**WEBSTER COUNTY**

**SCHOOL BASED DECISION-MAKING COUNCIL ALLOCATION GUIDELINES**

**20**24-2025

# **BOARD ALLOCATION**

By March 1, the Board shall notify each council of the school’s tentative staffing allocation for the next fiscal year. By May 1, the Board shall notify each council of the school’s final staffing allocation for the next fiscal year. The notification shall include the Board approved guidelines used in determining the allocation and the formulas utilized in calculating positions. This allocation shall budget funds sufficient for the council to meet the following staffing needs of the school.

# **CERTIFIED STAFF**

## **SECTION 4: SBDM FUNDS**

# ***Class Size Caps***

| **Class** | **State Class Size Caps** | **District Class Size Caps** |
| --- | --- | --- |
| Kindergarten | 24 | 24 |
| First - Third | 24 | 24 |
| Fourth | 28 | 28 |
| Fifth/Sixth | 29 | 28 |
| Seventh - Twelfth | 31 | 25 |

# ***Basic Units:***

**A. Primary (K - 3) / Intermediate (4 - 6):**

Staffing for basic classroom units (Primary/Intermediate) shall be allocated to provide sufficient

staff to meet minimum class size caps in state law. The formula for all classrooms shall be based

on the projected number of students enrolled. The projected enrollment at each level (Primary:

K-3, and Intermediate: 4-6) shall be grouped together and divided by the cap size numbers listed

above to determine teacher allocations. The end result will be rounded **UP** to the **next whole**.

**B. Grades 7-12:**

Projected enrollment shall be divided by 25 students to determine the number of FTE teachers. The end result will be rounded **UP** to the **next whole** (1.0).

1. ***Administrative Support Units:***

Additional certified administrative support for each school shall be allocated as follows:

| Principal | 1.0 per school |
| --- | --- |
| Assistant Principal  High School Level    Middle School Level  Elementary School Level | 2.0 per school with ADM of 600 (or >)  \* 1.0 Asst. Principal for Academic Performance  \* 1.0 Asst. Principal for Student Services  1.0 per school  1.0 per school with ADM of 450 (or >) |
| Counselor | 1.0 per elementary & middle school  2.0 per high school |
| Library Media Specialist | 1. per school |

**4*. District Allocated Positions:***

District positions will be determined annually based on student learning needs and student participation.

**CLASSIFIED STAFF**

**SECTION 5: SBDM FUNDS**

1.  *Custodial Staff:*

* Elementary & Middle school custodial assignments will include 1 Lead Custodian and additional custodians will be based on square footage per school.
* High School will receive 1 Head Lead Custodian and 1 Assistant Lead Custodian and additional custodians will be based upon square footage.
* Annex will receive 1 lead custodian and additional custodian will be based upon square footage.

75,001 to 105,000 square feet = 4 custodians

65,001 to 75,000 square feet = 3 custodians

30,001 to 65,000 square feet = 2 custodians

Up to 30,000 square feet = 1 custodian

* All custodial staff = 8.0 hours per day

2. ***School Secretary/Clerical Assistants*:**

* Each School will receive 1.0 Secretary & 1.0 Clerical
* High School will receive 1.0 Secretary, 1.0 Clerical, 1.0 Guidance Secretary & 1.0 Bookkeeper
  + One full-time School Secretary = 8.0 hours per day
  + One full-time Clerical Assistant = 7.0 hours per day
  + Bookkeeper = 8.0 hours per day
  + High School Guidance Secretary = 8.0 hours per day

3. ***Kindergarten Instructional Assistants:***

* Kindergarten: One (1) Kindergarten Instructional Assistant per 24 students *(1-24 students = 1 assistant; 25-48 students = 2 assistants; 49-72 students = 3 assistants)*
  + **\***One full-time Kindergarten Instructional Assistant = 7.0 hours per day

**4. A*dditional Instructional Assistants:***

* Elementary/Middle/High Schools: School enrollment divided by 225= 1 Instructional Assistant position/s roundedto **nearest** **whole.**

**Note: (1) Elementary enrollment numbers would exclude Kindergarten enrollment.**

**(2) Need for a Bilingual Assistant at the school will be determined annually based on student learning needs.**

* + One full-time Instructional Assistant = 7.0 hours per day