

Administrative Procedure 7130

School Allocation Formulas

Board Governance Policy Cross Reference: [1, 14, 16](#)

Administrative Procedures Cross Reference:

[Divisional Budget Process](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) shall ensure that an annual staffing process is established and periodically reviewed within the context of the annual budget process. Each school year, the allocation of administrative and secretarial staff at each school is reviewed and adjusted according to the school allocation formulas.

1. School Administration Formula

- a) Kindergarten students are equal to .5 full time equivalent (FTE) and all other grades are equal to 1 FTE.
- b) Administration time will be determined as per the projected enrolment determined as at January of each year for the upcoming subsequent year according to the following formula:

Administrative Allocation		
Number of Students	K-8	9-12
1 – 75	.50	.75
76 – 150	.75	1.00
151 – 225	1.00	1.25
226 – 300	1.25	1.50
301 – 375	1.50	1.75
376 – 450	1.75	2.00
451 – 525	2.00	2.25
526 – 600	2.25	2.50
601 – 675	2.50	2.75
676 – 750	2.75	3.00

Considerations	
Minimum administration time	0.50
K students counted a 0.5 fte	
Based on projected enrolment in "January"	
Special considerations may be given upon recommendations from the Superintendent's Department	

2. School Administrative Assistant Formula for all schools (except Hutterian schools)

Number of Students	Admin Assistant Allocation
Less than 100	.50
100 –249	1.0
250-299	1.25
300- 399	1.5
400-499	1.75
over 500	2.00