

### DETERMINATION OF STAFFING LEVELS

#### Background

The staff component of each school will be determined on an annual basis by the Superintendents of Education in accordance with the Division-approved instructional program and the availability of resources. Generally, a formula approach will be utilized which considers:

- Student population and placement;
- Basic programs;
- Administrative requirements;
- Such incremental and alternative programs as may be determined by the Board on an annual basis.

#### Procedures

1. The annual approval procedures for regular school programs of study are as follows:
  - 1.1 Prior to preliminary budget, the Superintendent of Education in consultation with principals shall:
    - 1.1.1 Prepare enrollment forecasts and the statistical evidence which indicates the trend;
    - 1.1.2 Identify the need for changes in the school program that may have staffing implications for future school years;
    - 1.1.3 Identify the need for the introduction of new programs that may be pilot projects or may be unique locally-initiated programs that have immediate staffing requirements;
    - 1.1.4 Prepare a request for staff allotment for the preliminary budget through application of the staffing regulations and formula.
  - 1.2 Upon consultations with principals, the Superintendent of Education shall:
    - 1.2.1 Recommend to the Director revisions to the staffing regulations and formula;
    - 1.2.2 Determine staff allotment through application of the staffing regulations and formula.

- 1.3 The Superintendents of Education shall:
  - 1.3.1 Allocate full time equivalent staff (F.T.E.'s) to each school consistent with staffing regulations and formula.
  - 1.3.2 Exercise discretion in final allocation of F.T.E.'s as required by enrollment and special needs and circumstances of the individual schools and the Division as a whole.
2. School-based budgets cannot be arbitrarily used to create new employee positions or subsidize existing Board approved employee positions.
  - 2.1 If such positions are deemed necessary by the Principal, he/she must present a proposal with strong rationale substantiating need and present it to the Superintendent of Education.
  - 2.2 The senior staff will collectively review the request before presenting it to the Board during its regularly scheduled tri-annual Comprehensive Personnel Review, Annual Staffing Information Report or subsequent Board meeting.

References: Sections 85, 87, 108, 109, 110 Education Act