Staffing Allocation Worksheets

These worksheets are a tool to help simplify your staffing allocation process. Theses worksheets includes the class size maximums required by statute and regulations. Enter the data based on your district's staffing allocation formula for the school and the enrollment levels at the school. The worksheet will calculate the teacher to student allocation per grade span. Note: these worksheets' formulas are based on the maximums.

KRS 157.360(4)

- (a) Except for those schools which have implemented school-based decision making, the commissioner of education shall enforce maximum class sizes for every academic course requirement in all grades except in vocal and instrumental music, and physical education classes. Except as provided in subsection (5) of this section, the maximum number of pupils enrolled in a class shall be as follows:
 - 1. Twenty-four (24) in primary grades (kindergarten through third grade);
 - 2. Twenty-eight (28) in grade four (4);
 - 3. Twenty-nine (29) in grades five (5) and six (6);
 - 4. Thirty-one (31) in grades seven (7) to twelve (12).
- (b) Except for those schools which have implemented school-based decision making, class size load for middle and secondary school classroom teachers shall not exceed the equivalent of one hundred fifty (150) pupil hours per day

KRS 157.360(13)

Except for those schools which have implemented school-based decision making and the school council has voted to waive this subsection, kindergarten aides shall be provided for each twenty-four (24) full-time equivalent kindergarten students enrolled.

702 KAR 3:246 Section 2(1)

The local school district shall provide notice to school councils of a tentative allocation by March 1 and notice of an updated allocation by May of each year for the funds and positions identified in Sections 4, 5, 6, and 8 of this administrative regulation for the next budget year in accordance with this administrative regulation.

702 KAR 3:246 Section 4(2)

Any revisions of staffing policy or guidelines for the next school year shall be adopted by the local board and submitted to the Kentucky Department of Education by May 1 of each year.

KRS 158.102(2)(a)

Schools shall employ a school medial librarian to organize, equip, and manage the operations of the school media library. The school media librarian shall hold the appropriate certificate of legal qualifications in accordance with KRS 161.020 and 161.030. A certified school media librarian may be employed to serve two (2) or more schools in a school district with the consent of the school councils.

| 2021- | 2022 Staffing All | ocation Wo | rksheet for Elementary School Grade | es | |
|--|-------------------------------|------------|-------------------------------------|--|------------------------------|
| Name of School: | chool: Newport Primary School | | Total Enrollment: | 360 | |
| Section 1: Required Certified | l Positions | | Section 6: Total Allocated Staff | Positions for Final Allocation | COVID Positions 2021-2022 |
| Principal | 1.0 | | Total Certified Allocated | 22.0 | 28.0 |
| Media Specialist | 1.0 | | Total Classified Allocated | 10.0 | 15.0 |
| Total | 2.0 | | Total Staff Allocated | 32.0 | 43.0 |
| Section 2: Certified Teachers | # of Students | Ratio | Certified Teachers Allocated | Positions Rounded for | COVID Positions |
| Kindergarten (Based on Half-Time Classes) | 100 | 24 | 5.0 (Half-Time Teachers) | Final Allocation 4.0 | 6.0 |
| 1st Grade | 88 | 24 | 3.7 | 4.0 | 6.0 |
| 2nd Grade | 116 | 24 | 5.0 | 5.0 | 6.0 |
| | | | Total Certified Teachers Allocated | 13.0 | 18.0 |
| Section 3: Additional Certifie | ed Staff (not requi | red) | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| Assistant Principal | | | 1.0 | 1.0 | 1.0 |

| Guidance Counselor | | | 1.0 | 1.0 | 1.0 | |
|--|----------------|-------|--------------------------------------|--|------------------------------|--|
| Discretionary Certified (Art, PE | , Music, PLTW) | | 4.0 | 4.0 | 4.0 | |
| English Langauge Learner Teachers | | | 1.0 | 1.0 | 1.0 | |
| Behavior Intervention Teacher | | | 1.0 | 1.0 | 1.0 | |
| Permanent Building Substitute | | | 1.0 | 1.0 | 2.0 | |
| Additional Classroom Teachers | | | 0.0 | 0.0 | 0.0 | |
| | | | Total Additional Certified | 9.0 | 10.0 | |
| Section 4: Classified Assista | nts | | | | | |
| | # of Students | Ratio | Classified Assistants Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 | |
| Kindergarten (Based on Half-Time Classes) | 100 | 24 | 5.0 (Half-Time Teachers) | 3.0 | 6.0 | |
| Other (not required) | 0 | 0 | 0 | 0.0 | | |
| | | Т | otal Classified Assistants Allocated | 3.0 | 6.0 | |
| Section 5: Support Staff | | | Classified Support Staff Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 | |
| Custodian | | | 4 | 4.0 | 5.0 | |
| Secretary/Bookkeeper | | | 2 | 2.0 | 2.0 | |
| School Technology Coordinate | or | | 1 | 1.0 | 1.0 | |
| Behavior Intervention Instruction | onal Assistant | | 0.0 | 0.0 | 1.0 | |

| | Total Classified Support Staff Allocated | 7.0 | 9.0 |
|--------------------------------------|--|--|------------------------------|
| | | | |
| Additional Positions - Federal Funds | | Currently Funded | COVID Positions 2021-2022 |
| Instructional Coach | Title I | 1.0 | |
| RTI Coach | Title I | 1.0 | |
| Reading Intervention | Title I | 0.85 | |
| Reading Intervention | Title I/RTA | 1.0 | |
| Reading Intervention | SIF - ends 21-22 | 1.5 | |
| Math Intervention | Title I/MFA | 1.0 | |
| | | 4.4 | 0.0 |
| | | | |
| Additional Positions - PreSchool | | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total PreSchool Allocations | 0.0 | 0.0 |

| Additional Positions - Special Ed | 2020-2021 Allocations | COVID Positions 2021-2022 |
|---|--------------------------|------------------------------|
| Teachers - K-2 Resource, K-2 Collaborative, MSD, Autism | 4.0 | |
| Instructional Assistants - (2) | 2.0 | |
| Total Special Education Allocations | 6.0 | 0.0 |

| | | a. National Microsoft, pass domestic and a Private Appendix against place to the section and | The second control of | | etika dimografika metalikan salammak kespertanya di kalandari situ da aku gendu dan gendu dan gendu dan gendu Kespertanya di kalandari situ dan salambah dan pada yang berkera dan dan salambah dan kespertanya di majar maja |
|---|-------------------------------|--|---|--|--|
| Name of School | : Newport Intermediate School | | Total Enrollment: | 460 | |
| Section 1: Required Certified Positions | | | Section 6: Total Allocated Staff | Positions for Final Allocation | COVID Positions 2021-2022 |
| Principal | 1 | | Total Certified Allocated | 30.2 | 34.2 |
| Media Librarian | 1 | Guelland Andreas (Andreas Andreas Andr | Total Classified Allocated | 7 | 10 |
| Total | 2 | Billione con set yessen and mental the second set of the second s | Total Staff Allocated | 37.2 | 44.2 |
| Section 2: Certified Teac | hers | | | | eti Cita z retirete eti Cita i cita alteri cita di Cita ette cita cita i cita cita cita cita cita ci |
| | # of Students | Ratio | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| Third Grade | 118 | 24 | 4.9 | 5 | 6 |
| Fourth Grade | 88 | 28 | 3.1 | 4 | 6 |
| Fifth Grade | 110 | 29 | 3.8 | 4 | 6 |
| Sixth Grade | 117 | 29 | 4 | 4 | 6 |
| | Total Certified T | eachers Allocated | 15.9 | 21 | 24 |

| Section 3: Additional Certified Staff (not required) | | | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
|--|-------------------|-----------|---------------------------------------|--|--|
| Assistant Principal | | | 1 | 1 | 1 |
| Guidance Counselor | | | 1 | 2 | 2 |
| Discretionary Certified (Art, | PE, Music, PLTW2) | | 3.2 | 3.2 | 3.2 |
| English Langauge Learner | Teachers | | 1 | 1 | 1 |
| Behavior Intervention Teacl | ner | | 1 | 1 | 1 |
| Permanent Building Substit | ute | | 1 | 1 | 2 |
| Alternative Placement Teac | | | 0 | 0 | 1 |
| Additional Classroom Teachers | | | 0 | 0 | 0 |
| erine, kas sindelikannya kesikan carkannosis yaki angan kilaba - milian kasannosis | | | Total Additional Certified | 9.2 | 10.2 |
| Section 4: Classified Assistants | | | | | BASI AN MANAGER MEN KARANGAN KANDAN KAMPATAN KANDAN MENGALAH KANDAN KANDAN KANDAN KANDAN KANDAN KANDAN KANDAN KANDAN KANDAN |
| CC-051 (Fig.). Deligious is an Fig. Deliciti sudificial con A Fill 246, debthed read, and Contraction phasesacting | # of Students | Ratio | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| Other (not required) | 0 | 0 | 0 | 0 | 0 |
| | | Total Cla | assified Assistants Allocated | | |
| Section 5: Support Staff | | | Classified Support Staff Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| Custodian | | | 4 | 4 | 5 |
| Secretary/Bookkeeper | | | 2 | 2 | 2 |

| School Technology Coordinator | 1 | 1 | 1 |
|--|--|--|---|
| Behavior Intervention Instructional Assistant | 0 | 0 | 2 |
| Total Classifi | ed Support Staff Allocated | 7 | 10 |
| Additional Positions - Federal Funds | Project | Currently Funded | COVID Positions 2021-2022 |
| Instructional Coach | Title I | 1 unueu | 2021-2022 |
| RTI Coach | Title I | 1 | |
| Reading Intervention | Title I | 1 | |
| Reading Intervention | Title I/RTA | 1 | |
| Intervention | SIF - ends 20-21 | 4 | 4 |
| Math Intervention | Title I/MFA | 1 | |
| Math Intervention | Title I | 0.4 | |
| | | 9.4 | 4 |
| Additional Positions - Special Ed | | 2020-2021 Allocations | COVID Positions 2021-2022 |
| Teachers - MSD (1), Resource (1), Autism (1)?, 3-6 Collaborative (4) | | 7 | |
| Instructional Assistants - (3) | | 3 | |
| Total Spe | cial Education Allocations | 10 | 0 |
| | | | |
| | | | |
| | BOOK TO THE WATER TO SEE A TO SEE THE SECOND | | |
| | THE PROPERTY OF THE PROPERTY O | | CHANGE AND COUNTRICATE AND A CONTROL OF SAME AND CONTROL OF SAME AND |
| | | emican and alleranta to a applications on the con- | idas ir Tillur Rullinins sindigas galade gas inser cidliade allandara at sandara at sandara at sandara ana ar |

2021-2022 Staffing Allocation Worksheet for High Schools with Grades 7-12

| Newport High School | Total Enrollment: | 562 | |
|---------------------|-------------------------------------|---|---|
| Certified Positions | Section 5: Total Allocated Staff | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| 1 | Total Certified Allocated | 41.8 | 48.8 |
| 1 | Total Classified Allocated | 9 | 11 |
| 2 | Total Staff Allocated | 50.8 | 59.8 |
| | Anocated | | |
| | Certified Positions 1 | Section 5: Total Allocated Staff 1 Total Certified Allocated Total Classified Allocated Total Staff Allocated 2 Allocated | Section 5: Total Allocated Staff 1 Total Certified Allocated Allocated Staff 1 Total Classified Allocated Allocated Staff 2 Total Staff Allocated 50.8 |

Section 2: Certified Teachers

| en de la companya de | # of Students | Ratio | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
|--|-----------------------|-------|---------------------------------|--|------------------------------|
| Seventh Grade | 103 | 25 | 4.1 | 4 | 5 |
| Eighth Grade | 102 | 25 | 4.1 | 4 | 4 |
| Ninth Grade | 97 | 25 | 3.9 | 4 | 4 |
| Tenth Grade | 101 | 25 | 4 | 4 | 4 |
| Eleventh Grade | 85 | 25 | 3.4 | 3 | 4 |
| Twelfth Grade | 74 | 25 | 3 | 3 | 4 |
| Total Cer | tified Teachers Alloc | ated | 22.5 | 22 | 25 |

| Section 3: Additional Certified Staff (not required) | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
|---|---------------------------------|---|------------------------------|
| Assistant Principal | 1 | 1 | 2 |
| Guidance Counselor | 2 | 2 | 2 |
| Athletic Director | 1 | | 1 |
| Related Arts Certified (Art, PE, Health, Music, Drama, PLTW .8) | 4.8 | 4.8 | 5.8 |
| CTE (Business - 2.0, Media Arts, FCS, Carpentry, Print Tech | 6 | 6 | 6 |
| Foreign Language | 1 | 1 | 1 |
| English Language Learner | 1 | 1 | 1 |
| Behavior Intervention Teacher | 1 | | 1 |
| New Pathways Teacher | 1 | 1 | 1 |
| Credit Recovery | 0 | 0 | 1 |
| Permanent Building Substitute | 1 | 1 | 2 |
| Additional Classroom Teachers | 0 | 0 | 0 |
| Total Additional Certified | 19.8 | 19.8 | 23.8 |
| Section 4: Classified Assistants | | | |
| # of Students Ratio | Certified Teachers Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |

| Other (not required) | 0 | 0 | 0 | | 0 |
|--|--------------------------|------------------|---------------------------------------|--|---|
| Total Classified Allocated | | 0 | | 0 | |
| Sect | ion 5: Support Staff | | Classified Assistants Allocated | Positions Rounded for Final Allocation | COVID Positions 2021-2022 |
| | Custodian | | 6 | 6 | 5 |
| Secretary/Bo | ookkeeper (Fish/C | ornett) | 2 | 2 | 2 |
| School Techno | ology Coordinator | (Walsh) | 1 | 1 | 1 |
| Behavior Intervention | on Instructional As | sistant (Ollier) | 0 | 0 | 1 |
| Instructional Assistants (Weber/Webster) | | | 0 | 0 | 2 |
| | Total Classifie | ed Allocated | | 9 | |
| Additional I | Positions - Federal Fu | nds | | Currently Funded | COVID Positions 2021-2022 |
| | ructional Coach | | Title I | 2 | |
| | ding Intervention | | Title I | 1 | |
| Ma | th Intervention | | Title I | 0.45 | |
| | | | | | December of the American Constitution of the |
| Additiona | ıl Positions - Special E | | | 2020-2021 Allocations | COVID Positions 2021-2022 |

| Middle Sc | hool | |
|--|--|--|
| Teachers - Resource (1), Collaborative (1), MSD (1) | 3 | |
| Instructional Assistants - MSD (1), Resource (.5) | 1.5 | |
| High Sch | ool | |
| Teachers - Collaborative (4), MSD (1), Resource (1) | 6 | |
| Instructional Assistants - MSD (2), Resource (1) | 3 | |
| Total Special Education Allocations | 13.5 | 0 |
| | | roadisa kana etiki si daga asi aru-ki ila da asaa sike da anakrita ya da engik asi ada ilay ada daga asi enganda daga |
| | TO ALL CONTROL OF A CONTROL OF THE STATE OF A CONTROL OF THE STATE OF | DI CERTI TEMBRICA DERINA DO PERPEZZARIA E SER LONDONA LO PERPENDIRA ESCENDICIÓN DE PREMEDICA DE PREMEDICA DE CÓMBRICA DE PREMEDICA DE COMBRICA DE COMBRI |
| | | |
| | | entimetert solocti soloctivat valusetumi sooyisten ta peresta niikii etalaantee ali alevejteen aleetiesa aleene keene |
| | | COMPANIENTE COMPANIENTE CONTRACTOR DE COMPANIENTE CONTRACTOR COMPANIENTE CONTRACTOR CONT |
| | | |
| | . Act on 1990 and Maria Araba Ar | CHARLES ENCORREPRESES ESCRETO SE A MEN SE MAN SE LA FERENCIA DE COST COMPLEXA DE LA COST. COMPLEXA DE LA COST |
| | TO NEED AND ARREST COMMENTAL COMMENT OF THE COMMENT OF THE THAT ARE THE SECRET OF THE COMMENT OF | |
| | | |
| | | |
| | | e Citamen Santan Edian Cantan Arabida Santan Milay Administrativa beta pelabuatan ila un nocetta un nocetta un |
| | | |
| | | |
| | | |
| | COLUMB ANNO POR COLUMB A COLUM | Provider tradecimient in class to a Contract Contract Contract Contract to Light to Arman Article State Contract Arman |
| The state of the s | The second secon | |