

FORT LA BOSSE SCHOOL DIVISION

TITLE - **STAFFING FORMULA**

POLICY - **CCC**

Cross Reference -

Resolution # - 207/17

Legal Reference -

Last Reviewed - 25/09/17

Staff will be assigned to each Division school in a fair and equitable manner in order to address identified student needs. A staffing formula will be use as the basis for the assignment of school based staff.

Purpose

The Division staffing formula is designed so as to provide:

- a base for equitable staffing allocations across the division.
- a base for annual budget preparations.
- a method of addressing changes in student enrolment.
- a method of addressing student and program requirements.

Procedures

1. By January, the projected enrolment for September of the following year will be calculated as accurately as possible for each school in the Division using the end of December enrolment data. These enrolments will be applied to the formula to determine a base staff of each school. Final professional staff allocations will be made based on the end of March projected enrolments.

2. Predicted staffing requirements will then be used for budgeting purposes.

3 To avoid the likelihood of over-staffing, a holdback factor may be applied at the discretion of the Superintendent and/or the School Board.

4 Situations in which the application of the staffing formula results in an untenable educational situation should be brought to the attention of the Superintendent. When necessary these situations will be brought to the attention of the School Board for consideration and final decision.

If required, the complete listing of the staffing formula may be obtained from the office of the Superintendent of Schools.

