

Certificated Staff Staffing Guidelines



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 105.1

Principals shall honor all collective agreements and should make every reasonable attempt to assign teachers according to the following guidelines. Given the particular circumstances of each school, School Operation Services will review instructional grouping configurations of schools during both the budget cycle and staffing process. When a variation of the instructional grouping is higher or lower than the recommended instructional groupings, the principal shall initiate a review and School Operation Services must approve exceptions.


- The recommended ranges for instructional groupings are:

	2008-2009	ACOL Guidelines 2008-09	District Targets 2008-09	2009-2010	ACOL Guidelines 2009-10	District Targets 2009-10
K	12 to 24	17	17	12 to 24	17	17
Grades 1-3	14 to 20	17	18	14 to 20	17	18
Grades 4-6	20 to 28	23	26.5	20 to 28	23	27.25
Grades 7-9	20 to 30	25	27.25	20 to 30	25	27.75
Grades 10-12	21 to 33	27	29	21 to 33	27	29

For 2009-2010 Kindergarten classes will be funded and staffed as per the following:

- 12-24 students = $\text{FTC} \times 0.56 + \$215 / \text{student}$
 - 25-46 students = $\text{FTC} \times 1.12 + \$215 / \text{student}$
 - 47-60 students = $\text{FTC} \times 1.68 + \$215 / \text{student}$
 - 61-80 students = $\text{FTC} \times 2.24 + \$215 / \text{student}$
- In recognition of the Kindergarten program differences, the following guidelines apply.
 - School Operation Services will review staffing configurations of kindergarten groupings during both the budget cycle and staffing process. When a variation of the instructional grouping is greater than the suggested limits, the principal shall initiate a review and School Operation Services must approve exceptions.
 - Additional provisions for all schools will have a base of **1.63 F.T.E.** certificated staff and a factor of 0.01 x the student enrolment (1-9) greater than 150. Additional provisions includes but is not limited to, administrative time and the following classroom provisions: inclusive education time, counseling time, and teacher planning time. [**1.63 + 0.01 FTE/ student** > 150 students].
 - In order to have a 10-15% operational budget for high schools the recommended targeted staffing level is 0.875 of one F.T.E. for 775 C.E.U.'s. This includes a minimum of 0.357 F.T.E. for Chaplaincy funded by the district. Any additional time for Chaplaincy will be funded by the high school.
 - Additional targeted dollars for programs and projects will vary from year to year and will be directed, monitored and reported accordingly. These additional targeted dollars shall be reviewed annually during the budget process.

Note: There is a direct relationship between staffing and funding; funding allocations can be changed by the Budget Committee on an annual basis.

Reference: Board Governance Policy EL#5	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 102, 114	Date(s) Revised: April 20, 2004, November 12, 2004 June 19, 2006 May 7, 2007; November 26, 2008; May 19, 2009