

## STAFFING FORMULA

The staff for each school in the Division will be calculated as outlined below:

### A. Basic Calculation using Enrolment

1. Kindergarten Students counted as .5
2. Hazel M. Kellington                      Divisor of 17.75  
    R. J. Waugh                                Divisor of 16.5  
    Brookdale & J. M. Young                Divisor of 15  
    Colony Schools                            Divisor of 15  
    Carberry Collegiate                    Divisor of 15.75     (CC & NACI decreased by ¼)  
    Neepawa Collegiate                    Divisor of 16.25

### B. Counseling / Guidance & Resource Teachers

1. Schools with enrollments of 300 or more will be allocated 1 resource teacher position in addition to the allocation A.
2. The Division provides 2.5 guidance / counseling division wide teacher positions in addition to the allocation in A.

### C. Administration

Divide the school population as calculated under A. by 250.  
 For enrolments of 100 students or fewer, use the scale below.

Students	Add % of position for Admin.
15 or fewer	0
16 - 19	.125
20 - 40	.25
41 - 80	.35
81 - 120	.45

### D. Secretarial Support

To determine the number of secretarial positions, divide the school population by 250. Schools may substitute secretarial time in place of teacher time on a ratio of 2.5 secretaries for one teacher or portion thereof.

For enrolments of 120 students or fewer, use the scale below.

- 20 - 50     - 12 hours per 6 day cycle EA time (.11 teacher equivalent)
- 51 - 75     - 15 hours per 6 day cycle EA time (.14 teacher equivalent)
- 76 - 100   - 18 hours per 6 day cycle EA time (.17 teacher equivalent)
- 101 - 120  - ½ time secretary (3.5 hours)

### E. Regular Educational Assistants

A full time Educational Assistant (.33 teacher equivalent) will be provided to schools with enrollments between 24 and 100 students. This support is intended to help small schools with multi grade instructional units.

Schools with enrollments of 12-23 students will be provided with a half time Educational Assistant (.17 teacher equivalent).

Schools with a Kindergarten class / classes that exceeds 22 (when classes are divided equally) will be allocated a half time Educational Assistant per class.

Educational assistant positions may be substituted for teacher positions on a ratio of 3 educational assistant positions for each teacher position or vice versa.

### F. Home Economics & Industrial Arts

The Neepawa Area Collegiate staff will be increased by the portion of a teacher that is used to provide Home Economics and Industrial Arts programs to the grade seven and eight students from Brookdale and J. M. Young.

### G. Student Support / Speech Language / Level 1 (At Risk) Educational Assistants

1. Schools with Level 2 students will be allocated 2.87 hours of educational assistant time per student (.17 teacher equivalent). Schools with Level 3 students will be allocated 5.75 hours per student. Some Level 3 students may need additional time allocations. These allocations will be determined by the Student Services Coordinator.
2. Educational assistant time will be provided to schools based on a divisor of 1 Educational Assistant per 200 students. This support is intended to provide some general support for "At Risk" and/or Level 1 students.
3. Speech and Language Educational Assistants
  - H. M. Kellington School: 1 EA (.33)
  - R. J. Waugh School: .5 EA (.17)
4. Additional staff for special needs students may be provided as an exceptional circumstance to a school with a concentration of high needs students who are not eligible for Level 2 or Level 3 funding.

### H. Lunch Supervision

Schools requiring lunch time supervision will be given an allocation of educational assistant time for the purpose of providing lunch time supervision.

## I. Exceptional Circumstances

The Board may allow additional staff at any school in order to address a particular situation or condition. (e.g. large class size) Such decisions would normally be made in September or to take effect in September.

## J. Additional

Staff may be allocated as a result of specific provincial grants or specific board decisions. These additions are listed in an Appendix A of this policy.

## Timeline and Adjustments

The initial calculation of staff for September of any given year will be done in early March. Enrolments for this calculation will be based on the February actual enrolments and a projection of Kindergarten registration and foreseeable population changes.

This initial calculation may be adjusted to reflect enrolment change as staffing proceeds during the spring term. Additional adjustments may be made to staffing levels in September to reflect an enrolment that is higher than expected or to reflect changes (up or down) in special needs low incidence grants.

Appendix A  
G.A.

## Add-ons resulting from Specific Grants and/or Board Decisions

1. Additional Guidance - The Board provides the equivalent of 2.5 guidance/ counseling positions for the Division. Schools are encouraged to add to the time provided by the Board if needed. *(Board Decision - 2006) (See B)*
2. Schools with enrollment of 300 or more will be provided 1 resource teacher in addition to the staff generated by the schools divisor for determining staff. *(Board Decision – 2008) (See B)*
3. Speech and Language assistants to HMK – add .33, RJW - add .17 FTE. The Student Service coordinator may adjust the amount of time to each school dependant on need. *(Board Decision -2008) (See F)*
4. Early Literacy Program (Reading Recovery)
  - An allocation to the elementary schools to reflect additional staff provided by the categorical grant. *(Department Grant)*
5. An allocation for library help in the small schools
  - Brookdale: 100 hours / year
  - J. M. Young: 200 hours / year

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