

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## SCHOOL COUNCIL STAFFING ALLOCATION GUIDELINES

5039

References: 702 KAR 3:246; KRS 157.360

### 5039.01 CERTIFIED STAFF

#### I. Resources for Regular Teaching Staff shall be allocated as follows:

1. The maximum class size for each level shall be as follows:
  - a. Primary (K-3): 24
  - b. Grade 4: 28
  - c. Grades 5-6: 29
  - d. Grades 7-12: 31 (or maximum 150 pupil hours; excluding PE and music)
  - e. Kindergarten aides shall be provided for each twenty-four (24) full time equivalent kindergarten students enrolled.
2. The formula for allocating certified staff among schools divides the projected average daily attendance at each level by the most recent student-to-teacher ratios for elementary, middle, and high schools adopted by the Board of Education.
3. Teachers who provide district wide services who are grant funded, and special education teachers are budgeted as itinerant and categorical and are not in this allocation.
4. Each school may be allocated a discretionary allocation which may be used for additional staff, at the discretion of the school council. Availability of discretionary funds shall be determined on an annual basis utilizing an equitable formula based on supplemental funds available to the board.
5. The Board of Education shall provide notice to school councils of a tentative allocation by March 1 and notice of an updated allocation by May 1 of each year for the funds and positions identified for the next budget year in accordance with this administrative regulation.

#### II. Resources for Classified Support Staff and school-based administrators are as follows:

##### A. Certified Staff

1. Principal – One (1) per school for 240 days
2. Assistant/Associate Principal
  - a. Elementary School – One Assistant Principal (1) per school for 187 days
  - b. Middle School – One (1) Associate Principal per school for 240 days, One (1) Assistant Principal per school for 220 days
  - c. High School – One (1) Associate per school for 240 days, One (1) Assistant Principal per school for 220 days, One (1) Athletic Director per school for 240 days
3. Guidance Counselor
  - a. High School – Three (3) per school for 206 days (1 is Director of Guidance @ 226 days)
  - b. Middle School – Two (2) per school for 206 days
  - c. Elementary School – One (1) per school for 206 days
4. Extra Administrative Staffing
  - a. Elementary Schools – One (1) Assistant Principal or Counselor when enrollment reaches 700 students
  - b. Middle Schools – One (1) Assistant Principal or Counselor when enrollment reaches 900 students
  - c. High School - One (1) Assistant Principal or Counselor when enrollment reaches 1500 students
5. Media Specialist (librarian)
  - a. High School – One (1) per school for 202 days
  - b. Middle School – One (1) per school for 202 days
  - c. Elementary School – One (1) per school for 202 days

##### B. Classified Staff

1. Office Manager
  - a. High School – One (1) per school for 260 days
  - b. Middle School – One (1) per school for 260 days
  - c. Elementary School – One (1) per school for 260 days

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2. Bookkeeper
  - a. High School – One (1) per school for 220 days
  - b. Middle School – One (1) per school for 220 days
  - c. Elementary School – One (1) per school for 205 days
3. Library/Media Clerk
  - a. High School – One (1) per school for 185 days
  - b. Middle School – One (1) per school for 185 days
4. Office Support Staff
  - a. High School – One (1) of each position unless otherwise noted below
    1. Receptionist, per school for 185 days
    2. Attendance Secretary per school for 185 days
    3. Guidance Secretary per school for 260 days (240 currently)
    4. Aide position –Two (2) per school for 185 days
  - b. Middle School – One (1) of each position unless otherwise noted below
    1. Receptionist per school for 185 days
    2. Attendance Clerk per school for 185 days
    3. Guidance Secretary per school for 208 days
    4. Aide position –Two (2) per school for 185 days
  - c. Elementary School – One (1) of each position unless otherwise noted below
    1. Receptionist per school for 185 days
5. Classroom Aide (By formula in Budget) per 185 days
6. Custodial Supervisor
  - a. High School – One (1) per school for 260 days
  - b. Middle School – One (1) per school for 260 days
  - c. Elementary School – One (1) per school for 260 days
  - d. Districtwide Plant Operators – Two (2) for 260 days

**III. Custodians**

School custodians are allocated at (1) position per 20,000 sf of building area per KDE "School Facilities Best Practices" guidelines.

SCHOOL	TOTAL STAFF	ALLOCATION BREAKDOWN				
		Plant Operator	Custodian Day Shift	Custodian Night Shift	Cafeteria Monitor /Swing Shift Custodian	Student Staff Worker
North Oldham High School	9	1	3(a)	3(a)	1	1
Oldham County High School	11	1	4(a)	4(a)	1	1
South Oldham High School	7	1	2	2	1	1
East Oldham Middle School	4	1	1	1	1	(b)
North Oldham Middle School	4	1	1	1	1	(b)
Oldham County Middle School	4	1	1	1	1	(b)
South Oldham Middle School	4	1	1	1	1	(b)
Buckner Elementary	3	1	1	1	1(c)	
Camden Station Elementary	3	1	1	1	1(c)	
Centerfield Elementary	3	1	1	1	1(c)	
Crestwood Elementary	4	1	1	1	1(c)	
Goshen Elementary	3	1	1	1	1(c)	
Harmony Elementary	3	1	1	1	1(c)	
Kenwood Station Elementary	3	1	1	1	1(c)	
La Grange Elementary	3	1	1	1	1(c)	
Locust Grove Elementary	4	1	1	1	1(c)	

Adopted

Oldham County Board of Education

June 24, 1996

*Revised: May 11, 1998, June 22, 1998, April 19, 1999, February 21, 2000, May 21, 2001, March 24, 2003, June 30, 2008, July 27, 2009, May 23, 2011, March 26, 2012, March 24, 2014, May 18, 2015, February 27, 2017, March 20, 2017, September 24, 2018, May 20, 2019, May 26, 2021*

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Oldham County Preschool	<b>1</b>	1			1(a)	
Arvin Education Center	<b>3</b>	1	1	1		
Oldham County Schools Arts Center	<b>2</b>	1	1	(b)		
Buckner Alternative High School	<b>1</b>	1		1(a)		
<i>*figures updated April 1, 2021</i>						

- a) Allocation includes (1) 185-day position – this is an 8-hour per day shift
- b) Not included in allocation but recommended if necessity and funding support position.
- c) Allocation is for (1) 185-day position not to exceed (4) hours per day.