



**LISA LEWIS, DIRECTOR**  
STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER  
FREDA HOLDERMAN, ACCOUNTING SUPERVISOR

**DEPARTMENT OF FINANCE**

TO: Board Members

FROM: Althea Hurt, Director of Human Resources *AH*  
Lisa Lewis, Director of Finance *LL*

DATE: April 10, 2024 *Umm*

RE: Revised 2024-2025 Staffing Plans

Attached are the revised BCPS Staffing Plans for the 2024-2025 school year. Once approved by the BCPS Board, the staffing plans will be sent to the Kentucky Department of Education for review.

The revisions are as follows:

- Elementary
  - Add Intervention Teacher (replaced BLIP)
  - Add School Designated Guest Teacher (SDGT)
- Middle School
  - Add College and Career Lab Teacher (Paxton/Patterson)
  - Add School Designated Guest Teacher (SDGT)
- High School
  - Add School Designated Guest Teacher (SDGT)

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



BULLITT COUNTY STAFFING PLAN  
ELEMENTARY GUIDELINES  
2024-2025

Teachers	_____
Clerical	_____
Kind. IA	_____
Special Ed.	_____
Other	_____

\_\_\_\_\_ Date \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

Positions created with the implementation of this staffing plan guide are subject to KRS personnel statutes, KAR personnel regulations, board approval, and available funding. Superintendent may grant additional positions or hours in extraordinary situations.

**CERTIFIED STAFF**

Certified Staffing Plan is designed to:

1. Meet statutory class size caps based on projected student enrollment minus all state enrollment deductions.
2. Meet all other certified staff positions generated by district programs approved annually by the board excluding categorical program positions.
3. Staff special education, preschool, and other categorical programs based on the number of eligible pupils in the school.

**ELEMENTARY SCHOOL**

Primary grades shall be staffed by dividing the total number of students in primary by 23, with 23 representing 1 student under statutory class size. The number of teachers required will be rounded to the nearest whole position.

- A. Total School Enrollment \_\_\_\_\_
- B. # Students in kindergarten \_\_\_\_\_
- C. # Students in preschool and head start classes \_\_\_\_\_
- D. # Students in 4<sup>th</sup> grade \_\_\_\_\_
- E. # Students in 5<sup>th</sup> grade \_\_\_\_\_
- F. Total number of FTE primary students (A-C-D-E=F) \_\_\_\_\_
- G. Elementary FTE ( $\frac{1}{2} C + D + E + F = G$ ) \_\_\_\_\_
- H. Total square feet in building \_\_\_\_\_

Total # in primary (F) \_\_\_\_\_ /23 = \_\_\_\_\_ # Positions \_\_\_\_\_

Fourth grade shall be staffed by dividing the number of students in the fourth grade by 27, with 27 representing 1 student under statutory class size. Fifth grade shall be staffed by dividing the number of students in the fifth grade by 28, with 28 representing 1 student under statutory class size. The number of teachers required will be rounded to the nearest whole position. Prior to additional staff being added, class caps in both fourth and fifth grades must exceed class size limits.

Total # in fourth grade (D) \_\_\_\_\_ /27 = \_\_\_\_\_ # Positions \_\_\_\_\_

Total # in fifth grade (E) \_\_\_\_\_ /28 = \_\_\_\_\_ # Positions \_\_\_\_\_

Total number of teaching positions: \_\_\_\_\_

Principal: One - 240-day position for each elementary school.

The following positions are based on the elementary FTE (G) above. Positions are based upon the fifth month enrollment of the previous school year with no subsequent changes as a result of enrollment variations during the school year.

Assistant Principal: One - 200-day position for schools over 600 students. One position shall be allocated for each 600 additional students.

1 assistant principal for 600-1199 students

NOTE: After initially receiving an assistant principal, the school's enrollment must fall below 575 students before losing the position. A one-year moratorium will be implemented following the initial year enrollment fell below 575 to allow the enrollment to increase before the reduction is implemented. When a school's projected enrollment drops below 550 students, the assistant principal position for that school will not be allocated for the following year.

Counselor: One - 195-day position for 850 students. One-half position shall be allocated for over 850 students.

1 counselor for 0-850 students  
1  $\frac{1}{2}$  counselor for 851-1149 students

Librarian: 195-day position as allocated below.

$\frac{1}{2}$  librarian for up to 349 students  
1 librarian for 350-849 students  
1  $\frac{1}{2}$  librarian for 850-1149 students

Related Arts: 187-day positions as allocated below. These positions may include music, art, and physical education.

1  $\frac{1}{2}$  related arts positions for up to 249 students  
2 related arts positions for 250-349 students  
3 related arts positions for 350-599 students  
3  $\frac{1}{2}$  related arts positions for 600-699 students  
4 related arts positions for 700-849 students  
4  $\frac{1}{2}$  related arts positions for 850-1149 students

Intervention Teacher: One 187-day position

School Designated Guest Teacher (SDGT): The SDGT is NOT eligible for long-term substitute pay. Contract for this position is for one-year, and SDGTs are eligible for benefits. (One—10-month employee; 170 instructional days; 4 holidays; 10 sick days; 3 personal days; and 3 emergency days)

No changes in certified staff, other than teaching staff (KRS 157.360(4) and 702 KAR 3:190 shall be made during the school year. All staff, other than teachers, shall be based on fifth month enrollment of the preceding year.

*\*Special consideration may be given to state-identified schools.*

**CLASSIFIED STAFF**

The Classified Staffing Plan is designed to meet all school-based positions approved annually by the board in non-categorical programs. The following staffing allocation formulas will apply:

**Secretarial/Clerical**

**Elementary Secretary:** One - 205-days x 7.5 hour position = 1,537.5 hours/year

**Clerical:** See schedule below for number of clerical hours based upon projected school enrollment. Regardless of enrollment, a minimum of 8 clerical hours will be granted to all schools. Clerical hours per day may be distributed as needed. At least one elementary school clerical person will be scheduled to work until 4:30 p.m. each day. Clerical hours may be adjusted by September 15 if enrollment dictates additional needs.

Clerical Hours

Elementary and Middle Schools		High Schools	
Enrollment	Hours	Enrollment	Hours
Less than 200	8	0-1099	25
201-400	8	1100-1149	27
401-425	8	1150-1199	29
426-450	9	1200-1249	31
451-475	10	1250-1299	33
476-500	11	1300-1349	35
501-525	12	1350-1399	37
526-550	13	1400-1449	39
551-575	14	1450-1499	41
576-600	15	1500-1549	43
601-625	16	1550-1599	45
626-650	17	1600-1649	47
651-700	18	1650-1699	49
701-725	19	1700-1749	51
726-750	20	1800-1849	53
751-775	21	1850-1899	55
776-800	22	1900-1949	57

**Custodians/Sweepers**

**Day Custodian:** One - 261 days x 8 hour position for each school

**Sweeper:** Total building square footage divided by 5,975 = sweepers hours/day.

Employed for 182 days (if full time). Sweeper hours per day may be distributed at the school as needed.

$$\frac{\text{Building Square Footage}}{5,975} = \text{Sweeper Hours/Day}$$

(Round up to the next quarter-hour.)

Lunchroom Monitor: Elementary schools shall be staffed at one monitor for the entire lunch period and paid by school food service for 170 days per year. In addition, any elementary school with 300-400 students receives 30 minutes of additional monitor time; between 401 - 600 students receive 60 additional minutes; and more than 600 students receives an additional 90 minutes.

Volunteer Coordinator: Each elementary school will have a volunteer coordinator for 3 hours per day when school is in session.

Preschool Instructional Assistant: Preschool classes with an enrollment of 11 or more students will have one instructional assistant for 6.5 hours per day, 4 days per week.

Kindergarten Instructional Assistant: Per KRS 157.360(13), a full-time kindergarten assistant shall be provided for each 24 full-time equivalent kindergarten students enrolled. This position will be for 6.25 hours each day when school is in session plus 2 extended days. These positions will be staffed based on the following calculation:

# Students in kindergarten \_\_\_\_\_ Kindergarten IA hours \_\_\_\_\_

0-8 students	2 hours	Ex: 52 students
9-16 students	4 hours	24 students = 6.25 hours
17-24 students	6.25 hours	24 students = 6.25 hours
		<u>4 students = 2 hours</u>
		52 students = 14.5 hours

Instructional Tutors: Each elementary school will be staffed with two instructional tutors for 6 hours per day when school is in session plus 2 extended days. Schools with an enrollment below 200 students, will be staffed with two instructional tutors for 2 hours per day when school is in session plus 2 extended days.

\*\*\*During redistricting and the opening of new schools, the Board has the option of using projected student enrollment numbers for all affected schools to determine the number of positions for both classified and certified staff in all job categories. As is required by regulation, adjustments to staffing numbers shall be made on September 15<sup>th</sup>. If there is a delay in the opening of any school past September 15<sup>th</sup>, staff adjustments shall be made one month following the opening date of the new school.



BULLITT COUNTY STAFFING PLAN  
MIDDLE SCHOOL GUIDELINES  
2024-2025

Teachers	_____
Clerical	_____
Special Ed.	_____
Other	_____

\_\_\_\_\_ Date \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

Positions created with the implementation of this staffing plan guide are subject to KRS personnel statutes, KAR personnel regulations, board approval, and available funding. Superintendent may grant additional positions or hours in extraordinary situations.

**CERTIFIED STAFF**

Certified Staffing Plan is designed to:

1. Meet statutory class size caps based on projected student enrollment minus all state enrollment deductions.
2. Meet all other certified staff positions generated by district programs approved annually by the board excluding categorical program positions.
3. Staff special education, preschool, and other categorical programs based on the number of eligible pupils in the school.

**MIDDLE SCHOOL**

- A. Total school enrollment \_\_\_\_\_
- B. # Students in 6<sup>th</sup> grade \_\_\_\_\_
- C. # Students in 7<sup>th</sup> and 8<sup>th</sup> grade \_\_\_\_\_
- D. Total square feet in building \_\_\_\_\_

Middle schools shall be staffed according to the following formula. The sixth-grade enrollment will be adjusted downward by six (6) students on fifth month enrollment to account for staffing the special program titled Discovery School. These numbers will be revisited and revised upward if needed no later than June 10, 2023.

- a. Multiply the 6<sup>th</sup> grade enrollment by 6, with 6 representing the number of periods in the school day (example: 150 students multiplied by 6 = 900).

6<sup>th</sup> Grade Enrollment # (B) \_\_\_\_\_ X 6 = \_\_\_\_\_

- b. Divide the number by 28, with 28 representing 1 student under statutory class size (example 900 divided by 28 = 32.14).

Answer from a. \_\_\_\_\_ / 28 = \_\_\_\_\_

- c. Divide the above number by 5, with 5 representing the number of classes that a teacher teaches during the day to find the number of positions allocated (example: 32.14 divided by 5 = 6.43).

Answer from b. \_\_\_\_\_ / 5 = \_\_\_\_\_ # Positions \_\_\_\_\_

- d. Multiply the 7<sup>th</sup> and 8<sup>th</sup> grade enrollment by 6, with 6 representing the number of periods in the school day (example: 150 students multiplied by 6 = 900).

7<sup>th</sup> and 8<sup>th</sup> Grade Enrollment # (C) \_\_\_\_\_ X 6 = \_\_\_\_\_

- e. Divide the number 28, with 28 representing 3 students under statutory class size (example: 900 divided by 28 = 32.14).

Answer from d. \_\_\_\_\_ / 28 = \_\_\_\_\_

- f. Divide the above number by 5, with 5 representing the number of classes that a teacher teaches during the day to find the number of positions allocated (example: 32.14 divided by 5 = 6.43).

Answer from e. \_\_\_\_\_ / 5 = \_\_\_\_\_ # Positions \_\_\_\_\_

Total middle school teaching staff (c + f), rounded to the nearest whole teacher plus one unified arts teacher for Discovery School = \_\_\_\_\_

No additional staffing for art, vocal music, band or industrial arts. They are included in the formula for class size caps.

The following certified staff positions shall be allocated in addition to the teaching positions. They are allocated on actual enrollment (A). Positions are based upon the fifth month enrollment of the previous school year with no subsequent changes as a result of enrollment variations during the school year.

Principal: One - 240-day position for each school.

Assistant Principal: One - 210-day position for schools up to 799 students. One position shall be allocated for each additional 400 students.

1 assistant principal for up to 799 students  
2 assistant principals for 800-1199 students

Counselor: One - 210-day position for schools up to 799 students. One position shall be allocated for each additional 400 students.

1 counselor for up to 799 students  
2 counselors for 800-1199 students

Librarian: One - 195-day position for schools with up to 800 students. One - 187 day Library Assistant position shall be allocated for each 200 students above 800 students.

1 librarian for up to 800 students  
1 librarian and 1 library assistant for 801-1000 students

School Designated Guest Teacher (SDGT): The SDGT is NOT eligible for long-term substitute pay. Contract for this position is for one-year, and SDGTs are eligible for benefits. (One—10-month employee; 170 instructional days; 4 holidays; 10 sick days; 3 personal days; and 3 emergency days)

College and Career Lab Teacher: One 187-day position

No changes in certified staff, other than teaching staff (KRS 157.360(4) and 702 KAR 3:190 shall be made during the school year. All staff, other than teachers, shall be based on fifth month enrollment of the preceding year.

*\*Special consideration may be given to state-identified schools.*

**CLASSIFIED STAFF**

Classified Staffing Plan is designed to meet all school based positions approved annually by the Board in non-categorical programs. The following staffing allocation formulas will apply:

Secretarial/Clerical

**Middle/Elementary Secretary:** One - 205 days x 7.5 hour position = 1,537.5 hours/year

**Clerical:** See schedule below for amount of clerical hours based upon projected school enrollment. Regardless of enrollment, a minimum of 8 clerical hours will be granted to all schools. Clerical hours per day may be distributed as needed. Clerical hours may be adjusted by September 15 if enrollment dictates additional needs.

Clerical Hours

Elementary and Middle Schools		High Schools	
Enrollment	Hours	Enrollment	Hours
Less than 200	8	0-1099	25
201-400	8	1100-1149	27
401-425	8	1150-1199	29
426-450	9	1200-1249	31
451-475	10	1250-1299	33
476-500	11	1300-1349	35
501-525	12	1350-1399	37
526-550	13	1400-1449	39
551-575	14	1450-1499	41
576-600	15	1500-1549	43
601-625	16	1550-1599	45
626-650	17	1600-1649	47
651-700	18	1650-1699	49
701-725	19	1700-1749	51
726-750	20	1800-1849	53
751-775	21	1850-1899	55
776-800	22	1900-1949	57

Custodians/Sweepers

**Day Custodian:** One - 261 days x 8 hour position for each school

**Sweeper:** Total building square footage divided by 5,975 = sweepers hours/day.

Employed for 178 days (if full time). Sweeper hours per day may be distributed at the school as needed.

$$\frac{\text{Building Square Footage}}{5,975} = \text{Sweeper Hours/Day}$$



(Round up to the next quarter-hour.)

Lunchroom Monitor: Middle schools shall be staffed at 1 monitor for the entire lunch period and paid by school food service for 170 days per year.

ISAP Tutor: Each middle school shall be staffed with one ISAP tutor for 6.5 hours per day when school is in session plus two extended days.

Volunteer Coordinator: Each middle school will have a volunteer coordinator for 3 hours per day when school is in session.

Data Managers: Each middle school will be staffed with one data manager for 6 hours per day when school is in session plus 2 extended days.

Instructional Tutors: Each middle school will be staffed with one instructional tutor for six hours per day when school is in session plus 2 extended days.

Discovery School Instructional Tutors: Discovery School will have two instructional tutors for 6.5 hours per day when school is in session plus two extended days.

\*\*\*During redistricting and the opening of new schools, the Board has the option of using projected student enrollment numbers for all affected schools to determine the number of positions for both classified and certified staff in all job categories. As is required by regulation, adjustments to staffing numbers shall be made on September 15<sup>th</sup>. If there is a delay in the opening of any school past September 15<sup>th</sup>, staff adjustments shall be made one month following the opening date of the new school.



BULLITT COUNTY STAFFING PLAN  
HIGH SCHOOL GUIDELINES  
2024-2025

Teachers	_____
Clerical	_____
Special Ed.	_____
Other	_____

\_\_\_\_\_ Date \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

Positions created with the implementation of this staffing plan guide are subject to KRS personnel statutes, KAR personnel regulations, board approval, and available funding. Superintendent may grant additional positions or hours in extraordinary situations.

**CERTIFIED STAFF**

Certified Staffing Plan is designed to:

1. Meet statutory class size caps based on projected student enrollment minus all state enrollment deductions.
2. Meet all other certified staff positions generated by district programs approved annually by the board excluding categorical program positions.
3. Staff special education, preschool, and other categorical programs based on the number of eligible pupils in the school.

**HIGH SCHOOL**

- A. Total school enrollment \_\_\_\_\_
- B. Total square feet in building \_\_\_\_\_

High schools shall be staffed according to the following formula:

- a. Multiply the total enrollment by 6, with 6 representing the number of periods in the school day (example: 989 students multiplied by 6 = 5,934).

Enrollment # (A) \_\_\_\_\_ X 6 = \_\_\_\_\_

- b. Divide the number by 29, with 29 representing 2 student under statutory class size (example: 5,934 divided by 29 = 204.62).

Answer from a. \_\_\_\_\_ / 29 = \_\_\_\_\_

- c. Divide the above number by 5, with 5 representing the number of classes that a teacher teaches during the day to find the number of positions allocated (example: 204.62 divided by 5 = 40.92).

Answer from b. \_\_\_\_\_ / 5 = \_\_\_\_\_ # Positions \_\_\_\_\_

Total high school teaching staff rounded to the nearest whole teacher = \_\_\_\_\_

No additional staffing for art, vocal music, band or industrial arts. They are included in the formula for class size caps.

The following certified staff positions shall be allocated in addition to the teaching positions. They are allocated on actual enrollment (A). Positions are based upon the fifth month enrollment of the previous school year with no subsequent changes as a result of enrollment variations during the school year.

Principal: One - 240-day position for each school.

Assistant Principal: One - 210-day position for schools up to 799 students. For each additional 400 students, another position shall be allocated.

- 1 assistant principal for up to 799 students
- 2 assistant principals for 800-1199 students
- 3 assistant principals for 1200-1599 students

Counselor: One - 210-day position for schools up to 799 students. One position shall be allocated for each additional 400 students.

- 1 counselor for up to 799 students
- 2 counselors for 800-1199 students
- 3 counselors for 1200-1599 students

Librarian: One - 195-day position for schools with up to 700 students. One - 187 day Library Assistant position shall be allocated for each 300 students above 700 students.

- 1 librarian for up to 700 students
- 1 librarian and 1 library assistant for 1000-1299 students
- 1 librarian and 2 library assistants for 1300-1599 students

Flex School Teacher: One - 187-day position

Junior Military Teacher (or Other Career Pathway): One - 187-day position

School Designated Guest Teacher (SDGT): The SDGT is NOT eligible for long-term substitute pay. Contract for this position is for one-year, and SDGTs are eligible for benefits. (One—10-month employee; 170 instructional days; 4 holidays; 10 sick days; 3 personal days; and 3 emergency days)

## ALTERNATIVE PROGRAMS

Area Technology Center - One academic principal, three teachers

Spring Meadows - Two teachers

Bullitt Alternative Center (BAC)- One principal, one assistant principal, four regular education teachers, up to three special education teachers, up to three social workers, three instructional assistants, one custodian, one clerical assistant, and one instructional tutor

Riverview Opportunity Center (ROC) - One counselor, three teachers, one computer science teacher, Two instructional tutors, one secretary/bookkeeper, two instructional assistants, one Transition Readiness Coach 196 days at 7 hours a day

Bullitt Advanced Math and Science (BAMS) - Two teachers

No changes in certified staff, other than teaching staff (KRS 157.360(4) and 702 KAR 3:190 shall be made during the school year. All staff, other than teachers, shall be based on fifth month enrollment of the preceding year.

*\*Special consideration may be given to state-identified schools.*

**CLASSIFIED STAFF**

Classified Staffing Plan is designed to meet all school-based positions approved annually by the Board in non-categorical programs. The following staffing allocation formulas will apply:

Secretarial/Clerical

**High School Secretary:** Two - 205 days x 7.5 hour positions = 3,075 hours/year  
 One - 205 days x 4.0 hour position = 820 hours/year

**Clerical:** See schedule below for amount of clerical hours based upon projected school enrollment. Regardless of enrollment, a minimum of 8 clerical hours will be granted to all schools. Clerical hours per day may be distributed as needed. Clerical hours may be adjusted by September 15 if enrollment dictates additional needs.

Clerical Hours

Elementary and Middle Schools		High Schools	
Enrollment	Hours	Enrollment	Hours
Less than 200	8	0-1099	25
201-400	8	1100-1149	27
401-425	8	1150-1199	29
426-450	9	1200-1249	31
451-475	10	1250-1299	33
476-500	11	1300-1349	35
501-525	12	1350-1399	37
526-550	13	1400-1449	39
551-575	14	1450-1499	41
576-600	15	1500-1549	43
601-625	16	1550-1599	45
626-650	17	1600-1649	47
651-700	18	1650-1699	49
701-725	19	1700-1749	51
726-750	20	1800-1849	53
751-775	21	1850-1899	55
776-800	22	1900-1949	57

Custodians/Sweepers

**Day Custodian:** Two - 261 days x 8 hour positions for each school

**Night custodian:** One - 182 days plus one extended day x 8 hour position at high school only

**Sweeper:** Total building square footage divided by 5,975 = sweepers hours/day.

Employed for 182 days (if full time). Sweeper hours per day may be distributed

at the school as needed.

$$\frac{\text{Building Square Footage}}{5,975} = \text{Sweeper Hours/Day}$$

(Round up to the next quarter-hour.)

Transition Readiness Coach: One - 196 day position for 7.0 hours per day.

ISAP Tutor: One - 181 day position for 6.5 hours per day when school is in session plus 2 extended days.

Data Manager: One - 181 day position for 6 hours per day when school is in session plus 2 extended days.

Instructional Tutor: One - 181 day position for six hours per day when school is in session plus 2 extended days.

Flex School Instructional Assistant: One - 181 day position for 6.5 hours per day when school is in session plus 2 extended days.

\*\*\*During redistricting and the opening of new schools, the Board has the option of using projected student enrollment numbers for all affected schools to determine the number of positions for both classified and certified staff in all job categories. As is required by regulation, adjustments to staffing numbers shall be made on September 15<sup>th</sup>. If there is a delay in the opening of any school past September 15<sup>th</sup>, staff adjustments shall be made one month following the opening date of the new school.