

School Staffing

BOARD ALLOCATION NOTICES

In accordance with [702 KAR 003:246](#), the Board shall provide each council with both a tentative and a final/updated allocation for school staffing for the next fiscal year. The notifications shall include the Board-approved guidelines used in determining the allocations and the formulas utilized in calculating numbers of positions. Allocations, at a minimum, shall budget funds sufficient for the council to meet the following staffing needs of the school:

- A. Certified Staff:
 - 1. Statutory class size caps based on projected student enrollment minus all state enrollment deductions;
 - 2. Pupil contact hours as required by law; and
 - 3. All other certified staff positions generated by District administrative procedures approved annually by the Board, excluding fringe benefits, categorical programs, exceptional children services, itinerant, extra duty and extended employment positions, and positions allocated that are not required by statutory cap size requirements.
- B. Classified Staff:
 - 1. All school-based positions approved annually by the Board in non-categorical programs.
- C. All Positions:
 - 1. To provide salaries including adjustments for any salary changes made by the Board; and
 - 2. To budget for vacant positions at 95% of the average District salary for the job classification.

Any revisions made to the District's policy/guidelines (whichever contains specific formula information) for the next school year shall be forwarded to the Kentucky Department of Education by May 1 of each year.

COUNCIL AUTHORITY

After receiving notification of the final staffing allocation for the school from the Board, the council shall determine how the certified and classified units will be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

School Staffing**COUNCIL TO REPORT**

By the date specified by the Superintendent/designee, the council shall report to the Board the number of persons to be employed at the school in each job classification.

ADJUSTMENTS

Adjustments to the final staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made by September 15 and the council notified if the adjustment represents a change.

IMPACT ON DISTRICT BUDGET

The funding allocation to a school in future District budgets shall not be altered by council action.

In assigning funding of vacant positions to alternate Board-approved job classifications, a council may choose to spend more than the amount allocated by the Board and provide the difference from discretionary council funds. However, the Board shall not be obligated to increase allocations in future District budgets to cover this increased expenditure.

If the salary of new certified personnel is less than 95% of the District average certified teacher's salary or if the actual salary of new classified personnel is less than 95% of the District's average classified salary for the personnel job classification, the difference shall revert to the District budget for possible reallocation to schools under Section 7 of [702 KAR 003:246](#).

REFERENCES:

[KRS 157.360; KRS 160.345](#)
[702 KAR 003:246](#)
[OAG 96-38](#)

RELATED POLICIES:

02.4242; 02.4244
03.11; 03.21
04.1

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