

Christian County Public Schools

To: Members of the Christian County Board of Education

From: Laura Morris

Date: January 8, 2020

Re: Staffing Information

Attached you will find the following:

- 2020-2021 staffing allocation.

CHRISTIAN COUNTY SCHOOL DISTRICT STAFFING FORMULA
(2020-2021 School Year)

CERTIFIED STAFF

Principal

- Each school will receive one (1) unit for Principal.

Assistant Principals

- Enrollment 450-700 = 1 Assistant Principal
- Enrollment 701-1200 = 2 Assistant Principals
- Enrollment 1201-1700 = 3 Assistant Principals
- Enrollment 1701+ = 4 Assistant Principals

High schools will receive one (1) unit for each grade level.

Athletic Directors

- Each high school will receive one (1) unit.

Guidance Counselors

Elementary and middle schools

000 – 500 = 1 unit

501 – 799 = 2 unit

800 and above = 3 unit

High schools will receive one (1) unit for each grade level.

Base Teachers – Base teachers shall be allocated using the following cap sizes:

- K through 3rd grade – enrollment divided by 24 (calculated by grade level)
- 4th grade enrollment divided by 28 (calculated by grade level)
- 5th-6th grade enrollment divided by 29
- 7th-12th grade enrollment divided by 31

Additional Teachers

All schools will receive an additional 23% of the base teacher allocation.

School Required Positions from base teacher allocation

0.2 - Library Media Specialist

CLASSIFIED STAFF

Classified Positions:

- Each elementary, middle and high school will receive one (1) unit. SAFE/ISS Room
- Each elementary, middle and high school will receive one (1) unit. Computer Lab Instructional Assistant
- Elementary Kindergarten Instructional Assistants will be staffed at 1:24 as required by statute. These positions cannot be eliminated in lieu of another position or combined to yield a certified position.

Kindergarten instructional assistant positions must stay intact. Allocations will be assigned as half or whole positions.

Secretarial/Miscellaneous Staff

Each elementary, middle and high school will receive one (1) unit: Book Keeper

Each elementary, middle and high school will receive one (1) unit: Attendance Clerk

Allocated positions will be deducted from total units. Additional positions will be listed as clerical assistants.

- Allocations are based on student enrollments as follows:

000 – 500	2 units
501 – 799	3 units
800 – 1200	4 units
1201 and above	5 units

Beginning of School Year Rectification – September 15

- A teacher will be added to any school that is five-tenths (0.5) or greater of a teacher based on enrollment near the September 15th rectification date. Staffing reductions will occur when a school is overstaffed by at least a full teacher.

Christian County Public Schools

When updating the staffing allocation formula, boards of education must adhere to guidelines in [KRS 157.360](#)(4) (a) regarding a staffing ratio of 31:1 in grades 7-12. Once the base level funding language is added into the staffing allocation formula, it may become confusing. KRS 157.360 (4)(b) states “ ... class size loads for middle and secondary school classroom teachers shall not exceed the equivalent of one hundred fifty (150) pupil hours per day.” This means that each classroom teacher who is allocated to grades 7-12 cannot have more than 150 per-pupil hours.

When this statute was enacted, most secondary schools operated on a six-period day. Scheduling concepts such as alternative models and block schedules were not factored into legislation. One-hundred fifty per-pupil hours of instruction during a six-hour school day would yield a ratio of 25:1.

SBDM schools are not bound by state cap size requirements if the council so votes and it is recorded in the minutes.

Itinerant positions need to be worked out between schools in order to insure 1.0 positions district-wide.

Your staffing allocation is to be submitted on the district template. All employees must be listed.

Calendar: 2020-2021 tentative

March 1 – district staffing allocation to individual school SBDM

May 1th – reduction in salary notices must be completed

May 15 or 90 days before the first student attendance day – notice of nonrenewal of contracts

June 15 – notice of estimated salary for the following year

September 15 – rectification date

Based on enrollment on September 15, rectification will be made according to these guidelines. Any school which is between 0.5 and 1.0 understaffed will have a 0.5 teacher added to their staff allocation. Staffing will only be reduced if a school is a full 1.0 teacher overstaffed.