

STAFFING POLICY FOR CERTIFIED AND CLASSIFIED

Staffing Allocation and School Equity

The Superintendent will review with the Board of Education allocations to the School Councils prior to March 1 of each school year. The allocation is to provide sufficient funds to staff each school and provide for teaching materials, supplies, travel and equipment. Since we have only one school serving K-3 students, one school serving 4th – 6th grade students, one middle school and one high school, we do not have the problems of inequity between schools of comparable grades that a lot of school districts face. The level of staffing beyond the minimum required is dictated by available resources. Teachers in categorical programs are excluded from this comparison. Examples of categorical programs are special education and Title 1. Also excluded from this comparison are Principals, Assistant Principals, Counselors, Media Specialists and alternative programs.

STAFFING ALLOCATION GUIDELINES – CERTIFIED STAFF

Regular Teaching Staff shall be allocated as follows:

1. Staffing shall be allocated to provide sufficient staff to meet maximum class size caps in state law. The formula for elementary schools divide the projected enrollment at each level by the maximum class size. The result is round tone the next one-half staff member.
2. Additional staff will be provided to the elementary schools, Primary Center and Intermediate Center, so that each student can receive music, art, and PE at a minimum of one time a week for a period of 30 minutes/week.
3. Staffing shall be allocated to the middle and high school that will provide sufficient staff to meet maximum class size caps in state law. The staffing allocation for the Bazzell Middle and AC-S High School will be calculated by figuring pupil/teacher ratio of all staff excluding principals, assistant principal, guidance counselors, librarians, special education teacher, Title I and Student Assistance/Ad coordinator. The ratio does include both high school vocational staff and vocational school staff. Any classes at the vocational school that have a limitation in number and that results in student number being below the pupil teacher ratio of 22 to 1, will only count as that fractional part of a classroom unit. Example: Drafting can only accommodate 18 students. Drafting would represent .82 of a classroom unit. The 95-96* staffing allocations will be continued as close to this year's allocation as possible. If numbers increase significantly, the maximum teacher/student ratio may be used. (See following chart) In addition at the high school there will be 480 min (flexible time) of teaching time to be used as needed. Example: 7:00 a.m. classes.
4. Staffing for Music, Art, and P.E. shall be allocated to the Middle and High School.

*Served as a reference/basis for our original staffing policy.

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(Maximum Teacher/Pupil Ratio)

Grades	School	Maximum Teacher/Pupil Ratio
K – 3	Allen County Primary	24:1
4 – 6	Intermediate Center	28:1
7 – 8	Bazzell Middle	29:1 not to exceed 150 pupil hours per day
9 – 12	AC-S High School	22:1 not to exceed 150 pupil hours per day (additional 480 flex min. see page 1)

SUPPORT STAFF SHALL BE ALLOCATED AS FOLLOWS

- | | |
|------------------------|---|
| 1. Principal | 1.0 per school |
| 2. Assistant Principal | 1.0 Primary Center
1.0 Intermediate Center
1.0 Middle School
2.0 High School |
| 3. Guidance | 1.0 Primary Center
1.0 Intermediate Center
1.0 Middle School
2.0 High School
1.0 Vocational |
| 4. Media Specialist | 2.0 Primary Center
1.0 Intermediate Center
1.0 Middle School
1.0 High School |

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Staffing Allocation Guidelines – Classified Staff

1. Instructional Assistants

Primary Center Kindergarten Instructional Assistant	1.0 per 24 Kindergarten students
Primary Center Write to Read Lab	1.0 per Writing Lab

2. Secretaries

Primary Ctr.	1.74 positions
Intermediate Center	1.0 positions
Middle School	1.66 Secretary/Bookkeeper 0.0 Computer Operator/Clerk 1.0 Clerical Assistant
High School	1.0 Secretary 1.0 Bookkeeper 1.0 Receptionist 1.0 Computer Operator 1.0 Guidance Clerk 1.0 Vocational Secretary

3. Custodians

Primary Ctr.	5.75
Intermediate Ctr.	4
Middle School	3.5
High School	5