

SCHOOL STAFFING POLICY

The purpose of the staffing policy is to provide procedures for assigning staff. The Division will apply this policy to establish the upcoming school year's staffing requirements for each school in the Division.

A. PROJECTING STUDENT COUNT FOR SEPTEMBER STAFFING:

1. For all schools, the projected enrolment will be the January enrolment minus the graduating class, plus kindergarten and enrolment from schools in Ward III.
2. The principal will submit to senior administration the projected enrolments, and Kindergarten registrations by January 31.
3. The Board will receive in writing, the staffing allocation for each school by the last Board meeting in February.
4. No later than June 15, the principal shall submit for approval, on the basis of the staff allocation, a written report to the superintendent on staff assignments and class sizes for all elementary grades. For Grade 9-12 the report shall include staff assignments, the schools course offerings, class sizes and any anticipated course changes.
5. Unless otherwise approved by the Board, schools shall be required to discontinue a program offering over a phase out period of 4 years with the first phase to begin with the elimination at Grade 9. For those programs which are not offered over a 4-year period (i.e. physics), the required phase out period shall be the number of years over which the program is usually offered.
6. If the enrolment in a grade greatly exceeds the projected enrolment in September, the principal may request additional staff, otherwise the staffing compliment will remain constant.

B. TEACHING STAFF RATIOS AND ALLOCATIONS:

Staff Re-Distribution: Principals may apply in writing to the Superintendent for a redistribution of allocated staff as determined by I, II, and III.

I. KINDERGARTEN (FTE) TO GRADE 4 :

1. In schools of 100 students or more, staffing will be based on a ratio of one (1) teacher per 17.75 students, rounded up to the nearest .25.
2. In schools of less than 100 students, staffing will be based on a ratio of one (1) teacher per 15.75 students, rounded up to the nearest .25.
3. Should kindergarten classes exceed 27 students in a school, an additional .5 teacher will be provided for kindergarten.

II. GRADES 5 TO 8:

1. In schools of 100 or more, staffing will be based on a ratio of one (1) teacher per 18.75 students,

rounded up to the nearest .25.

2. In schools of less than 100 students, staffing will be based on a ratio of one (1) teacher per 16.75 students, rounded to the nearest .25.

III. GRADES 9 TO 12:

1. In schools of 100 students or more, staffing will be based on a ratio of one (1) teacher per 20.5 students, rounded up to the nearest .25.
2. In schools of less than 100 students, staffing will be based on a ratio of one (1) teacher per 19.5 students, rounded up to the nearest .25.

IV. ADDITIONAL STAFF ALLOCATIONS:

1. The following staff categories are in addition to the staffing ratios:

- Band
- Resource Teachers
- Guidance Counsellors
- Career Technology Studies
- Principals' and Vice-Principals'
- Adult Education

C. BAND INSTRUCTION STAFF ALLOCATION

- I) Killarney and Boissevain Schools will be allocated the following Band positions:

1. Boissevain = 0.5
2. Killarney = .75

- II) General Conditions for Band Instruction:

1. Minimum number of students would be 10 to conduct a Band class for any school.
2. The final count date for enrolment in the Band program will be as to the last teaching day of January.
3. Students transferring after Grade 6 to Boissevain or Killarney School shall be eligible to enrol in Band, subject to appropriate tutoring provided at no cost to the Board.
4. If a parent/legal guardian, whose child attends Minto School, wishes to transport their Grade 6, Grade 7, or Grade 8 student(s) to the Band program in Boissevain, upon proof of expenses incurred, the parent(s)/legal guardian(s) will be reimbursed for travel costs up to \$800 per student to a maximum of \$8,000.

D. SECRETARIAL STAFF ALLOCATION

1. For K-Senior IV schools, secretarial help will be allowed as follows:

Number of Students	Allocation
101 – 300	1
301 – 400	1.5
401 – 500	1.75
501 – 700	2.0
701 – 1000	2.5

2. Administrative and Secretarial Help (Schools of 100 students or fewer)

Staff Supervised (teachers plus instructional assistants)	Administrative/Secretarial Days
0-3	32
4-6	40
7-9	45

The dollar allocations placed in each school’s administrative/secretarial relief time budget will be based on the number of days allocated times the cost of a teacher’s substitute (Class IV). This will be an annual allocation.

There will be no carry forward of days into the new school year for Principal’s relief time.

E. PRINCIPAL/VICE PRINCIPAL SUPERVISION TIME

A ratio of 1 F.T.E. administrator for every 250 F.T.E. students will be used as a guideline to determine the administration allocation for Boissevain and Killarney Schools.

F. ALLOCATION OF LEVEL I EDUCATIONAL ASSISTANTS

1. Level I student – Educational Assistant will be provided on the basis of 60 FTE:1 Educational Assistant. Schools with less than 60 students will qualify for one Educational Assistant.
2. Projected divisional student numbers will be as of January each year.

G. ALLOCATION OF CUSTODIAL HOURS

As per Board Policy F-6, the duties of the custodians include cleaning, minor repairs and maintenance building security, grounds and equipment upkeep and administrative functions. The assignment of staff to perform each of these functions is the responsibility of the direct supervisor. The allocation of custodial hours shall be by the following formula.

VARIABLES:

Maintenance Denominator = 70,000 sq. ft.

This portion of the formula is to reflect the repairs and maintenance component of the custodial function. The denominator can be interpreted as every 70,000 sq. ft. of building space will equate to one eight (8) hour shift.

Cleaning Denominator = 30,000 sq. ft.

This portion of the formula is to reflect the cleaning component of the custodial function. The denominator can be interpreted as every 30,000 sq. ft. of building space will equate to one eight (8) hour shift.

Density Factor = 175 sq. ft./FTE

This portion of the formula is to take into account the density of student population. It is agreed, in principle, that as the density of student population changes, so to does the demand on the facilities and on the workload of the custodial staff. The density factor can be interpreted as 175 sq. ft. for every one (1) student provides for a reasonable workload that is approximately compensated for through the cleaning denominator.

Density Factor = $\frac{175 + (175 - \text{sq. ft./FTE})}{175}$

Cleaning = $\frac{(\text{sq. ft.} \times 8.0) \times \text{DF}}{30,000} = C$

Maintenance = $\frac{\text{sq. ft.} \times 8.0}{70,000} = M$

Formulated Hours = C + M

Note: There will be a minimum base for Highway Schools of (4.0) hours for Minto.
The formulated hours are to be rounded to the nearest half hour.

Amended April 14, 2004
 Amended June 14, 2006
 Amended February 28, 2007
 Amended March 28, 2007
 Amended February 27, 2008
 Amended November 12, 2008
 Amended March 11, 2009
 Amended April 8, 2009
 Amended May 13, 2009
 Amended November 10, 2010
 Amended March 9, 2011
 Amended May 11, 2011