

## **STAFFING**

The procedure for staffing each school is as follows:

Each January, as part of the budget preparation process, School Principals, in consultation with their staff, will estimate their enrollment for the coming school year and recommend to the Superintendent/ Secretary-Treasurer (or designate) a staffing level based on that enrollment. The following factors will be considered:

1. specific grade configuration of all schools;
2. Special Education and Learning Assistance needs of each school;
3. support needs;
4. Collective Agreement requirements.

As a part of budget deliberations, the School District will consider the School Principals' recommendations and the School District's financial situation in setting staffing levels. If there is a significant change in enrollment or a change in Special Education needs during the school year, consideration will be given to changing staffing levels at that time.