MINISTER'S DIRECTIVE
NO. MD 2018-05

Education Authority Staffing and Funding Program
for the 2018-2019 School Year

Pursuant to subsections 4(1), 4(3), and 86(1) of the *Education Act* R.S.P.E.I. 1988, Cap. E-.02, I hereby issue the following Minister's Directive concerning Education Authority Staffing and Funding Program for the 2018-2019 School Year.

The Education Authority Staffing and Funding Program is the mechanism for providing financial grants to education authorities.

The aim of the Education Authority Staffing and Funding Program is to create equal access to basic educational services. In order to meet this aim, Education Authorities are required to allocate staff and resources equitably among schools.

The Program components are as follows:

PART I - STAFFING

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2. Instructional Supervisory Personnel

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(2) Maintenance and Operation

(3) Program Materials

(4) Transportation

(5) Renovations and Equipment

(6) Professional Development

(7) Other Funding.

PART 1 - STAFFING

1. Authority and Definitions

(a) Subsection 2(2)(h) of the *Education Act* provides that the Minister may "determine the number and type of positions in each education authority."

(b) Section 1 of the *Act* provides the following definitions:

"instructional personnel" means teachers and substitute teachers employed by an education authority in a teaching, education administrative or other professional capacity relating to education, and the other employees of education authorities designated in the regulations as instructional personnel;

"non-instructional personnel" means employees of an education authority who are not instructional personnel;

"supervisory personnel", with respect to instructional personnel and non-instructional personnel, includes the supervisory staff of education authorities designated by the Minister by a directive issued under subsection 3(2) of the *Education Act*, after consultation with the education authorities,

2. Instructional Supervisory Personnel

Each education authority may engage such instructional supervisory personnel as are authorized by the Minister.

3. Instructional Non-Supervisory Personnel

3(1) Instructional non-supervisory personnel shall be allocated to each education authority in accordance with the categories set out below. The categories and formulae are based upon the recommendations of the instructional staffing model. Where enrollment is the basis for staffing allocations, the full-time equivalent enrollment figures as of September 30th of the prior school year shall be used. All enrollment data are subject to verification by the Department.

3(2) **Class Size Factor**

(a) Instructional positions shall be allocated to address class size targets as follows:
Primary level (grades 1 -3) - 1 position per 22 full-time equivalent students.
Elementary level (grades 4-6) - 1 position per 25 full-time equivalent students.
Intermediate level (grades 7-9) - 1 position per 28 full-time equivalent students.
Senior level (grades 10-12) - 1 position per 30 full-time equivalent students.

(b) Kindergarten - 1 position per 15 full time equivalent students based on official student enrolment as of September 30, 2017. If an education authority determines prior to the start of the school year that enrolments will result in a class size that will exceed 18 students, the Department will provide additional staffing to allow for the establishment of another kindergarten class.

3(3) **Flex Factor**

Instructional positions will be allocated to education authorities in order to provide for positions in specialized areas such as physical education, music, art, programs delivered outside of the regular classroom and for such other school needs identified by the education authorities including education authority office-based staff. The number of positions allocated shall be as follows:

For Primary/Elementary Schools with enrollments up to 299 students - 10% of the instructional positions allocation determined using the class size factor.

For Primary/Elementary Schools with enrollments of 300 or more students - 20% of the instructional positions allocation determined using the class size factor.

For Intermediate Schools with enrollments up to 299 students - 20% of the instructional positions allocation determined using the class size factor.

For Intermediate Schools with enrollments of 300 or more students - 40% of the instructional positions allocation determined using the class size factor.

For High Schools - 40% of the instructional positions allocation determined using the class size factor.

3(4) **Administrators**

Administrator positions shall be allocated to education authorities as follows:

For schools with less than 600 students	2 administrator positions
For schools with 600 or more students	3 administrator positions

From the number of positions allocated in this component, class-free time must be allocated for administration and educational leadership.

3(5) **Special Education / Resource**

Instructional staff for special education and/or resource shall be allocated to education authorities as follows:

To address core (high) needs

- Incidence rate of 7.0% of enrollment.
- 1 instructional position shall be assigned to education authorities for every 14 students as determined by the incidence rate.

To address general (lower) needs

- 1 instructional position shall be assigned to education authorities for every 500 students.

This category shall include such consultant and coordinator positions as are approved by the Minister, including the applicable allowances under section 6(1)(c).

3(6) **Teacher Librarians**

Instructional staff for Teacher Librarians shall be allocated to education authorities as follows:

For schools with less than 200 students	0.25 FTE positions
For schools with 200-299 students	0.5 FTE positions
For schools with 300-799 students	1.0 FTE positions
For schools with 800 or more students	1.5 FTE positions

3(7) **Small Schools**

1.0 FTE instructional position shall be allocated to education authorities for each school with an enrollment of less than 200 students.

3(8) **Reading Recovery** ™

Incidence rate of 25% of the grade one enrollment requiring the resource.

One instructional staff position shall be allocated to education authorities for every 16.0 students as determined by the incidence rate.

3(9) **School Counsellors**

One instructional position shall be allocated to education authorities for every 400 students enrolled. This category shall include such consultant, and co-ordinator positions as are approved by the Minister, including the applicable allowances under Section 6(1)(c).

3(10) **French Immersion**

One instructional staff position shall be allocated to the Public Schools Branch for every school that has French immersion programming.

3(11) **Alternate Education**

The Minister may approve alternate education sites and may authorize such additional instructional personnel as the Minister deems necessary to operate the alternate education program.

3(12) **French First Language and English as an Additional Language Instruction**

The Minister may authorize instructional non-supervisory positions to support French first language and English as an additional language instruction.

3(13) **Transitional**

The Minister may authorize such additional instructional non-supervisory positions as the Minister deems necessary from time to time.

3(14) **Administrative Positions**

Within the overall complement of instructional staff approved, an education authority

(a) shall establish the positions of principal and vice-principal for each school or administrative consolidation;

(b) may establish the position of vice-principal for each four hundred full-time equivalent students or greater fraction thereof officially enrolled in that education authority and, where applicable, the number of vice-principals determined in this clause includes the number of vice-principals required in clause (a);

(c) may designate one instructional leader position for every 300 students enrolled in that education authority;

(d) with the prior approval of the Minister, may establish one vice-principal position in lieu of 4.5 instructional leader positions;

4. Non-Instructional Supervisory Personnel

Each education authority may engage such non-instructional supervisory personnel as are authorized by the Minister.

5. Non-Instructional Non-Supervisory Personnel

5(1) Authority-Based Administrative Support Personnel

An education authority may engage such administrative support staff as are authorized by the Minister.

5(2) School-Based Secretarial Personnel

An education authority may engage such school secretarial support staff as are authorized by the Minister.

5(3) Property Maintenance Personnel

(a) The Minister may allocate up to 1 full time equivalent position in the cleaner and custodial categories for every 19,000 square feet of floor area in occupied facilities under the jurisdiction of the education authority. The total floor area is subject to verification by the Minister.

(b) Staff provided under this category include Custodian and Cleaner, as follows:

(I) Where an employee is responsible for the provision of all custodial duties to a school or schools, that employee shall be classified as a Custodian.

(ii) Where two or more employees are assigned to a single school facility and two employees are working separate shifts and performing full custodial duties, the education authority may employ the equivalent of two full-time Custodians.

(iii) Employees under this formula not classified as Custodian shall be classified as Cleaner.

(c) An education authority may engage such other maintenance support staff as are authorized by the Minister.

5(4) Transportation Personnel

(a) An education authority may engage such employees in the Bus Driver "A" and "B" categories as are approved by the Minister.

(b) An education authority may engage such other transportation system support staff as are authorized by the Minister.

5(5) Educational Assistants and Youth Services Workers

An education authority may engage such educational assistants and youth service workers as are authorized by the Minister.

5(6) **Substitute and Casual Personnel**

(a) Subject to Part II, subsection 6(2) of this Minister's Directive, and other applicable Minister's Directives, an education authority may:

(I) employ substitute instructional non-supervisory and non-instructional non-supervisory personnel as required for regular employees who are on approved leave of absence;

(ii) engage such casual employees in the non-instructional non-supervisory category as are required from time to time to cover peak workload situations;

(iii) authorize overtime work for non-instructional non-supervisory employees.

PART II - FUNDING

All provisions of Part II are subject to staffing provisions of Part I and the Minister's approval of an education authority budget.

6. Grants - Salaries, Wages, Benefits

6(1) **Salaries and Benefits for Approved Positions**

The Minister will provide education authorities with a budget approval to cover staff costs in accordance with the following:

(a) Salary and benefit costs incurred by education authorities through the employment of authorized instructional and non-instructional supervisory personnel shall be budgeted by each education authority and funded by the Minister based on the salaries and benefits approved by the Minister pursuant to subsection 76(2) of the *Education Act*.

(b) Salaries, allowances and benefit costs incurred by education authorities through the employment of authorized instructional non-supervisory and authorized non-instructional non-supervisory personnel shall be budgeted by each education authority and funded by the Minister based on the salary scales and benefits as provided for in the collective agreements with the Prince Edward Island Teachers' Federation, the Canadian Union of Public Employees and the Union of Public Sector Employees.

(c) Teachers appointed as principals, vice-principals, consultants, coordinators and instructional leaders shall be paid the appropriate teacher's salary plus an administrative allowance as provided in the Memorandum of Agreement between the Education Negotiating Agency and the Prince Edward Island Teachers' Federation.

6(2) **Funding for Substitutes, Relief, Fixed Term, and Casual Employees and Overtime Pay for Non-Instructional Non-Supervisory Personnel**

(a) Funding for substitutes, relief, fixed term, casual employees and overtime pay will be $2,374.66 per full-time equivalent employee.

7. Grants - Operations

7(1) Administration

The Minister will provide each education authority with a budget approval for central administration services provided through the education authority office.

7(2) Maintenance and Operation

The Minister will provide each education authority with a budget approval for maintenance and operation on the basis of $3.17 per square foot, with the square footage verified by the Minister.

7(3) Program Materials

In addition to the authorized materials and textbooks provided through the Provincial Learning Materials Distribution Centre, the Minister will provide each education authority with a budget approval to support the duplication of materials and for purchase of program materials and supplies. **Education authorities shall not reallocate this funding for any other purpose.**

(a) The budget approval for total program materials will be $118.89 per student officially enrolled in an education authority.

(b) The Minister will provide education authorities with a budget approval for materials and supplies. This budget approval is included in the funding provided in clause (a) above and will be $90.27 per student officially enrolled in an education authority. An education authority may establish different levels of funding for program materials and supplies among schools with elementary, intermediate, and senior high students and shall report this information to the Minister.

(c) The Minister will provide education authorities with a budget approval for materials and supplies for designated vocational courses. This budget approval is included in the funding provided in clause (a) above and will be determined by the nature of the course offered and the number of full-time equivalent students participating in each course.

(d) The Minister will provide education authorities with a budget approval for materials and supplies for authorized career and technology courses. This budget approval is included in the funding provided in clause (a) above and will be determined by the nature of the course offered and the number of full-time equivalent students participating in each course.

(e) Education authorities are required to allocate approximately 95% of the amount in clause (b) and 100% of the amounts in clauses (c) and (d) directly to schools.

7(4) Transportation

The Minister shall provide each education authority with a budget approval for student transportation. The budget provided covers non-capital operational costs excluding salaries and benefits.

7(5) **Renovations and Equipment**

(a) The Minister will provide funds for renovations and equipment on the basis of $56.10 per student for each student officially enrolled in an education authority plus a base of $7,500 for each education authority.

(b) The Minister will provide funds to acquire additional and/or replacement buses, and the Minister will allocate such buses to education authorities.

(c) The Minister will provide each education authority with funds for capital repair projects which exceed $10,000 and which are specifically approved by the Minister.

7(6) **Professional Development**

The Minister will provide each education authority with a budget approval for professional development on the basis of $80.75 per employee of the education authority.

7(7) **Other Funding**

Notwithstanding the funding grants outlined above, the Minister may grant such other supplementary funding amounts as the Minister deems necessary.

DATED at Summerside this 29 day of May, 2018

Jordan K.M. Brown
Minister of Education, Early Learning and Culture