

2017 Regional Coordinator Trainings

Registration for the annual KDE SBDM Coordinator Training dates has ended. This year’s approach is different in that it allows you to participate from the comforts of your home, classroom or office. The March training webinar will include the following topics:

- Updated SBDM information for 2017
- KDE SBDM training module information and updates
- Program Review guidance
- Ex-officio membership information
- A legislative update

An additional requirement is that any first-time coordinators or trainers must attend a February webinar as well as a March session. February sessions are also available to any coordinator or trainer who has had a gap in service or would like a refresher. When in doubt, please contact your [SBDM consultant](#).

Your attendance and participation in the March webinar will also provide KDE SBDM trainer endorsement for the 2017 training year. We look forward to your participation. Once the date for your session draws near, [Natasha Napier](#) will send an invite via email that will provide entrance. You also will receive a copy of the PowerPoint and any attachments prior to the session for your reference.

Understanding KRS 157.360

When updating the staffing allocation formula, boards of education must adhere to guidelines in KRS 157.360.

Base funding levels include the following:

Base Funding Levels	
24:1	Primary Grades
28:1	Grade 4
29:1	Grades 5-6
31:1	Grades 7-12

An addition to these base levels is a requirement for secondary schools that includes a maximum of 150 per-pupil hours.

The two aforementioned components (*base funding and 150 per-pupil hours*) of staffing can cause confusion for school council members and others in the school community. Note that school councils are **not** bound by these maximum class size limits once the allocations are received by the school. School councils determine within the number of staff allocated the job classifications for each of the positions.

Primary school is defined in KRS 158.031 as being multi-aged groupings. To this effect, the allocation of staff for primary school is based on the total number of students included

in an enrollment from the time they enter school (i.e., kindergarten) to the time they exit (i.e., grade 3). Therefore, as a school district determines the staff for the primary grades at an elementary school, the school district will add the total number of students in the primary grades as a whole and then divide by a maximum of 24 (the number can be lower based on district choice in the allocation formula) to get the number of teacher positions. For elementary schools that have determined that they will

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have a graded primary program, this may mean that one grade may have more than 24 students per classroom teacher and another grade level may have less than 24 students per classroom teacher.

In the second case, when this statute was enacted, most secondary schools operated on a six-period day. Scheduling concepts such as alternative models and block schedules were not factored into legislation. Once the base-level funding language is added into the staffing allocation formula, class size loads for middle and secondary school classroom teachers cannot exceed the equivalent of 150 pupil hours per day. This means that each classroom teacher who is allocated to grades 7-12 cannot have more than 150 per-pupil hours. One hundred fifty per-pupil hours of instruction during a six-hour school day would yield a ratio of 25:1.

Staffing allocation dates and reminders

Tentative staffing allocations should be sent to school councils by March 1, with a final allocation date of May 1. If a district plans to revise its staffing formula for the 2017-18 school year, it will need to send its updated staffing allocation worksheet to KDE for approval. These updates can be emailed to [Natasha Napier](mailto:Natasha.Napier@kde.state.ky.us). A sample staffing allocation worksheet can be found [here](#). Please allow time for KDE to review the allocations prior to May 1.

SBDM Coordinator's Handbook

The SBDM Coordinator's Handbook was revised in July 2016 to reflect the amendments to KRS 160.345 and was recently updated to include the [Minority Election Flowchart](#), which was introduced at the SBDM Regional Trainings in 2016. The handbook can be accessed [here](#). KDE encourages you to review the electronically available handbook. It boasts better organization and includes an appendix as well.

Previously recorded informational webinars

Several informational webinars are available for viewing or listening on the SBDM webpage. Each webinar explores a particular SBDM related topic and includes commentary from SBDM consultants.

The following informational webinars are available [here](#) and include the following topics:

- SBDM Statute Breakdown
- Bylaws and Policies
- Roles and Responsibilities - Chairperson
- School Council and Board of Education
- School Council Elections

KDE recommends watching the webinars on Internet Explorer, and please remember to wait a few minutes for the video to load after you have clicked the link.

**Office of Next Generation
Schools and Districts**
Division of Consolidated Plans and Audits

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