN CREEK E.S.	0.0000	0.1250
FIELD E.S.	0.1170	0.1660
FOSTER E.S.	0.1250	0.0000
FRAYSER E.S.	0.0000	0.0000
GILMORE LANE E.S.	0.1250	0.2300
GOLDSMITH E.S.	0.1500	0.1500
GREATHOUSE/SHRYOCK TRAD	0.2000	0.2000
GREENWOOD E.S.	0.1670	0.1670
GUTERMUTH E.S.	0.1110	0.1250
HARTSTERN E.S.	0.1170	0.1400
HAWTHORNE E.S.	0.3500	0.1500
HAZELWOOD E.S.	0.1250	0.1250
HITE E.S.	0.1500	0.1670
INDIAN TRAIL E.S.	0.0000	0.1670

# MUSIC TEACHERS

	BAND	ORCHESTRA
JACOB E.S.	0.1250	0.1670
JEFFERSONTOWN E.S.	0.1160	0.1250
JOHNSONTOWN RD E.S.	0.1250	0.1000
KENNEDY, ALEX R. E.S.	0.0000	0.0000
KENNEDY J F E.S.	0.0000	0.1000
KENWOOD E.S.	0.0000	0.0000
KERRICK E.S.	0.1340	0.1250
KING E.S.	0.1670	0.1250
KLONDIKE E.S.	0.1500	0.1250
LAUKHUF E.S.	0.1670	0.1500
LAYNE E.S.	0.0000	0.1250
LINCOLN E.S.	0.5000	0.7670
LOWE E.S.	0.1000	0.1670
LUHR E.S.	0.1160	0.1250
MAUPIN E.S.	0.1250	0.1000
MC FERRAN E.S.	0.0000	0.0000
MEDORA E.S.	0.1110	0.1000
MIDDLETOWN E.S.	0.1500	0.2000
MILL CREEK E.S.	0.1110	0.1000
MINORS LANE E.S.	0.1000	0.0000
NORTON E.S.	0.3250	0.1670
NORTON COMMONS	0.2500	0.1250
OKOLONA E.S.	0.1670	0.1330
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.	0.1110	0.1670
RUTHERFORD E.S.	0.1250	0.1250
SANDERS E.S.	0.0000	0.0000
SCHAFFNER TRAD E.S.	0.1330	0.1000
SEMPLE E.S.	0.1110	0.1250
SHACKLETTE E.S.	0.1250	0.0000
SHELBY E.S.	0.2500	0.2000
SLAUGHTER E.S.	0.2000	0.1250
SMYRNA E.S.	0.1170	0.1250
ST MATTHEWS E.S.	0.0000	0.1000
STONESTREET E.S.	0.1250	0.0000
STOPHER E.S.	0.1500	0.1660
TRUNNELL E.S.	0.1660	0.1660
TULLY E.S.	0.1500	0.2000
WATSON LANE E.S.	0.1110	0.1000
WATTERSON E.S.	0.1250	0.1670

MUSIC TEACHERS

	BAND	ORCHESTRA
WELLINGTON E.S.	0.0000	0.1250
WHEATLEY E.S.	0.0000	0.1250
WHEELER E.S.	0.1400	0.1670
WILDER E.S.	0.1250	0.1670
WILKERSON E.S.	0.1670	0.1250
WILT E.S.	0.0000	0.0000
YOUNG E.S.	0.1250	0.1250
ZACHARY TAYLOR E.S.	0.1250	0.1250



# MUSIC TEACHERS

	BAND	ORCHESTRA
BARRET TRAD M.S.	0.00	0.60
CARRITHERS M.S.	0.15	0.50
CONWAY M.S.	0.00	0.50
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.	0.00	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	0.70
NEWBURG M.S.	0.00	1.00
NOE M.S.	0.00	0.50
OLMSTED NORTH	0.15	0.50
OLMSTED SOUTH	0.15	1.00
RAMSEY M.S.	0.00	0.50
STUART M.S.	0.11	0.50
THOS JEFFERSON M.S.	0.00	0.50
WESTERN M.S.	0.00	0.00
WESTPORT M.S.	0.20	0.60

# MUSIC TEACHERS

	Band	Orchestra	Choral
ATHERTON H.S.	0.00	0.50	0.00
BALLARD H.S.	0.00	0.60	0.00
BUTLER TRAD H.S.	0.11	0.50	0.00
CENTRAL H.S.	0.00	0.50	0.00
DOSS H.S.	0.00	0.50	0.00
EASTERN H.S.	0.20	0.50	0.00
FAIRDALE H.S.	0.00	0.50	0.00
FERN CREEK H.S.	0.00	0.50	0.00
IROQUOIS H.S.	0.00	0.50	0.00
JEFFERSONTOWN H.S.	0.00	0.50	0.00
MALE TRAD H.S.	0.00	0.60	0.00
MANUAL H.S.	0.00	0.00	0.00
MOORE TRAD.	0.00	1.00	0.50
PLEASURE RIDGE PK H.S.	0.00	0.50	0.00
SENECA H.S.	0.00	0.40	0.00
SHAWNEE H.S.	0.00	0.00	0.00
SOUTHERN H.S.	0.00	0.20	0.00
VALLEY H.S.	0.00	0.40	0.50
WAGGENER TRAD H.S.	0.00	0.90	0.00
WESTERN H.S.	0.00	0.00	0.00

## OTHER TEACHERS MIDDLE SCHOOL

	Transition Center	Board Paid	Montessori
BARRET TRAD M.S.	1.0	0.0	0.0
CARRITHERS M.S.	1.0	0.0	0.0
CONWAY M.S.	1.0	0.0	0.0
CROSBY M.S.	0.0	0.0	0.0
FARNSLEY M.S.	1.0	0.0	0.0
HIGHLAND M.S.	0.0	0.0	0.0
JEFF CO TRAD M.S.	1.0	0.0	0.0
JOHNSON TRAD M.S.	0.0	0.0	0.0
KAMMERER M.S.	0.0	0.0	0.0
KNIGHT M.S.	1.0	0.0	0.0
LASSITER M.S.	1.0	0.5	0.0
MEYZEEK M.S.	0.0	0.0	0.0
NEWBURG M.S.	1.0	0.0	0.0
NOE M.S.	0.0	0.0	0.0
OLMSTED NORTH	1.0	9.5	0.0
OLMSTED SOUTH	0.0	12.0	0.0
RAMSEY M.S.	1.0	0.0	0.0
STUART M.S.	1.0	5.0	0.0
THOS JEFFERSON M.S.	1.0	3.0	0.0
WESTERN M.S.	1.0	4.0	0.0
WESTPORT M.S.	0.0	0.0	6.0

OTHER TEACHERS HIGH SCHOOL

	Transition Center	Board Paid	Trimester
ATHERTON H.S.	1.0	0.5	0.0
BALLARD H.S.	1.0	4.4	0.0
BUTLER TRAD H.S.	0.0	1.5	0.0
CENTRAL H.S.	1.0	2.0	0.0
DOSS H.S.	1.0	3.0	0.0
EASTERN H.S.	0.0	4.0	0.0
FAIRDALE H.S.	1.0	0.5	2.0
FERN CREEK H.S.	1.0	1.0	3.0
IROQUOIS H.S.	1.0	0.0	2.0
JEFFERSONTOWN H.S.	1.0	2.0	0.0
MALE TRAD H.S.	0.0	3.5	0.0
MANUAL H.S.	0.0	3.5	0.0
MOORE TRAD.	2.0	3.0	3.5
PLEASURE RIDGE PK H.S.	0.0	2.0	3.5
SENECA H.S.	1.0	1.0	2.5
SHAWNEE H.S.	1.0	3.6	0.0
SOUTHERN H.S.	1.0	0.0	2.5
VALLEY H.S.	1.0	7.5	0.0
WAGGENER TRAD H.S.	1.0	0.0	1.5
WESTERN H.S.	1.0	0.0	1.5

## **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.