



STAFFING ALLOCATION POLICY

The intent of the Bellevue Independent School District is to provide a certified/classified staff allocation policy that positively affects student achievement, ensures equity, and is consistent with the vision and mission.

ENROLLMENT

Projected enrollments for next school year shall be based on the current attendance report of the present school year, and adjusted to reflect the students rolling up into the next grade level.

For example:

Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Current Year	71	67	68	49	55	53	65	45	62	69	59	45	41
Next Year	60	71	67	68	49	55	53	65	45	62	69	59	45

For the purpose of this allocation, kindergarten enrollment numbers will be projected at 40 students and adjusted accordingly after summer registration.

Each school’s council shall be notified of their projected staffing allocation based on the guidelines established by the Kentucky Board of Education in compliance with 702 KAR 3:246.

Final enrollment shall be determined, as of September 1st, to calculate final staff allocations in order to comply with 702 KAR 3:246. The board may increase this allocation if an extraordinary circumstance exists. Principals are advised to review current enrollment and registration numbers as compared to actual allocation before staffing. The Board has the right to reclassify job duties for excess staff as of September 15th.

Itinerant Positions

The following positions shall have district-wide responsibilities and not be included in individual school allocation formulas:

- (1) Curriculum Specialist
- (1) Night Custodian
- (1) Music/Band Teacher
- (1) Art Teacher
- (2) Health/PE Teacher

ELEMENTARY – CERTIFIED

TEACHERS

At a minimum, the elementary school will be allocated certified staff as follows:

Primary Grades	24 : 1
Grade 4	28 : 1
Grade 5	29 : 1

The number of certified statutory and district funded positions shall be determined by dividing the Primary level 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 by 29. Round off each of these to the nearest tenth and add the totals.

ADMINISTRATIVE STAFF

- Principal – 1 will be allocated.
- Assistant Principal – 1 will be allocated (not to be filled if the position becomes vacant).
- School Counselor – 1 will be allocated.

ELEMENTARY – CLASSIFIED

- The elementary school will be allocated 1 school secretary.
- The elementary school will be allocated 1 school nurse.
- The elementary school will be allocated 1 daytime custodian.
- The elementary instructional assistants will be allocated at a minimum, as follows:
 - Entry Level (Kindergarten): One for each twenty-four entry-level students enrolled

MIDDLE / HIGH SCHOOL – CERTIFIED

TEACHERS

At a minimum, the middle/high school (grades 7-12) will be allocated certified staff based on current enrollment divided by 31. Grade 6 will be allocated by enrollment divided by 29. There shall be no more than 150 pupil hours per teacher.

ADMINISTRATIVE STAFF

- Principal – 1 will be allocated.
- Assistant Principal – 1 will be allocated.
- School Counselor – 1 will be allocated.

MIDDLE / HIGH SCHOOL – CLASSIFIED

- The middle/high school will be allocated 1 school secretary.
- The middle/high school will be allocated 1 school nurse.
- The middle/high school will be allocated 1 daytime custodian.

The above allocations listed for the elementary, middle, and high school levels do not include categorical programs assigned to each school. (These include any staff funded by grants such as Special Education, Title I, Title II, Gifted/Talented, Preschool, or any district funded positions).

In preparation of the annual budget, the Bellevue Independent Board of Education shall review the certified/classified staff allocation policy on an annual basis and consider the district enrollment and available revenues.

Note: The above staffing guidelines are subject to adjustment due to final approval of the state budget.

COUNCIL AUTHORITY

After receiving notification of the staffing allocation, each school council shall determine the number of persons to 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.

COUNCIL TO REPORT

By the July Board of Education meeting, each school council shall report to the Board the number of persons to be employed at the school in each job classification.

Adjustments to the staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made as of September 15th in the following school year.

IMPACT OF DISTRICT BUDGET

The funding allocations to the school in the future district budgets shall not be altered by council action.

If the salary of new certified personnel is less than 95% of the certified average salary or if the actual salary of new classified personnel is less than 95% of classified District average 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 3:246.

Note: The above staffing guidelines are subject to adjustment due to final approval of the state budget.