



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

To: Mr. Jesse Bacon, Superintendent *JB*
Ms. Becky Sexton, Assistant Superintendent for Support Services

From: Jennifer Wooley, Director of Human Resources *JW*

Date: August 21, 2018

RE: Item for August Board Agenda - Counselor Position at Nichols Elementary School

With new course codes being required in Infinite Campus, we have become aware that our Nichols related arts teacher is not certified to teach PE. With no other certified staff in the building able to take on this caseload, Nichols needs to hire a half-time PE teacher. Currently, the school is utilizing a half-time related arts position to create a full-time counselor. That half-time position may be utilized to hire a PE teacher, thus, we would like to request the Board to amend the staffing plan to provide a full-time counselor position at Nichols.

As mentioned at the July Board meeting, a full-time counselor position did not appear to be needed at Nichols since they were using the related arts position to provide a full-time counselor. We are now aware of this certification issue and must resolve it, thus, we are asking for the additional half-time counselor position.

I recommend we amend the staffing plan for each elementary school to have one 195-day counselor position. At 850 students, an additional half-time counselor would be added per the staffing plan. Funding would be provided by the General Fund.

Attachment: Staffing Plan Elementary Guidelines 2018-2019

Blynton



Nutt, Betsy <betsy.nutt@bullitt.kyschools.us>

draft copy of staffing plan amendment

3 messages

Nutt, Betsy <betsy.nutt@bullitt.kyschools.us>
To: Jennifer Wooley <Jennifer.Wooley@bullitt.kyschools.us>

Fri, Aug 24, 2018 at 10:57 AM

Could you send me your color copy showing the changes?
It's being added to the agenda.

Thanks.
Betsy

Betsy Nutt
Secretary to the Superintendent
Bullitt County Public Schools
1040 Highway 44 East
Shepherdsville, KY 40165
502-869-8000
Betsy.Nutt@bullitt.kyschools.us

Wooley, Jennifer <jennifer.wooley@bullitt.kyschools.us>
To: "Nutt, Betsy" <betsy.nutt@bullitt.kyschools.us>

Fri, Aug 24, 2018 at 11:10 AM

I don't have a color copy showing the changes. I can copy the before and after for you:

Before:

Counselor: One - 195 day position for each 350-600 students. One-half position shall be allocated for each 250 students above 600. Elementary schools with an enrollment of less than 350 students shall receive $\frac{1}{2}$ counselor position.

After:

Counselor: One - 195 day position for 850 students. One-half position shall be allocated for over 850 students.

Jennifer Wooley
Director of Human Resources
President of KASHRM

Bullitt County Public Schools
1040 Highway 44 E
Shepherdsville, KY 40165
502-869-8000

[Quoted text hidden]

Nutt, Betsy <betsy.nutt@bullitt.kyschools.us>
To: "Wooley, Jennifer" <jennifer.wooley@bullitt.kyschools.us>

Fri, Aug 24, 2018 at 11:47 AM



BULLITT COUNTY STAFFING PLAN ELEMENTARY GUIDELINES 2018-2019

SCHOOL _____ PRINCIPAL _____

Positions created with the implementation of this staffing plan guide are subject to KRS personnel statutes, KAR personnel regulations, board approval, and available funding. Superintendent may grant additional positions or hours in extraordinary situations.

CERTIFIED STAFF

Certified Staffing Plan is designed to:

1. Meet statutory class size caps based on projected student enrollment minus all state enrollment deductions.
2. Meet all other certified staff positions generated by district programs approved annually by the board excluding categorical program positions.
3. Staff special education, preschool, and other categorical programs based on the number of eligible pupils in the school.

ELEMENTARY SCHOOL

Primary grades shall be staffed by dividing the total number of students in primary by 23, with 23 representing 1 student under statutory class size. The number of teachers required will be rounded to the nearest whole position.

- | | |
|-------------------------------------------------------|-------|
| A. Total School Enrollment | _____ |
| B. # Students in P1 (Kindergarten) | _____ |
| C. # Students in preschool and head start classes | _____ |
| D. # Students in 4 th grade | _____ |
| E. # Students in 5 th grade | _____ |
| F. Total number of FTE primary students (A-C-D-E=F) | _____ |
| G. Elementary FTE ($\frac{1}{2} C + D + E + F = G$) | _____ |
| H. Total square feet in building | _____ |

Total # in primary (F) _____ / 23 = _____ # Positions _____

Fourth grade shall be staffed by dividing the number of students in the fourth grade by 27, with 27 representing 1 student under statutory class size. Fifth grade shall be staffed by dividing the number of students in the fifth grade by 28, with 28 representing 1 student under statutory class size. The number of teachers required will be rounded to the nearest whole position. Prior to additional staff being added, class caps in both fourth and fifth grades must exceed class size limits.

Total # in fourth grade (D) _____ / 27 = _____ # Positions _____
 Total # in fifth grade (E) _____ / 28 = _____ # Positions _____

Total number of teaching positions: _____

Principal: One - 240 day position for each elementary school.

The following positions are based on the elementary FTE (G) above. Positions are based upon the fifth month enrollment of the previous school year with no subsequent changes as a result of enrollment variations during the school year.

Assistant Principal: One - 200 day position for schools over 600 students. One position shall be allocated for each 600 additional students.

NOTE: After initially receiving an assistant principal, the school's enrollment must fall below 575 students before losing the position. A one-year moratorium will be implemented following the initial year enrollment fell below 575 to allow the enrollment to increase before the reduction is implemented. When a school's projected enrollment drops below 550 students, the assistant principal position for that school will not be allocated for the following year.

Counselor: One - 195 day position for 850 students. One-half position shall be allocated for over 850 students.

Librarian: One - 195 day position for each 350 - 600 students. One-half position shall be allocated for each 250 students above 600. Elementary schools with an enrollment of less than 350 students shall receive $\frac{1}{2}$ librarian position.

Related Arts: Three - 187 day positions for each 350 - 600 students. One and one-half positions shall be allocated for each 250 students above 600. Elementary schools with an enrollment of less than 350 students shall receive $1\frac{1}{2}$ related arts positions. The positions may include music, art, and physical education.

CLASSIFIED STAFF

The Classified Staffing Plan is designed to meet all school-based positions approved annually by the board in non-categorical programs. The following staffing allocation formulas will apply:

Secretarial/Clerical

Elementary Secretary: One - 205 days x 7.5 hour position = 1,537.5 hours/year

Clerical: See attached schedule for amount of clerical hours based upon projected school enrollment. Regardless of enrollment, a minimum of 6 clerical hours will be granted to all schools. Clerical hours per day may be distributed as needed. At least one elementary school clerical person will be scheduled to work until 4:30 p.m. each day.

Custodians/Sweepers

Day Custodian: One - 261 days x 8 hour position for each school

Sweeper: Total building square footage divided by 5,975 = sweepers hours/day.

Employed for 182 days (if full time). Sweeper hours per day may be distributed at the school as needed.

$$\frac{\text{Building Square Footage}}{5,975} = \text{Sweeper Hours/Day}$$

Lunchroom Monitor: Elementary schools shall be staffed at one 1 monitor for the entire lunch period and paid by school food service for 177 days per year. In addition, any elementary school with 300-400 students receives 30 minutes of additional monitor time; between 401 - 600 students receives 60 additional minutes; and more than 600 students receives an additional 90 minutes.

Volunteer Coordinator: Each elementary school will have a volunteer coordinator for 3 hours per day when school is in session.

Preschool Instructional Assistant: Preschool classes with an enrollment of 11 or more students will have one instructional assistant for 6.5 hours per day, 4 days per week.

Kindergarten Instructional Assistant: Per KRS 157.360(13), a full-time kindergarten assistant shall be provided for each 24 full-time equivalent kindergarten students enrolled. This position will be for 6.25 hours each day when school is in session plus 2 extended days. These positions will be staffed based on the following calculation:

# Students in kindergarten _____		
0-8 students	2 hours	Ex: 52 students
9-16 students	4 hours	24 students = 6.25 hours
17-24 students	6.25 hours	24 students = 6.25 hours
		<u>4 students = 2 hours</u>
		52 students = 14.5 hours

Instructional Tutors: Each elementary school will be staffed with two instructional tutors for 6 hours per day when school is in session plus 2 extended days. Schools with an enrollment below 200 students, will be staffed with two instructional tutors for 2 hours per day when school is in session plus 2 extended days.

Staffing for classified personnel for the upcoming school year shall be based upon the fifth month enrollment of the previous school year with no subsequent changes as a result of enrollment variations during the school year.

***During redistricting and the opening of new schools, the Board has the option of using projected student enrollment numbers for all affected schools to determine the number of positions for both classified and certified staff in all job categories. As is required by regulation, adjustments to staffing numbers shall be made on September 15th. If there is a delay in the opening of any school past September 15th, staff adjustments shall be made one month following the opening date of the new school.