SIMPSON COUNTY SCHOOLS
CERTIFIED & CLASSIFIED INSTRUCTIONAL AND
NON-INSTRUCTIONAL ALLOCATION GUIDELINES
02.4331 - Allocation of Staff Positions – 2019-2020 School Year

Only the Board of Education has the authority to create and abolish positions. The authority to determine who fills those positions lies with the Superintendent as recommended by principals in consultation with SBDM councils. The school council has authority, within funds allocated by the Board, to determine the number of persons to be staffed in positions established by the Board.

When allocating personnel to schools, the Board should insure that each school receives its fair share of staff members. Allocations of positions and program opportunities should be approximately the same at each school of an organizational level. KRS 158.010 allows local Boards of education to "provide special programs and services to one (1) or more areas of the district in contrast to other areas where the variation is a reasonable one based on an attempt to equalize the educational progress of the students within the district." As an example, the Board may allow for differences in student populations such as a high number of at-risk students in a school (districts receive additional funds for at-risk students). High schools and middle schools have traditionally required more staff because of the range of courses offered and low enrollments in some courses valued by the community—career & technical, calculus, physics, etc. Thus the Board should be aware of the differing needs at the various organizational levels. Boards should communicate to both the community and the staff the rationale for the differences in overall teacher-pupil ratios when elementary schools are compared to high schools and middle schools.

Pursuant 702 KAR 3:246 A school Council allocation by the district shall not result in a proposed expenditure that would cause the district budget to hold in reserve less than the required amount set by KRS 160.470. With all applicable statutes and regulations considered, the following guidelines shall guide the allocation of staff to the school-based decision making councils in the Simpson County Schools for the 2019-2020 school year. Adjustments to staffing allocations shall be made to avoid going over cap size as per class average breakdowns on the student count/schedules following the Labor Day weekend and no later than September 15 to reflect changes in student enrollment.

Staffing shall be allocated to provide sufficient staff to meet the maximum class size caps in state law. Maximum class size (KRS 157.360, 702 KAR 3:190):

Entry level	-	24 (divided by 23.0 for program)
Primary (P1-P3)	-	24 (divided by 23.0 for program)
Grade 4	-	28 (divided by 23.5 for program)
Grade 5	-	29 (divided by 23.5 for program)
Grade 6	-	29 (divided by 24.0 for program)
Grades 7-8	-	31 (divided by 24.0 for program)
Grades 9-12	-	31 (divided by 24.5 for program)
West Campus (Long-term)	-	31 (divided by 12.0 for program)

The total teachers are rounded upward to the next whole number.

2019-2020 SCHOOL YEAR CERTIFIED TEACHERS, ADMINISTRATIVE AND SUPPORT ALLOCATIONS

Franklin Elementary/Simpson Elementary Schools

Schools having 0 - 499 enrollment will be allocated a Principal and 1.5 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)
Schools having 500 - 799 enrollment will be allocated a Principal and 2.5 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)
Schools having 800+ enrollment will be allocated a Principal and 3.5 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)

Lincoln Elementary/F-S Middle School

Schools having 0 - 399 enrollment will be allocated a Principal and 2 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)
Schools having 400 - 599 enrollment will be allocated a Principal and 3 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)
Schools having 600+ enrollment will be allocated a Principal and 4 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)

F-S High School

Schools having 0 - 499 enrollment will be allocated a Principal and 3 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)
Schools having 500 - 799 enrollment will be allocated a Principal and 4 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)
Schools having 800+ enrollment will be allocated a Principal and 5 support staff positions (e.g., guidance counselor, librarian, assistant principal, etc.)

ACTUAL 2019-2020 ALLOCATION FOR EACH SCHOOL:

Franklin Elementary School
CERTIFIED STAFF
1 Principal
1.5 Certified Support Staff Positions including 1 library-media specialist
10 Certified Teachers
CLASSIFIED STAFF
1.5 Secretary/Bookkeeper
10 Entry Level Paraeducators (1 paraeducator/KG Teacher Allocated, 7 hrs/day)

Simpson Elementary School
CERTIFIED STAFF
1 Principal
2.5 Certified Support Staff Positions including 1 library-media specialist
29 Certified Teachers
CLASSIFIED STAFF
3 Administrative Assistants - Secretary/Receptionist/Bookkeeper

Lincoln Elementary School
CERTIFIED STAFF
1 Principal
3 Certified Support Staff Positions including 1 library-media specialist
19 Certified Teachers
CLASSIFIED STAFF
2 Administrative Assistants - Secretary/Receptionist/Bookkeeper

F-S Middle School
CERTIFIED STAFF
1 Principal
4 Certified Support Staff Positions including 1 library-media specialist
29 Certified Teachers
CLASSIFIED STAFF
3 Administrative Assistants – Receptionist/Bookkeeper/Secretary

F-S High School
CERTIFIED STAFF
1 Principal
5 Certified Support Staff Positions including 1 library-media specialist
35 Certified Teachers
CLASSIFIED STAFF
4 Administrative Assistants – Secretary/Bookkeeper/Receptionist/Secretary

West Campus
1 Assistant Principal/Director/Head Teacher
1 BU Teacher
1 Virtual Learning Center Coordinator
1 Short-term Unit Teacher
2 Long-term Unit Teachers
1 Administrative Assistant - Secretary/Bookkeeper/Receptionist/Secretary

NOTE: SBDM Councils may re-allocate the board allocated SBDM resources within state statutes, regulations, and policies of the district.

In addition to the school council allocations, it is important to note that several positions are provided at the discretion of the Simpson County Board of Education subject to availability of funding. District positions for Curriculum/Instruction/Assessment (CIA) specialists will be allocated as follows: 2 CIAs will serve Franklin, Simpson and Lincoln Elementary; and 2 CIAs will serve the Franklin-Simpson Middle and High School. The District provides 8.5 certified positions at the Career and Technical center to serve FSHS students. The CTE Center also has a secretary who serves as the District Print Shop Operator. The district will provide .5 position for a District Charge Nurse. FSHS will be provided .5 Band teacher. FSHS will have one Behavior Modification Teacher (Rank IV) for ISI. FSMS will be provided one Band teacher and one Chorus teacher. FSMS will have one Behavior Modification Teacher (Rank IV) for ISI. SES and FES will share one full-time Guidance Counselor position to serve both schools in a district itinerant position. FES is provided one physical education teacher. The district provides a team of school social worker to work with our students at all levels. The teachers and staff at the FSHS West Campus (alternative school) are funded through district wide expenses. Finally, Title 1 and 2 funds will be used to primarily support our schools for class-size reduction and intervention support services. These funds will be distributed according to formula and funding availability.

Adjustments to staffing allocations shall be made TO AVOID GOING OVER STATE CAP SIZE as per class average breakdowns on the student count/schedules following the Labor Day weekend and no later than September 15 to reflect changes in student enrollment.

CATEGORICAL PROGRAMS

Programs under which funding and uses for funding are specifically set by the funding authority are called categorical programs per 702 KAR 3:246. Categorical programs are excluded from any staff allocation to individual schools. Examples of categorical programs in the Simpson County Schools are:

1. Title I
2. Title II A
3. Special Education
4. Gifted Education
5. Preschool
6. Extended School Program
7. YSC/FRC programs
8. Attendance
9. Health Services
10. Migrant Education Program
11. Transportation
12. School Food Service
13. Maintenance and Custodial Services
14. District-wide Administrative Services

Vacancies in items 1 through 9 will be filled by the principal after consulting with the program director.

INSTRUCTIONAL SUPPLIES AND MATERIALS

Students should only be required to purchase items that will become the personal property of the student such as notebooks, pens, pencils, etc. that are necessary to complete assignments and instruction. All other instructional supplies should be purchased and budgeted with the allocation monies provided by the Simpson County Board of Education per student in average daily attendance.

The amount of Section 6 materials and supply funds allocated by the Simpson County Board of Education for 2019-2020 are:

Franklin Elementary	$100.00 / Projected ADA (un-weighted)
Simpson Elementary	$100.00 / Projected ADA
Lincoln Elementary	$100.00 / Projected ADA
FSMS	$100.00 / Projected ADA
FSHS	$100.00 / Projected ADA

Each school's initial instructional supply allocation is based on 90% of projected FTE average daily attendance due to possible adjustments in average daily attendance projections. This allocation will be recalculated at 100% once the second month ADA growth factor is established.

Reviewed February 15, 2006
Reviewed February 27, 2007
Reviewed March 15, 2007
Reviewed February 26, 2008
Reviewed April 23, 2009
Reviewed April 23, 2010
Reviewed February 17, 2011
Reviewed April 19, 2012
Reviewed February, 19, 2013
Reviewed April 18, 2013
Reviewed February 13, 2014
Reviewed April 24, 2014
Reviewed February 19, 2015
Reviewed February 18, 2016
Reviewed April 21, 2016
Reviewed February 16, 2017
Reviewed April 20, 2017
Reviewed February 20, 2018
Reviewed April 19, 2018
Reviewed February 19, 2019

CALCULATIONS FOR THE 2019-2020 SCHOOL YEAR
(Student enrollments are based on 2019-2020 projected enrollment data)

Grade	Projected Enrollment	Stu/Tchr Ratio	Number Positions	
FRANKLIN ELEMENTARY SCHOOL				
Entry level	**218**	**23.0**	**9.5**	**(# students/23.0 rounded upward the next .1)**
	Total positions		**10.0**	**Rounded upward to whole position**

Grade	Projected Enrollment	Stu/Tchr Ratio	Number Positions	
SIMPSON ELEMENTARY SCHOOL				
Primary	**665**	**23.0**	**29.0**	**(# students/23.0 rounded upward the next .1)**
	Total positions		**29.0**	**Rounded upward to whole position**

Grade	Projected Enrollment	Stu/Tchr Ratio	Number Positions	
LINCOLN ELEMENTARY SCHOOL				
4th – 5th Grade	**442**	**23.5**	**18.9**	**(# students/23.5 rounded upward the next .1)**
	Total positions		**19.0**	**Rounded upward to whole position**

Grade	Projected Enrollment	Stu/Tchr Ratio	Number Positions	
FRANKLIN-SIMPSON MIDDLE SCHOOL				
6th-8th Grade	**687**	**24.0**	**28.7**	**(# students/24.0 rounded upward the next .1)**
	Total Positions		**29.0**	**Rounded upward to whole position**

Grade	Projected Enrollment	Stu/Tchr Ratio	Number Positions	
FRANKLIN-SIMPSON HIGH SCHOOL				
9th-12th Grade	**865**	**24.5**	**34.5**	**(# students/24.5 rounded upward the next .1)**
	Total Positions		**35.0**	**Rounded upward to whole position**

These calculations do not include Special Education, Preschool, Title I, or certified support staff (counselors, librarians, assistant principals, etc…)

CALCULATIONS FOR THE 2019-20 SCHOOL YEAR BY SCHOOL

No change in Student/Teacher ratio over FY 18-19.

FRANKLIN ELEMENTARY SCHOOL

Grade	Projected Enrollment	Stu/Tchr Ratio			Staffing FY 18-19	Stu/Tchr Ratio FY 19-20	State Cap FY 19-20	Reduction
ENTRY	218	23		9.5	**10**	23	24	0
				=======				
			*	**10.0**	Rounded off for Total Staff			

SIMPSON ELEMENTARY SCHOOL

Grade	Projected Enrollment	Stu/Tchr Ratio			Staffing FY 18-19	Stu/Tchr Ratio FY 19-20	State Cap FY 19-20	Reduction
PRIMARY	665	23		29.0	**28**	23	24	**1**
				=======				
			*	**29.0**	Rounded off for Total Staff			

LINCOLN ELEMENTARY SCHOOL

Grade	Projected Enrollment	Stu/Tchr RATIO			Staffing FY 18-19	Stu/Tchr Ratio FY 19-20	State Cap FY 19-20	Reduction
4th -- 5th	442	23.5		18.9	**20**	23.5	28/29	**-1**
				19.0	Rounded off for Total Staff			

FRANKLIN-SIMPSON MIDDLE SCHOOL

Grade	Projected Enrollment	Stu/Tchr RATIO			Staffing FY 18-19	Stu/Tchr Ratio FY 19-20	State Cap FY 19-20	Reduction
6th -- 8th	687	24		28.7	**28**	24	29/31	**1**
				29.0	Rounded off for Total Staff			

FRANKLIN-SIMPSON HIGH SCHOOL

Grade	Projected Enrollment	Stu/Tchr RATIO			Staffing FY 18-19	Stu/Tchr Ratio FY 19-20	State Cap FY 19-20	Reduction
9th -- 12th	843	24.5		34.5	**36**	24.5	31	**-1**
				35.0	Rounded off for Total Staff			
								0

*Figure does not include Special Education, Preschool, Title I, or certified support staff (e.g., guidance counselor, librarian, assistant principal, etc.)