

## Marion County Board of Education

### SCHOOL COUNCIL STAFFING ALLOCATION GUIDELINES

FY 2023-24

#### I. Certified Staff

Staffing shall be allocated to provide sufficient staff to meet the maximum class size caps in state law. Projected enrollment will be used to determine the March 1 FTE (full time equivalent) allocation at each level as follows:

<u>MCPS Staffing Ratios</u>		<u>State Cap Staffing Ratios</u>	
Elementary (K- 3)	22.5	Elementary (K- 3)	24:1
Elementary (4- 5)	24.5	Elementary (4)	28:1
Middle (6-9)	24.5	Middle (5-6)	29:1
High (10-12)	29	MS/HS (7-12)	31:1
		<i>(there can be no more than 150 pupil hours per teacher)</i>	

#### II. Principal/Assistant Principal/Dean of Students(Instruction)

Principal and assistant principals shall be allocated as follows:

Principal – 1 per school  
Assistant Principal/Dean of Students/Instruction – 2 at high school  
-1 at 6/7 center  
-1 at 8/9 center

#### III. Media Specialist

Media specialists shall be allocated as follows:

Elementary	1 per school
Middle	1 per school
High	1 per school

#### IV. Guidance Counselor

Guidance counselors shall be allocated as follows:

Elementary	1 per school
Middle	1 per school
High	2 per school
ATC\HCSA	1

Allocated extended duty days and supplements are included in various positions as noted in the Extended Duty Schedule and School Extended Day Schedule.

**V. SUPPLEMENTAL CERTIFIED ALLOCATION**

A supplemental allocation will be provided to each school for all other certified SBDM positions. This allocation should be used for position(s)/program(s) deemed essential by the school's council, such as assistant principal, PE, Music, Art, Band, and any other elective programs. Projected enrollment will be used to determine the March 1 FTE allocation at each level as follows:

K-12 125:1

**VII. CLASSIFIED STAFF**

Classified staff will be allocated as follows:

**A. Instructional Assistants**

School Level	Allocation	Hours per Day	Days per Year
Elementary (kindergarten)	24:1	7	183
Middle/High (ISD)	1	7	183
HCSA	1	7	183

**B. Secretary/Attendance Clerk/General Aide**

School Level	Allocation	Hours per Day	Days per Year
Elementary <300 students	1	4	207
	1	7	183
Elementary >300 students	1	8	183
	1	7	183
Middle	1	8	183
	1	7	183
High	1	8	240
	1	8	187
	1	7	183
	1	7	183

### **C. Bookkeeper**

<b>School Level</b>	<b>Allocation</b>	<b>Hours per Day</b>	<b>Days per Year</b>
Elementary <300 students	1	4	207
Elementary >300 students	1	8	207
Middle	1	8	207
High	1	8	240

### **D. Custodians**

<b>School</b>	<b>Sq Footage</b>	<b>Allocation</b>	<b>Hours per Day</b>	<b>Days per Year</b>
Calvary	22,596	1	8	260
		1	2	176
Glasscock	55,680	1	8	260
			8	240
		2	4	180
Lebanon Elem	37,498	2	8	260
		1	2	180
WMES	43,219	2	8	260
		1	4	180
MCKA	78,082	3	8	260
MCMS	72,657	3	8	260
High School	114,205	5	8	260

### **E. Food Service**

Food Service Personnel will be allocated based upon the formula provided for the 2021-22 school year as recommended 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.

### **F. Section 6 Funding**

**\$100 per ADA**