

# **Christian County Public Schools**

**To: Members of the Christian County Board of Education**

**From: Brady Link, Rim Watson, Kerry Knight**

**Date: February 4, 2011**

**Re: Staffing Allocation for the 2011-2012 School Year**

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The staffing allocation for 2011-2012 school year is included for your review/approval. No changes to the allocation formula have been made. We are required by law to provide the SBDM councils their allocation by March 1.

# **CHRISTIAN COUNTY SCHOOL DISTRICT STAFFING FORMULA**

(2011-2012 School Year)

## **CERTIFIED STAFF**

### Principal

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

### Assistant Principals

- Elementary schools with enrollments over 600 including preschool enrollment will receive one (1) unit.
  - Middle schools and high schools will receive allocations as below:
  - Enrollment 1-749 = 1 Assistant Principal
  - Enrollment 750-1249 = 2 Assistant Principals
  - Enrollment 1250+ = 3 Assistant Principals

### Athletic Directors

- Each high school will receive one (1) unit.

### Guidance Counselors

- Elementary and middle schools
  - 000 – 600 = 1 unit
  - 601 – 799 = 1.5 unit
  - 800 and above = 2
- High schools will receive one (1) unit for each grade level.

### Library/Media Specialists

- 0.2

### Base Teachers – Base teachers shall be allocated using the following cap sizes:

- K through 3<sup>rd</sup> grade – enrollment divided by 24 (calculated by grade level)
- 4<sup>th</sup> – 5<sup>th</sup> grade – enrollment divided by 28 (calculated by grade level)
- All other grade levels – enrollment divided by 29

### Additional Teachers

All schools will receive an additional 25% of the base teacher allocation. (less 0.2 for Library Media Specialist)

### School Improvement

- Elementary and secondary schools based on enrollment
  - 0- 300 = 1
  - 301- 600 = 2
  - 601-1000 = 3
  - 1001-1400 = 4

### Achieve 3000 for middle and high schools

- Each middle and high school will receive 2 certified staff members.

Certified salaries can be turned into classified salaries.

## **CLASSIFIED STAFF**

### Custodians

- Allocations for custodians are on square footage basis. (1 per 25,000 sq.ft.)

Belmont Elementary	51,754	Career Tech	41,590
Stadium of Champions	35,258	Christian County High	209,078
Christian County Middle (new)	126,000	Crofton Elementary	61,835
Day Treatment	36,034	Holiday Elementary	47,844
Hopkinsville High School	167,234	Hopkinsville Middle School	79,150
Indian Hills Elementary	47,980	Lacy Elementary	32,466
Martin Luther King, Jr. Elementary	92,835	Millbrooke Elementary	71,786
North Drive Middle School	77,904	Pembroke Elementary	36,970
Sinking Fork Elementary	59,364	South Christian Elementary	77,550
Civitan	5,646	Christian County BOE	32,803
Maintenance/Transportation	17,628		

### Computer Lab Assistant

- Each middle and high school will receive one (1) unit. Elementary is staffed through the Instructional Assistant allocation.

### SAFE/ISS Room

- Each middle and high school will receive one (1) unit. Elementary is staffed through the Instructional Assistant allocation.

### Secretarial/Miscellaneous Staff

- Allocations are based on student enrollments as follows:

000 – 400	2 units
401 – 800	3 units
801 – 1200	4 units
1201 and above	5 units

### Instructional Assistants

- Elementary schools will be granted one (1) aide per one hundred twenty five (125) students in grades 1-5 plus one (1) instructional aide for every 24 Kindergarten students.
- Salaries can be combined and used for certified salaries.

## **Beginning of School Year Rectification – September 15**

- A five-tenths (0.5) part of a teacher will be added to any school that is between five-tenths (0.5) and 0.99 teacher understaffed based on enrollment near the beginning of the school year. A full teacher will be added for each full teacher understaffed. Staffing will be taken away only if a school is overstaffed by at least a full teacher.

The benefit line for certified staff is 0.7 and for classified staff is 0.5. Part-time staff should not equal or exceed these amounts without approval.

# **Christian County Public Schools**

**A 1.0 certified position can be filled as a 2.0 classified positions; a 1.0 classified position can be filled as a 0.5 certified position.**

**SBDM schools are not bound by state cap size requirements if the council so votes and it is recorded in the minutes.**

**Itinerant positions need to be worked out between schools in order to insure 1.0 positions district-wide.**

**Your staffing allocation is to be submitted on the district template. All employees must be listed.**

## **Calendar: 2011-2012 Tentative**

**March 1 – district staffing allocation to individual school SBDM**

**March 20 – summative evaluations and conferences for non-tenured employees and any employee on a Corrective Action Plan with an Assistance Team evaluations with IPG attached are due to Personnel. Attach completed summary sheet.**

**April 13 – certified and classified evaluations completed; list of personnel to be terminated or reduced in time submitted to Board Office; submit summative evaluation/IPG to Board Office by June 15. Attach completed summary sheet.**

**\*May 4<sup>th</sup> – reduction in salary notices must be completed (date dependent on 2012-2013 calendar)**

**May 15 – notice of nonrenewal of contracts**

**June 15 – notice of estimated salary for the following year**

**September 15 – rectification date**

**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 have a 0.5 teacher added to their staff allocation. If above 1.0 understaffed a full time teacher will be added. Staffing will only be reduced if a school is a full 1.0 teacher overstaffed.**