

STAFFING POLICY FOR CERTIFIED AND CLASSIFIED

Staffing Allocation and School Equity

The Superintendent will review with the Board of Education tentative allocations to the School Councils prior to March 1 and updated allocations prior to May 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 staffing allocation for Allen County Primary Center and Allen County Intermediate shall be calculated by dividing the projected enrollment at each level by the maximum class size. The result shall be rounded up to 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, and Title I.. 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.

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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*

*A second check shall be performed to ensure the 150 pupil hours per day for the middle and high school.

(Enrollment x 6 instructional hours) / 150 = number of teachers required

Teaching Staff Allocation for the respective school will be the greater of the two calculations.

Support Staff shall be allocated as follows:

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|------------------------|---|
| 1. Principal | 1.0 per school |
| 2. Assistant Principal | 1.68 Primary Center
1.0 Intermediate Center
1.0 Middle School
3.0 High School |
| 3. Guidance | 2.0 Primary Center
1.0 Intermediate Center
1.0 Middle School
2.0 High School
1.0 Vocational |
| 4. Media Specialist | 1.0 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. Office Support Staff

Primary Ctr.	1.0 Receptionist 1.0 Bookkeeper 1.0 Attendance Clerk 1.0 Health Clerk
Intermediate Center	1.0 Receptionist 1.0 Bookkeeper 1.0 Attendance Clerk
Middle School	1.0 Receptionist 1.0 Bookkeeper 1.0 Attendance Clerk
High School	1.0 Secretary 1.0 Bookkeeper 1.0 Receptionist 1.0 Attendance Clerk 1.0 Guidance Clerk 1.0 Vocational Secretary

3. Custodians

Primary Ctr.	6
Intermediate Ctr.	4
Middle School	3.5
High School	6