

STAFFING ALLOWANCES FOR SCHOOLS

- I. The assignment of secondary principals, support staff, and school police to new schools may become effective up to one year in advance of the regular reporting date.
- II. The assignment of elementary principals and support staff to new schools may become effective up to one semester in advance of the regular reporting date.
- III. Staff will be allocated in accordance with established ratios and formulas, as specified in the budget document approved by the Board of School Trustees or as required in a negotiated agreement. Allowances for additional staff shall be within the financial limitations of the district and shall be provided for in the budget approved by the board.

A. Small Schools

1. The superintendent may allocate additional staff to ensure equal opportunities to students attending small schools, schools in isolated areas, or schools with unusual identified needs.
2. The Human Resources Division and appropriate administrators in other divisions shall annually review the needs of small schools, isolated schools, and other schools with unusual identified needs to make provisions for staff needed in addition to the allocation earned by the approved student-teacher ratio.

B. New Junior High/Middle Schools and Senior High Schools

Staffing allowances for new junior high/middle schools and senior high schools will be as follows:

1. The assignment of a principal may become effective in advance of the regular reporting date and at a time to be determined by the superintendent.
2. The assignment of an assistant principal may become effective preceding the opening of school at a time to be determined by the superintendent.

3. Additional assistant principals earned by ratio may be assigned for a maximum of twenty (20) days prior to the regular reporting date for secondary assistant principals.
4. A maximum of ninety (90) days of non-administrative staff time may be assigned prior to the regular reporting date for counselors, librarians, and teachers.
5. One (1) school secretary shall be assigned when the principal is assigned.
6. Additional clerical time may be approved for a maximum of sixty (60) days for senior high schools and for a maximum of forty-five (45) days for junior high/middle schools.

C. New Elementary Schools

Staffing allowances for new elementary schools will be as follows:

1. The assignment of a principal may become effective in advance of the regular reporting date and at a time to be determined by the superintendent.
2. A maximum of sixty (60) days of non-administrative staff time may be assigned prior to the regular reporting date for librarians and teachers.
3. One (1) school secretary shall be assigned when the principal is assigned.
4. Additional clerical time may be approved as needed.
5. Assistant principals will report at the regular reporting date for eleven-month elementary assistant principals.

Review Responsibility: Human Resources Division
Adopted: [4134:6/72;10/78 4135/4423:6/64;8/74
4732:6/72;8/74;8/79 4733:6/64;6/72;8/74]
Revised: (10/22/81; 2/13/90; 10/26/93)
Pol Gov Rev: 6/28/01