

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: SITE-BASED STAFFING ALLOCATIONS**

<i>PROCEDURE CODE:</i>	<i>406 AP 002</i>
<b>Policy Reference:</b> 406 – Site-Based Instructional Budgets	

**PROCEDURE**

Basic staffing allocations are established to provide school based resources for administrators, teachers, educational assistants and clerical staff.

**CERTIFICATED STAFF**

1. Student-Teacher Base Allocations - Teaching staff are allocated to the schools based on both the student numbers and the student body composition. Normally the following student-teacher ratios will be the basis for the certificated staffing allocation:

Kindergarten	<a href="#">19.25</a> <a href="#">19.4</a> :1
Grades 1-3	<a href="#">19.25</a> <a href="#">19.4</a> :1
Grades 4-6	<a href="#">19.25</a> <a href="#">20.25</a> :1
Grades 7-9	<a href="#">23.25</a> <a href="#">24.00</a> :1
Grades 10-12	<a href="#">23.25</a> <a href="#">24.15</a> :1

[C.T.F./C.T.S.](#) courses (Grades [10](#) [7](#)-12) -  
based on student F.T.E., requiring the use of industrial power equipment for instruction. 20:1

Knowledge & Employability courses (Grades 10-12) - 16:1

French Immersion (Grades 10-12) - 18.75 :1  
the ratio will be based on the average enrolment per grade and the time that the students spends in FI programming. [At the time of this administrative procedure's revision the average FI class size was 18.75 and they spent approximately 30% of their day in FI.](#)

2. Administration – To assist with administrative duties additional certificated staff complement, will be provided to schools based on enrolment at the following rates:

Administrator time (Principal/VP) allocated to the schools shall be as follows:

<u>School Size (K-12 Student FTE)</u>	<u>Administrative FTE</u>
0-199	1.00
200-299	1.30
300-399	1.60
400-499	1.90
500-724	2.20
725-949	2.50
950>	3.25

Department Head time allocated to schools shall be 0.125 FTE per Department Head allowed under Administrative Procedure 508 P 002 – School Based Administrative Positions, as follows:

<u>School</u>	<u>Positions</u>	<u>FTE</u>
Roy Wilson Learning Centre	0.5	0.1875
Alexandra Middle School	2.0	0.250
MHHS	7.0	0.875
CHHS	7.0	0.875

All other non-teaching time will have to be taken from the base allocation under section (2) above.

#### CLERICAL STAFF

1. Clerical Staff - includes secretarial, bookkeepers, student records clerks, library assistants and library technician positions.
2. Allocation Ratio - All clerical time is generally allocated to the school on the basis of:
  - 2.1. One (1) clerical staff member to ten (10) F.T.E. teaching positions in K-12, with a minimum of 1.0 F.T.E. per school, as calculated under certificated staff section above. (10:1)
3. Collective Agreement Limitations - The shifting of staff FTE between schools as enrolment numbers change may be affected or restricted depending on collective agreements (with CUPE) in effect at the time.

#### BUDGET AND STAFFING RATIOS

It must be acknowledged that all stated ratios regarding staffing above are just targets. The Division's ability to staff at these levels is dependent on the availability of provincial funding. ~~At the time of revising this Administrative Procedure, instructional grants had been frozen in five of the prior six years, while costs had continued to rise.~~ Adjustments will be made as deemed necessary to balance the budget for the respective school year.

#### REFERENCES

508 P 002 – School Based Administrative Positions

**Approved:** February 27, 2018

**Revised:** ~~May 11, 2020~~ April 23, 2024

