

SCHOOL STAFFING

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 Grades 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 September greatly exceeds the projected enrolment, the principal may request additional staff to the Superintendent; 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.
2. In schools of less than 100 students, staffing will be based on a ratio of one (1) teacher per 15.75 students.
3. By September 2015, a maximum of 10% of K-3 classrooms within the Division will be permitted to exceed 20 students, and no K-3 classroom will be permitted to exceed 23 students. Where grade 3 students are combined with students in higher grades, those classrooms will be subject to a 23 student class size cap.
4. If class sizes exceed the 20 and 23 due to enrolment changes after September 30th, the division is permitted to exceed the guidelines with the understanding that classes will be reorganized the following school year to be compliant with the cap definition.

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

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 20.25 students.
2. In schools of less than 100 students, staffing will be based on a ratio of one (1) teacher per 19.25 students.

IV. Once the staffing total is calculated for BI, II and III the total school staffing will be rounded up to the nearest .25 FTE.

V. SMALL SCHOOLS K-12 (less than 100):

1. In K-12 schools of less than 30 students but more than or equal to 15 students staffing will be 2.15 FTE.
2. In K-12 schools of less than 15 students, staffing will be 1.10 FTE.
3. In K-12 schools of 30 – 60 students the formula from BI, II and III will be utilized. An additional .2 FTE will be allocated for principal relief time. Schools over 30 students will be guaranteed a minimum total allocation of 2.20 FTE.
4. In K-12 schools of 60 – 99 students the formula from BI, II and III will be utilized. An additional .3 FTE will be allocated for principal relief time.
5. In schools of less than 100 students principal relief time and additional teacher prep time allocation is included in the FTE as outlined. No additional principal relief time will be allocated.
6. For schools with more than 30 students a consideration for an additional staffing amount to cover teacher prep time may be allocated, if deemed necessary, based on school FTE. This decision will be made during budget deliberations each year.

C. I) The following staff categories are in addition to the staffing ratios:

Band  
Principals' and Vice-Principals'  
Educational Assistant (Level 1Support)  
Guidance Counsellors  
Resource Teachers

Administration Assistants  
School Technology Leaders  
Custodians  
Career Technology Studies  
Adult Education

D. 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.

E. ADMINISTRATIVE ASSISTANT STAFF ALLOCATION

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

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

F. 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. This will be prorated according to the above ratio of 250:1.

G. SCHOOL TECHNOLOGY LEADERS

Killarney and Boissevain Schools will be allocated .5 FTE for the School Technology Leader position.

H. ALLOCATION OF LEVEL I EDUCATIONAL ASSISTANTS

1. Level I student – Educational assistant will be provided on the basis of 60 students to 1 educational assistant. Schools with less than 60 students will qualify for one educational assistant.

School	Total Square Feet	Needed time (hours per day)
Boissevain School	77,454	28.50
Killarney School	88,601	33.50
Minto School	7,876	4.00
TOTALS	173,931	66.00

See Policy J-1