

# ESTILL COUNTY SCHOOL STAFFING POLICY ALLOCATION AND BUDGET PROCEDURE

2023 - 2024

1. Each school shall prepare an annual needs assessment for consideration in developing the school budget. The needs assessments report shall include:
  - a. Review of existing line items in the school budget and a brief report as to the expenditure's achievement of desired outcome (s) generated by said expenditure. The desired outcome must be aligned with state, local district and school goals.
  - b. Identification of major categories of needs for additional funding excluding new buildings and building maintenance, shall be reported in priority order (only one need may be assigned priority number one) (1) and supported with a statement of justification on approved school district forms. Each department, grade level or sub-committee in the school may have the opportunity to prepare and submit their needs assessment to the principal or school budget committee. The school council shall assign priority ranking to each major category of need identified.
  - c. The needs assessment report shall be included as a supporting document to the school budget.
2. Each school council shall prepare, adopt and submit a school budget, pursuant to Board policy, based on the allocation from the Board. Each department, grade level or sub-committee in the school shall have the opportunity to prepare and submit their funding request within the priorities assigned by the school council.
3. The Principal shall submit and recommend a school budget including funds from all internal accounts, support groups and the allocation level approved by the Board. The school budget shall be submitted to the Superintendent by May 31. The school budget shall be amended to include adjusted beginning balances and any changes in board allocations on or before September 15. All school fund raising requests included in the school budget for any school support group shall be presented for the Board's consideration by July 15.
4. Pursuant to 702 KAR 3:246, the Board shall provide for district-wide instructional and administrative services, attendance and health services, transportation, plant operation and maintenance cost, food and community service, capital outlay, debt service, and categorical programs in the district budget. The board allocation to schools shall provide sufficient certified staff for the full time equivalent to the nearest or greater one-tenth position to meet class size caps outlined in KRS 157.360. For staff allocation purposes, the Board shall use 5<sup>th</sup> month ADM numbers. The allocation shall include funds for additional school based certified and classified staff as follows:

## **A. Certified Staff**

1. Principal:
  - a. High School – 1 principal employed for 187 days
  - b. Middle School – 1 Principal employed for 187 days
  - c. Elementary (Springs and West) – 1 principal employed for 187 days
2. Assistant Principal:
  - a. High School - 1 assistant principal employed for 187 days
  - b. Middle School - 1 assistant principal employed for 187 days
  - c. Elementary School (Springs and West) – 1 assistant principal employed for 187 days

3. Classroom Teachers: - 187 Days: Each school is allocated staff based on the following ratios:
  - Primary: 24:1
  - Grades 4 – 5: 28:1
  - Grades 6 – 8: 29:1
  - Grades 9 – 12: 29:1

Note: Teachers in grades 7 -12 cannot have more than 150 pupil hours in a day.

4. Guidance Counselor:
  - a. High School – 1 Counselor for 187 days
  - b. HS, MS, WI, ES – .9 Counselor for 187 days

5. Media Specialists:
  - a. High School - 1 media specialist for 187 days
  - b. Elementary/Middle School Centers – 1 media specialist for 187 days

Note: All schools must have a assigned media specialist, but they can share a media specialist upon Council approval. The portion at each school shall be determined by the schools that make a request to share and will be included in the March allocation.)

6. Section 7:

Needs may be allocated on an annual basis by the Board no later than the June board meeting if funds permit based on the needs assessment submitted by school councils.

#### **COUNCIL AUTHORITY (02.4331)**

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

**B. Classified Staff**

1. School Secretary/Finance Clerks – (185 days)
  - a. High School: 1 Administrative Secretary III/Finance
  - b. High School: 1 Administrative Secretary III/Data Processing
  - c. Middle School: 1 Administrative Secretary III
  - d. ESE & West Irvine 1 Administrative Secretary III
  
2. Office Clerks – (185 days)
  - a. West Irvine .5 Office Clerk
  - b. Estill Springs .5 Office Clerk
  - c. High School 1 Office Clerk
  
3. Office Assistants/Para Educators – (185 days)
  - a. Middle School: 1 office assistant (Two .5 positions)
  
4. Para Educators: Elementary School - (185 days)
  - a. One per Kindergarten Classroom (Currently 6)

**C. Final Notes Concerning School Allocations:**

1. The school allocation shall include fringe benefit costs for employer match for social security, the Kentucky Employees Retirement System, Medicare, unemployment insurance and workers compensation. New or vacant positions shall receive an allocation equal to 95% of the district average for that personnel job class per contract salary for the current year. If the actual salary of individual employed is less than 95% of the current year District average salary the difference shall revert to the district general fund for possible reallocation in Section 7. If the actual salary of individual employed exceeds 95% of the prior year district average salary the Board may increase the allocation.
  
2. Section VI Allocations shall be based on final 5<sup>th</sup> month ADA (Average Daily Attendance). The Board shall release funds for designated expenses for materials, supplies or travel to schools; however, expenditure of all funds released to school accounts shall be pursuant to all fiscal policies of the Board. Personnel shall be paid pursuant to the Board’s schedule of pay dates. Funds to support expenditure for supplies, materials, travel and equipment shall be available monthly. Any general fund revenue allocated by the Board to a school not expended by the end of the fiscal year shall revert to the district general fund unless the school is granted approval by the Board to escrow said funds for a designated purpose.
  
3. Accounting for all school-based funds shall be pursuant to all fiscal and audit policies of the Board.

Approved  
February 16, 2023