



TO: Christian County Board of Education

FROM: Leslie Lancaster, Director of Personnel
Jessica Darnell, Director of Business

DATE: February 20 , 2025

SUBJECT: Staffing Formula 2025-2026

Included in this document you will find the narrative for the 2025-2026 staffing formula for Christian County Public Schools.

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**.

CERTIFIED STAFF:

Elementary, Middle, and High Schools 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 a minimum of **two (2) units per school**.

High schools will receive a **minimum of three (3) units per school**.

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 state approved 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.

Virtual Learning Academy Teachers:

Teachers will be allocated using approved student to teacher ratios.

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 – 1.5 teacher positions**
- **Enrollment 401 – 500 – 2 teacher positions**
- **Enrollment 501 – 700 – 2.5 teacher positions**
- **Enrollment above 701 – 3 teacher positions**

Middle Schools:

- **Enrollment 400 – 500 – 3 teacher positions**
- **Enrollment 501 – 600 – 4 teacher positions**
- **Enrollment above 601 – 5 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 – 2 teacher positions
 - Enrollment above 1,001 – 3 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 Allocations 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.

Grades 7–12 are staffed at a 31:1 ratio with at least four (4) additional supplemental and/or core adjustment teacher position allocations to ensure 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.