

## Administrative Regulation

### ADMINISTRATION

#### School Resources—School Staffing Allocations

Allocations for the year will be adjusted in the fall to reflect actual enrollment on the fourth Friday of the school year and the discretionary allocation rate per pupil adopted by the Board of Trustees in conjunction with the adoption of the budget for the school year. In the event that a site has to form a class of new pupils after the fourth week, an adjustment will be made. Schools will be allocated basic staff as follows:

#### **Certificated Staff**

<b>Elementary School<sup>1</sup></b>	<b>Elementary School 650 students</b>	<b>Middle School</b>	<b>District Wide</b>
Principal 1 FTE	Principal 1 FTE	Principal 1 FTE	
		Assistant Principal 1 FTE	
		Counselor 1 FTE	Librarian 1 FTE
			Nurse 1 FTE

<sup>1</sup>Elementary schools with less than 400 pupils *may* be provided with either a full time or part-time Principal at the discretion of the Superintendent. Program needs will also be considered in these allocations.

#### **Classified Staff**

<b>Elementary School<sup>2</sup></b>	<b>Elementary School 650 students</b>	<b>Middle School</b>	<b>Middle School &gt; 1,000 students</b>	<b>District Wide</b>
School Secretary 1 FTE	School Secretary 1 FTE	School Secretary 1 FTE		Health Clerk .5 FTE
Media Tech .5 FTE (4 hrs)	Media Tech .625 FTE (5 hrs)	Media Tech .625 FTE (5 hrs)	Media Tech .75 FTE (6 hrs)	
School Clerk .5625 FTE (4.5 hrs)	School Clerk .6875 FTE (5.5 hrs)	Clerical Support 1.25 FTE (10 hrs)	Clerical Support 1.875 FTE (15 hrs)	

Elementary School <sup>2</sup>	Elementary School 650 students	Middle School	Middle School > 1,000 students	District Wide
Noon Duty 1:90 students	Noon Duty 1:90 students	Noon Duty 1:90 students	Noon Duty 1:90 students	
Custodian 1 FTE	Custodian 1 FTE	Custodian 2 FTE	Custodian 3 FTE	Custodian – (Ele) 7 FTE

<sup>2</sup>Elementary schools with less than 400 pupils *may* be staffed at reduced levels at the discretion of the Superintendent. Program needs will be considered in these allocations.

### **Discretionary Appropriations**

Preliminary allocations for discretionary appropriations will be made between January and February of each year. The preliminary allocation will be based on projected enrollment for the following school year. The allocation for the year will be adjusted in October to reflect actual enrollment on the fourth Friday of the school year. The discretionary allocation rate per pupil shall be adopted by the Board of Trustees in conjunction with the adoption of the budget for the ensuing school year.

Final determination of the use of any positive ending balance will be made at the discretion of the Superintendent.

Any expenditure exceeding the budgeted discretionary appropriations will be carried forward as a charge against the appropriation for the following year.

The discretionary appropriation budget shall be prepared by the school principal. Allocations shall be used to support and implement school improvement plans. Discretionary appropriations may be budgeted within the following accounts:

- 1150 Substitutes
- 4110 Books—General Purpose
- 4140 Books—State Approved
- 4310 Supplies—Classroom/Office Supplies
- 5830 Contracted Services
- 5220 Conference--Travel, Registration, etc
- 5600's Rentals, Leases, and Repairs
- 5700's Program/Interfund Charges (including Transportation)
- 5839 Admission Fees
- 6200's Building Improvement
- 6400's Equipment

Adopted: August 25, 1983

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