



BULLITT COUNTY STAFFING PLAN
MIDDLE SCHOOL GUIDELINES
2021-2022

Teachers	_____
Clerical	_____
Special Ed.	_____
Other	_____

_____ Date _____

SCHOOL _____ PRINCIPAL _____

Positions created with the implementation of this staffing plan guide are subject to KRS personnel statutes, KAR personnel regulations, board approval, and available funding. Superintendent may grant additional positions or hours in extraordinary situations.

CERTIFIED STAFF

Certified Staffing Plan is designed to:

1. Meet statutory class size caps based on projected student enrollment minus all state enrollment deductions.
2. Meet all other certified staff positions generated by district programs approved annually by the board excluding categorical program positions.
3. Staff special education, preschool, and other categorical programs based on the number of eligible pupils in the school.

MIDDLE SCHOOL

- A. Total school enrollment _____
- B. # Students in 6th grade _____
- C. # Students in 7th and 8th grade _____
- D. Total square feet in building _____

Middle schools shall be staffed according to the following formula. The sixth-grade enrollment will be adjusted downward by six (6) students on fifth month enrollment to account for staffing the special program titled Discovery School. These numbers will be revisited and revised upward if needed no later than June 10, 2021.

- a. Multiply the 6th grade enrollment by 6, with 6 representing the number of periods in the school day (example: 150 students multiplied by 6 = 900).

6th Grade Enrollment # (B) _____ X 6 = _____

- b. Divide the number by 28, with 28 representing 1 student under statutory class size (example 900 divided by 28 = 32.14).

Answer from a. _____ / 28 = _____

- c. Divide the above number by 5, with 5 representing the number of classes that a teacher teaches during the day to find the number of positions allocated (example: 32.14 divided by 5 = 6.43).

Answer from b. _____ / 5 = _____ # Positions _____

- d. Multiply the 7th and 8th grade enrollment by 6, with 6 representing the number of periods in the school day (example: 150 students multiplied by 6 = 900).

7th and 8th Grade Enrollment # (C) _____ X 6 = _____

- e. Divide the number 28, with 28 representing 3 students under statutory class size (example: 900 divided by 28 = 32.14).

Answer from d. _____ / 28 = _____

- f. Divide the above number by 5, with 5 representing the number of classes that a teacher teaches during the day to find the number of positions allocated (example: 32.14 divided by 5 = 6.43).

Answer from e. _____ / 5 = _____ # Positions _____

Total middle school teaching staff (c + f), rounded to the nearest whole teacher plus one unified arts teacher for Discovery School = _____

No additional staffing for art, vocal music, band or industrial arts. They are included in the formula for class size caps.

The following certified staff positions shall be allocated in addition to the teaching positions. They are allocated on actual enrollment (A). Positions are based upon the fifth month enrollment of the previous school year with no subsequent changes as a result of enrollment variations during the school year.

Principal: One - 240 day position for each school.

Assistant Principal: One - 210 day position for schools up to 400 students. One position shall be allocated for each additional 400 students.

1 assistant principal for up to 799 students
2 assistant principals for 800-1199 students

Counselor: One - 210 day position for schools up to 400 students. One position shall be allocated for each additional 400 students.

1 counselor for up to 799 students
2 counselors for 800-1199 students

Librarian: One - 195 day position for schools with up to 800 students. One - 187 day Library Assistant position shall be allocated for each 200 students above 800 students.

1 librarian for up to 800 students
1 librarian and 1 library assistant for 801-1000 students

No changes in certified staff, other than teaching staff (KRS 157.360(4) and 702 KAR 3:190 shall be made during the school year. All staff, other than teachers, shall be based on fifth month enrollment of the preceding year.

****Special consideration may be given to state-identified schools.***

CLASSIFIED STAFF

Classified Staffing Plan is designed to meet all school based positions approved annually by the Board in non-categorical programs. The following staffing allocation formulas will apply:

Secretarial/Clerical

Middle/Elementary Secretary: One - 205 days x 7.5 hour position = 1,537.5 hours/year

Clerical: See schedule below for amount of clerical hours based upon projected school enrollment. Regardless of enrollment, a minimum of 6 clerical hours will be granted to all schools. Clerical hours per day may be distributed as needed. Clerical hours may be adjusted by September 15 if enrollment dictates additional needs.

Elementary and Middle Schools		High Schools	
<u>Enrollment</u>	<u>Hours</u>	<u>Enrollment</u>	<u>Hours</u>
Less than 200	6	0-1099	25
201-400	7	1100-1149	27
401-425	8	1150-1199	29
426-450	9	1200-1249	31
451-475	10	1250-1299	33
476-500	11	1300-1349	35
501-525	12	1350-1399	37
526-550	13	1400-1449	39
551-575	14	1450-1499	41
576-600	15		
601-625	16		
626-650	17		
651-700	18		
701-725	19		
726-750	20		
751-775	21		
776-800	22		

Custodians/Sweepers

Day Custodian: One - 261 days x 8 hour position for each school

Sweeper: Total building square footage divided by 5,975 = sweepers hours/day.

Employed for 178 days (if full time). Sweeper hours per day may be distributed at the school as needed.

$$\frac{\text{Building Square Footage}}{5,975} = \text{Sweeper Hours/Day}$$

(Round up to the next quarter-hour.)

Lunchroom Monitor: Middle schools shall be staffed at 1 monitor for the entire lunch period and paid by school food service for 170 days per year.

ISAP Tutor: Each middle school shall be staffed with one ISAP tutor for 6.5 hours per day when school is in session plus two extended days.

Volunteer Coordinator: Each middle school will have a volunteer coordinator for 3 hours per day when school is in session.

Data Managers: Each middle school will be staffed with one data manager for 6 hours per day when school is in session plus 2 extended days.

Instructional Tutors: Each middle school will be staffed with one instructional tutor for six hours per day when school is in session plus 2 extended days.

Discovery School Instructional Tutors: Discovery School will have two instructional tutors for 6.5 hours per day when school is in session plus two extended days.

***During redistricting and the opening of new schools, the Board has the option of using projected student enrollment numbers for all affected schools to determine the number of positions for both classified and certified staff in all job categories. As is required by regulation, adjustments to staffing numbers shall be made on September 15th. If there is a delay in the opening of any school past September 15th, staff adjustments shall be made one month following the opening date of the new school.