



Bullitt County Public Schools

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TO: Dr. Jesse Bacon, Superintendent *JB*
Becky Sexton, Assistant Superintendent
Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: January 12, 2021

RE: Item for January Board Meeting - 2021-2022 BCPS Staffing Plans

Attached are the Staffing Plans for our district for the 2021-2022 school year. Due to the continued Coronavirus Pandemic and the unknown number of students who may enroll in the Bullitt Cloud Academy, the Plans will include and emphasize the statement, **“The Superintendent may grant additional positions or hours in extraordinary situations.”**

Changes include the continued addition of the four (4) full-time substitute cook/baker positions. Also, under the lunchroom monitor section, the days were changed from 177 to 170.

Once approved by the BCPS Board, the Staffing Plans will then be sent to the Kentucky Department of Education for review.

Attachments: Elementary Staffing Plan
Middle School Staffing Plan
High School Staffing Plan

ML
1/12/21



BULLITT COUNTY STAFFING PLAN
ELEMENTARY GUIDELINES
2021-2022

Teachers _____
Clerical _____
Kind. IA _____
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.

ELEMENTARY SCHOOL

Primary grades shall be staffed by dividing the total number of students in primary by 23, with 23 representing 1 student under statutory class size. The number of teachers required will be rounded to the nearest whole position.

- A. Total School Enrollment _____
- B. # Students in kindergarten _____
- C. # Students in preschool and head start classes _____
- D. # Students in 4th grade _____
- E. # Students in 5th grade _____
- F. Total number of FTE primary students (A-C-D-E=F) _____
- G. Elementary FTE ($\frac{1}{2} C + D + E + F = G$) _____
- H. Total square feet in building _____

Total # in primary (F) _____ /23 = _____ # Positions _____

Fourth grade shall be staffed by dividing the number of students in the fourth grade by 27, with 27 representing 1 student under statutory class size. Fifth grade shall be staffed by dividing the number of students in the fifth grade by 28, with 28 representing 1 student under statutory class size. The number of teachers required will be rounded to the nearest whole position. Prior to additional staff being added, class caps in both fourth and fifth grades must exceed class size limits.

Total # in fourth grade (D) _____ /27 = _____ # Positions _____

Total # in fifth grade (E) _____ /28 = _____ # Positions _____

Total number of teaching positions: _____

Principal: One - 240 day position for each elementary school.

The following positions are based on the elementary FTE (G) above. 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.

Assistant Principal: One - 200 day position for schools over 600 students. One position shall be allocated for each 600 additional students.

1 assistant principal for 600-1199 students

NOTE: After initially receiving an assistant principal, the school's enrollment must fall below 575 students before losing the position. A one-year moratorium will be implemented following the initial year enrollment fell below 575 to allow the enrollment to increase before the reduction is implemented. When a school's projected enrollment drops below 550 students, the assistant principal position for that school will not be allocated for the following year.

Counselor: One - 195 day position for 850 students. One-half position shall be allocated for over 850 students.

1 counselor for 0-850 students

1 $\frac{1}{2}$ counselor for 851-1149 students

Librarian: One - 195 day position for each 350 - 600 students. One-half position shall be allocated for each 250 students above 600. Elementary schools with an enrollment of less than 350 students shall receive $\frac{1}{2}$ librarian position.

$\frac{1}{2}$ librarian for up to 349 students

1 librarian for 350-849 students

1 $\frac{1}{2}$ librarian for 850-1149 students

Related Arts: Three - 187 day positions for each 350 - 600 students. One and one-half positions shall be allocated for each 250 students above 600. Elementary schools with an enrollment of less than 350 students shall receive 1 $\frac{1}{2}$ related arts positions. The positions may include music, art, and physical education.

1 $\frac{1}{2}$ related arts positions for up to 349 students

3 related arts positions for 350-849 students

4 $\frac{1}{2}$ related arts positions for 850-1149 students

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

The 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

Elementary Secretary: One - 205 days x 7.5 hour position = 1,537.5 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. At least one elementary school clerical person will be scheduled to work until 4:30 p.m. each day. 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: One - 261 days x 8 hour position for each school

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.)

Lunchroom Monitor: Elementary schools shall be staffed at one 1 monitor for the entire lunch period and paid by school food service for 170 days per year. In addition, any elementary school with 300-400

students receives 30 minutes of additional monitor time; between 401 - 600 students receives 60 additional minutes; and more than 600 students receives an additional 90 minutes.

Volunteer Coordinator: Each elementary school will have a volunteer coordinator for 3 hours per day when school is in session.

Preschool Instructional Assistant: Preschool classes with an enrollment of 11 or more students will have one instructional assistant for 6.5 hours per day, 4 days per week.

Kindergarten Instructional Assistant: Per KRS 157.360(13), a full-time kindergarten assistant shall be provided for each 24 full-time equivalent kindergarten students enrolled. This position will be for 6.25 hours each day when school is in session plus 2 extended days. These positions will be staffed based on the following calculation:

Students in kindergarten _____ Kindergarten IA hours _____

0-8 students	2 hours
9-16 students	4 hours
17-24 students	6.25 hours

Ex: 52 students
24 students = 6.25 hours
24 students = 6.25 hours
<u>4 students = 2 hours</u>
52 students = 14.5 hours

Instructional Tutors: Each elementary school will be staffed with two instructional tutors for 6 hours per day when school is in session plus 2 extended days. Schools with an enrollment below 200 students, will be staffed with two instructional tutors for 2 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.



BULLITT COUNTY STAFFING PLAN
MIDDLE SCHOOL GUIDELINES
2021-2022

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.

MIDDLE SCHOOL

- A. Total school enrollment _____
- B. # Students in 6th grade _____
- C. # Students in 7th and 8th grade _____
- D. Total square feet in building _____

Middle schools shall be staffed according to the following formula. The sixth-grade enrollment will be adjusted downward by six (6) students on fifth month enrollment to account for staffing the special program titled Discovery School. These numbers will be revisited and revised upward if needed no later than June 10, 2021.

- a. Multiply the 6th grade enrollment by 6, with 6 representing the number of periods in the school day (example: 150 students multiplied by 6 = 900).

6th Grade Enrollment # (B) _____ X 6 = _____

- b. Divide the number by 28, with 28 representing 1 student under statutory class size (example 900 divided by 28 = 32.14).

Answer from a. _____ / 28 = _____

- 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: 32.14 divided by 5 = 6.43).

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

- d. Multiply the 7th and 8th grade enrollment by 6, with 6 representing the number of periods in the school day (example: 150 students multiplied by 6 = 900).

7th and 8th Grade Enrollment # (C) _____ X 6 = _____

- e. Divide the number 28, with 28 representing 3 students under statutory class size (example: 900 divided by 28 = 32.14).

Answer from d. _____ / 28 = _____

- f. 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: 32.14 divided by 5 = 6.43).

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

Total middle school teaching staff (c + f), rounded to the nearest whole teacher plus one unified arts teacher for Discovery School = _____

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. One position shall be allocated for each additional 400 students.

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

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

Librarian: One - 195 day position for schools with up to 800 students. One - 187 day Library Assistant position shall be allocated for each 200 students above 800 students.

1 librarian for up to 800 students
1 librarian and 1 library assistant for 801-1000 students

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

Middle/Elementary Secretary: One - 205 days x 7.5 hour position = 1,537.5 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: One - 261 days x 8 hour position for each school

Sweeper: Total building square footage divided by 5,975 = sweepers hours/day.

Employed for 178 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.)

Lunchroom Monitor: Middle schools shall be staffed at 1 monitor for the entire lunch period and paid by school food service for 170 days per year.

ISAP Tutor: Each middle school shall be staffed with one ISAP tutor for 6.5 hours per day when school is in session plus two extended days.

Volunteer Coordinator: Each middle school will have a volunteer coordinator for 3 hours per day when school is in session.

Data Managers: Each middle school will be staffed with one data manager for 6 hours per day when school is in session plus 2 extended days.

Instructional Tutors: Each middle school will be staffed with one instructional tutor for six hours per day when school is in session plus 2 extended days.

Discovery School Instructional Tutors: Discovery School will have two instructional tutors for 6.5 hours per day when school is in session plus two 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.



BULLITT COUNTY STAFFING PLAN
HIGH SCHOOL GUIDELINES
2021-2022

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

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

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

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, one Transition Readiness Coach 196 days at 7 hours a day

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
One - 205 days x 4.0 hour position = 820 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 positions 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.)

Transition Readiness Coach: One - 196 day position for 7.0 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.