

Statutory References

KRS 157.360(4)

(a) Except for those schools which have implemented school-based decision making, the commissioner of education shall enforce maximum class sizes for every academic course requirement in all grades except in vocal and instrumental music, and physical education classes. Except as provided in subsection (5) of this section, the maximum number of pupils enrolled in a class shall be as follows:

1. Twenty-four (24) in primary grades (kindergarten through third grade);
2. Twenty-eight (28) in grade four (4);
3. Twenty-nine (29) in grades five (5) and six (6);
4. Thirty-one (31) in grades seven (7) to twelve (12).

(b) Except for those schools which have implemented school-based decision making, class size load for middle and secondary school classroom teachers shall not exceed the equivalent of one hundred fifty (150) pupil hours per day

KRS 157.360(13)

Except for those schools which have implemented school-based decision making and the school council has voted to waive this subsection, kindergarten aides shall be provided for each twenty-four (24) full-time equivalent kindergarten students enrolled.

702 KAR 3:246 Section 2(1)

The local school district shall provide notice to school councils of a tentative allocation by March 1 and notice of an updated allocation by May of each year for the funds and positions identified in Sections 4, 5, 6, and 8 of this administrative regulation for the next budget year in accordance with this administrative regulation.

702 KAR 3:246 Section 4(2)

Any revisions of staffing policy or guidelines for the next school year shall be adopted by the local board and submitted to the Kentucky Department of Education by May 1 of each year.

KRS 158.102(2)(a)

Schools shall employ a school media librarian to organize, equip, and manage the operations of the school media library. The school media librarian shall hold the appropriate certificate of legal qualifications in accordance with KRS 161.020 and 161.030. A certified school media librarian may be employed to serve two (2) or more schools in a school district with the consent of the school councils.

Understanding KRS 157.360

When updating the staffing allocation formula, boards of education must adhere to guidelines in KRS 157.360. Base funding levels include:

24:1 for primary grades

28:1 for grade 4

29:1 for grades 5 and 6

31:1 for grades 7 to 12 [KRS 157.360(4)(a)]

In addition to the base level is a requirement for secondary schools that includes a maximum class size load of 150 per-pupil hours [KRS 157.360(4)(b)].

Two parts of the staffing base funding levels can cause confusion for school council members and others in the school community: base levels for primary grades and the 150 per-pupil hours for secondary schools. Note that school councils are not bound by these maximum class size limits once the allocations are received by the school. School councils determine, within the number of staff allocated, the job classifications for each of the positions.

Primary school is defined in KRS 158.031 as being multi-aged groupings. To this effect, the allocation of staff for primary school is based on the total number of students included in an enrollment from the time they enter school (i.e., kindergarten) to the time they exit (i.e., grade 3). Therefore, as a school district determines the staff for the primary grades at an elementary school, the school district will add the total number of students in the primary grades as a whole and then divide by a maximum of 24 (number can be lower based on district choice in the allocation formula) to get the number of teacher positions. For elementary schools that have determined that they will have a graded primary program, this may mean that one grade may have more than 24 students per classroom teacher and another grade may have less than 24 students per classroom teacher.

In the second case, when this statute was enacted, most secondary schools operated on a six-period day *with one period being a planning period (5 hours of instruction for the teacher, 6 hours for the students)*. Scheduling concepts such as alternative models and block schedules were not factored into legislation. Once the base level funding language is added into the staffing allocation formula, class size loads for middle and secondary school classroom teachers cannot exceed the equivalent of 150 pupil hours per day. This means that each classroom teacher who is allocated to grades 7-12 cannot have more than 150 per-pupil hours. One-hundred-fifty per-pupil hours of instruction during a six-hour school day *(5 teacher instructional hours)* would yield a ratio of 30:1. *SBDM councils adopting a schedule with more than a six-period day waive the requirements of KRS 157.360(4).*

Credited to Vanessa Dudgeon. *Italicized words have been added locally for clarification*

Directions

Fill in the School's Name.

Note: all calculations are done to the nearest tenth of a position. Those cells that are shaded have formulas that will calculate.

Section 1:

As required by KRS 158.102(2)(a), each school must have a media librarian. Insert the FTE for this position. The position of the principal and the media librarian cannot be changed by the school council. However, the Media/Librarian only needs to be 0.1 at each school.

Section 2:

Insert the number of students per grade span. For primary grades, add the students from entry level (K) to grade 3 (P4/P5). Ratios are default to the maximums listed in KRS 157.360(4)(a). Seventh through twelfth grade has a default ratio of 30:1 to cover the 150 per pupil hours as required by KRS 157.360(4)(b). Ratios will calculate automatically.

Section 3:

Based on the district's staffing allocation formula, insert any additional staff allocated. Note that the job classification of these staff members will be determined by the school council and may be adjusted during these discussions. Job classifications (such as Assistant Principal/Guidance) that are not required by KRS may be adjusted/changed by the SBDM councils upon approval of the Board.

Section 4:

Insert any allocated classified staff member. For kindergarten assistants, allocate based on an FTE of 24:1. These are additional classified staff members above and beyond those required through an IEP determination.

Section 5:

Staff members will automatically calculate in these sections. This total will be the amount of staff allocated to the school council as part of the May 1 allocation.

School Allocations

Spring allocations are Projected allocations

Certified Staff

Principals- Each school receives one (1) Principal

Assistant Principals- High school and middle school will receive one (1) assistant principal with student enrollment greater than or equal to 400, or a ratio of 400:1 (with a minimum enrollment of 200). Elementary schools will receive one assistant principal with a student enrollment greater than or equal to 500, or a ratio of 500:1 (with a minimum enrollment of 250). This is not required and may be adjusted by the SBDM Council.

Librarian- One (1) for the District. Board allocation is one (1) per 500 students (500:1) The SBDM Council is provided Additional Staff if they choose to increase or decrease this allocation. Each school must maintain at least (.1) at each school.

Guidance Counselors- One (1) per 500 students (500:1) This is not required and may be adjusted by the SBDM Council.

Base Certified Staff- KRS 157.360. Base funding levels include:

24:1 for primary grades

28:1 for grade 4

29:1 for grades 5 and 6

30:1 for grades 7 to 12*

*See the explanation for understanding KRS 157.360

Additional Staff- Elementary schools will receive 20%, the middle school will receive 25%, and the high school will receive 35% of their base certified staffing allocation. This funding, at the discretion of the SBDM councils, may be used for classified staff.

Classified Staff

Secretaries- one (1) for every school with student enrollment under 300. Enrollment of 300 or more will receive two (2).

Instructional Assistants- Kindergarten receives a ratio of 24:1.

Custodians or Maintenance- allocated according to the following scale (per square feet):

0 - 23,500	1.0
23,501 - 33,500	1.5
33,501 - 43,500	2.0
43,501 - 53,500	2.5
53,501 - 63,500	3.0
63,501 - 73,500	3.5
greater than 73,500	4.0

School allocations do not include special education staffing.

Staffing Allocation Worksheet for Elementary School Grades

Name of School: South Livingston County Elementary School

Section 1: Required

Principal	1.0
Media Librarian (0.1 required)	0.0
Total	1.0

Section 5: Total Allocated Staff

Total Certified Allocated	1.0
Total Classified Allocated	0.0
Total Staff Allocated	1.0

Section 2: Certified Teachers (required allocation)

	# of students	ratio	certified teachers allocated	
Primary (K-P3)		24	0.0	number of students/24
Fourth Grade		28	0.0	number of students/28
Fifth		29	0.0	number of students/29
Total Required Certified Allocated			0.0	

Section 3: Additional Certified Staff (not required)

Assistant Principal (discretionary)	
Guidance Counselor (discretionary)	
Discretionary (20% of Section 2)	0.0
Title 1 (SBDM)	
Section 7 (if available)	
Total Additional Certified	0.0

Section 4: Classified Assistants

	# of students	ratio	certified teachers allocated	
Kindergarten Assistant		24	0.0	number of FTE Kindergarten students/ 24
Secretary				
Total Classified Allocated			0.0	

Custodian/Maintenance*			3.5
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* Not included in staff totals

Staffing Allocation Worksheet for Elementary School Grades

Name of School: North Livingston County Elementary School

Section 1: Required

Principal	1.0
Media Librarian (0.1 required)	0.0
Total	1.0

Section 5: Total Allocated Staff

Total Certified Allocated	1.0
Total Classified Allocated	0.0
Total Staff Allocated	1.0

Section 2: Certified Teachers (required allocation)

	# of students	ratio	certified teachers allocated	
Primary (K-P3)		24	0.0	number of students/24
Fourth Grade		28	0.0	number of students/28
Fifth		29	0.0	number of students/29
Total Required Certified Allocated			0.0	

Section 3: Additional Certified Staff (not required)

Assistant Principal (discretionary)	0.0
Guidance Counselor (discretionary)	0.0
Discretionary (20% of Section 2)	0.0
Title 1 (SBDM)	0.0
Section 7 (if available)	0.0
Total Additional Certified	0.0

Section 4: Classified Assistants

	# of students	ratio	certified teachers allocated	
Kindergarten Assistant	0	24	0.0	number of FTE Kindergarten students/ 24
Secretary				
Total Classified Allocated			0.0	

Custodian/Maintenance*			2
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* Not included in staff totals

Staffing Allocation Worksheet for Middle School Grades

Name of School: Livingston County Middle School

Section 1: Required

Principal	1.0
Media Librarian (0.1 required)	0.0
Total	1.0

Section 5: Total Allocated Staff

Total Certified Allocated	1.0
Total Classified Allocated	0.0
Total Staff Allocated	1.0

Section 2: Certified Teachers (required allocation)

	# of students	ratio	certified teachers allocated	
Sixth Grade		29	0.0	number of students/29
Seventh Grade		30	0.0	number of students/30
Eighth Grade		30	0.0	number of students/30
Total required Certified Allocated			0.0	

Section 3: Additional Certified Staff (not required)

Assistant Principal (discretionary)	0.0
Guidance Counselor (discretionary)	0.0
Discretionary (25% of Section 2)	0.0
Title 1 (SBDM)	0.0
Section 7 (if available)	0.0
Total Additional Certified	0.0

Section 4: Classified Assistants

	# of students	ratio	certified teachers allocated
Secretary			0
Total Classified Allocated			0.0
Custodian/Maintenance*			2.5

* Not included in staff totals

Staffing Allocation Worksheet for High School Grades

Name of School: Livingston Central High School

Section 1: Required

Principal	1.0
Media Librarian (0.1 required)	0.0
Total	1.0

Section 5: Total Allocated Staff

Total Certified Allocated	1.0
Total Classified Allocated	0.0
Total Staff Allocated	1.0

Section 2: Certified Teachers (required allocation)

	# of students	ratio	certified teachers allocated	
Ninth Grade		30	0.0	number of students/30
Tenth Grade		30	0.0	number of students/30
Eleventh Grade		30	0.0	number of students/30
Twelveth Grade		30	0.0	number of students/30
Total Certified Allocated			0.0	

Section 3: Additional Certified Staff (not required)

Assistant Principal (discretionary)	0.0
Guidance Counselor (discretionary)	0.0
Discretionary (35% of Section 2)	0.0
Title 1 (SBDM)	0.0
Section 7 (if available)	0.0
Total Additional Certified	0.0

Section 4: Classified Assistants

	# of students	ratio	certified teachers allocated
Secretary			0
Total Classified Allocated			0.0

Custodian/Maintenance*			4
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* Not included in staff totals