




Bullitt County Public Schools

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

From: Jennifer Wooley, Director of Human Resources 

Date: March 15, 2019

RE: Item for March Board Agenda ~ Staffing Plan

Attached please find the staffing plan for our district for the 2019-2020 school year. We are seeking to add the following changes to the High School Guidelines:

- A. On page 2, we have added a one-year moratorium for assistant principal and counselor positions.
- B. On page 3, we have added an athletic director position.
- C. On page 4, we have increased the day custodian from one to two positions.

If the staffing plan meets with your approval, please place it on the March Board agenda. Once approved by our Board, we will notify high school principals so they may post and hire for the additional positions.





**BULLITT COUNTY STAFFING PLAN
HIGH SCHOOL GUIDELINES
2019-2020**

Teachers _____
Clerical _____
Special Ed. _____
Other _____

Date

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.

HIGH SCHOOL

- A. Total school enrollment _____
- B. Total square feet in building _____

High schools shall be staffed according to the following formula:

- a. Multiply the total enrollment by 6, with 6 representing the number of periods in the school day (example: 989 students multiplied by 6 = 5,934).

Enrollment # (A) _____ X 6 = _____

- b. Divide the number by 29, with 29 representing 2 student under statutory class size (example: 5,934 divided by 29 = 204.62).

Answer from a. _____ / 29 = _____

- c. Divide the above number by 5, with 5 representing the number of classes that a teacher teaches during the day to find the number of positions allocated (example: 204.62 divided by 5 = 40.92).

Answer from b. _____ / 5 = _____ # Positions _____

Total high school teaching staff rounded to the nearest whole teacher = _____

No additional staffing for art, vocal music, band or industrial arts. They are included in the formula for class size caps.

The following certified staff positions shall be allocated in addition to the teaching positions. They are allocated on actual enrollment (A). 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.

Principal: One - 240 day position for each school.

Assistant Principal: One - 210 day position for schools up to 400 students. For each additional 400 students, another position shall be allocated.

- 1 assistant principal for up to 799 students
- 2 assistant principals for 800-1199 students
- 3 assistant principals for 1200-1599 students

NOTE: After initially receiving a third assistant principal, the school's enrollment must fall below 1200 students before losing the position. A one-year moratorium will be implemented following the initial year enrollment fell below 1200 to allow the enrollment to increase before the reduction is implemented.

If an assistant principal leaves the position during the school year, current enrollment numbers will be used to determine if the position is posted for hire.

Counselor: One - 210 day position for schools up to 400 students. One position shall be allocated for each additional 400 students.

- 1 counselor for up to 799 students
- 2 counselors for 800-1199 students
- 3 counselors for 1200-1599 students

NOTE: After initially receiving a third counselor, the school's enrollment must fall below 1200 students before losing the position. A one-year moratorium will be implemented following the initial year enrollment fell below 1200 to allow the enrollment to increase before the reduction is implemented.

If a counselor leaves the position during the school year, current enrollment numbers will be used to determine if the position is posted for hire.

Librarian: One - 195 day position for schools with up to 700 students. One - 187 day Library Assistant position shall be allocated for each 300 students above 700 students.

- 1 librarian for up to 700 students
- 1 librarian and 1 library assistant for 1000-1299 students
- 1 librarian and 2 library assistants for 1300-1599 students

Flex School Teacher: One - 187 day position

Junior Military Teacher (or Other Career Pathway): One - 187 day position

Athletic Director: One - 187 day position shall be held by a certified teacher or a degreed professional. Pay will be based on salary schedule and the athletic director stipend. Normal teacher hours will be observed with additional hours as needed.

ALTERNATIVE PROGRAMS

Area Technology Center - One academic principal, three teachers

Spring Meadows - Two teachers

Bullitt Alternative Center (BAC)- One principal, one assistant principal, four regular education teachers, up to three special education teachers, up to three social workers, four instructional assistants, one custodian, one secretary/bookkeeper

Riverview Opportunity Center (ROC) - One counselor, three teachers, two instructional tutors, one instructional tutor-college and career coach, one clerical, two child development monitors, one child development assistant, two instructional assistants

Bullitt Advanced Math and Science (BAMS) - Two teachers

No changes in certified staff, other than teaching staff (KRS 157.360(4) and 702 KAR 3:190 shall be made during the school year. All staff, other than teachers, shall be based on fifth month enrollment of the preceding year.

**Special consideration may be given to state-identified schools.*

CLASSIFIED STAFF

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

High School Secretary: Two - 205 days x 7.5 hour positions = 3,075 hours/year

Clerical: See schedule below 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. Clerical hours may be adjusted by September 15 if enrollment dictates additional needs.

Clerical Hours			
Elementary and Middle Schools		High Schools	
<u>Enrollment</u>	<u>Hours</u>	<u>Enrollment</u>	<u>Hours</u>
Less than 200	6	0-1099	25
201-400	7	1100-1149	27
401-425	8	1150-1199	29
426-450	9	1200-1249	31
451-475	10	1250-1299	33
476-500	11	1300-1349	35
501-525	12	1350-1399	37
526-550	13	1400-1449	39
551-575	14	1450-1499	41
576-600	15		
601-625	16		
626-650	17		
651-700	18		
701-725	19		
726-750	20		
751-775	21		
776-800	22		

Custodians/Sweepers

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

Night custodian: One - 182 days plus one extended day x 8 hour position at high school only

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.

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

(Round up to the next quarter-hour.)

College and Career Readiness Coach: One - 181 day position for 6.5 hours per day.

ISAP Tutor: One - 181 day position for 6.5 hours per day when school is in session plus 2 extended days.

Data Manager: One - 181 day position for 6 hours per day when school is in session plus 2 extended days.

Instructional Tutor: One - 181 day position for six hours per day when school is in session plus 2 extended days.

Flex School Instructional Assistant: One - 181 day position for 6.5 hours per day when school is in session plus 2 extended days.

***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.