



**Living Sky School Division
School-based Staffing Guidelines
2020-2021**

Staffing Guidelines

When creating staffing guidelines, it is important to consider three key concepts:

- Equity;
- Affordability, and
- Acceptability.

Purposes

Staffing guidelines serve several purposes including those that follow:

- To ensure fair and transparent staffing practices across the division;
- To provide a base for annual budget preparations, and
- To offer a mechanism for responding to changes in student enrolments, student needs and programming.

Support Staff

Library Technicians/Assistants

Staffing guidelines are based on the total number of students in the school (not FTE).

Total Students	Total Hours	Schools
< 100	3	Hartley Clark, Cando
100 to 299	6.5	Bready, Connaught, Cut Knife Community School, Hafford, Kerrobert, Lawrence, Leoville, Luseland, Maymont, McKitrick, McLurg, Medstead, Norman Carter, SWHS, St. Vital, UCHS, UPS
300 to 499	7.5	BCS, Macklin
500 plus	7.5 plus	NBCHS

Library Staff: Guidelines by School

School	Title	Hours	Days	Guidelines	Difference (Hours/Day)	Difference (Days)
BCS	Assistant	7.5	197	7.5	0	0
Bready	Tech	6.5	197	6.5	0	0
Cando	Tech	3	197	6.5	0	0
Connaught	Tech	6.5	197	6.5	0	0
Cut Knife	Assistant	6.5	197	6.5	0	0
Hafford	2 Assistants	6.5	197	6.5	0	0
Hartley Clark	Assistant	3	197	3	0	0
Kerrobert	Assistant	6.5	197	6.5	0	0
Lawrence	Assistant	6.5	197	6.5	0	0
Leoville	Assistant/Tech	6.5	197	6.5	0	0
Luseland	Assistant	6.5	197	6.5	0	0
Macklin	Assistant	7.5	197	7.5	0	0
Maymont	Tech	6.5	197	6.5	0	0
McKitrick	Assistant	6.5	197	6.5	0	0
McLurg	Assistant	6.5	197	6.5	0	0
Medstead	Assistant	6.5	197	6.5	0	0
Norman Carter	Tech	6.5	197	6.5	0	0
NBCHS	Assistant	7.5	197	7.5	0	0
SWHS	Assistant	6.5	197	6.5	0	0
St. Vital	Assistant	6.5	197	6.5	0	0
UCHS	Assistant	6.5	197	6.5	0	0
UPS	Assistant	6.5	197	6.5	0	0

Secretaries

Staffing guidelines are based on the total number of students in the school (not FTE). More time is allocated to high schools (credits, complex timetables, etc.)

The maximum number of hours/day for 1 FTE secretary is 7.50 (CUPE).

Secretaries work 200 days/year. This allows them to work on all non-student days and have three days to use at the principal's discretion.

Elementary Schools

Total Students	Hours	Schools
< 100	5	Hartley Clark
100 to 199	7	Connaught, Lawrence, McKitrick, Norman Carter, St. Vital
200 to 299	7.50	Bready, UPS
300 to 399	10.5 (7.5 + 3)	
400 to 499	13.5 (7.5 + 6)	BCS

High Schools (K-12s)

Total Students	Hours	Schools
< 100	6	
100 to 149	7	Cando + LSSD Virtual, Hafford, McLurg, Leoville
150 to 199	7.5	Cut Knife, Maymont, Kerrobert, Luseland, Medstead, SWHS
200 to 319	(7.5 + 3.5 or 15 days)	UCHS
320 to 439	(7.5 + 7.5)	Macklin
440 to 559	(7.5 + 7.5 + 3.5)	
560 to 679	(7.5 + 7.5 + 7.5)	
680 to 799	(7.5 + 7.5 + 7.5 + 3.5)	
800 to 919	(7.5 + 7.5 + 7.5 + 7.5)	
920 to 1039	(7.5 + 7.5 + 7.5 + 7.5 + 3.5)	
1040 to 1159	(7.5 + 7.5 + 7.5 + 7.5 + 7.5)	NBCHS

Secretarial Staff: Guidelines by School

School	Total Students Sept. 30/20	Actual Time	Actual Days (200)	Guidelines	Difference Hours/Day	Difference Days
BCS	396	13.5 (7.5 + 6)	200	13.5 (7.5 + 6)	0	0
Bready	202	7.5	200	7.5	0	0
Cando + VL	99	7	200	7	0	0
Connaught	145	7.5	200	7.5	0	0
Cut Knife	179	7.5	200	7.5	0	0
Hafford	108	7	200	7	0	0
Hartley Clark	56	5	200	5	0	0
Kerrobert	166	7.5	200	7.5	3.5	0
Lawrence	160	7	200	7	0	0
Leoville	126	7	200	7	0	0
Luseland	151	7.5	200	7	0.5	0
Macklin	346	15 (7.5 + 7.5)	200	15 (7.5 + 7.5)	0	0
Maymont	138	6.5	200	7.5	0	0
McKitrick	126	7	200	7.5	0	0
McLurg	108	7	200	7	0	0
Medstead	130	7.5	200	7.5	0	0
Norman Carter	139	7	200	7	0	0
NBCHS	958	37.5 (7.5 x 5)	200	37.5 (7.5 x 5)	0	0
SWHS	183	7.5	200	7.5	0	0
St. Vital	136	7	200	7	0	0
UCHS	292	10.5 (7 + 3.5)	200	11 (7.5 + 3.5)	0	0
UPS	233	7.5	200	7.5	0	0

Educational Assistants

Staffing guidelines are based on several relevant factors including those that follow:

- Student enrolment;
- The number and level of Inclusion and Intervention Plans;
- The number of students requiring speech and language/OT assistance;
- Special program requirements, and
- Pre-Kindergarten requirements.

Itinerant (POD) Educational Assistants are employed for schools in Battleford and North Battleford.

***Please Note:** Educational assistants are not tied to particular students. The guidelines help to determine the number of assistants in each school to be deployed as required by the principal or designate. **Assignments within the school may change during the year if there is a need to do so.**

HR and Student Services personnel meet regularly to review educational assistant levels in all schools.

All requests for additional EA support should be initiated with Student Services. We meet four times a year to review needs and EA staffing.

The addition of Jordan's Principle funding makes sure all First Nations children living within the boundaries of Living Sky School can access the products, services and supports they need, when they need them. This is a separate granting formula with an intensive application process before dollars are made available for staffing and assistance.

Educational Assistants - By School – As of October 2020			
School	Total Students	# of Educational Assistants	Jordan's Principle
BCS	396	12	2
Bready	202	5	2
Cando	99	4	1 (Pending)
Connaught	145	9	2 + 1(Pending)
Cut Knife	179	8	1
Hafford	108	4	
Hartley Clark	56	4	1 + 1 (Pending)
Hillsvale	28	1	
Kerrobert	167	6.5	
Lakeview	12	1	
Lawrence	160	8	2
Leoville	126	4.10	1
Luseland	151	4	
Macklin	346	9.5	
Maymont	138	4.5	
McKitrick	126	9	2 + 1 (Pending)
McLurg	108	3	
Medstead	130	3	
Norman Carter	139	3	
NBCHS	958	22	2 + 2 (Pending)
Scott	20	1.8	
SWHS	183	6	
St. Vital	136	3	1 + 1 (Pending)
UCHS	292	6	1
UPS	233	9	
		150.4	24
			Total 174.4

Teachers

1. Staffing Guidelines

1.1 Base Staffing

Base staffing is calculated on a curved line that incorporates economies of scale that are realized at larger schools and not realized at smaller schools. As such, there is no longer a simple rate of FTE teachers per student. The table below indicates the number of students required for each increment of FTE teacher at a division-wide PTR of 14.75

FTE Teacher	K Students*	Gr. 1-3 Students	Gr. 4-6 Students	Gr. 7-9 Students	Gr. 10-12 Students
0.5	20	—	—	—	—
1	41	17	18	19	1
1.5	62	29	30	32	11
2	84	41	42	44	25
2.5	105	53	55	57	39
3	127	65	67	69	53
4	172	89	92	94	82
5	217	113	117	120	110
6	264	138	142	145	139
7	311	162	167	170	168
8	360	187	192	196	197
9	409	212	218	222	226
10	459	237	243	247	255
12	563	287	295	299	314
14	671	338	347	352	373
16	783	389	399	404	433
18	900	441	452	458	493
20	1022	493	506	511	553

*Note that kindergarten staffing is based on half-day programming. (unless noted)

Rationale: Older students are generally more independent and able to work in larger groupings. Having more students in a grade grouping allows for greater economies of scale. There is a minimum number of high school courses that must be run, regardless of the number of high school students.

1.2 High School Programming Factor

There will no longer be a High School Programming Factor for small high schools. This was incorporated into the staffing curve.

Rationale: The curve better approximates the needs of smaller high schools without creating demographically lucky and unlucky schools.

1.3 Small School Factor

There will no longer be a Small School Factor. This was incorporated into the staffing curve.

Rationale: The curve better approximates the needs of smaller schools without creating demographically lucky and unlucky schools.

1.4 Student Services

This allocation should not be used for other purposes.

Part I. (SS – FTE)

Allow 1 FTE teacher to 250 FTE students.

Rationale: All schools require base SST time for students with diverse needs who do not qualify for IIP's.

Part II. (SS – Levels)

Level I: 0.014 teacher / student
Level II: 0.045 teacher / student
Multiple Supports: 0.095 teacher / student

Rationale: SST time is required to create IIP's and facilitate programming for these students.

1.5 Tier 2 Factor – [NEW 2018-19 & discontinued for 2020](#)

There will no longer be a Tier Two intervention as of September 2020

1.6 Practical and Applied Arts (PAA)

Manual adjustment up to host school in actual FTE time utilized by visiting students

1.7 Career Guidance (CG)

For schools that have students in grades 10-12, allow 0.002 FTE per student.

1.8 Tier 3 Factor - [Continuing practice since 2018](#)

Considers the number of red level students. Based on reading scores. Primarily a Pre- K to 4 intervention.

1.9 Preparation Time (PREP)

Allow 0.11 per FTE teacher.

1.10 Leadership Time

School Community Council: 0.05 FTE

Community Factor: 0.10 FTE

High School Adjustment (Grades 10-12)

If fewer than 50 FTE students, add 0.15 FTE

If between 50 and 99 FTE students, add 0.20 FTE

If between 100 and 199 FTE students, add 0.25 FTE

If more than 200 FTE students, add 0.30 FTE

Allow 0.008 FTE per grade level.

Allow 0.085 per FTE teacher.

Total administrative time will not be less than 0.20 FTE or more than 3.00 FTE.

1.11 Manual Adjustment

This will be applied only in exceptional circumstances in order to meet a unique need. Requests should be made in conjunction with the appropriate superintendent. K-12 schools will be adjusted to have a minimum professional staff of 6.00 FTE.

1.12 LSSD Virtual

Using the experience of our neighboring school division we staffed the Virtual School at 23:1 PTR. This school has administrative leadership, secretary support and limited virtual Student Services and Counselor services. The EAs are assigned by the SSTs of the sending schools and a relationship is cultivated through partnerships by the former public school, the new Virtual school and the professional staff assigned for the success of the student.

Teachers - By School - As of September 30, 2020

School	Total Students Sept. 30, 2020	# of Teachers
BCS	396	25.00
Bready	202	14.00
Cando	99	5.74
Connaught	145	13.00
Cut Knife	179	16.00
Hafford	108	9.95
Hartley Clark	56	5.30
Heritage Christian	26	1.75
Hillsvale	28	2.00
Kerrobert	167	12.50
Lakeview	12	1.00
Lawrence	160	12.00
Leoville	126	11.25
Luseland	151	12.54
Macklin	346	22.40
Maymont	138	12.25
McKitrick	126	13.00
McLurg	108	8.25
Meadow Lake Christian	34	2.00
Medstead	130	10.75
Norman Carter	139	9.06
NBCHS	958	54.15
Scott	20	1.50
SWHS	183	14.50
St. Vital	136	9.00
UCHS	292	18.00
UPS	233	14.50
Virtual LSSD	378	(16.25)
Plus Homebased (193)	5270 (5077)	
		Total 331.39 + 16.25 = 347.64

Comparisons: September 30, 2018 – September 30, 2020

	2018	2019	2020
Teachers	354.13	346.28	331.39 (347.64)
Educational Assistants	155.1	155.9	150.4 (174.4)
Total Students	5,416	5,392	5,270
Division PTR	14.67:1	14.7:1	14.87:1