



CHRISTIAN COUNTY

— PUBLIC SCHOOLS —

A Community Committed to Phenomenal Schools

200 Glass Ave.
Hopkinsville, Kentucky 42240

PO BOX 609

(270) 887-7000

www.christian.kyschools.us



TO: Christian County Board of Education

FROM: Anita Hopson, Director of Personnel
Jessica Darnell, Director of Business

DATE: February 16, 2023

SUBJECT: Staffing Formula 2023-2024

Included in this document you will find the narrative for the 2023-2024 staffing formula for Christian County Public Schools. There are no changes to this formula from the previous 2022-2023 school year.

TIMELINE

Staffing Allocations will be sent to individual schools by March 1.

Notice of Non-renewal of Contracts or Reduction in Salary and Duties must be provided in written form no later than May 15 or 90 days before the first student attendance day.

Notice of Estimated Salary for the following year must be completed by June 15.

Rectification:

Based on enrollment on September 15, rectification will be made according to these guidelines. Any school which is between 0.5 and 1.0 **understaffed** will be rounded up to the nearest whole allocation.

Staffing will only be reduced if a school is a full 1.0 teacher **overstaffed**.

This school year, there was only one certified teacher move that occurred during rectification.

CERTIFIED STAFF

Each school will receive one (1) unit for Principal.

Assistant Principals:

Elementary schools will receive one (1) unit. If enrollment is above 500, elementary schools will receive one (1) additional unit.

Middle schools will receive two (2) units per school.

High schools will receive one (1) unit for each grade level.

Guidance Counselors:

Elementary schools will receive one (1) unit. If enrollment is above 500, elementary schools will receive one (1) additional unit.

Middle schools will receive two (2) units per school.
High schools will receive one (1) unit for each grade level.

Guidance Counselor positions cannot be traded for any other position type.

Athletic Director:

High schools will receive one (1) unit.

Core Teachers:

Core teachers will be allocated by grade level using the following student teacher ratios:

- Kindergarten – 3rd Grade – 24 students : 1 teacher
- 4th Grade – 28 students : 1 teacher
- 5th – 6th Grade – 29 students : 1 teacher
- 7th – 12th Grade – 31 students : 1 teacher

Gateway Academy Teachers:

Teachers will be allocated using a 25:1 ratio and using half-day student enrollment.

BlueGrass Academy Teachers:

Teachers will be allocated at 15:1 maximum ratio.

Supplemental Teachers:

Schools will receive additional positions based on the following:

Elementary Schools:

- Enrollment up to 400 – 3 teacher positions
- Enrollment 401 – 500 – 4 teacher positions
- Enrollment 501 – 700 – 5 teacher positions
- Enrollment above 701 – 6 teacher positions

Middle Schools:

- Enrollment up to 400 – 4 teacher positions
- Enrollment 401 – 600 – 6 teacher positions
- Enrollment above 601 – 8 teacher positions

High Schools:

High schools will receive additional positions for Core teachers and Supplemental teachers based on the following:

- Core Adjustment:
 - Enrollment up to 1,000 – 2 teacher positions
 - Enrollment above 1,001 – 4 teacher positions
- Supplemental Allocation:
 - Enrollment up to 1,000 – 4 teacher positions
 - Enrollment above 1,001 – 6 teacher positions

NOTES:

All schools must use at least 0.2 of their Supplemental Allocation for Library Media Specialist position.

Middle and High Schools must also use one (1) of their Supplemental Allocation for a Band Director position.

School councils are not bound by these maximum class size limits once the school receives the allocation if the council so votes and it is recorded in the minutes.

This staffing formula which includes “Core Adjustment and/or Supplemental” teacher allocations in both middle and secondary schools ensures maximum class sizes do not exceed the equivalent of 150 pupil hours per day in accordance with KRS 157.360.

CLASSIFIED STAFF

Each elementary, middle and high school will receive one (1) unit for each of the following positions, which cannot be exchanged for any other position type:

- SAFE/ISS Room Monitor
- Computer Lab Attendant
- School Bookkeeper
- Attendance Clerk

Kindergarten Instructional Assistants:

Elementary schools will receive Kindergarten Instructional Assistant positions based on the 24 students : 1 assistant ratio. These positions can neither be eliminated in lieu of another position nor be combined to yield a certified position. Allocations will be assigned as half or whole positions. This allocation is required by statute.

Instructional/Clerical Staff:

Each elementary, middle, and high school will receive the following allocation based on student enrollment:

- Enrollment 500 – 699 – 1 position
- Enrollment 700 – 899 – 2 positions
- Enrollment 900 – 1,199 – 3 positions
- Enrollment above 1,200 – 4 positions

NOTE: These positions are to be filled as either an Instructional/Clerical Assistant and cannot be changed to any other position.

Custodial Staff:

Custodial Staff will be allocated based on 25,000 square footage as determined by the Director of Facilities. These positions cannot be eliminated or combined with any other position.