

**JEFFERSON COUNTY BOARD OF EDUCATION  
SCHOOL ALLOCATION STANDARDS FOR USAGE IN FY 2018-19  
JANUARY 2018**

**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. A special areas (itinerant) teacher allocation will be provided as a 0.14 teacher allocation for every regular classroom teacher allocation. The 0.14 special areas teacher allocation is an increase over the previous year’s allocation of 0.11 teacher for every regular classroom teacher allocation. The increase over the FY 2017-18 standards, along with the 0.11 historically provided, will ensure the following:

- Adequate allocation of special area teachers to cover the contractual planning period for regular education teachers;
- Correct dosages of general art and music experiences for each elementary student.

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 1.0 teacher if the school has sustained a net decrease of 1.0 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 1.0 teacher allocation. Again, if the 5<sup>th</sup> Day adjustment results in a cumulative net decrease of classroom teachers of 1.0 or more, not including decreases in itinerant, then a school will be protected by a 1.0 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
- 1.0 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 2018-2019**

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 to 250</b>	
Elementary School Principal (220 days)	1
Elementary School Counselor (195 days)	0.5
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	0.5
School Secretary I (8 hours/220 days)	0.5
School Bookkeeper I (8 hours/205 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
School Clerk (8 hours/187 days)	1
<b>Additional Positions for Projected Enrollment 251 - 659</b>	
Assistant Principal (215 days)	1
Elementary School Counselor (195 days)	0.5 (1.0 total)
School Media Librarian (194 days)	0.5 (1.0 total)
Library Clerk .5 (3.5 hours/177 days)	0.5
School Secretary I (8 hours/220 days)	0.5 (1.0 total)
School Bookkeeper I (8 hours/205 days)	0.5 (1.0 total)
Lunchroom/Office Assistant (6.5 hours/182 days)	1
Instructional Assistant (6.5 hours/187 days)	1
<b>Additional Positions for Projected Enrollment - 660 – up</b>	
One additional counselor position	1 (2.0 total)
Clerk – school library media center	0.5 (1.0 total)

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

**STANDARD ALLOCATION DETAILS  
FY 2018-2019**

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 to 250</b>	
Middle School Principal (220 days)	1
Middle School Counselor (215 days)	0.5
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	0.5
School Secretary I (8 hours/220 days)	0.5
School Bookkeeper I (8 hours/215 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
School Clerk (8 hours/187 days)	1
<b>Additional Positions for Projected Enrollment 251 - 400</b>	
Middle School Assistant Principal (215 days)	1
Middle School Counselor (215 days)	0.5 (1.0 total)
School Media Librarian (194 days) (Only for schools with own stand-alone facility)	0.5 (1 total)
School Secretary I (8 hours/220 days)	0.5 (1.0 total)
School Bookkeeper I (8 hours/215 days)	0.5 (1.0 total)
<b>Additional Positions for Projected Enrollment 401 - 699</b>	
Middle School Assistant Principal (215 days) *	1 (2 total)
Middle School Counselor (215 days)	1 (2 total)
Library Clerk (6.5 hrs/185 days)	1
Records Clerk (8 hours / 187 days)	1
<b>Additional Positions for Projected Enrollment 700 – 899</b>	
Middle School Assistant Principal 215 days	1 (3 total)

**V. STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF –  
MIDDLE SCHOOLS (continued)**

**STANDARD ALLOCATION DETAILS  
FY 2018-2019**

**Additional Positions for Projected enrollment - 900 – 1099**

Middle School Counselor 215 days	0.5 (2.5 total)
School Clerk 8 hrs/187 days	1 (2.0 total)

**Additional Positions for Projected enrollment - 1100 – 1299**

Middle School Counselor 215 days	1 (3.5 total)
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**Additional Positions for Projected enrollment - 1300 – up**

Middle School Assistant Principal 215 days	1 (4.0 total)
1.0 School Clerk 8 hrs/187 days	1 (3.0 total)

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

**STANDARD ALLOCATION DETAILS  
PROPOSED FY'18-19**

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 - 300</b>	
Secondary School Principal (260 days)	1
Secondary School Assistant Principal (215 days)	0.5
Secondary School Counselor (215 days)	0.5
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	0.5
School Secretary II (8 hours/260 days)	0.5
School Bookkeeper II (8 hours/220 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
School Clerk (8 hours/190 days)	1
<b>Additional Positions for Projected Enrollment 301 – 450</b>	
Secondary School Counselor (215 days)	0.5 (1.0 total)
Secondary School Assistant Principal (215 days)	0.5 (1.0 total)
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	0.5 (1.0 total)
School Clerk (6.5 hours/185 days)	1
<b>Additional Positions for Projected Enrollment 451 – 899</b>	
Secondary School Assistant Principal (215 days)	1 (2.0 total)
Secondary School Counselor (215 days)	1 (2.0 total)
School Librarian (187 days)	1
School Secretary II (8 hours/260 days)	0.5 (1.0 total)
School Bookkeeper II (8 hours/220 days)	0.5 (1.0 total)
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 (6.5 hours/185 days)	1 (2 total)

**VII. STANDARD ALLOCATIONS FOR NON-CLASSROOM TEACHING STAFF –  
SECONDARY SCHOOLS (continued)**

**STANDARD ALLOCATION DETAILS  
PROPOSED FY'18-19**

<b>Additional Positions for Projected enrollment - 900 – 1249</b> Secondary School Counselor 215 days	1 (3 total)
<b>Additional Positions for Projected enrollment - 1250 – 1499</b> Secondary School Assistant Principals 215 days	1 (3 total)
<b>Additional Positions for Projected enrollment - 1500 – 1799</b> Secondary School Counselor 215 days	1 (4 total)
<b>Additional Positions for Projected enrollment - 1800 – above</b> Secondary School Assistant Principals 215 days	1 (4 total)

### **VIII. OPERATIONAL SUPPLIES – (SECTION 6 FUNDING)**

For FY 2018-19, 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 all schools will be \$140, and all reductions in section 6 taken in FY 2017-18 are now fully restored. The reductions in Section in FY 2017-18 were allowable based on state budget language. 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 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.

### **IX. 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 code: XXX19779 0610 900XA (Office Supplies). Custodial and building supplies are not decentralized and are covered by the division of Operations, and the department of Property Management and Maintenance.

### **X. 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.

### **XI. 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.

MUSIC TEACHERS  
 ( as of 12-20-2017)

	BAND	ORCHESTRA
ATKINSON E.S.	0.1430	0.1250
AUBURNDALE E.S.	0.0500	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.	0.2500	0.1340
BLUE LICK E.S.	0.0850	0.1500
BOWEN E.S.	0.4000	0.1660
BRANDEIS E.S.	0.1250	0.1330
BRECKINRIDGE/FRANKLIN E.S.	0.2500	0.1250
BYCK E.S.	0.1430	0.2000
CAMP TAYLOR E.S.	0.2500	0.1300
CANE RUN E.S.	0.0500	0.1250
CARTER TRAD E.S.	0.1250	0.1670
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.	0.0860	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.	0.1000	0.2000
EISENHOWER E.S.	0.1660	0.1670
ENGELHARD E.S.	0.0860	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	0.2500
FOSTER E.S.	0.1250	0.1670
FRAYSER E.S.	0.0000	0.0000
GILMORE LANE E.S.	0.1250	0.1300
GOLDSMITH E.S.	0.1500	0.1250
GREATHOUSE/SHRYOCK TRAD	0.2000	0.2000
GREENWOOD E.S.	0.1670	0.1670
GUTERMUTH E.S.	0.1250	0.1250
HARTSTERN E.S.	0.1160	0.1400
HAWTHORNE E.S.	0.3500	0.1250
HAZELWOOD E.S.	0.1250	0.1250
HITE E.S.	0.1500	0.1670
INDIAN TRAIL E.S.	0.1430	0.1670

MUSIC TEACHERS

	BAND	ORCHESTRA
JACOB E.S.	0.0850	0.1670
JEFFERSONTOWN E.S.	0.1170	0.1250
JOHNSONTOWN RD E.S.	0.0860	0.2110
KENNEDY, ALEX R. E.S.	0.0000	0.0000
KENNEDY J F E.S.	0.1440	0.0850
KENWOOD E.S.	0.1250	0.1250
KERRICK E.S.	0.1340	0.1250
KING E.S.	0.1250	0.1250
KLONDIKE E.S.	0.1500	0.1250
LAUKHUF E.S.	0.1660	0.1500
LAYNE E.S.	0.1250	0.1250
LINCOLN E.S.	0.4000	0.4000
LOWE E.S.	0.1250	0.1670
LUHR E.S.	0.1170	0.1250
MAUPIN E.S.	0.1250	0.0860
MC FERRAN E.S.	0.1430	0.0000
MEDORA E.S.	0.1250	0.1250
MIDDLETOWN E.S.	0.1500	0.2000
MILL CREEK E.S.	0.1250	0.0860
MINORS LANE E.S.	0.1250	0.1250
NORTON E.S.	0.3250	0.2500
NORTON COMMONS	0.1430	0.1660
OKOLONA E.S.	0.1670	0.1330
PORTLAND E.S.	0.1250	0.0000
PRICE E.S.	0.1250	0.1250
RANGELAND E.S.	0.1250	0.1670
ROOSEVELT/PERRY E.S.	0.1250	0.0860
RUTHERFORD E.S.	0.1250	0.1250
SANDERS E.S.	0.0000	0.0000
SCHAFFNER TRAD E.S.	0.1330	0.0860
SEMPLE E.S.	0.1250	0.1250
SHACKLETTE E.S.	0.1250	0.0860
SHELBY E.S.	0.2500	0.2000
SLAUGHTER E.S.	0.2000	0.1250
SMYRNA E.S.	0.1160	0.1250
ST MATTHEWS E.S.	0.0000	0.1670
STONESTREET E.S.	0.1250	0.1250
STOPHER E.S.	0.1500	0.1660
TRUNNELL E.S.	0.1250	0.1660
TULLY E.S.	0.1500	0.2000
WATSON LANE E.S.	0.1250	0.1250
WATTERSON E.S.	0.0860	0.1670

MUSIC TEACHERS

	BAND	ORCHESTRA
WELLINGTON E.S.	0.1250	0.1250
WHEATLEY E.S.	0.0860	0.1250
WHEELER E.S.	0.1400	0.1670
WILDER E.S.	0.1250	0.2000
WILKERSON E.S.	0.1670	0.1250
WILT E.S.	0.0000	0.0000
YOUNG E.S.	0.1420	0.1250
ZACHARY TAYLOR E.S.	0.1250	0.1670

MUSIC TEACHERS  
 ( as of 12-20-2017)

	BAND	ORCHESTRA	CHORAL
BARRET TRAD M.S.	0.00	0.60	0.00
CARRITHERS M.S.	0.15	0.50	0.00
CONWAY M.S.	0.00	0.50	0.00
CROSBY M.S.	0.15	0.60	0.00
FARNSLEY M.S.	0.00	0.50	0.00
FROST M.S.	0.00	0.50	0.00
HIGHLAND M.S.	0.00	0.60	0.00
JEFF CO TRAD M.S.	0.00	0.60	0.00
JOHNSON TRAD M.S.	0.00	0.50	0.00
KAMMERER M.S.	0.40	0.50	0.00
KNIGHT M.S.	0.00	0.50	0.00
LASSITER M.S.	0.00	0.50	0.00
MEYZEEK M.S.	0.00	0.60	0.00
NEWBURG M.S.	0.00	1.00	0.00
NOE M.S.	0.00	0.50	0.00
OLMSTED NORTH	0.10	0.50	0.00
OLMSTED SOUTH	0.10	1.00	0.00
RAMSEY M.S.	0.00	0.50	0.00
STUART M.S.	0.50	0.00	1.00
THOS JEFFERSON M.S.	0.00	0.50	0.00
WESTERN M.S.	0.00	0.00	0.00
WESTPORT M.S.	0.00	0.60	0.00

MUSIC TEACHERS  
 ( as of 12-20-2017)

	BAND	ORCHESTRA	CHORAL
ATHERTON H.S.	0.00	0.50	0.00
BALLARD H.S.	0.00	0.40	0.00
BUTLER TRAD H.S.	0.00	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.	0.50	1.00	0.50
PLEASURE RIDGE PK H.S.	0.00	0.50	0.00
SENECA H.S.	0.00	0.50	0.00
SHAWNEE H.S.	1.00	0.00	0.00
SOUTHERN H.S.	0.00	0.20	0.00
VALLEY H.S.	0.50	0.40	0.50
WAGGENER TRAD H.S.	0.00	0.50	0.00
WESTERN H.S.	0.00	0.00	0.00

OTHER TEACHERS MIDDLE SCHOOL

( as of 12-20-2017)

	Transition <u>Center</u>	Board <u>Paid</u>	<u>Montessori</u>
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.	0.0	0.4	0.0
FROST M.S.	1.0	5.5	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	2.0	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	9.0	0.0
OLMSTED SOUTH	0.0	11.5	0.0
RAMSEY M.S.	0.0	0.0	0.0
STUART M.S.	1.0	6.5	0.0
THOS JEFFERSON M.S.	1.0	7.0	0.0
WESTERN M.S.	1.0	8.0	0.0
WESTPORT M.S.	0.0	0.0	6.0

OTHER TEACHERS HIGH SCHOOL

( as of 12-20-2017)

	Transition <u>Center</u>	Board <u>Paid</u>
ATHERTON H.S.	1.0	2.0
BALLARD H.S.	1.0	3.5
BUTLER TRAD H.S.	0.0	2.5
CENTRAL H.S.	1.0	4.0
DOSS H.S.	1.0	3.0
EASTERN H.S.	0.0	4.0
FAIRDALE H.S.	1.0	4.0
FERN CREEK H.S.	1.0	4.0
IROQUOIS H.S.	1.0	2.5
JEFFERSONTOWN H.S.	1.0	1.5
MALE TRAD H.S.	0.0	3.5
MANUAL H.S.	0.0	4.5
MOORE TRAD.	2.0	7.0
PLEASURE RIDGE PK H.S.	0.0	4.0
SENECA H.S.	1.0	4.5
SHAWNEE H.S.	1.0	6.6
SOUTHERN H.S.	1.0	2.5
VALLEY H.S.	1.0	7.0
WAGGENER TRAD H.S.	1.0	1.5
WESTERN H.S.	1.0	1.5