

MEDICINE HAT SCHOOL DISTRICT NO. 76**ADMINISTRATIVE PROCEDURES**

TITLE: Site-Based Staffing Allocations	POLICY REFERENCE: 411 Site-Based Instructional Budgets
PROCEDURE CODE: 411 P 002	EXHIBITS:

PROCEDURE:**SITE-BASED STAFFING ALLOCATIONS**

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

A. CERTIFICATED STAFF

- 1) District Wide Target** - The district-wide student-teacher ratio target is **19:1** taking into account the 2007 Alberta Education class size initiative:

Kindergarten to Grade 3	at	17
Grades 4 - 6	at	23
Grades 7 - 9	at	25
Grades 10-12	at	27

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

- i) **Kindergarten to Grade 3 Students** **16.5:1**

- ~~ii) **Severe Needs** - For students with severe codes in grades 1-12 **7:1**~~

- ~~iii) **Mild to Moderate Needs** - For students with mild to moderate codes (tested) in grades 1-12 **12:1**~~

~~For the purposes of this policy "Mild to Moderate" will only include the following codes:~~

- ~~o Code 51 - Mild Cognitive Disability~~
~~o Code 52 - Moderate Cognitive Disability~~
~~o Code 54 - Learning Disability~~

- iv) **ii) C.T.S. courses (Grades 10-12)** - based on student F.T.E., requiring the use of industrial power equipment for instruction - **20:1**

- v) **iii) Knowledge & Employability courses (Grades 10-12)** **16.5:1**

- vi) **iv) All Other Students (Grades 4-12)** - All other students on a ratio of **22.5:1**

or a ratio that meets Alberta Education Class Size Initiative objectives.

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

<u>School Size (student body)</u>	<u>Administrative Rate</u>
i.) 0 - 149	7.5%
ii.) 150 – 649	5.5%
iii.) 650 – 899	3.5%
iv.) 900 and greater	1.5%

B. EDUCATIONAL ASSISTANT (EA) STAFF

- 1) **District Funded EA'S** - the District will normally assign EA time as follows:

i) ~~Severe Needs~~ – For students with severe codes – one (1.0) F.T.E. EA for each four (4) such students. ~~(4:1)~~ **(4:1)**

ii) ~~Mild to Moderate Needs~~ – For students with mild to moderate (tested) codes – one (1.0) F.T.E. EA for each thirty (30) such students. ~~(30:1)~~ **(30:1)**
For the purposes of this policy “Mild to Moderate” will only include the following codes:

- ~~o Code 51 – Mild Cognitive Disability~~
- ~~o Code 52 – Moderate Cognitive Disability~~
- ~~o Code 54 – Learning Disability~~

iii) ~~All Other~~ **Students** - For all ~~other~~ students as follows:

- 0.50 F.T.E. EA for the first one hundred (100) students **(200:1)**
- 0.25 F.T.E. EA for each subsequent hundred (100) students, or major portion thereof **(400:1)**

2) **Discretionary Reallocation of Staff** – School administration, in consultation with the ~~Associate~~ **Deputy** Superintendent - Human Resources, may exchange EA staff F.T.E. for certificated staff F.T.E., ~~and the vice versa, or for other professional services.~~ **Such appointments shall be at the ratio of three (3) EA F.T.E. positions for each full time certificated staff position. (3:1)**

3) **PUF EA's** - School administration may apply for and receive EA's from the Program Unit Funding, subject to sufficient resources.

4) **EA Hours (F.T.E.)** - All costs, including salary and employee benefits, shall be charged to the school's EA budget allocation as determined in (1) and (2) above.

- Such costs shall be calculated as one F.T.E. being thirty (30) hours per week.
- Notwithstanding the 30-hour provision, this procedure limits the maximum hours per week to twenty seven and a half (27.5) hours for an EA positions, unless special provisions apply.

5) **Principal Assignment Of Duties** - The principal is responsible for allocation of all EA time to meet the needs of individual students and the school, **subject to** government requirements of student service being met.

C. 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
 - One (1) clerical staff member to ten (10) F.T.E. teaching positions, 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.

D. BUDGET AND STAFFING RATIOS

It must be acknowledged that all stated ratios regarding staffing above are just targets. The District's ability to staff at these levels is dependent on the availability of provincial funding. Adjustments will be made as deemed necessary to balance the budget for the respective school year.

**Revised:
March 17, 2015**