

**TODD COUNTY SCHOOL DISTRICT  
CERTIFIED STAFF ALLOCATION PROCEDURES  
2026-2027**

**Reference TCBOE Policy 02.4331**

**Pending Approval by the Todd County Board of Education on January 12, 2026**

**It is the intent of the Todd County School System to provide a certified staff allocation policy that reflects statutory requirements, positively affects student achievement, is fair and equitable, and utilizes available resources.**

**A. School Council Allocation Formula: 702 KAR 3:246 (section 4)**

A school board staffing policy/guidelines shall be established to determine the number of allocated positions for each school. The policy/guidelines shall provide at a minimum the number of positions sufficient to meet class capsizes and the 150 pupil hours per day rule established in KRS 157.360 (4) (a)(b) based on projected full-time equivalent enrollment for the year.

**B. Statutory Maximum Class Sizes: KRS 157.360\***

<u>Grade Level</u>	<u>Maximum Students</u>
Primary Grades (Entry Level through Third)	24
Grade Four	28
Grade Five and Six	29
Grade Seven through Grade Twelve	31

\*Exceptions: Vocal and Instrumental music, physical education, special education classes.

**C. Additional Information used in determining allocations**

1. All positions will be decided by the individual school councils.
2. Positions for physical education, curriculum resource teacher, art, music, chorus, band, reading specialist etc. are not allocated separately.
3. All school councils should have master schedules in place that reflect student needs before assigning/hiring staff. This means that projected schedules for the ensuing school year need to be completed before the end of the current school year.
4. Schools are encouraged to be creative in meeting student needs through virtual or online classes. (Example: 3 students want Trigonometry- consider on-line class)
5. Principals and school councils are responsible for scheduling and meeting the needs of the students in all curriculum areas.
6. Statute requires notification to certified employees of reduction of extended employment days and corresponding reduction in salary no later than ninety (90) days before the first student attendance day of the school year. KRS 161.760 (3).
7. Student enrollments and number of certified staff are those projected for the ensuing school year. The allocations may be adjusted based on actual data of the ensuing year. Adjustments shall occur prior to September 15.
8. In preparation of the annual budget, the Todd County Board of Education shall review the certified/classified staff allocation policy on an annual basis and consider the district enrollment and available revenues.

**Todd County School District Certified Staff Allocation Formula for the 2026-2027 school year:**

**Elementary Schools:** Each elementary school shall be allocated a management team that consists of the following positions:

- 1 Principal** - 53 extended days allocated to this position
- 1 Media Specialist** - 5 extended days allocated to this position
- 1 Asst. Principal** - 10 extended days allocated to this position
- 1 Guidance Counselor** - 10 extended days allocated to this position

The number of additional certified positions shall be determined by dividing the entry level projected enrollment for the ensuing school year and the primary projected enrollment for the ensuing school year by 24, the grade four projected enrollment for the ensuing school year by 28, the grade five projected enrollment for the ensuing school year by 29. After each division, round the result to the nearest tenth. Next, add each of these amounts and multiply the total by 1.125\* and round the result to the next whole number. The resulting number will be the total certified staff allocated to the school (not including the management team). If Title I funds are available, the district may allocate additional certified positions up to the equivalent of a 1.3 multiplier.

**Middle School:** The middle school shall be allocated a management team that consists of the following positions:

- 1 Principal** - 53 extended days allocated to this position
- 1 Assistant Principal** - 23 extended days allocated to this position
- 1 Guidance Counselor** - 20 extended days allocated to this position
- 1 Media Specialist** - 5 extended days allocated to this position

The number of additional certified positions shall be determined by dividing the grade six projected enrollment for the ensuing school year by 29, and dividing grade seven and eight projected enrollments for the ensuing school year by 31. After each division, round the result to the nearest tenth. Next, add each of these amounts and multiply the total by 1.35\* and round the result to the next whole number. The resulting number will be the total certified staff allocated to the middle school (not including the management team).

\* This multiplier provides the allocated number to meet or exceed requirements of KRS 157.360 (4)(a)(b).

**High School:** The high school shall be allocated a management team that consists of the following positions:

- 1 Principal** - 53 extended days allocated to this position
- 1 Assistant Principal** - 30 extended days allocated to each of these positions
- 1 Guidance Counselor** - 30 extended days allocated to this position
- 1 College and Career Counselor** - 25 extended days allocated to this position.
- 1/2 Media Specialist** - 5 extended days allocated to this position.

The number of additional certified positions shall be determined by dividing the projected enrollment for grades 9, 10, 11, and 12 by 31. After dividing, round the result to the nearest tenth and multiply the total by 1.25\*, then round the result to the next whole number. The resulting number will be the total number of certified staff allocated to the high school (not including the management team).

If the high school site-based council identifies the position of Family and Consumer Science teacher(s) in its curriculum, the district will allocate 5 extended days to each position up to a grand total of 10 extended days for these positions. These positions are not to be considered part of the management team. Also, high school vocational agriculture teachers are allocated 240 day contracts by statute.

\* This multiplier provides the allocated number to meet or exceed requirements of KRS 157.360 (4)(a)(b).

**NOTE:** The allocations listed in this document for the elementary, middle, and high school levels do not include categorical programs assigned to each school (example: special education).

**REFERENCES:**

KRS 157.360  
KRS 161.760  
702 KAR 3.246  
TCBOD 02.4331