



School Based Staff Allocation 2021-2022: Teachers and Support Staff

To: Special Finance, Budget and Enrolment Committee

Date: 2 March, 2021

Report No.: 03-21-4044

Strategic Directions

- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

IT IS RECOMMENDED that the Board approve the staff allocation levels of school-based staff for 2021-22:

Allocate 10,658.0 FTE positions of *Teachers – Elementary* as set out in Appendix A;

Allocate 4,616.0 FTE positions of *Teachers – Secondary* as set out in Appendix B;

Allocate 1,121.0 FTE positions of *Designated Early Childhood Educators* as set out in Appendix C;

Allocate 241 headcount positions (190.5 FTE) of *Vice-Principals – Elementary* as set out in Appendix D;

Allocate 161 headcount positions (161.0 FTE) of *Vice-Principals – Secondary* as set out in Appendix D;

Allocate 9.0 FTE positions of *Educational Assistants (Caring & Safe)* set out in Appendix E;

Allocate 2,808.0 FTE positions of *Special Education Support Staff* as set out in Appendix F;

Allocate 1,078.0 FTE positions of *School Office Clerical* as set out in Appendix G;

Allocate 163.5 FTE positions of *School-Based Safety Monitors* as set out in Appendix H;

Allocate 2,833 headcount positions of *Lunchroom Supervisors* as set out in Appendix I;

Allocate 93.0 FTE positions of *Aquatics Instructors* in the regular program as set out in Appendix J;

Allocate 37.0 FTE positions of *Food Program Assistants* as set out in Appendix K;

Allocate 2,231.0 FTE positions of *Caretaking* as set out in Appendix L.

Context

School Based Staff Allocation 2021-22 is based on direction received from the Ministry of Education in January 2021. At that time all school boards were directed to proceed with their normal teacher and support staff allocation processes based on the existing Grants for Student Needs (GSN). This funding source is primarily based on student enrolment. The Ministry advised that funding that came to Boards, including TDSB for 2020-21 to address COVID-19 related costs should not be incorporated into these plans. The Ministry's directions and funding plans may change depending on the status of the pandemic.

Staff continue to plan for contingencies to support our students to succeed during the pandemic. In the event that we are given direction from the Ministry of Education to provide remote learning opportunities for students who are unable to attend school in-person, a plan to provide such learning via local hub models in the elementary panel will be finalized. We estimate that up to an additional 500 teachers may be needed to support this work at a cost of approximately \$54.0 M. We are not seeking approval for such allocation at this time. However, as more information becomes known about the student preference in program delivery, status of the pandemic and Ministry funding, staff will report back on program planning and resources needed for next year.

Subsequently, at the secondary level we will develop plans to provide remote learning for students who are unable to attend school in-person through the Secondary Virtual School and incorporate local school hubs where needed. Moving forward we will continue to assess the impact of the pandemic and seek to understand the virtual learning needs of all TDSB students so that we are better able to support their educational needs in the staff allocation process.

While COVID-19 related funding is not incorporated, the effects of COVID-19 on projected student enrolment are included. These effects include a decline in the number of Junior and Senior Kindergarten students and newcomer students across all grades.

Since March 2020 the federal government has mandated restrictions to international travel, this has resulted in a significant reduction in levels of immigration to Canada. These restrictions are expected to remain in place for the next four to six months resulting in lower student enrolment especially for newcomer Canadian students in the 2021-22 school year. This impacts Classroom, ESL and Special Education teacher allocations as well as enrolment driven administrative and support staff allocations.

Elementary Teachers

Elementary teachers will be allocated to schools based on the 2021-22 projected enrolments. These projections have returned students who are currently in virtual schools to their home schools.

Elementary classroom teachers will be initially allocated based on Ministry of Education regulations pertaining to class size:

- Full Day Kindergarten: System average class size no greater than 26.0. Classes are capped at 29 students. 10% of classes are permitted to exceed the cap to a maximum of 31 students if one of the following criteria are met:
 - No purpose-built kindergarten space available
 - Program purposes. For example, French Immersion
 - Avoiding Kindergarten/Grade 1 combined grade classes
- Grade 1-3: Classes are capped at 20 students. 10% of classes are permitted to exceed the cap to a maximum of 23 students.
- Grade 3/4 Combined Grade: Classes are capped at 23 students.
- Grade 4-8: System average class size no greater than 24.5. There is no maximum class size required by regulation.

Special Education classes are not included in the determination of class size maxima and averages.

Classroom allocations will not consider the differentiated allocation status of high-risk schools identified in conjunction with Toronto Public Health. Additionally, class size targets in place at schools in 2020-21 to assist with physical distancing requirements will not be applied.

The allocation of elementary teachers in library, guidance, Early Reading Intervention, and Reading Coaches returns to the School-Based allocation for 2021-22.

The number of elementary teachers recommended includes the 78.0 teachers stipulated by the Support for Students Fund.

Secondary Teachers

Secondary teachers will be allocated to schools based on the 2021-22 projected enrolments. These projections have returned students who are currently in virtual schools to their home schools.

Secondary classroom teachers will be initially allocated based on Ministry of Education funded average class size of 23.0.

Special Education classes are not included in the determination of class size averages.

The number of secondary teachers recommended includes the 36.0 teachers stipulated by the Support for Students Fund.

Support Staff

Included in the recommendations for school-based support staff are the positions funded by Investments in System Priorities and the Education Worker Protection Fund (EWPF). Applicable appendices will include the specific value of each of these two funding sources.

Holdback

An annual administrative holdback of approximately 1.25% of Elementary Teachers and 2.25% of Secondary Teachers will not be released until the Ministry of Education Grants for Student Needs are announced in the Spring, and enrolment projections are realized in the Fall. The holdback is included in the totals presented in the relevant appendices.

Action Plan and Associated Timeline

Staffing timelines for the employee groups are prepared in consultation with the appropriate bargaining unit representatives.

Resource Implications

The funding source for the school-based staffing is the Ministry of Education Grants for 2021-22. The cost for the teacher and support staff allocations is based on projected 2021-22 average salary and benefits as follows:

| | Appendix | 2021-22 Costs (\$M) | Recommended Allocations |
|--------------------------------------|----------|------------------------|----------------------------|
| Elementary Teachers | A | \$1,151.7 | 10,658.0 |
| Secondary Teachers | B | \$508.7 | 4,616.0 |
| Designated Early Childhood Educators | C | \$69.6 | 1,121.0 |
| Vice-Principals | D | \$47.0 | 351.5 |
| Educational Assistants | E | \$0.5 | 9.0 |
| Special Education Support Staff | F | \$168.4 | 2,808.0 |
| School Office Clerical | G | \$75.1 | 1,078.0 |
| School-Based Safety Monitors | H | \$9.4 | 163.5 |
| Lunchroom Supervisors | I | \$19.7 | 2,833.0 |
| Aquatics Instructors | J | \$5.6 | 93.0 |
| Food Program Assistants | K | \$1.9 | 37.0 |
| Caretaking | L | \$157.2 | 2,231.0 |
| Total | | \$2,214.8 | |

Communications Considerations

Employee Services and Finance are working with the Government, Public and Community Relations department to ensure all key stakeholders are informed throughout the staff allocation process, using existing internal and external communication vehicles. This report will be placed on the Board’s Budget webpage.

Board Policy and Procedure Reference

N/A: See Appendices

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APPENDIX A

Teachers – Elementary

Source of Funding: Pupil Foundation, Special Education, Language Allocation, Teacher Qualification and Experience, Learning Opportunities Grants.

2020-21 Plan: 11,109.5 FTE

2020-21 Actual: 10,843.0 FTE

2021-22 Recommendation: 10,658.0 FTE

| | 2020-21 Plan | 2020-21 Actual | 2021-22 Recommendation |
|---|---------------------|-----------------------|-------------------------------|
| Classroom and Preparation Time | 8551.0 | 8729.0 | 8328.0 |
| ESL | 406.0 | 301.5 | 235.0 |
| Learning Opportunities – Grade 4-8 | 115.0 | 115.0 | 115.0 |
| Early Reading Intervention | 42.0 | 0.0 | 42.0 |
| Reading Coaches | 8.0 | 0.0 | 8.0 |
| Library | 233.0 | 0.0 | 229.0 |
| Guidance | 69.0 | 0.0 | 69.0 |
| Special Education | 1603.0 | 1628.0 | 1548.5 |
| Education and Community Partnership Program (formerly Care, Treatment, Custody and Corrections) | 46.0 | 47.0 | 47.0 |
| Caring and Safe Schools | 8.0 | 8.0 | 8.0 |
| Profile Teachers * | 28.5 | 14.5 | 28.5 |
| Total | 11,109.5 | 10,843.0 | 10,658.0 |

Parameters:

- The following categories of support are included in calculating Grades 4-8 class size: Classroom, ESL Self-Contained and LEAP, and Learning Opportunities.
- Special Education includes 78.0 teachers stipulated by the Supports for Students Fund.
- The actual deployment of Special Education classroom supports may change based on student needs; however the overall financial support in Special Education will remain constant.

| *Elementary Profile Teachers (Miscellaneous Teacher Allocations) | 2020-21 Plan | 2020-21 Actual | 2021-22 Recommendation |
|---|---------------------|-----------------------|-------------------------------|
| Native Languages | 4.5 | 4.5 | 4.5 |
| Music Itinerant | 1.0 | 1.0 | 1.0 |
| Outdoor Education | 19.0 | 5.0 | 19.0 |
| Health and Safety | 4.0 | 4.0 | 4.0 |
| Total | 28.5 | 14.5 | 28.5 |

Teachers – Secondary

Source of Funding: Pupil Foundation, Special Education, Language Allocation, Teacher Qualification and Experience, Learning Opportunities Grants.

2020-21 Plan: 4,637.5 FTE

2020-21 Actual: 4,656.0 FTE

2021-22 Recommendation: 4,616.0 FTE

| | 2020-2021 Plan | 2020-21 Actual | 2021-22 Recommendation |
|---|---------------------------|---------------------------|-----------------------------------|
| Classroom | 3546.0 | 3578.5 | 3578.5 |
| ESL | 155.5 | 127.5 | 98.5 |
| Learning Opportunities | 30.0 | 30.0 | 30.0 |
| Library/Guidance * | 279.5 | 279.5 | 280.0 |
| Special Education | 482.5 | 497.5 | 486.0 |
| Education and Community Partnership Program (formerly Care, Treatment, Custody and Corrections) | 65.0 | 64.0 | 64.0 |
| Caring and Safe Schools | 20.0 | 20.0 | 20.0 |
| Alternative Attendance Programs | 21.0 | 21.0 | 21.0 |
| Profile Teachers ** | 30.0 | 30.0 | 30.0 |
| E-learning | 8.0 | 8.0 | 8.0 |
| Total | 4,637.5 | 4,656.0 | 4,616.0 |

*Library and Guidance are recommended as a single entity since school Principals have discretion on how the combined Library/Guidance allocation is utilized.

Parameters:

- The 2021-22 secondary system-wide class size exclusive of eLearning is based on an average of 23.0.
- Classroom teachers includes 36.0 teachers stipulated by the Supports for Students Fund
- The actual deployment of Special Education classroom supports may change based on student needs; however the overall financial support in Special Education will remain constant.

| **Secondary Profile Teachers (Miscellaneous Teacher Allocations) | 2020-21 Plan | 2020-21 Actual | 2021-22 Recommended |
|--|-----------------|-------------------|------------------------|
| Alternative Schools Supplement | 6.5 | 6.5 | 6.5 |
| Native Learning Centre | 2.0 | 2.0 | 2.0 |
| Health Care Co-op (formerly University Health Network) | 1.0 | 1.0 | 1.0 |
| Project SEARCH | 1.0 | 1.0 | 1.0 |
| Dual Credit | 1.0 | 1.0 | 1.0 |
| International Baccalaureate | 2.5 | 2.5 | 2.5 |
| Native Languages | 0.5 | 0.5 | 0.5 |
| STEP to Transportation (formerly Citi Motive) | 1.0 | 1.0 | 1.0 |
| Community Health Co-op at Sunnybrook | 1.0 | 1.0 | 1.0 |
| STEP to Construction (formerly Construction Co-op) | 1.0 | 1.0 | 1.0 |
| Business of Banking (formerly BMO Co-op) | 1.0 | 1.0 | 1.0 |
| Africentric | 2.0 | 2.0 | 2.0 |
| Outdoor Education | 1.0 | 1.0 | 1.0 |
| Health and Safety | 4.0 | 4.0 | 4.0 |
| Arts Co-op (formerly Dance and Drama Arts) | 0.5 | 0.5 | 0.5 |
| Stay Connected | 3.0 | 3.0 | 3.0 |
| School Within a College | 1.0 | 1.0 | 1.0 |
| Total | 30.0 | 30.0 | 30.0 |

Designated Early Childhood Educators

Source of Funding: Pupil Foundation, Early Childhood Educators Qualification and Experience Grants.

2020-21 Plan: 1,272.0 FTE

2020-21 Actual: 1,315.0 FTE

2021-22 Recommendation: 1,121.0 FTE

Parameters:

- The decrease in the allocation of Designated Early Childhood Educators for 2021-22 reflects the decrease in the number of FDK classes.
- This recommendation does not include Designated Early Childhood Educators that may be required for the Board-operated Extended Day Programs.

Vice-Principals – Elementary / Secondary

Source of Funding: School Foundation, Special Education, Learning Opportunities and Language Allocations.

Elementary

2020-21 Plan: 201.5 FTE

2020-21 Actual: 201.5 FTE

2021-22 Recommendation: 190.5 FTE

**Reflects 101 Vice-Principals with half-time teaching responsibilities (50.5 FTE teachers)*

Secondary

2020-21 Plan: 161.0 FTE

2020-21 Actual: 161.0 FTE

2021-22 Recommendation: 161.0 FTE

Parameters:

- The total allocation of Vice-Principals decreases by 11.0 for 2021-22 due to changes in enrolment

Educational Assistants (Non-Special Education)

Source of Funding: Pupil Foundation Grant.

2020-21 Plan: 9.0 FTE

2020-21 Actual: 9.0 FTE

2021-22 Recommendation: 9.0 FTE

Parameters:

- The allocation of Educational Assistants remains unchanged for 2021-22.
- Educational Assistants are distributed to Alternative Attendance/Caring and Safe Programs

Special Education Support Staff

Source of Funding: Special Education Grant

2020-21 Plan: 2,735.0 FTE

2020-21 Actual: 2,837.0 FTE

2021-22 Recommendation: 2,808.0 FTE

Parameters:

- The actual deployment of Special Education classroom supports may change based on student needs; however, the overall financial support in Special Education will remain constant.
- This allocation is primarily made up of Special Needs Assistants, Educational Assistants specific to Special Education programs, Child and Youth Workers, Special Incidence Portion assistants, Noon Hour Assistants, Deaf Blind Interveners and Sign Language Facilitators.
- This recommendation includes 72.5 positions funded by Investments in System Priorities.

School Office Clerical

Source of Funding: School Foundation, Special Education, Learning Opportunities Grants.

2020-21 Plan: 1,042.0 FTE

2020-21 Actual: 1,089.0 FTE

2021-22 Recommendation: 1,078.0 FTE

Parameters:

- The allocation of School Office Clerical increases by 35.5 FTE for 2021-22.
- This recommendation includes 47.5 positions funded by Investments in System Priorities.

School-Based Safety Monitors

Source of Funding: Safe and Accepting Schools Allocation and the Learning Opportunities Grants.

2020-21 Plan: 163.5 FTE

2020-21 Actual: 163.5 FTE

2021-22 Recommendation: 163.5 FTE

Parameters:

- The allocation of School-Based Safety Monitors remains unchanged for 2021-22.

Lunchroom Supervisors

Source of Funding: The Ministry Funding Model provides no direct funding for these positions.

2020-21 Plan: 2,689 headcount = 1,277 (Regular) + 1,412 (FDK) headcount

2020-21 Actual: 2,955 headcount = 1,622 (Regular) + 1,333 (FDK) headcount

2021-22 Recommendation: 2,833 headcount = 1,587 (Regular) + 1,246 (FDK) headcount

Parameters:

- The allocation of Regular Lunchroom Supervisors will increase by 310 for 2021-22.
- The allocation of Full Day Kindergarten Lunchroom Supervisors will decrease by 166 for 2021-22 due to the reduction in Kindergarten classes.
- This recommendation includes 345 positions funded by the Education Workers Protection Fund.

Aquatics Instructors – Regular Program

Source of Funding: Pupil Foundation Grant.

2020-21 Plan: 93.0 FTE

2020-21 Actual: 93.0 FTE

2021-22 Recommendation: 93.0 FTE

Parameters:

- The allocation of Aquatics Instructors – Regular Program remains unchanged for 2021-22.
- The allocation of Aquatics Instructors is determined by the number of schools with aquatics programs.

Food Program Assistants

Source of Funding: Pupil Foundation Grant.

2020-21 Plan: 37.0 FTE

2020-21 Actual: 37.0 FTE

2021-22 Recommendation: 37.0 FTE

Parameters:

- The allocation of Food Program Assistants remains unchanged for 2021-22.
- Food Program Assistants are assigned to secondary schools where Culinary Arts is part of the curriculum.

APPENDIX L

Caretaking

Source of Funding: School Operations Allocation Grant

2020-21 Plan: 2,103.0 FTE

2020-21 Actual: 2,231.0 FTE

2021-22 Recommendation: 2,231.0 FTE

Parameters:

- Caretaking allocations increase by 128.0 for 2021-22.
- Caretaking allocations are primarily based on square footage of operating buildings allocations. Allocations also consider pools, permits, portables, legislation, operational complexity and enrolment.
- The allocation includes Caretaking staff for non-school sites.
- This recommendation includes 45.0 positions funded by Investments in System Priorities and 83.0 positions funded by the Education Workers Protection Fund.