Example Title I, Part A Supplement Not Supplant Methodology

Purpose

This document was created by the Kentucky Department of Education (KDE) as a companion to the Title I, Part A Supplement Not Supplant Information document. Please review the supplement, not supplant (SNS) methodology requirements outlined in the information document prior to developing your district's SNS methodology. The student/staff ratios included in this example document reflect the guidelines established in KRS 157.360 and 702 KAR 3:246 and a district may opt to set lower class size caps. Similarly, the base funding amounts listed are examples and do not reflect required amounts.

As explained in the information document, districts are not required to use a specific methodology to demonstrate compliance with supplement not supplant. This document is intended to serve as an example of a possible SNS methodology format that a district may use. For districts required to have an SNS methodology, KDE is requiring two components to demonstrate compliance:

1. A written narrative explaining how the district allocates all state and local funds to schools in a Title I-neutral manner.
2. Documentation that the process outlined in the narrative was followed when allocating state and local funds to all schools for the current school year.
   a. Evidence of the real calculations used to determine each school's allocation of state and local funds.
   b. Budget reports showing the total state and local funds allocated to each school align with the calculations.

The narrative and supporting documentation will be reviewed by KDE staff in the event the district is selected for Title I, Part A monitoring. When writing your narrative and saving documentation, remember that it may be reviewed by someone who may be unfamiliar with your district's practices (terminology and acronyms used, document style and format, etc.). Be sure that the narrative can be understood by an outside party and that the connection between the narrative and supporting documentation is clear.

This methodology is the process Apple County School District uses to ensure that all state and local funds are being distributed to Apple County Schools in a Title I-neutral manner in accordance with supplement not supplant (SNS) requirements. "Title I neutral manner" means that the amount of state and local funds distributed to a Title I school is not reduced based on that school's Title I status. All schools in Apple County receive the amount of state and local funds to which they are entitled, regardless of Title I status.

The Title I status of all Apple County schools for the current school year is documented below. An SNS methodology is required for all grade levels that have both Title I and non-Title I schools.

Table 1. Number of Title I and non-Title I schools by grade level in Apple County and whether SNS methodology is required

	# Title I	# Non-Title I	SNS Methodology Required (Y/N)
Elementary Schools	4	2	Y
Middle Schools	2	2	Y
High Schools	1	3	Y

Certified and Classified Staffing Allocations (Sections 4 and 5 Funding)

Positions created with the implementation of Apple County School Staffing Policy and Guidelines are subject to Kentucky Revised Statute (KRS) personnel statutes, Kentucky Administrative Regulation (KAR) personnel regulations, board approval and available funding.

The district uses the Apple County School Staffing Policy and Guidelines for elementary, middle and high schools to allocate principals, assistant principals, counselors, librarians, certified teachers and classified staff. All staffing plans are based on Dec. 1 *(Note: Dec. 1 is not a required date; the district may use another date of its choosing)* enrollment counts.

Schools will receive the base-level funding for each position based on student enrollment. Table 2 below shows the number of positions that schools at each level will receive. The number of schools at each level is reflected in Table 1 above.

Table 2. Staff allocations for elementary, middle and high schools in Apple County

Apple County School Staffing Guidelines

Position	Elementary Schools Ratio/Allocation	Ratio/Allocation for Middle Schools	Ratio/Allocation All High Schools
Principals	1	1	1
Assistant Principals	1	1	2
Guidance Counselors	1	1	1
Librarians	1	1	1
Teachers (K-3rd grade)	1/24 students	NA	NA
Teachers (4th-5th grade)	1/28 students	NA	NA
Teachers (6th grade)	NA	1/28 students	NA

Position	Elementary Schools Ratio/Allocation	Ratio/Allocation for Middle Schools	Ratio/Allocation All High Schools
Teachers (7th-8th grade)*	NA	1/31 students	NA
Teachers (9th-12th grade)*	NA	NA	1/31 students
Secretaries	2	2	3
Instructional Assistant (Kindergarten)	1/24 students	NA	NA
Instructional Assistant (non-Kindergarten)	1/3 teachers	1/6 teachers	NA

*Grades 7-12 have an additional requirement that includes a maximum of 150 per-pupil hours.

Table 3. Base funding amount for positions in Apple County, not including pay for extended days.

Apple County Base Funding Amounts

Position	Base Funding
Principal	$120,000
Assistant Principal	$95,000
Guidance Counselor	$65,000
Librarian	$65,000
Teacher	$65,000
Secretary	$25,000
Instructional Assistant	$20,000

Instructional Supply (Section 6 Funding)

The district receives a guaranteed base of $4,200 per student in Support Education Excellence in Kentucky (SEEK) funding from the state. The district then gives each school 3.5% of the $4,200 per pupil ($147 per student) based on estimated end-of-year Adjusted Daily Average Attendance (ADAA) to purchase instructional supplies.

Other (Section 7 Funding) *(Note: If the district has any Section 7 funds, be sure to include them in the methodology).*

Each school will receive the following:

- $200 per certified teacher for professional learning
- $15/student for classroom libraries (based on Dec. 1 student enrollment data)
- $3,000 for elementary schools; $5,000 for middle schools; $10,000 for high schools

Extended School Services (ESS): *(Note: Be sure to include all sources of state and local funding in the methodology, such as ESS and Kentucky Education Technology Systems (KETS) funds).*

Apple School District receives an ESS allocation (approximately $400,000-$450,000) from the state which is then allocated to schools by the following method:

Apple County retains approximately $100,000-$115,000 to provide additional academic services to students who are at-risk in reading and/or math. The remaining funds are then allocated to each

school based on second month average daily attendance (ADA) from the growth factor report. The per pupil amount is calculated by dividing the remaining monies by total ADA for the district. This per pupil amount changes based on allocation but is distributed equally across the district.

<u>**Supporting Documentation**</u>

Apple County will save documentation with real calculations each year showing that the SNS methodology was followed, and all schools received the appropriate amount of state and local funds. Documentation to be saved will include but is not limited to:

- Infinite Campus student enrollment reports used in staffing allocations.
- Adjusted Average Daily Attendance (ADAA) data.
- School-based Decision Making (SBDM) Staffing allocation worksheet for each school showing the breakdown of staffing allocation based on enrollment.
- Corresponding documentation calculating the amount of state and local funds to be provided to each school based on the SBDM staffing allocation document.
- Enterprise ERP budget reports showing the total amount of all state and local funds allocated to each school.

See the attachment for the actual calculations of allocations of state and local funds for the Apple County School District for the 20XX-XX school year.

Overview of State and Local Fund Allocation based on Staffing Allocation Worksheet

(Example supporting documentation of real calculations)

School Name: _____

Certified and Classified Staffing Allocation

Number of Students (based on Infinite Campus student enrollment reports from Dec. 1, 20XX)

Kindergarten	1st – 3rd grade	4th-5th grade	6th grade	7th-8th grade	9th-12th grade

Total student enrollment: _____

Staffing Allocation based on Dec. 1 enrollment (total positions multiplied by base funding amount for each position)

Position	Total Positions	Allocation Amount
Principals		
Assistant Principals		
Guidance Counselors		
Librarians		
Teachers		
College and Career Pathways Coach		
Instructional Technology Assistant		
Secretaries		
Instructional Assistant (Kindergarten)		
Instructional Assistant		

Total staffing allocation funding: _____

Instructional Supply Allocation

Estimated end-of-year ADAA	Per Pupil Amount	Total (ADAA x PPA)
	$147	

Other Allocation

Professional Learning: Number of certified teachers: _____ x $200 = _____
Classroom Libraries: Total student enrollment: _____ X $15 = _____
Amount based on grade span: _____

Total other allocation: _____

TOTAL STATE AND LOCAL FUND ALLOCATION: _____