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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GCK  
**Policy Title:** Staff Allocation  
**Cross Reference:** GCPA  
**Legal Reference:** *Education Act*  
**Adoption Date:** August 24, 1995  
**Amendment or Re-  
affirmation Date:** May 17, 2011

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL PROVIDE SUFFICIENT NUMBERS OF ADEQUATELY PREPARED EMPLOYEES TO FULLY MANAGE THE OPERATIONAL NEEDS OF APPROVED PROGRAMS IN EACH OF ITS SCHOOLS INSOFAR AS THE REASONABLE ALLOCATION OF FINANCIAL RESOURCES ALLOWS.

**REGULATIONS**

1. The Board shall, as part of its annual budget considerations, establish a budget for instructional and support personnel within the Division.
2. The Board shall delegate to the Superintendent of Schools the responsibility of determining the fair allocation of personnel resources for all approved educational programs in the Division within the restraints of the proposed budget.
3. The Superintendent shall, before the commencement of each school year, present to the Board for its approval, an outline of the allocations which shall include:
  - 3.1. the process or formula used to determine staffing;
  - 3.2. the names of each school with its actual numbers and FTE of staff, both professional and support;  
and
  - 3.3. the individual names of persons to be appointed.