

JEFFERSON COUNTY BOARD OF EDUCATION
SCHOOL ALLOCATION STANDARDS FOR USAGE IN FY 2022-23
(Standard Allocation for Elementary)
(Student-Weighted Formula for Middle & High)
February 1, 2022

I. OPERATIONAL SUPPLIES (SECTION 6): 702 KAR 3:246(6)(1)

For FY 2022-23, Jefferson County Public Schools will allocate to each council a per-pupil amount based on prior year Average Daily Attendance (ADA) or new-year enrollment projection, whichever is greater. The per-pupil amount for all schools will be established once the Base SEEK amount is established in the state's biennial budget in accordance with 702 KAR 3:246, Section 6, subsection 1 - "School councils shall receive a minimum allocation of three and one-half (3 ½) percent of the statewide guaranteed base funding level for Support Education Excellence in Kentucky (SEEK) based on prior year final average daily attendance."

For FY 2021-22, the Base SEEK was \$4,000; therefore, the **Section 6 per pupil funding amount was \$140**. The initial school allocations will be based upon upcoming fiscal year enrollment projections until the prior year ADA becomes available.

The District will also adjust this allocation in August based on new enrollment projections provided by JCPS Demographics. In this manner, each school is guaranteed to receive this allocation of the greater of the prior year average daily attendance or the enrollment projections provided to Finance.

II. SUPPLEMENTARY OPERATIONAL CODES TO SUPPORT TECHNOLOGY IMPLEMENTATION & TEXTBOOKS/INSTRUCTIONAL SUPPLIES

In recognition of the increased reliance on technology to provide best instructional practices -- and the subsequent social space to utilize technology-- the District will provide an additional operational budget standard to all **middle and high schools** with enrollments greater than 250 students: \$10,000 for technology hardware, \$10,000 for technology supplies and \$10,000 for furniture/fixtures.

For FY 2022-23, the District will continue to provide additional operational budget standards to **elementary schools** of (a) furniture/equipment of \$3,500 + \$5.50 per pupil and (b) office supplies of \$7 per pupil.

Additionally, the District will provide each school an additional \$35 per pupil for textbook or other instructional supplies needs.

III. NON-INSTRUCTIONAL OPERATIONAL CODES 702 KAR 3:246(6)(3)

The District will continue to analyze the adequacy of the non-instructional operational codes in accordance with 702 KAR 3:246, Section 6, subsection 3 - "Allocations for operating expenses, including utilities, or health and safety requirements of schools shall not be included in the allocations required by Sections 4, 5, 6, or 8 of this administrative regulation or this section. If funds are given to a school for these purposes, the funds shall be distributed in a separate fashion."

This regulation is fulfilled by the Jefferson County Board of Education by allocations provided in non-flex codes ending in 900XA. Custodial and building supplies are centralized and are covered by the *JCPS Operations* division and the department of *Property Management and Maintenance*.

IV. FEE WAIVER

At-Risk Fee Waiver will be allocated directly to a specific code, XXX1022 0675 900XA, identified for the school and the SBDM council. This allocation is determined by the number of the students who qualify for Free or Reduced Lunch at a rate of **\$25 per pupil for elementary, \$30 per pupil for middle school, and \$36 per pupil for high school.**

V. SECTION 7 (702 KAR 3:246) AND AIS/CSI/TSI

For FY 2022-23, Section 7 funds in JCPS schools will be distributed in accordance with the regulation alternative in 702 KAR 3:246 (7) (1) (c) - "For specific instructional purposes based on student needs identified by the board from desegregated data. Money provided under this paragraph shall only be used by the council to address only the identified needs."

More specifically, Section 7 will provide for the following for JCPS schools:

- Support of a Mental Health Practitioner at all schools
- Assistance from an Academic Instructional Coach
- Additional support of an ECE Implementation Coach to facilitate ARC meetings and processes pertaining to IEPs
- District summer learning programs for JCPS students.

Those schools identified by the Kentucky Department of Education as Comprehensive School Improvement (CSI) or Targeted School Improvement (TSI) shall receive additional support as well. The CSI and TSI schools are identified jointly in JCPS as **Accelerated Improvement Schools (AIS)**. The additional support for these schools includes additional resources to be directed by each school, five special professional development days, and stipends to retain quality certified instructional staff.

VI. BUDGET CYCLE AND SAFETY NET

The initial staffing levels provided at the onset of the budget cycle in February preceding the budgetary year will be based upon the Jefferson County Board of Education standards provided herein fulfilling the March 1st statutory deadline. In March, schools can then submit their requested changes of staff, based upon SBDM decisions, to Finance. There will be an August adjustment based upon changes in enrollment projections fulfilling the statutory deadline of September 15th. The August adjustments will be both staffing and operational dollars.

A **Safety Net** exists for the benefit of schools in our staffing formula for the 5th Day Count. The Safety Net pertains only to loss of staffing allocation in August and equates to a maximum "hold harmless" of **0.5** classroom teacher allocation due to lower actual enrollment in August relative to projected enrollment from the initial March allocation. There is no Safety Net provision for Instructional Assistants, Itinerant Teachers nor Section 6 Operational allocations. The safety net does not apply if there was no net decrease in classroom

teachers at the 5th Day Count. For elementary schools, the Kindergarten and Grades 1-5 enrollment adjustments in August will be added together to determine if the school is eligible for a safety net.

VII. ELEMENTARY SCHOOL ALLOCATION STANDARDS FOR CLASSROOM INSTRUCTIONAL STAFF

Allocations for classroom instructional staff will be determined by the indicated student-to-teacher ratios. However, individual class size may vary by grade level, dependent upon specific enrollment, space usage, and council decisions. The allocations established provide each teacher a planning period.

ELEMENTARY - Kindergarten through Fifth grade – The teacher allocation will be based on the following student-to-teacher ratios: Kindergarten through 5th grade – **24 to 1**. Instructional assistants will be allocated at a 24 to 1 student-to-teacher ratio at the Kindergarten level.

A special areas (itinerant) teacher allocation will be provided as a 0.14 teacher allocation for every regular classroom teacher allocation. The **0.14 special areas teacher allocation** will ensure:

- Adequate allocation of special area teachers to cover the contractual planning period for regular education teachers
- Allocations to support the general art and music experiences for each elementary student.

VIII. MIDDLE SCHOOL ALLOCATION STANDARDS FOR CLASSROOM INSTRUCTIONAL STAFF (STUDENT WEIGHTED STAFFING FORMULA)

Equity Goal for School Allocations

Create an equitable funding formula to meet the challenges of high poverty school students and staff.

Equity Strategy

To support the increased needs of high poverty school students and staff, JCPS uses the JCPS Needs Index to categorize four tiers for differentiated funding. **Tier I** represents the standard allocation for schools with the lowest relative student needs according to the JCPS Needs Index. **Tier II** represents moderate-need schools. **Tier III** represents high-need schools. **Tier IV** represents maximum-need schools relative to other JCPS schools.

JCPS Needs Index

The JCPS Needs Index has been well established for nearly a decade and has consistently demonstrated a strong correlation with academic achievement needs of children and schools:

$$\text{JCPS Needs Index} = 0.5 (\%FRL) + 0.3 (\%Mobility) + 0.15 (\%ECE) + 0.05 (\%ELL)$$

Definitions

- **Free or Reduced Lunch:** Students who qualify for educational benefits for either free or reduced lunch.
- **Mobility:** Students who move JCPS residence after the start-of-year headcount. Due to the fluid nature of this mobility index, the JCPS Needs Index is calculated using the prior three-year average.
- **ECE:** Students who meet any ECE disability category.
- **ELL:** Students who qualify for ELL services.

MIDDLE – Sixth through Eighth Grade – The teacher allocation will be based on the following Middle School Staffing Formula and student-to-teacher ratios:

$$\text{Staffing formula} = (\text{General Ed enrollment}) * 7 / \text{divisor} + (\text{Self Contained enrollment}) * 3 / \text{divisor}$$

Tier Level	Description	JCPS Needs Index - MS	Student-to-Teacher Ratio	Formula Divisor for Classroom Teacher Allocation
Tier I	Lowest relative school need (Standard Allocation)	<34	26.0 to 1	156
Tier II	Moderate school need	34.0-39.9	25.5 to 1	153
Tier III	High school need	40-44.9	24.7 to 1	148
Tier IV	Maximum school need	45+	23.3 to 1	140

Middle Schools Weighted Formula Difference Tier-to-Tier (per 1,000 students)

Tier I-Tier II	0.88 teachers	Tier I-Tier III	2.43 teachers
Tier II-Tier III	1.55 teachers	Tier I-Tier IV	5.13 teachers
Tier III-Tier IV	2.70 teachers		

IX. HIGH SCHOOL ALLOCATION STANDARDS FOR CLASSROOM INSTRUCTIONAL STAFF (STUDENT WEIGHTED STAFFING FORMULA)

Equity Goal for School Allocations

Create an equitable funding formula to meet the challenges of high poverty school students and staff.

Equity Strategy

To support the increased needs of high poverty school students and staff, JCPS uses the JCPS Needs Index to categorize four tiers for differentiated funding. **Tier I** represents the standard allocation for schools with the lowest relative student needs according to the JCPS Needs Index. **Tier II** represents moderate-need schools. **Tier III** represents high-need schools. **Tier IV** represents maximum-schools relative to other JCPS schools.

JCPS Needs Index

The JCPS Needs Index has been well established for nearly a decade and has consistently demonstrated a strong correlation with the academic achievement needs of children and schools.

$$\text{JCPS Needs Index} = 0.5 (\%FRL) + 0.3 (\%Mobility) + 0.15 (\%ECE) + 0.05 (\%ELL)$$

Definitions

- **Free or Reduced Lunch:** Students who qualify for educational benefits for either free or reduced lunch.
- **Mobility:** Students who move JCPS residence after the start-of-year headcount.
- **ECE:** Students who meet any ECE disability category.
- **ELL:** Students who qualify for ELL services.

HIGH –Ninth through Twelfth Grade – The teacher allocation will be based on the following High School Staffing Formula and student-to-teacher ratios:

Staffing formula = (General Ed enrollment)*7/divisor + (Self Contained enrollment)*3/divisor

Tier Level	Description	JCPS Needs Index - HS	Student-to-Teacher Ratio	Formula Divisor for Classroom Teacher Allocation
Tier I	Lowest relative school need (Standard Allocation)	<35	26.0 to 1	156
Tier II	Moderate school need	35-40.9	25.5 to 1	153
Tier III	High school need	41-45.9	24.7 to 1	148
Tier IV	Maximum school need	46+	24.3 to 1	146

High Schools Weighted Formula Difference Tier-to-Tier (per 1,000 students)

Tier I-Tier II **0.88 teachers**

Tier II-Tier III **1.55 teachers**

Tier III-Tier IV **0.65 teachers**

Tier I-Tier III **2.43 teachers**

Tier I-Tier IV **3.08 teachers**

VIII. ELEMENTARY - STANDARD ALLOCATIONS FOR NON-TEACHER STAFF

STANDARD ALLOCATION DETAILS FY 2022-2023

Positions	Staff Allocation
Projected Enrollment 0 to 250	
• Elementary School Principal (220 days)	1.0
• Elementary School Counselor (195 days)	0.5
• School Media Librarian (194 days) (only for schools with own stand-alone library)	1.0
• School Secretary I (8 hours/220 days)	0.5
• School Bookkeeper I (8 hours/205 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
• School Clerk (8 hours/187 days)	1.0
Additional Positions for Projected Enrollment 251 - 659	
• Assistant Principal (215 days)	1.0
• Elementary School Counselor (195 days)	0.5 (1.0 total)
• Library Clerk .5 (3.5 hours/177 days)	0.5
• School Secretary I (8 hours/220 days)	0.5 (1.0 total)
• School Bookkeeper I (8 hours/205 days)	0.5 (1.0 total)
• Lunchroom/Office Assistant (6.5 hours/182 days)	1.0
• Instructional Assistant (6.5 hours/187 days)	1.0
Additional Positions for Projected Enrollment - 660 – up	
• One additional counselor position	1.0 (2.0 total)
• Clerk – school library media center	0.5 (1.0 total)

IX. MIDDLE SCHOOLS STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF

STANDARD ALLOCATION DETAILS

FY 2022-2023

ALL MIDDLE SCHOOLS-

- **Principal (220 days):** All schools receive 1.0 Principal.
- **Assistant Principals (215 days):** School enrollment <250 receive 0; 250+ receive 1.0 AP; 450+ receive 2.0; 700+ receive 3.0; 1250+ receive 4.0.
- **School Counselor (215 days):** District administrative support (non-flex) for school counselors: School enrollment <250 receive 0.5; enrollment 250+ receive 1.0; 450+ receive 2.0; 700+ receive 3.0.
- **Librarian (194 days):** All schools with a stand-alone library receive 1.0 Librarian.
- **Library Media Clerk (6.5 hrs/185 days):** Schools with enrollment 400+ receive 1.0 Library Media Clerk.
- **School Secretary I (8 hrs/220 days):** School enrollment <250 receive 0.5; 250+ receive 1.0.
- **School Bookkeeper I (8 hrs/215 days):** School enrollment <250 receive 0.5; 250+ receive 1.0.
- **Records Clerk (8 hrs/187 days):** School enrollment <400 receive 0; 400+ receive 1.0.
- **School Clerk (8 hrs/187 days):** School enrollment <250 receive 0; 250+ receive 1.0; 900+ receive 2.0; 1300+ receive 3.0.
- **New for FY 2022-2023** supplementary supports for schools with enrollment > 250:
 - **1.0 Transition Center teacher** to support academic transition needs of students.
 - **1.0 Resource Teacher** for STC to manage one-to-one district goal.
 - **1.0 In-School Security Monitor (ISSM)** for culture and climate support.

INCREASED SCHOOL NEED ALLOCATIONS-

- Schools have the choice of either classroom teachers allocated based on **Weighted Per Pupil Classroom Teacher Staffing Formula** (Section VII of this document) Or **Middle School Team Support Formula** with district Add-On support.
- **Tier II, III & IV** schools receive an **additional 1.0 ISSM** for school culture and climate support.
- **Tier IV** schools receive an **additional 1.0 Resource Teacher** for academic support.

X. HIGH SCHOOLS STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF

STANDARD ALLOCATION DETAILS

FY 2022-2023

ALL HIGH SCHOOLS-

- **Principal (260 days):** All schools receive 1.0 Principal.
- **Assistant Principals (215 days):** School enrollment <250 receive 0; 250+ receive 1.0 AP; 450+ receive 2.0; 700+ receive 3.0; 1250+ receive 4.0.
- **School Counselor (215 days):** District administrative support (non-flex) for school counselors: School enrollment <250 receive 0.5; enrollment 250+ receive 1.0; 450+ receive 2.0; 700+ receive 3.0; 1000+ receive 4.0; 1250+ receive 5.0; 2000+ receive 6.0.
- **Librarian (194 days):** All schools with a stand-alone library receive 1.0 Librarian.
- **Library Media Clerk (6.5 hrs/185 days):** Schools with enrollment 400+ receive 1.0 Library Media Clerk (increase to 2.0 when enrollment >1200).
- **School Secretary II (8 hrs/260 days):** School enrollment <450 receive 0.5; 450+ receive 1.0.
- **School Bookkeeper II (8 hrs/220 days):** School enrollment <450 receive 0.5; 450+ receive 1.0.
- **Secondary School Records Clerk (8 hrs/187 days):** School enrollment <450 receive 0; 450+ receive 1.0.
- **Secondary School Ordering/Receiving Clerk (8 hrs/215 days):** School enrollment 450+ receive 1.0.
- **Secondary School Attendance Clerk (8 hrs/195 days):** School enrollment <450 receive 0; 450+ receive 1.0; 1400+ receive 2.0.
- **School Clerk (8 hrs/190 days):** School enrollment <300 receive 0; 300+ receive 1.0.
- **School Clerk (6.5 hrs/187 days):** School enrollment <300 receive 0; 300+ receive 1.0; 450+ receive 2.0.
- **New for FY 2022-2023** supplementary supports for schools with enrollment > 250:
 - **1.0 Resource Teacher for STC** to manage one-to-one district goal for schools with enrollment 500+.
 - **2.0 In-School Security Monitor (ISSM) per school** for culture and climate support for schools with enrollment 500+.
 - **1.0 Library Media Clerk** (increase to 2.0 enrollment 1200+).
 - **1.0 Attendance Clerk** (increase to 2.0 if enrollment 1400+).

INCREASED SCHOOL NEED ALLOCATIONS-

- **Weighted Per Pupil Classroom Teacher Staffing Formula** (Section VII of this document).
- **Tier II, III, and IV** schools allocated **1.0 Resource Teacher** and **2.0 ISSM**.
- **Tier III & IV** schools allocated an additional **1.0 ISSM** for climate and culture support.
- **Tier IV** schools allocated an additional **1.0 Resource Teacher** for academic support.

APPENDIX I: ALLOCATION REFERENCE TABLES

	Counselors – Move to Add-On Allocation							
Enrollment	<250	250+	450+	660+	700+	1000+	1250+	2000+
High School	0.5	1.0	2.0		3.0	4.0	5.0	6.0
Middle School	0.5	1.0	2.0		3.0			

Enrollment	<251	251+	450+	660+	700+	1000+	1250+	2000+
Elementary	0.5	1.0		2.0				

Assistant Principals					
Enrollment	<250	250+	450+	700+	1250+
High School	0.5	1.0	2.0	3.0	4.0
Middle School	0.5	1.0	2.0	3.0	4.0

Enrollment	<251	251+	450+	700+	1250+
Elementary		1.0			

Library Media Clerk				
Enrollment	251+	400+	660+	1200+
High School		1.0		2.0
Middle School		1.0		
Elementary	0.5		1.0	

Resource Teachers (Total)				
Enrollment	Tier I	Tier II	Tier III	Tier IV
High School	1.0	2.0	2.0	3.0
Middle School	1.0	1.0	1.0	2.0

In-School Security Monitors (Total)				
Enrollment	Tier I	Tier II	Tier III	Tier IV
High School	2.0	4.0	5.0	5.0
Middle School	1.0	2.0	2.0	2.0

APPENDIX II: STUDENT-WEIGHTED STAFFING FORMULA FOR CLASSROOM TEACHERS

JCPS Needs Index

Tier Level	Description	MIDDLE JCPS Needs Index	HIGH JCPS Needs Index
Tier I	<i>Lowest relative</i> school need (Standard Allocation)	<34	<35
Tier II	<i>Moderate</i> school need	34-39.9	35-40.9
Tier III	<i>High</i> school need	40-44.9	41-45.9
Tier IV	<i>Maximum</i> school need	45+	46+

Student-to-Teacher Ratio

Tier Level	Description	ELEMENTARY Grade K Student-to- Teacher Ratio	ELEMENTARY Grades 1-5 Student-to- Teacher Ratio	MIDDLE Student-to- Teacher Ratio	HIGH Student-to- Teacher Ratio
Tier I	<i>Lowest relative</i> school need (Standard Allocation)	24 : 1	24 : 1	26.0 : 1	26.0 : 1
Tier II	<i>Moderate</i> school need	24 : 1	24 : 1	25.5 : 1	25.5 : 1
Tier III	<i>High</i> school need	24 : 1	24 : 1	24.7 : 1	24.7 : 1
Tier IV	<i>Maximum</i> school need	24 : 1	24 : 1	23.3 : 1	24.3 : 1