

**JEFFERSON COUNTY BOARD OF EDUCATION  
SCHOOL ALLOCATION STANDARDS FOR USAGE IN FY 2020-21  
DECEMBER 2019**

**I. STANDARD ALLOCATIONS FOR CLASSROOM INSTRUCTIONAL STAFF -**

ELEMENTARY - Kindergarten through Fifth grade – The teacher allocation will be based on the following student to teacher ratios: Kindergarten through 5<sup>th</sup> grade – 24 to 1. However, individual class-size may vary by grade level, dependent upon specific enrollment, space usage and council decisions. Additionally, instructional assistants will be allocated at a 24 to 1 student to teacher ratio at the Kindergarten level. A special areas (itinerant) teacher allocation will be provided as a 0.14 teacher allocation for every regular classroom teacher allocation. The 0.14 special areas teacher will ensure the following:

- Adequate allocation of special area teachers to cover the contractual planning period for regular education teachers;
- Correct dosages of general art and music experiences for each elementary student.

MIDDLE –Sixth through Eighth grade - The teacher allocation will be based on the following student to teacher ratios: 6<sup>th</sup> grade through 8<sup>th</sup> grades – 28 to 1. However, individual class-size may vary by grade level, dependent upon specific enrollment, space usage and council decisions. The current allocation supports a six-period instructional day. The allocation established provides each teacher a planning period.

SECONDARY –Ninth through Twelfth grade - The teacher allocation will be based on the following student to teacher ratio: 9<sup>th</sup> through 12<sup>th</sup> grades – 28 to 1. However, individual class-size may vary by grade level, dependent upon specific enrollment, space usage and council decisions. The current standard allocation supports a six-period instructional day. The allocation established provides each teacher a planning period. At some sites, Jefferson County Board of Education has also provided teacher staffing for student scheduling as follows: Trimester; AB Schedule; and 7-period schedule. The teachers added for these schedules are reflected later in this document. The allocations established also provides each teacher a planning period.

**II.**

**GENERAL DETAILS –**

- The initial staffing levels provided at the onset of the budget cycle in February preceding the budgetary year will be based upon the Jefferson County Board of Education standards. This precedes the March 1<sup>st</sup> statutory deadline. In the month of March, schools can then submit their requested changes of staff, based upon SBDM decisions, to Financial Planning and Management.
- There will be an August adjustment based upon changes in enrollment projections and this is before the statutory deadline of September 15<sup>th</sup>. The adjustments will be staffing and operational dollars. Calculations resulting in fractions of a teacher will be rounded up to the nearest 0.5 teacher, and this rounding is done for the grand total of the teacher number allocated for each school, not on a grade-by-grade level. For example, 19.2 optimal teachers will result in an allocation of 19.5 teachers for an elementary school, or 45.6 optimal number of teachers for a high school will result in an allocation of 46.0 teachers. A negative adjustment could be made on the number of teachers based upon an enrollment decrease, but the rounding will always be up to the nearest 0.5 teacher. Again, the rounding up is accomplished on the grand total of teachers for all grades, not on a grade-by-grade basis. The

exception is that Kindergarten is separately rounded upwards in order to allocate instructional assistants.

- A Safety Net exists for the benefit of schools in our staffing formula for the 5<sup>th</sup> Day projection. The Safety net does NOT impact the need for schools to hold on to any additional 0.5 teacher allocation provided in February. This is imperative: Our strong recommendation is that schools do not sell an additional 0.5 position in the month of February. These allocations are NOT windfalls at the onset of the budget cycle. This fact has been proven over and over again in numerous specific situations.

The Safety Net is not equal to a savings in funds but a specific 1.0 teacher if the school has sustained a net decrease of 1.0 teacher or more in the month of August at the 5<sup>th</sup> day adjustment. So, it is a safety net on a loss of a 1.0 teacher allocation. Again, if the 5<sup>th</sup> Day adjustment results in a cumulative net decrease of classroom teachers of 1.0 or more, not including decreases in itinerant, then a school will be protected by a 1.0 teacher safety net. There is no other safety net. The safety net does not apply if there was no net decrease in classroom teachers at the fifth day adjustment. For elementary schools, the Kindergarten and grades 1 -5 August adjustments will be added together to determine if the school is eligible for a safety net.

The safety net is on lost teacher allocation on the 5<sup>th</sup> student day. If there was no loss of classroom teachers in August, then the Safety Net does not pertain. It is imperative that schools understand the implications to this, and study examples provided by my department in order to insure familiarity with the details of the Safety Net.

SAFETY NET, in summary:

- Pertains to potential loss of staff in August only
- 1.0 teacher only
- No Instructional Assistant provision
- No Section 6 provision
- No Itinerant Teacher provision

**III. STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF –  
ELEMENTARY SCHOOLS**

**STANDARD ALLOCATION DETAILS  
FY 2020-2021**

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 to 250</b>	
Elementary School Principal (220 days)	1
Elementary School Counselor (195 days)	0.5
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	1.0
School Secretary I (8 hours/220 days)	0.5
School Bookkeeper I (8 hours/205 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
School Clerk (8 hours/187 days)	1
<b>Additional Positions for Projected Enrollment 251 - 659</b>	
Assistant Principal (215 days)	1
Elementary School Counselor (195 days)	0.5 (1.0 total)
Library Clerk .5 (3.5 hours/177 days)	0.5
School Secretary I (8 hours/220 days)	0.5 (1.0 total)
School Bookkeeper I (8 hours/205 days)	0.5 (1.0 total)
Lunchroom/Office Assistant (6.5 hours/182 days)	1
Instructional Assistant (6.5 hours/187 days)	1
<b>Additional Positions for Projected Enrollment - 660 – up</b>	
One additional counselor position	1 (2.0 total)
Clerk – school library media center	0.5 (1.0 total)

**IV. STANDARD ALLOCATIONS FOR NON-CLASSROOM STAFF –  
MIDDLE SCHOOLS**

**STANDARD ALLOCATION DETAILS  
FY 2020-2021**

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 to 250</b>	
Middle School Principal (220 days)	1
Middle School Counselor (215 days)	0.5
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	1.0
School Secretary I (8 hours/220 days)	0.5
School Bookkeeper I (8 hours/215 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
School Clerk (8 hours/187 days)	1
<b>Additional Positions for Projected Enrollment 251 - 400</b>	
Middle School Assistant Principal (215 days)	1
Middle School Counselor (215 days)	0.5 (1.0 total)
School Secretary I (8 hours/220 days)	0.5 (1.0 total)
School Bookkeeper I (8 hours/215 days)	0.5 (1.0 total)
<b>Additional Positions for Projected Enrollment 401 - 699</b>	
Middle School Assistant Principal (215 days) *	1 (2 total)
Middle School Counselor (215 days)	1 (2 total)
Library Clerk (6.5 hrs/185 days)	1
Records Clerk (8 hours / 187 days)	1
<b>Additional Positions for Projected Enrollment 700 – 899</b>	
Middle School Assistant Principal 215 days	1 (3 total)
<b>Additional Positions for Projected enrollment - 900 – 1099</b>	
Middle School Counselor 215 days	0.5 (2.5 total)
School Clerk 8 hrs/187 days	1 (2.0 total)
<b>Additional Positions for Projected enrollment - 1100 – 1299</b>	
Middle School Counselor 215 days	1 (3.5 total)
<b>Additional Positions for Projected enrollment - 1300 – up</b>	
Middle School Assistant Principal 215 days	1 (4.0 total)

1.0 School Clerk 8 hrs/187 days

1 (3.0 total)

**V. STANDARD ALLOCATIONS FOR NON-CLASSROOM TEACHING STAFF –  
SECONDARY SCHOOLS**

**STANDARD ALLOCATION DETAILS  
PROPOSED FY'20-21**

<u>Positions</u>	<u>Staff Allocation</u>
<b>Projected Enrollment 0 - 300</b>	
Secondary School Principal (260 days)	1
Secondary School Assistant Principal (215 days)	0.5
Secondary School Counselor (215 days)	0.5
School Media Librarian (194 days) – (Only for schools with own stand-alone facility)	1.0
School Secretary II (8 hours/260 days)	0.5
School Bookkeeper II (8 hours/220 days) (School may elect to have 1.0 Secretary/Bookkeeper)	0.5
School Clerk (8 hours/190 days)	1
<b>Additional Positions for Projected Enrollment 301 – 450</b>	
Secondary School Counselor (215 days)	0.5 (1.0 total)
Secondary School Assistant Principal (215 days)	0.5 (1.0 total)
School Clerk (6.5 hours/185 days)	1
<b>Additional Positions for Projected Enrollment 451 – 899</b>	
Secondary School Assistant Principal (215 days)	1 (2.0 total)
Secondary School Counselor (215 days)	1 (2.0 total)
School Librarian (187 days)	1
School Secretary II (8 hours/260 days)	0.5 (1.0 total)
School Bookkeeper II (8 hours/220 days)	0.5 (1.0 total)
Secondary School Records Clerk (8 hours/215 days)	1
Secondary School Order/Receiving Clerk (8 hours/215 days)	1
Secondary School Attendance Clerk (8 hours/195 days)	1
School Clerk (6.5 hours/185 days)	1 (2 total)

**VI. STANDARD ALLOCATIONS FOR NON-CLASSROOM TEACHING STAFF –  
SECONDARY SCHOOLS (continued)**

<b>Additional Positions for Projected enrollment - 900 – 1249</b> Secondary School Counselor 215 days	1 (3 total)
<b>Additional Positions for Projected enrollment - 1250 – 1499</b> Secondary School Assistant Principals 215 days	1 (3 total)
<b>Additional Positions for Projected enrollment - 1500 – 1799</b> Secondary School Counselor 215 days	1 (4 total)
<b>Additional Positions for Projected enrollment - 1800 – 1999</b> Secondary School Assistant Principals 215 days	1 (4 total)

MUSIC TEACHERS  
(as of 11-22-2019)

	BAND	ORCHESTRA
ATKINSON E.S.	0.110	0.125
AUBURNDALE E.S.	0.050	0.125
AUDUBON TRAD. E.S.	0.250	0.130
BATES E.S.	0.130	0.167
BLAKE E.S.	0.166	0.125
BLOOM E.S.	0.250	0.200
BLUE LICK E.S.	0.085	0.150
BOWEN E.S.	0.200	0.200
BRANDEIS E.S.	0.125	0.200
BRECKINRIDGE/FRANKLIN E.S.	0.250	0.100
BYCK E.S.	0.110	0.125
CAMP TAYLOR E.S.	0.250	0.130
CANE RUN E.S.	0.050	0.125
CARTER TRAD E.S.	0.125	0.166
CHANCEY E.S.	0.140	0.125
CHENOWETH E.S.	0.117	0.130
COCHRAN E.S.	0.250	0.125
COCHRANE E.S.	0.167	0.166
COLERIDGE/TAYLOR E.S.	0.086	0.140
CORAL RIDGE E.S.	0.110	0.225
CRUMS LANE E.S.	0.200	0.125
DIXIE E.S.	0.120	0.000
DUNN E.S.	0.100	0.130
EISENHOWER E.S.	0.166	0.167
ENGELHARD E.S.	0.086	0.130
FAIRDALE E.S.	0.120	0.100
FARMER E.S.	0.130	0.166
FERN CREEK E.S.	0.000	0.125
FIELD E.S.	0.117	0.250
FOSTER E.S.	0.125	0.000
FRAYSER E.S.	0.000	0.000
GILMORE LANE E.S.	0.000	0.000
GOLDSMITH E.S.	0.150	0.125
GREATHOUSE/SHRYOCK TRAD	0.167	0.200
GREENWOOD E.S.	0.167	0.167
GUTERMUTH E.S.	0.110	0.125
HARTSTERN E.S.	0.116	0.140
HAWTHORNE E.S.	0.350	0.125
HAZELWOOD E.S.	0.166	0.160
HITE E.S.	0.150	0.250
INDIAN TRAIL E.S.	0.120	0.130

MUSIC TEACHERS (as of 11-22-2019)	BAND	ORCHESTRA
JACOB E.S.	0.120	0.167
JEFFERSONTOWN E.S.	0.117	0.167
JOHNSONTOWN RD E.S.	0.086	0.160
KENNEDY, ALEX R. E.S.	0.000	0.000
KENNEDY J F E.S.	0.085	0.100
KENWOOD E.S.	0.085	0.125
KERRICK E.S.	0.200	0.000
KING E.S.	0.125	0.125
KLONDIKE E.S.	0.150	0.125
LAUKHUF E.S.	0.167	0.150
LAYNE E.S.	0.080	0.160
LINCOLN E.S.	0.400	0.400
LOWE E.S.	0.140	0.375
LUHR E.S.	0.117	0.100
MAUPIN E.S.	0.110	0.100
MC FERRAN E.S.	0.120	0.125
MEDORA E.S.	0.110	0.160
MIDDLETOWN E.S.	0.150	0.200
MILL CREEK E.S.	0.110	0.100
MINORS LANE E.S.	0.080	0.100
NORTON E.S.	0.340	0.250
NORTON COMMONS	0.200	0.200
OKOLONA E.S.	0.167	0.000
PORTLAND E.S.	0.110	0.125
PRICE E.S.	0.140	0.125
RANGELAND E.S.	0.140	0.125
ROOSEVELT/PERRY E.S.	0.110	0.100
RUTHERFORD E.S.	0.110	0.125
SANDERS E.S.	0.110	0.000
SCHAFFNER TRAD E.S.	0.120	0.100
SEMPLE E.S.	0.110	0.125
SHACKLETTE E.S.	0.110	0.000
SHELBY E.S.	0.250	0.200
SLAUGHTER E.S.	0.120	0.125
SMYRNA E.S.	0.116	0.167
ST MATTHEWS E.S.	0.100	0.200
STONESTREET E.S.	0.110	0.160
STOPHER E.S.	0.150	0.125
TRUNNELL E.S.	0.080	0.166
TULLY E.S.	0.150	0.200
WATSON LANE E.S.	0.110	0.100

MUSIC TEACHERS (as of 11-22-2019)	BAND	ORCHESTRA
WATTERSON E.S.	0.086	0.167
WELLINGTON E.S.	0.110	0.125
WHEATLEY E.S.	0.086	0.125
WHEELER E.S.	0.140	0.167
WILDER E.S.	0.150	0.140
WILKERSON E.S.	0.167	0.000
WILT E.S.	0.000	0.000
YOUNG E.S.	0.080	0.125
ZACHARY TAYLOR E.S.	0.150	0.200

MUSIC TEACHERS  
(as of 11-22-2019)

	BAND	ORCHESTRA	CHORAL
BARRET TRAD M.S.	0.00	1.00	0.00
CARRITHERS M.S.	0.15	0.60	0.00
CONWAY M.S.	0.00	0.50	0.00
CROSBY M.S.	0.15	0.60	0.00
FARNSLEY M.S.	0.00	0.50	0.00
FROST M.S.	0.00	0.50	0.00
HIGHLAND M.S.	0.00	0.60	0.00
JEFF CO TRAD M.S.	0.00	0.60	0.00
JOHNSON TRAD M.S.	0.00	0.50	0.00
KAMMERER M.S.	0.20	0.50	0.00
KNIGHT M.S.	0.00	0.50	0.00
LASSITER M.S.	0.00	0.50	0.00
MEYZEEK M.S.	0.00	0.60	0.00
NEWBURG M.S.	0.00	1.00	0.00
NOE M.S.	0.00	0.50	0.00
OLMSTED NORTH	0.10	0.50	0.00
OLMSTED SOUTH	0.10	1.00	0.00
RAMSEY M.S.	0.00	0.50	0.00
STUART M.S.	0.50	0.80	1.00
THOS JEFFERSON M.S.	0.00	0.50	0.00
WESTERN M.S.	0.00	0.00	0.00
WESTPORT M.S.	0.00	0.60	0.00

MUSIC TEACHERS  
(as of 11-22-2019)

	BAND	ORCHESTRA	CHORAL
ATHERTON H.S.	0.0	0.5	0.0
BALLARD H.S.	0.0	0.6	0.0
BUTLER TRAD H.S.	0.0	0.5	0.0
CENTRAL H.S.	0.0	0.5	0.0
DOSS H.S.	0.0	0.6	0.0
EASTERN H.S.	0.2	0.5	0.0
FAIRDALE H.S.	0.0	0.5	0.0
FERN CREEK H.S.	0.0	0.5	0.0
IROQUOIS H.S.	0.0	0.2	0.0
JEFFERSONTOWN H.S.	0.0	0.5	0.0
MALE TRAD H.S.	0.0	0.6	0.0
MANUAL H.S.	0.5	0.0	0.0
MOORE TRAD.	0.0	1.0	0.5
PLEASURE RIDGE PK H.S.	0.0	0.5	0.0
SENECA H.S.	0.0	0.5	0.0
SHAWNEE H.S.	1.0	0.0	0.0
SOUTHERN H.S.	0.0	0.2	0.0
VALLEY H.S.	0.5	0.4	0.5
WAGGENER TRAD H.S.	0.0	0.4	0.0
WESTERN H.S.	0.0	0.0	0.0

OTHER TEACHERS ADDED

OTHER TEACHERS MIDDLE SCHOOL

(as of 11-22-2019)	<u>Transition Center</u>	<u>Board Paid</u>	<u>ISAP</u>	<u>Montessori</u>
BARRET TRAD M.S.	1.0	0.4	0.5	0.0
CARRITHERS M.S.	1.0	0.0	0.5	0.0
CONWAY M.S.	1.0	0.0	0.5	0.0
CROSBY M.S.	1.0	0.0	0.5	0.0
FARNSLEY M.S.	1.0	0.0	0.5	0.0
FROST M.S.	1.0	5.0	0.5	0.0
HIGHLAND M.S.	1.0	2.6	0.5	0.0
JEFF CO TRAD M.S.	1.0	0.0	0.5	0.0
JOHNSON TRAD M.S.	1.0	0.0	0.5	0.0
KAMMERER M.S.	0.0	0.0	0.5	0.0
KNIGHT M.S.	1.0	2.0	0.5	0.0
LASSITER M.S.	1.0	0.5	0.5	0.0
MEYZEEK M.S.	0.0	1.0	0.5	0.0
NEWBURG M.S.	1.0	0.0	0.5	0.0
NOE M.S.	1.0	0.0	0.5	0.0
OLMSTED NORTH	1.0	9.0	0.5	0.0
OLMSTED SOUTH	1.0	11.5	0.5	0.0
RAMSEY M.S.	1.0	0.0	0.5	0.0
STUART M.S.	1.0	6.5	0.5	0.0
THOS JEFFERSON M.S.	1.0	7.0	0.5	0.0
WESTERN M.S.	1.0	8.0	0.5	0.0
WESTPORT M.S.	0.0	0.0	0.5	6.0

OTHER TEACHERS HIGH SCHOOL  
(as of 11-22-2019)

	Transition <u>Center</u>	Board <u>Paid</u>	<u>ISAP</u>
ATHERTON H.S.	1.0	4.0	0.5
BALLARD H.S.	1.0	3.5	0.5
BUTLER TRAD H.S.	1.0	5.5	0.5
CENTRAL H.S.	1.0	4.5	0.5
DOSS H.S.	1.0	3.0	0.5
EASTERN H.S.	1.0	4.0	0.5
FAIRDALE H.S.	1.0	3.0	0.5
FERN CREEK H.S.	1.0	4.5	0.5
IROQUOIS H.S.	1.0	2.0	0.5
JEFFERSONTOWN H.S.	1.0	2.0	0.5
MALE TRAD H.S.	1.0	3.5	0.5
MANUAL H.S.	1.0	4.5	0.5
MOORE TRAD.	2.0	7.0	0.5
PLEASURE RIDGE PK H.S.	1.0	5.0	0.5
SENECA H.S.	1.0	5.5	0.5
SHAWNEE H.S.	1.0	6.1	0.5
SOUTHERN H.S.	1.0	2.5	0.5
VALLEY H.S.	1.0	7.4	0.5
WAGGENER TRAD H.S.	1.0	2.0	0.5
WESTERN H.S.	1.0	1.5	0.5

## VII. OPERATIONAL SUPPLIES – (SECTION 6 FUNDING)

For FY 2019-20, Jefferson County Public Schools will allocate to each council a per-pupil amount based on prior year ADA or new-year enrollment projection, whichever is greater. For FY 2020-21, the per-pupil amount for all schools will be established once the Base SEEK amount is established in the state's biennial budget. This pertains to 702 KAR 3:246, Section 6, Item 1. Specifically: "School councils shall receive a minimum allocation of three and one-half (3 ½) percent of the statewide guaranteed base funding level for Support Education Excellence in Kentucky (SEEK) based on prior year final average daily attendance." For FY 2018-19 and FY 20219-20, the Base SEEK was \$4,000 for each year, and so the section 6 per pupil was \$140. The initial allocation will be based upon enrollment projections (ADA data would not yet be available in January). District will also adjust this allocation in August based on new enrollment projections provided by Demographics. In this manner, each school is guaranteed to receive this allocation on the greater of the prior year average daily attendance OR the enrollment projections provided to Finance.

## VIII. NON-INSTRUCTIONAL OPERATIONAL CODES – (SECTION 6 – ITEM 3)

The District will continue to analyze the adequacy of the non-instructional operational codes which are a requirement of 702 KAR 3:246, Section 6, Item 3. Specifically: "*Allocations for operating expenses, including utilities, or for health and safety requirements of schools shall not be included in the allocations required by Sections 4, 5, 6, or 8 of this administrative regulation or this section. If funds are given to a school for these purposes, the funds shall be distributed in a separate fashion.*" This regulation is fulfilled by the Jefferson County Board of Education in the following non-flex code: XXX19779 0610 900XA (Office Supplies). Custodial and building supplies are not decentralized and are covered by the division of Operations, and the department of Property Management and Maintenance.

## IX. FEE WAIVER

At-risk **Fee Waiver** will be allocated directly into a specific code identified for the school and for the SBDM council. The code is XXX1022 0675 900XA.

## X. DISTRIBUTION OF THE BALANCE - 702 KAR 3:246 SECTION 7

For JCPS, Section 7 for 2019-20 will be distributed in accordance with the regulation alternative in subsection C that states the following: "For specific instructional purposes based on student needs identified by the board from desegregated data. Money provided under this paragraph shall only be used by the council to address only the identified needs." More specifically, Section 7 will be the following in JCPS:

- Support of a Mental Health Practitioner at all schools;
- Assistance from an Academic Instructional Coach;
- Additional support of an ECE Implementation Coach to facilitate ARC meetings and processes pertaining to IEPs;
- Backpack League, a summer learning program for many schools.

Those schools identified by the Kentucky Department of Education as Comprehensive School Improvement (CSI) or Targeted School Improvement (TSI) shall receive additional support as well. The CSI and TSI schools identified jointly in JCPS as Accelerated Improvement Schools (AIS). The additional support for these needy schools includes additional resources to be directed by council, five special professional development days, and stipends to retain quality certified instructional staff.