

Staffing Allocation Worksheets

These worksheets are a tool to help simplify your staffing allocation process. These 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 media 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 Allocation Worksheet for Elementary School Grades					
Name of School:		Newport Primary School		Total Enrollment:	360
Section 1: Required Certified 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 Final Allocation	COVID Positions 2021-2022
Kindergarten (Based on Half-Time Classes)	100	24	5.0 (Half-Time Teachers)	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 Certified Staff (not required)			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 Language 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 Assistants					
	# 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	
Total 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 Coordinator			1	1.0	1.0
Behavior Intervention Instructional 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

2021-2022 Staffing Allocation Worksheet for Schools with Grades 3-6

Name of School: Newport Intermediate School

Total Enrollment: 460

Section 1: Required Certified Positions

Principal	1
Media Librarian	1
Total	2

Section 6: Total Allocated Staff

Total Certified Allocated

Total Classified Allocated

Total Staff Allocated

Positions for Final Allocation

30.2

7

37.2

COVID Positions 2021-2022

34.2

10

44.2

Section 2: Certified Teachers

	# 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 Teachers 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, PLTW - .2)			3.2	3.2	3.2
English Language Learner Teachers			1	1	1
Behavior Intervention Teacher			1	1	1
Permanent Building Substitute			1	1	2
Alternative Placement Teacher			0	0	1
Additional Classroom Teachers			0	0	0
Total Additional Certified				9.2	10.2
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	0
Total Classified Assistants Allocated				0	0
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

[illegible]

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

2021-2022 Staffing Allocation Worksheet for High Schools with Grades 7-12					
Name of School:		Newport High School		Total Enrollment:	562
Section 1: Required Certified Positions			Section 5: Total Allocated Staff	Positions Rounded for Final Allocation	COVID Positions 2021-2022
Principal	1		Total Certified Allocated	41.8	48.8
Media Librarian	1		Total Classified Allocated	9	11
Total	2		Total Staff Allocated	50.8	59.8
Section 2: Certified Teachers					
	# 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 Certified Teachers Allocated			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	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	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
Section 5: Support Staff			Classified Assistants Allocated	Positions Rounded for Final Allocation	COVID Positions 2021-2022
Custodian			6	6	5
Secretary/Bookkeeper (Fish/Cornett)			2	2	2
School Technology Coordinator (Walsh)			1	1	1
Behavior Intervention Instructional Assistant (Ollier)			0	0	1
Instructional Assistants (Weber/Webster)			0	0	2
Total Classified Allocated				9	11
Additional Positions - Federal Funds				Currently Funded	COVID Positions 2021-2022
Instructional Coach			Title I	2	
Reading Intervention			Title I	1	
Math Intervention			Title I	0.45	
				3.45	0
Additional Positions - Special Ed				2020-2021 Allocations	COVID Positions 2021-2022

Middle School		
Teachers - Resource (1), Collaborative (1), MSD (1)	3	
Instructional Assistants - MSD (1), Resource (.5)	1.5	
High School		
Teachers - Collaborative (4), MSD (1), Resource (1)	6	
Instructional Assistants - MSD (2), Resource (1)	3	
Total Special Education Allocations	13.5	0