



6.07 Staffing Formula

6. Finance - Administrative Procedure Manual

Staff will be assigned in a fair and equitable manner in order to address identified student needs. A staffing formula will be used as the basis for the assignment of school-based staff.

The Division staffing formula is designed in order to provide:

- a base for equitable staffing allocations across the division
- a base for annual budget preparations
- a method of addressing projected changes in student enrolment
- a method of addressing student and program requirements

Administrative Procedure

- The projected enrolment for September of the following year will be calculated as accurately as possible for each school in the Division using the actual full-time equivalent enrolment figures from the previous September 30th plus a projection for Kindergarten (0.5 FTE each) enrolment, with consideration given to updated enrolment changes in the current year. These projections apply to the staffing formula to determine a base staff for each school.
- In the event that the application of the staffing formula results in an untenable situation in a division school, the Board of Trustees reserves the right to address the issue through additional staffing and/or other resources.
- Senior Administration will provide a report to the Board of the application of the staffing formula each year following the September 30th enrolment count to assess the accuracy of the formula.
- To avoid the likelihood of over-staffing, a holdback factor may be applied at the discretion of the Superintendent and/or Secretary-Treasurer.

Formula

Administrative Support

Public Schools:

Enrolment less than 36	0.25 FTE
Enrolment less than 61	0.35 FTE
Enrolment less than 100	0.50 FTE
Enrolment greater than 100	1.0 FTE

Colony Schools:

One Full-Time Administrator for all Colony Schools

Basic Regular Instruction (Teacher: Student Ratio)

Elementary Schools:

<u>Enrolment</u>	<u>Ratio</u>
56 – 100	1 : 14
100 – 199	1 : 15.5
200+	1 : 17
Colony Schools	1 : 18*

High Schools:

<u>Enrolment</u>	<u>Ratio</u>
Less than 200	1 : 15.0
200+	1 : 16.0
Colony Schools	1 : 21*

*Colony School ratios are reflective of the contracting of additional services such as Interactive Television Teachers, TMO and ISO courses. Colony School allocations are rounded up to the nearest 0.25 FTE with 1.0 FTE being the minimum, exclusive of Administrative and Resource allocations.

Small Schools Minimum Staffing Adjustment, for public schools with enrolment less than 56 FTE students:

<u>Enrolment</u>	<u>Professional Staff</u>
38 – 55	4.0 FTE inclusive of Administration and Resource
28 – 37	3.0 FTE inclusive of Administration and Resource
19 – 27	2.0 FTE not including Administration
1 – 18	1.0 FTE not including Administration

Professional Teaching, In Addition to Basic Regular Instruction

Resource Teaching

Each school receives a minimum resource teacher allotment based on the divisor of 150.

Elementary Reading Recovery / Literacy Calculation

Elementary Schools are allocated Reading Recovery and Early Years Literacy Support based on the Divisor of 500. The Superintendent may choose to assign this as itinerant support that will support more than one school and time at each school will be assigned based on current programming needs and overall projected enrolment allocations.

High School Guidance Teacher Support

In addition to the Basic Instructional Calculation, High Schools (excluding Colonies) are allocated Guidance Teacher Support based on the divisor of 500.

Technical Vocational Initiative / Learning To Age 18

High Schools are allocated a total support of 0.188 FTE for Technical Vocational Initiative Teacher Support between MacGregor Collegiate and William Morton Collegiate – prorated to projected enrolment levels.

Provincial Grant support in the area of Learning to Age 18 support is supplemented by additional Board staffing, to come to a total divisional assignment of 1.0 FTE Learning to Age 18 in the Division.

Junior High Home Ec. / Industrial Arts / Band Support / Art

High Schools shall be allocated support for Home Economics, Industrial Arts, Band and Art programs provided to partner Elementary Schools, based on the divisor of 500.

High School Skype & Student Directed Learning (SDL) Assignments

A staffing assignment of 0.5 FTE is to support both the Skype and SDL initiatives occurring in both schools. FTE allocation between schools will be prorated based on course enrolment and will be managed by both High School Principals upon consultation with the Superintendent.

Additional Professional Staffing Needs

The Superintendent may provide discretionary staffing in the amount of 0.50 FTE for the purposes of addressing untenable professional staffing situations, school programming needs and new initiatives. As well, additional staff may be allocated as a result of provincial grants or specific board decisions.

Student Services Clinical Support

The Division provides the following positions to support all schools under the direction of the full time Student Services Coordinator:

- 1.0 Speech Language Clinician
- 2.0 Social Work Clinician
- 0.75 Psychologist

Budgetary considerations are in place to allow for the contracting of additional services for necessary clinical services deemed by student needs.

School Support StaffSchool Administrative Assistant*Elementary Schools:**

0 – 100	5.0 hours per day
101 – 150	7.0 hours per day
151 – 200	7.0 hours per day
Over 200	8.0 hours per day

High Schools:

0 – 200	7.0 hours per day
Over 200	8.0 hours per day

*Colony Schools will receive School Administrative Assistant support reflective of the Elementary School formula, based on a collective FTE enrolment in all divisional colony schools.

Library Clerk Support*Elementary Schools:*

0 – 75	1.5 hours per day
76 – 150	3.5 hours per day
151 – 200	4.5 hours per day
Over 200	5.5 hours per day

High Schools:

0 – 200	5.0 hours per day
Over 200	6.0 hours per day

Support Worker Staff

Support Worker positions are assigned in the seven public schools based on the clinical services needs.

Educational Assistant (EA) Support

A divisional staffing formula is in place to assign all divisional schools EA support based on the needs identified using the Response to Intervention (RTI) Model and will include but not be limited to the following:

- Student Programming needs
- Clinical Supports and Services
- Duty-Free Noon Hour Supervision

School Custodial Assignment

Custodial assignments are derived from a divisional formula that considers teaching staff, student enrolment, instructional spaces, square footage and acreage.

This procedure is subject to review and change on an annual basis as an integral part of the Board's budget process.