# ADMINISTRATION U02.4331

School Staffing (SBDM)

Board Allocation Notices

In accordance with 702 KAR 3:246, the Board shall provide each council with both a tentative and a final/updated allocation for school staffing for the next fiscal year. The notifications shall include the Board-approved guidelines used in determining the allocations and the formulas utilized in calculating numbers of positions. Allocations, at a minimum, shall budget funds sufficient for the council to meet the following staffing needs of the school:

* 1. Certified Staff:
     1. Statutory class size caps based on projected student enrollment minus all state enrollment deductions;
     2. Pupil contact hours as required by law; and
     3. All other certified staff positions generated by District guidelines approved annually by the Board, excluding fringe benefits, categorical programs, exceptional children services, itinerant, extra duty and extended employment positions, and positions allocated that are not required by statutory cap size requirements.
  2. Classified Staff:
     1. All school‑based positions approved annually by the Board in non‑categorical programs.
  3. All Positions:
     1. To provide salaries including adjustments for any salary changes made by the Board; and
     2. To budget for vacant positions at 95% of the average District salary for the job classification.

Any revisions made to the District’s policy/guidelines (whichever contains specific formula information) for the next school year shall be forwarded to the Kentucky Department of Education by May 1 of each year.

Staffing Allocations

Staffing shall be allocated to meet statutory class caps based on projected student enrollment.

The grand total number of positions generated by this formula shall be rounded to the nearest whole number.

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# (Continued)

School Staffing (SBDM)

Certified

Elementary

Primary grades shall be staffed by dividing the total number of students in primary by 24, rounded to the nearest tenth.

Fourth grade (4th) shall be staffed by dividing the number of students in the fourth grade by 28, rounded to the nearest tenth.

Fifth (5th) and sixth (6th) grades shall be staffed by dividing the number of students in the fifth grade by 29, rounded to the nearest tenth.

The following staffing formula shall apply:

|  |  |
| --- | --- |
| **Counselor** | .2 position for every 100 students up to 500 |
|  | 1 position for over 500 |
|  |  |
| **Media Specialist** | .5 position |
|  |  |
| Principal | 1 position |
|  |  |
| Assistant Principal | 1 position per 400 students |

High School

High schools shall be staffed based on projected enrollment divided by 31, rounded to the nearest whole number.

The following certified staff positions shall be allocated in addition to the above:

|  |  |
| --- | --- |
| **Agriculture Teacher** | 1 position |
|  |  |
|  |  |
|  |  |
| **Choral/Band Teacher** | 1 position |
|  |  |
| **College/Career/Credit Recovery Teacher** | 1 position |
|  |  |
| **Counselor** | 1.5 position |
|  |  |
| **Media Specialist** | 1 position |
|  |  |
| Principal | 1 position |
|  |  |
| Assistant Principal | 2 positions |

Categorical programs are excluded from any staff allocations (702 KAR 3.245).

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# (Continued)

School Staffing (SBDM)

**CLASSIFIED**

Elementary School

Office Personnel

Each school shall be allocated one (1) secretary/clerk/bookkeeper.

Attendance Clerk

Each school with student Average Daily Membership over 300 shall be allocated one (1) clerk. Schools with Average Daily Membership over 400 shall be allocated one (1) additional clerk.

Instructional Assistant

Each elementary school shall be allocated one (1) kindergarten instructional assistant per twenty four (24) full-time equivalent students.

Custodian

Each school shall be allotted one (1) custodian per 26,000 square feet of building, rounded to the next whole number.

Food Service

Food service staff will be allocated based on the KDE recommended guidelines.

Middle/High School

Office Personnel

Each school shall be allocated one (1) secretary/clerk.

Attendance Clerk

Each school shall be allocated one (1) attendance clerk. Schools with Average Daily Membership over 400 shall be allocated one (1) additional clerk.

Custodian

Each school shall be allotted one (1) custodian per 26,000 square feet of building, rounded to the next whole number.

Food Service

Food service staff will be allocated based on the KDE recommended guidelines.

Council Authority

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

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# (Continued)

School Staffing (SBDM)

Council Authority (continued)

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

Council to Report

By the date specified by the Superintendent/designee, the council shall report to the Board the number of persons to be employed at the school in each job classification.

Adjustments

Adjustments to the final staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made by September 15 and the council notified if the adjustment represents a change.

Impact on District Budget

The funding allocation to a school in future District budgets shall not be altered by council action.

In assigning funding of vacant positions to alternate Board-approved job classifications, a council may choose to spend more than the amount allocated by the Board and provide the difference from discretionary council funds. However, the Board shall not be obligated to increase allocations in future District budgets to cover this increased expenditure.

If the salary of new certified personnel is less than 95% of the District average certified teacher’s salary or if the actual salary of new classified personnel is less than 95% of the District’s average classified salary for the personnel job classification, the difference shall revert to the District budget for possible reallocation to schools under Section 7 of 702 KAR 3:246.

References:

KRS 157.360; KRS 160.345

702 KAR 3:246

OAG 96-38

Related Policies:

02.4242; 02.4244

03.11; 03.21

04.1