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 comply with state law and to meet the following staffing needs of the school:

A. Certified Staff:

1. Statutory class size caps based on projected student enrollment to the nearest one-tenth position minus all state enrollment deductions;
2. Pupil contact hours as required by law; and
3. All other certified staff positions generated by District guidelines 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. Provide salaries including adjustments for any salary changes made by the Board;
2. Budget for vacant positions at 95% of the average District salary for the job classification; and
3. Calculate all positions purchased with Section 7 funds at 95% of the District average cost for that position.

Filing of Policy Amendments

Any revisions made to this policy or the accompany guidelines (whichever contains specific formula information) for the next school year shall be filed with the Kentucky Department of Education by May 1 of each year.

Supplemental Positions

Supplemental positions shall be allowed as described in 02.4331 AP.11.

Maximum Class Size (KRS 157.360; 702 KAR 003:190)

Primary (K-3)	24
Grade 4	28
Grades 5-6	29
Grades 7-12	31 (or maximum 150 pupil hours) (excluding P.E. and music: vocal and instrumental)

School Staffing

CALCULATING STAFF ALLOCATIONS

Staffing calculations for determining regular teaching positions will be rounded up to the next 0.5. All other certified and classified positions will be rounded up to the next 0.5.

COUNCIL AUTHORITY

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, 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 staffing allocation for categorical and District-wide programs shall be determined by the District.

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 shall revert to the District's general fund.

COUNCIL TO NOTIFY

The council shall notify the Superintendent no later than the date specified by the Superintendent/designee of the number of persons to be employed at the school in each school level job classification.

IMPACT ON DISTRICT BUDGET

School councils shall not incur personnel costs in excess of the District budget allocation to the school.

Actions taken by a council shall not be construed as altering staffing allocations in future District budgets.

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.

ADJUSTING STAFF ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS

Final adjustments to staffing projections shall be made for all elementary, middle schools and high schools per 02.4331 AP.1 by September 15th.

School Staffing

ADJUSTING STAFF ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS (CONTINUED)

Other adjustments shall be made after the final projections, but before the start of school, if clear data are available that indicates a significant change in a part of a school's student population, such as program changes from one school to another, redistricting, and other similar types of changes. All adjustments after the final staffing allocation must be approved by the Superintendent. Principals and Councils will be notified of all such changes as soon as the data are available to the District.

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.

REFERENCES:

KRS 157.360; KRS 160.345
702 KAR 003:246
OAG 96-38
705 KAR 004:231

RELATED POLICIES:

02.4242
02.4244
03.11/03.21
04.1

Adopted/Amended: 4/23/2018
Order #:

Food/Refreshment Purchases

District funds for food shall be expended in a prudent manner and only in situations in which it is necessary to provide a meal or snack to avoid disruption in the training or meeting activity, taking into consideration proximity to food outlets, need for a day-long event, and other relevant factors. When scheduling any event, every effort should be made to permit employees to be responsible for their own meals.

Use of Vendors

All food services purchased by the District shall be made through the District's existing contracts, as established through the District Food Services bidding process. First consideration for obtaining food services shall be through the District's Food Services division.

Acceptable Uses

Food/refreshments may be purchased with District funds for FCPS employees and volunteers engaged in official school/District business in the following situations: total school-level faculty or District-level department staff and/or committee meetings, professional development activities, District-wide recognition events, and District-level recruitment seminars.

Exceptions

Food/refreshments may also be purchased with District funds for FCPS employees and volunteers for social gatherings, provided all funding for the purchases is derived from sources generated exclusively from employee purchases, e.g., workroom vending machines.

Expense Limitations

~~Unless the Superintendent has specifically granted an exception, d~~During any acceptable activity, food/refreshment expenses shall not exceed $15 per person and only one meal per day is allowable.~~the amount established annually in the District fee schedule per employee/volunteer for light snacks and the current meal reimbursement rates for non-high rate areas as published in 200 KAR 002:006, Section 7 (3).~~

Adopted/Amended: 08/22/2005

Order #: K.18

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds (Redbook). Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

Uniform Accounting

All personnel shall comply with the uniform financial accounting system[1] and activity fund accounting procedures set out in Kentucky Administrative Regulation,[2] including but not limited to the Model Procurement Code.

Two Signatures Required

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school bookkeeper.

Purchase Orders

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received (including verified carry forward from the previous year) for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

Financial Reports/Budgets

Each month the Principal shall provide the District Finance Officer with a financial report for activity fund accounts, which shall include the amount of school activity funds raised by the school and by each school group. On or before July 25, following the end of the fiscal year, the Principal shall submit to the District Finance Officer an annual financial report for those accounts.

The Principal shall submit a tentative Form F-SA-3 (Principal's Combining Budget), along with Form F-SA-4A (Individual Activity Account Budget Worksheet), for each item listed on Form F-SA-3 to the Department of Financial Services by May 15 for the upcoming school year. The Principal shall submit a final Form F-SA-3 with accompanying Forms F-SA-4A within thirty (30) days after the school year begins to the Department of Financial Services.

School Activity Funds

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities and Board approved fees sponsored under the auspices of the school by student clubs or student organizations. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered school activity funds.[1]

DEFINITION OF DISTRICT ACTIVITY FUNDS

Non-student generated funds collected at the school level to be used for operating costs. Operating costs are the expenses which are related to the operation of a District, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a District just to maintain its existence.[1]

Funds carry over at year end subject to board policy.

DONATIONS

With the Principal's approval, schools may receive donations, including gifts of personal property, for the benefit of the school or for the students of the school, that are valued at ~~an amount~~less than $2,500 as determined by the Board in Policy 04.61 and hold and use as requested. Donations valued at $2,500 or more ~~than that amount~~ must be approved by the Board.

Donations of any amount specifically for instructional materials or operating expenses must be sent to the District as District Activity Funds.

Donations valued at $250 or more require a Donation Acceptance Form be completed.

A listing of all donations shall be submitted to the Board at the end of each fiscal year.

AUDIT OF FUNDS

All activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.[1]

SUPPORT/BOOSTER CLUBS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.[3] However, each year the Principal shall be provided the following from all support/booster club organizations as required by state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
    a. Names of club officers and their Federal Employer Identification Number (FEIN) at the beginning of the school year or within 30 days of the first transaction of the organization;
    b. Federal tax exempt number; and
    c. A copy of the annual budget.
2. An annual financial report by July 25 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;[1] and

School Activity Funds

SUPPORT/BOOSTER CLUBS (CONTINUED)

3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

The Principal shall forward the report to the Superintendent.

External support/booster organization officers are solely responsible for ensuring that their group is in compliance with District policies, external support/booster organization guidelines in the Redbook, and state and federal regulations. The District, including any District employee, shall not be held responsible for any deficiencies by the external support/booster organization.

All support/booster organizations wishing to work with or on behalf of the District's schools shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student.

Each year the Superintendent shall report to the Board when all support/booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

All funds expended by a support/booster organization shall be from their fund-raising activities and donations. No dues, fees, or charges shall be assessed to students or parents, except for the PTA forwarding membership fees to national/state/district/local chapters.

External support/booster organizations cannot reimburse District employees for personal and booster club purchases.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

FUND-RAISING PROJECTS

Schoolwide fund-raising projects must be approved by the Board.[4]

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups, and/or school staff shall be for the benefit of the entire school or group.

School Activity Funds

REFERENCES:

[1]702 KAR 003:130; Accounting Procedures for Kentucky School Activity Funds
[2]702 KAR 003:120
[3]OAG 79-556
[4]KRS 158.290
KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

RELATED POLICIES:

04.61; 09.33

Adopted/Amended: 7/27/2020
Order #:

Gifts and Donations

The Board may directly accept gifts or donations that are restricted by the grantor to be used in furtherance of lawful school safety, security, and student health purposes to the extent allowed by applicable laws and shall use any accepted gift or donation for the purpose for which it was granted.[1]

Donations

With the Principal's approval, schools may receive donations, including gifts of personal property, for the benefit of the school or for the students of the school, that are valued up to $2,500, and hold and use as requested.

Donations valued at $2,500 or more must be approved by the Board.

A listing of all donations shall be submitted to the Board at the end of each fiscal year.

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Family Resource and Youth Service Centers

The District may accept monetary donations for the operation and maintenance of Family Resource and Youth Service Centers (FRYSCs). Any donations given to the District for operation and maintenance of FRYSCs shall be used for that purpose only.[2]

References:

[1]KRS 160.580
[2]KRS 156.496
KRS 158.441
Accounting Procedures for Kentucky School Activity Funds (Redbook)

Related Policy:

04.312

Adopted/Amended: 6/24/2019
Order #: