

STAFFING GUIDELINES

The staff for each school in the Division will be calculated using the following guiding principles outlined below:

Adjustments to these staffing levels will be determined by the Superintendent in consultation with the Board of Trustees.

1. **Teachers and School Administration**

(Staffing based on full time equivalent students)

a) Basic Calculation using Enrolment

- Schools:

Hazel M. Kellington	Divisor of 17.25
R. J. Waugh	Divisor of 15.5
Brookdale, JMY & Colony Schools	Divisor of 14
Carberry Collegiate	Divisor of 15.75
Neepawa Collegiate	Divisor of 17.25
Neepawa Middle School	Divisor of 17.25

b) School Administration

- 1 fte school administrator for every 250 fte pupils.
- For enrolments of 100 students or fewer, use the scale below.

Students	Administration
15 or fewer	0
16 - 19	.125
20 - 40	.25
41 - 80	.35
81 - 120	.45

c) Resource Teachers

- 1 fte teacher for every 325 fte students at the five large schools (NMS, NACI, CC, HMK & RJW)
- 1 fte teacher for small schools and colony schools to be allocated on the based on the fte enrolment for these schools.

These staff levels are the minimum to be utilized in this area at each school unless approved by the Superintendent.

d) Counseling and Guidance Teachers (four large schools)

- 1 fte teacher for every 650 fte students at primary schools (HMK & RJW)
- 1 fte teacher for every 325 fte students at middle years and high schools (NMS, CC & NACI)

These staff levels are the minimum to be utilized in this area at each school unless approved by the Superintendent.

2. **Non Teacher Support**

Non teacher support may be substituted for teacher time or vice versa at a ratio of three fte non teachers for each fte teacher upon approval by the Superintendent.

a.) School Secretary

- 1 fte school secretary (7 hours per day) for every 250 fte students.
- For enrolments of 120 students or fewer, use the scale below.

Students	Time
20 – 50	2 hours per day
51 – 75	2.5 hours per day
76 – 100	3 hours per day
101 – 120	3.5 hours per day

b.) Formula Based Educational Assistants

- 1 fte educational assistant (5.75 hours) for every 150 fte students.

c.) Small Schools Educational Assistants

- 1 fte educational assistant (5.75 hours) for schools with fte enrolment of 24 to 100 students.
- .5 fte educational assistant (2.875 hours) for schools with fte enrolment of 12 to 24 students.

Small schools E.A. support is provided to help in multi-grade classes and provide library services.

3. Additional Non Teacher Support – Educational Assistants

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

Kindergarten – Schools with a class of more than 22 students will be given 2.875 hours per day of educational assistant time.

English as an Additional Language – Schools with EAL students may be provided educational assistant time. This time is subject to approval by the Superintendent.

Speech Language – Hazel M. Kellington School shall be provided 5.75 hours per day and R. J. Waugh School shall be provided 2.875 hours per day for speech language educational assistant time.

Additional Needs Based Support – Schools shall be provided 2.875 hours per day of educational assistant time for students who have identified needs/diagnosis requiring additional adult support. Schools shall be provided 5.75 hours per day of educational assistant time for students with identified complex needs requiring intensive adult support.

Additional time allocations and adjustments will be determined and allocated by the Student Services Coordinator in consultation with school administration and BPSD Senior Administration.

Additional staff for special needs students may be provided as an exceptional circumstance to a school with a high need student(s).

4. Additional Staff and Exceptional Circumstances

Staff may be allocated as a result of specific provincial grants or specific Board of Trustee decisions. Board decisions to ad staff due to large class sizes or to maintain a program offering are examples of exceptional circumstances. These decisions can occur throughout the year.

5. Timeline and Adjustments

School staffing levels will be determined by the Board of Trustees as part of the annual budget approval. These staffing levels will be communicated to principals immediately after budget approval.

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