

## *Did you know?*

- In 2015, School District 8 was the **8th largest employer in the West and East Kootenays** (as reported by *BC Business*)
- School District 8 has approximately 600 regular and term employees
- Of the employees above, SD8 has approximately 445 regular or continuing employees (approx. 75%)
- Of Active employees, there are: 271 CUPE employees, 283 teachers, 31 Principals or Vice Principals, 11 Senior Staff, 9 Trustees
- In addition, there are approx 133 TTOCs
- There are approx 300 CUPE employees on the on-call lists



School District 8

# TEACHER STAFFING METHODS

*BSEC meeting January 26, 2016*

## Human Resource Services

Deanna Holitzki	Director of Instruction
Susanne Morris	Manager
Theresa Montpellier	Executive Assistant
Susan Bowen	



## Teacher Staffing Process

1. Collect Enrolment in January (for Ministry 3 year enrolment and also preliminary funding)
2. Collect Teacher and Administrator Plan info
3. Input data into Enrolment forms
4. Input data into Classroom Calculation spreadsheet
5. Compare total FTE for next year with this year's FTE (by school, by District)
6. Review enrolment with Senior Leadership and Directors
7. Elementary teacher staffing: # of classrooms plus prep (.07) plus prep for prep (.0049)
8. Secondary teacher staffing: 30:1
9. Plus Learning Additions, school purchase, Ab Ed, ELL, Education Funding, etc.
10. **Education Funding** allocation: 0.20FTE base (all schools) plus total amount divided by FTE students, distributed amongst all schools.
11. **DL schools are: 42:1 (Elementary) and 210:1 (using 8 courses) Secondary**



## PRINCIPAL / VP PROCESS

Principals and Vice Principals have been determined by historical means. PVP numbers in schools have not changed for several years.

There is 1 PVP funded per school in the current allocation method. Some schools have more than one PVP.

The amount of time that a Principal or Vice Principal teaches is up to the school to determine, based on its needs in the school. The amount that a P/VP teaches in their site varies from none to full time.

## LEARNING ADDITIONS

Over and above the core number of teachers / PVP, the District has set aside an amount up to the maximum number of teachers as “Learning Additions”. The allocation of these learning additions has been determined in a variety of ways.

Learning Additions have been applied through one of:

- a) an “ask” process from admin. The admin have submitted their “ask” based on their needs in the schools;
- b) a base amount plus an “ask” amount;
- c) a base amount for elementary schools plus a proportion of total Learning Additions versus student FTE in schools.

Learning Additions have been determined with Senior Leadership, PVP input, Director input, and use of histor-

ical data (eg: surplus staffing in schools each year, purchases, etc.)

## CUPE—CLERICAL STAFFING

For the past two years, clerical staffing has used a total of 1040 hours for all secretaries in the district combined.

For 2015/16, the principals determined the allocation to schools, in a collaborative fashion. This method worked well and has had good feedback from the principals.

**For 2016/17, we need a max number of hours to use for total clerical staffing.**

## NOON HOUR SUPERVISORS

Noon hour CUPE staff have also been determined by historical allocation for many years and have not changed for many years.

### Human Resource Services Staff

Deanna Holitzki	Director of Instruction
Susanne Morris	Manager/Leaves Support
Theresa Montpellier	Executive Assistant
Susan Bowen	SFE Operator/Help Desk