

School-based Decision Making (SBDM) Staffing Allocations

December 2023



Kentucky funding regulation [702 KAR 3:246](#) outlines the distribution of funds to schools. The regulation is divided into sections. In **Section 3**, the school district may reserve the funds needed for district expenses, and then the district allocates those funds to the school council. **Sections 4 and 5** allocate certified and classified staff to the schools within the district. Instructional funds based on Support Education Excellence in Kentucky (SEEK) funds are included in **Section 6**. After these allocations are made, the remaining funds are referred to as Section 7 funds. Within **Section 7** are guidelines that govern how those funds are distributed. The local board of education may provide additional funding to the school by

1. Average daily attendance (ADA) – The local board of education divides the money among all schools based on the student average daily attendance.
2. School council identification – Each school council lists needs from its school improvement plan, and the local board of education chooses none, some or all of those needs.
3. Disaggregated data – The local board of education targets money to an area of student needs shown by the school’s data, and the school council decides how to use the money to address that need area.
4. The local board of education can combine these methods to distribute Section 7 resources.

The [SBDM Request for Resources Section 7 Funds form](#) serves as a template that may be used by councils when submitting Section 7 requests to local boards of education.

Base Funding Levels

After receiving notification of the funds available for the school from the local board, the school council shall determine, within the parameters of the total available funds, the **number of people to be employed in each job classification** at the school. As outlined in [KRS 157.360\(5\)\(a\)](#), base funding levels include the following:

- 24:1 for primary grades
- 28:1 for grade 4
- 29:1 for grades 5-6
- 31:1 for grades 7-12

An addition to the base levels, grades 7-12 have an additional requirement that includes a maximum of 150 per-pupil hours ([KRS 157.360\(5\)\(b\)](#)).

School councils are **not** bound by these maximum class size limits once the school receives the allocations. Councils determine, within the number of staff allocated, the job classifications for each of the positions.

Each school must have an **instructional leader** and at least some part of a **media specialist** ([KRS 158.102](#)). The staffing allocation for classified staff must include **kindergarten classroom assistants at a 24:1 ratio**.

Resources

In an effort to assist schools with staffing allocations, the Division of School and Program Improvement created a Staffing Allocation Worksheet. The first two tabs contain statutory and regulatory references regarding staffing allocations. The third tab at the bottom of the worksheet includes directions for use. You can find additional instructions within the recorded webinar.

The tentative allocation of funds for the next budget year is due to councils by March 1 of each year with a final allocation by May 1.