



# Indiana Conference of Seventh-day Adventists K-12 Board Operating Policy

## Section 4000 Employment Policies

### 4005:01 Guidelines for Adding Additional Teachers

When planning for upcoming school years, local school boards should, if at all possible, request additional full-time conference-subsidized staff no later than January 31. Requests for additional staff will be reviewed by the Indiana Conference Administrative Council which will make recommendations to the local school board and the K-12 Board of Education. The following factors will be taken into consideration when evaluating a school board's request for additional staff:

- a. The care taken by the local school board to accurately project the coming year's enrollment.
- b. Projected student-teacher ratios. Typically, a school board should anticipate an enrollment of at least 7 students for one teacher, 20 students for two teachers, 34 students for three teachers and 48 students for four teachers.
- c. The percentage of the cost of the added staff that will be covered by added tuition income.
- d. The percentage of the cost of the added staff that will be covered by increased church subsidy.
- e. The percentage of the cost of the added staff that will be covered by added fundraising activities. (Fundraising projects should *not* be relied on for starting a school or adding a teacher.)
- f. The current and projected percentage of constituent churches' budgets that will be spent on subsidizing the school. Typically, churches should not plan to spend more than 50% of their budget subsidizing the school and supporting worthy students.
- g. The local availability of qualified teachers' aides.
- h. The physical size of classrooms at the school requesting additional staff.
- i. The availability of funds within the Indiana Conference budget to subsidize additional staff.