

MERCER COUNTY
GUIDELINES FOR ALLOCATION OF STAFF POSITIONS

Only the Board has the authority to create and abolish positions. However, they do not have the authority to determine persons to fill those positions. That authority lies with the Superintendent, and under SBDM, principals and councils. The school council has authority, within funds allocated by the board, to determine the number of persons to be staffed in positions established by the board. For example, the board creates the position of counselor in a school. If a council determines that it desires two counselors, and it has the funds necessary to staff the position, it may do so. If the board has allocated funds for two counselors, and the school has a vacancy in one of the positions and decides to use the funding for the position elsewhere, it may do so. The council does not have the authority to recommend transfers or dismissals.

When allocating personnel to schools, the board should ensure that each school receives its fair share of staff members. Allocation of positions and program opportunities should be approximately the same at each school of an organizational level. KRS 158.010 allows local boards of education to “provide special programs and services to one (1) or more areas of the district in contrast to other areas where the variation is a reasonable one based on an attempt to equalize the education progress of the students within the district.” As an example, the board may allow for differences in student populations such as high number of at-risk students in a school (districts receive additional funds for at risk students). High schools have traditionally required more staff because of the range of courses offered and low enrollments in some courses valued by the community - vocational, calculus, physics, etc. Thus, the board should be aware of the differing needs at the various organizational levels. Boards should communicate to both the community and the staff the rationale for the differences in overall teacher-pupil ratios when elementary schools are compared to high schools.

Because of cap size restrictions, the pupil-teacher ratios might vary slightly from school to school.

Cap Size Limits

The maximum number of students to be enrolled in each academic class is:

Grade(s)	Number
Primary K-3	24
Grade 4	28
Grades 5-6	29*
Grades 7-12	31*

** Class size loads for middle and secondary school classroom teachers shall not exceed the equivalent of one hundred fifty (150) pupil hours per day.*

Exceptions to this membership schedule:

- (1) Schools which have implemented school based decision making
- (2) Physical education, special education, and vocal and instrumental music
- (3) Classes combining pupils from two or more grade levels shall be limited in enrollment to the number established for the lowest grade label
- (4) Exception may be granted by the Kentucky Board of Education for one year
- (5) Exemption will not be granted in the same grade or in the next grade in the same school the following year

PLEASE NOTE: The philosophy and financial ability of the district should determine how positions will be allocated. The formula should be revisited on an annual basis prior to allocation of positions.

ALLOCATION TO STAFF

Certified Staff

Basic Allocation - Calculated by dividing membership of each level by class size cap.

Grade(s)	Allocation
Primary K-3	1 per 24 students
Grade 4	1 per 28 students
Grades 5-6	1 per 29 students
Grades 7-12	1 per 31 students

Supplemental Allocation - There will be an additional position for each certain number of students in membership at each school.

Grade(s)	Allocation
Primary K-4	Membership / 98 students
Grades 5-6	Membership / 66 students
Grades 7-12	Membership / 51 students

Examples of this allocation methodology:

- (1) Assistant Principal (2) Guidance Counselor (3) Art Teacher
- (4) Music Teacher (5) Librarian (6) P.E. Teacher

Allocation for both basic and supplemental units will be made in fractional portions of a unit.

One (1) additional unit will be funded for the position of principal at each school.

School Administrator Allocation:

Elementary (K-5)				
Extra Days <u>per</u> position	50	30	20	15
Students	Principal	AP	Counselor	Media
Up to 499	1	1	1	1
500-749	1	1	2*	1
750 plus	1	2	2*	1
Middle (6-8)				
Extra Days <u>per</u> position	50	40	30	15
Students	Principal	AP	Counselor	Media
Up to 499	1	1	1	1
500-749	1	2	2*	1
750 plus	1	2	2*	1
High (9-12)				
Extra Days <u>per</u> position	50	40	30	15
Students	Principal	AP	Counselor	Media
Up to 499	1	0	1	1
500-749	1	2	2	1
750 plus	1	3	2	1

**Counselors/Mental Health Professional second allocation at elementary and middle levels will be paid by the board as an additional allocation.*

Classified Staff

Custodians: Each school shall be allotted a custodian for each 20,000 square feet or major fraction thereof. Additional custodians may be allocated based on the number of after school activities and/or the areas to be maintained outside the building.

Lunchroom Personnel: Food Service Personnel will be allocated based upon the formula provided by the Kentucky Department of Education; School and Community Nutrition Division. Food Service Personnel are compensated from the Food Service Program Account and will be staffed based on the productivity of meals per labor hour. Productivity goals may be affected by the size and complexity of the operation.

Kindergarten Aides: One position for each 24 students enrolled in kindergarten.

Management Support: The number of management support staff positions (office managers, bookkeeping, secretaries, library aides, receptionists) in each school shall be computed according to the following formula:

$$\text{Support Staff} = (.076 \times \text{Certified Staff}) + (.001 \times \text{Student Enrollment})$$