

## 2017-18 School Funding Framework

## Finance and Administration Manual Education Authorities

OVERVIEW The Department allocates funding for Junior Kindergarten to Grade 12 programs delivered by the four Divisional Education Councils (DECs), three District Education Authorities (DEAs), the Tlicho Community Service Agency (TCSA) and the Commission scolaire francophone, Territoires du Nord-Ouest.	<ul> <li>Formulas determine most of the funding for education authority operations.</li> <li>Funding for school programs is separated into four categories:</li> <li>Administration and School Services;</li> <li>Territorial Schools;</li> <li>Inclusive Schooling;</li> <li>Aboriginal Languages and Culture- Based Education;</li> </ul>
Two DEAs are located in Yellowknife, and are the only education authorities that levy local property taxes. These two DEAs are expected to cover at least 25% of the costs of delivering elementary school programs. The Government collects taxes for the other education authorities, and provides 100 percent of the funding needed for delivering school programs.	<ul> <li>Additional funds are also provided through:</li> <li>Local Property Taxation; and</li> <li>Canadian Heritage French and Aboriginal Language Funding.</li> </ul>
The term "education authorities" used throughout this document refers to the four DECs, the two Yellowknife DEAs, the Dettah District Education Authority, the Tłįchǫ Community Service Agency and the Commission scolaire francophone, Territoires du Nord-Ouest unless otherwise stipulated.	
Education Authorities Contribution Information	
Education authorities receive draft contribution schedules in spring, which they are encouraged to review and comment on.	

<u>Northern Cost Index (NCI)</u>	
The NCI expresses the relationship at a given point in time between retail prices of a sample range of goods and services in Yellowknife and prices in other communities in the NT. NCI is based on the Federal Isolated Post Living Cost Differentials. Isolated post index is reviewed at three to four year intervals and remains in effect unchanged between review periods.	Applies to majority of O&M funding categories.
<u>Consumer Price Index (CPI)</u>	
The CPI is an indicator of changes in consumer prices. The CPI is used is an indicator of the change in the general level of consumer prices or the rate of inflation. It is used to escalate a given dollar value, over time, to preserve the purchasing power of that value.	Applies to NCI base – Yellowknife. Updated annually

ENROLMENTS			
	Junior Kindergarten:		
For funding purposes, there is one	0.5 FTE Half-day		
relevant enrolment figure: the prior year	1.0 FTE Full-day		
September 30 full time equivalent (FTE)	1.0 FIE Full-uay		
	Vindorgartan		
enrolment adjusted for non-attenders.	Kindergarten:		
Throughout this document ETE refers to	0.5 FTE Half-day		
Throughout this document FTE refers to	1.0 FTE Full-day		
the prior year September 30 attending	Crades 1 to 0.		
students, plus current year grade	Grades 1 to 9:		
extension students, and small schools	1.0 FTE		
senior secondary program students.	Conduct 10, 12		
	<u>Grades 10 -12</u> :		
The Department collects enrolment data as at September 30. Contribution	1.0 FTE for 15 or more credits per year.		
calculations for the upcoming school	0.5 FTE if less than 15 credits per year.		
year are based on the prior school year	0.5 TTE II less than 15 creats per year.		
FTE. i.e. 2017-2018 contributions are	Home-schooled students:		
based on the September 2016 enrolment	0.5 FTE for a home schooled student.		
data.			
	Home-schooled students are students		
An Attending Student is:	not attending regular classes, and		
An Attending Student is.	where parents have the primary		
A student who, during the period of	responsibility for their education,		
September 1 to September 30, was in	with monitoring by the principal		
attendance for at least 60% of the	(reference <i>Department Directive on</i>		
sessional days during the month. A	Home Schooling).		
	nome schooling).		
student also counts as attending if she/he was absent from school with	Magnet Facilities (Group Homes and		
parent/guardian or school permission.	Young Offender Facilities):		
	1.0 FTE if the student is attending a		
An attending student must also be	school more than 50% of the time.		
registered for at least the school term.			
Refer to Section 27 of the <i>Education Act</i>	0.5 FTE if the student spends less than 50		
for the definition of an excused absence.	percent of the time in a school.		
	-		
Where the principal and the parent	Although a student may be attending		
agreed to excuse a student from	a school that is not his/her		
attending for a period of time in order to	community school, the student must		
allow the student to participate in	be registered in his/her community		
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traditional activities on the land or other learning experiences away from the community, a written agreement must be on file.	school (reference <i>Education Act,</i> Section 12).
A student who recently became a resident in the region and has registered at school on a date after September 1, and has not been absent without parent/guardian or school permission more than 40% of the possible consecutive sessional days since registration is an attending student.	
Note: a student suspended for non- attendance is considered absent.	
Students Greater Than 21 Years of Age	
In an effort to encourage students to pursue the completion of their high school diploma, the Department will count those students who are greater than 21 years of age as of December 31 <sup>st</sup> at 0.5 FTE.	

SALARY CALCULATIONS
Administration & School Services
For Administration positions the base salary is the midpoint step of the range that the position was evaluated at.
<u>Territorial Schools, and Inclusive</u> <u>Schooling Average Salaries</u>
NWTTA Staff: Average salary calculations are based on the education authority's staffed positions for individual job categories.
UNW/Excluded/SRM: Salary calculations are based on midpoint. For example, UNW and Excluded are funded at step 4,
Adjustments are made for the cost of collective agreements that have been negotiated.
<u>Benefits Councils</u>
The education authorities receive 21.75 percent of base salary and allowances (excluding Northern Allowance) for the employer portion of benefits. The 18.5 percent is comprised of the following: CPP EI Disability/Supplementary Death
Superannuation/Pension PSHCP Plus a 3.25% for removal, recruitment
and WSCC.

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Benefits Yellowknife Districts
<b>Benefits Yellowknife Districts</b> Yellowknife Districts receive 21.75 percent of their base salary and allowance (excluding Northern Allowance) for personnel benefits. These benefits include a 12.5 percent employer share, 2.25 percent professional development, 1.7 percent medical travel assistance, 2 percent removals, 0.9 percent Worker's Compensation, 0.9 percent dental and 1.5% was added in 2016-17 for increased benefit cost.

1. ADMINISTRATION AND SCHOOL SERVICES	Allocation to Education Authorities:				
The administration and school services contribution includes funding for	Superintendent:1.0 PYComptroller:1.0 PY				
staffing, travel, administration funding and administration costs specific to	Assistant Superintendents: K-12				
education authorities outside of	FTE Communities				
Yellowknife.	1 4 8 12				
	<b>500</b> 0.50 1.00				
i) <u>Administration Staffing</u>	<b>1,100</b> 0.50 1.25 1.25 1.25				
	<b>1,900</b> 1.00 1.25 1.50 2.00				
Administration staffing is determined by FTE enrolment and the number of	<b>2,700</b> 1.50 1.75 2.00 2.50				
communities served using the Allocation to Education Authorities table:	Administration Officers: K-12				
	FTE Communities				
	1 2 7 13				
	<b>1,000</b> 0.75 1.00 1.00				
	<b>1,400</b> 0.50 0.75 1.00 1.00				
	<b>1,800</b> 1.00 1.25 1.25 1.25				
	<b>2,200</b> 1.25 1.50 1.50 1.50				
	<b>2,600</b> 1.50 1.75 1.75 1.75				
	<u>Clerical Staff</u> : K-12				
	FTE Communities				
	1  4  8  12				
	<b>500</b> 2.00 2.50 2.75 3.00				
	<b>1,000</b> 2.50 3.00 3.25 3.50				
	<b>1,200</b> 3.00 3.50 3.75 4.00				
	<b>1,600</b> 3.50 4.00 4.25 4.50				
	<b>2,000</b> 4.00 4.50 4.75 5.00				
	<b>2,400</b> 4.25 4.75 5.00 5.25				
	<b>2,800</b> 4.50 5.00 5.25 5.50				
	<b>3,200</b> 4.75 5.25 5.50 5.75				
	,				

Technical Consultant	<ul> <li>1.0 PY for Divisional Education Council/Yellowknife District Education Authority (DEA)</li> <li>0.50 PY for Commission scolaire francophone</li> </ul>		
	0.25 PY for each Dettah and Ndilǫ DEA		
ii) <u>Administration O&amp;M</u>			
Council travel.	Meeting expense X NCI		
Administration funding provides for administrative expenses at an average of \$12,000 per formula administration person years, and school consultants and adjusted by NCI.	\$12,000 X( # of Administration PYs and Territorial School Consultants PYs) X NCI		
ii) <u>District Education Authorities</u> <u>O&amp;M</u>			
The Divisional Education Councils receive funding for their community District Education Authority's administration salary and benefits, honoraria and administration using the following formula:	(Community Base of \$15,000 + K-12 School FTE x \$86)		
iv) <u>Office Leases</u>			
Funding is provided for the cost of office leases.	Actual cost		

2. TERRITORIAL SCHOOLS	
The territorial schools contribution includes funding required to operate the school system, such as staffing for teachers, consultants, school counsellors, secretaries, and custodians, as well as materials and supplies for the classrooms.	The majority of funding is allocated by formula.

		K-12 FTE	PY	
i) School Staff	100	6.14		
		105	6.39	
The following formula is used to		110	6.64	
calculate junior k	indergarten teacher	115	6.89	
person years.		120	7.12	
		125	7.37	
JK Teache	rs	130	7.61	
JK FTE	PY	135	7.86	
12	1.00	140	8.10	
		145	8.35	
Person year alloc	ations are calculated	150	8.60	
at the school leve	l.	155	8.85	
		160	9.09	
The following tab	le is used to calculate	165	9.38	
kindergarten to g	rade 9 teacher person	170	9.66	
years.		175	9.95	
		180	10.22	
K - 9 Teach	ers	185	10.51	
K-9 FTE	PY	190	10.79	
1 1	1.00	195	11.08	
5	1.26	200	11.36	
10         1.26           15         1.51		205 210	11.64 11.93	
20 2.00		215	12.21	
25 2.50		220	12.42	
30 2.75		225	12.70	
35 3.00		230	12.99	
40 3	3.25	235	13.27	
45 3	3.25	240	13.55	
50 3	3.51	245	13.83	
55 3	3.76	250	14.12	
60 4	4.01	255	14.40	
65 4	4.26	260	14.69	
70 4	4.51			
75 5	5.01	595	33.61	
80 5	5.26	600	33.88	
85 5	5.51	605	34.17	
90 5	5.76	610	34.45	
95 5	5.90	615	34.73	
		620	35.01	

ii) School	Staffing - Teachers 10-12	Gr.10-	12 Teachers
The following	formula is used to	10-12 FTF	E PY
	ndary teacher person	155	12.54
	ig grade extensions.	160	12.81
<b>J</b>		165	13.08
Person vear a	llocations are calculated at	170	13.35
the school lev		175	13.63
		180	13.90
Gr.10-2	12 Teacher	185	14.17
10-12 FTE	РҮ	190	14.44
10	2.26	195	14.72
15	2.84	200	14.72
20	3.40	205	14.98
25	3.97	210	15.25
30	4.53	215	15.51
35	4.81	220	15.77
40	5.10	225	16.02
45	5.18	230	16.28
50	5.72	235	16.55
55	6.00	240	16.81
60	6.54	245	17.07
65	6.80	250	17.60
70	7.35	255	17.86
75	7.62	260	18.12
80	8.17	265	18.39
85	8.44	270	18.65
90	8.98	275	18.91
95	9.26	280	19.17
100	9.53	285	19.44
105	9.80	290	19.70
110	10.07	295	19.96
115	10.35	300	20.30
120	10.62		
125	10.89	590	36.03
130	11.16	595	36.29
135	11.44	600	36.80
140	11.71	605	37.06
145	11.98	610	37.30
150	12.25	615	37.56
		620	37.81

iii) School Support Consultants					
	K-12	Number of Communities			
This table shows the formula used to	FTE	1	5	10	15
calculate School Support Consultants:	400	1.50	1.75	2.00	2.25
	600	2.00	2.00	2.25	2.50
	1,200	2.50	2.75	3.00	3.25
	1,800	3.00	3.25	3.50	3.75
	2,400	3.25	3.50	3.75	4.00
	3,000	3.50	3.75	4.00	4.25
	3,600	3.75	4.00	4.25	4.50
<ul> <li>iv) School Counselling</li> <li>Funding is provided for school counselling based on the following formula:</li> <li>Note: additional funding for counselling is provided under Inclusive Schooling.</li> <li>v) School Secretaries</li> </ul>	= K-12 community FTE x 0.0032				
Secretarial person years are calculated using the following formula: <b>vi) Custodians</b>	= Community base of 0.10 of a position + (K-12 community FTE x 0.0028)				
vi) Custodians					
Custodial person years are calculated using the following formula:	= K-12 community FTE x 0.0102				
vii) Casual Wages					
The casual wage funding allocation is to provide for all replacement staff and is calculated using the following formula:	=(JK-12	commui	nity FTE	) x \$173	3 x NCI

viii) School Operation & Maintenance (O&M) Funding	
This category includes funding for: a portion of grade extension start-up costs; school counsellors O&M career and technology studies; industrial classroom; minor projects, furniture and equipment; student travel (special trips); as well as school materials and supplies. The funding for this category is determined by an education authority's K-12 school FTE and weighted by a previously determined freight factor using the following formula:	= JK-12 community FTE x \$440 x NCI
<ul> <li>ix) Student Transportation (Busing)</li> <li>School transportation (busing) is based upon JK-12 FTE, average school size, the community distance factor, and the living cost differential (Statistics Quarterly).</li> <li>Separate amounts are identified for students who are bussed between communities.</li> </ul>	<ul> <li>Community JK-12 FTE X Northern Cost Index X Weighting Average School Enrolments X \$62 X Community Distance Factor</li> <li>Note:</li> <li>The following communities receive funding based on cost, not formula, because the students are bussed between communities: <ul> <li>Dettah</li> <li>Behchokö</li> <li>Enterprise</li> <li>Hay River Reserve</li> </ul> </li> </ul>

x) Senior Secondary Education	
The delivery of senior secondary programs introduces additional funding requirements, some of which are one- time set-up costs associated with the introduction of a senior secondary program. Others constitute continuing senior secondary O&M funding requirements. Note: The projected number of students slated for authorized grade extensions are included in the general enrolment figures and are included in enrolment driven calculations. The projected number may be adjusted to reflect the actual number where a substantial difference exists.	The students in the grade extension are treated as regular enrolment for all other funding purposes. For the most part, there is no distinction between students in a newly introduced grade and those in established programs. Funding based on grades offered rather than enrolments recognizes small schools and promotes equitable funding.
One-Time Start-Up Costs (Regular Crade Extensions)	
<u>Grade Extensions)</u>	
This funding is intended to allow the school to purchase the instructional and resource materials, computers, distance education technology, and other items necessary for the operation of an effective educational program at the senior secondary grade level. This one- time funding is solely for the purpose of equipping the facility with instructional supplies appropriate for these grades. Once grade 10 extension is offered, it is expected that grade 11 and grade 12 will follow in the consecutive years.	Additional funding is provided for the grade 10 program, as initial set-up costs are substantially higher than for grade 11 or 12. The one-time contribution for the start- up costs associated with the introduction of a grade extension are as follows: Grade 10 - \$75,000 Grade 11 - \$20,000 Grade 12 - \$20,000

Ongoing: Senior Secondary Materials and Distance Learning	
Funding is provided for ongoing support for distance education, library materials and trade programs O&M.	Small Schools: \$15,000 x NCI Other schools: \$25,000 x NCI Per 10-12 FTE allocation = \$360 x NCI
<u>Senior Secondary Small Schools</u> <u>(SSSS) Program</u>	
Schools that do not meet the criteria for a regular grade extension will be funded under the Senior Secondary Small School Program. This funding is available for the operation of innovative grade 10-12 school programs in the students' community, or to accommodate and educate the students in regional centers. Initial funding is based on the projected number of students, and then updated for current year actuals. SSSS students are <b>not</b> included in the enrolment driven calculations except "Ongoing: Senior Secondary Materials and Distance Learning".	<ul> <li>* = \$21,219 per FTE x combined index for community (NCI)</li> <li>* The ceiling for Small School program funding is equal to the minimum allocation for schools through regular senior secondary formulas.</li> </ul>
xi) Termination Benefits (severance pay) Education authorities are funded for termination costs covering staff who terminated during the previous school year. The funding is based on the GNWT/union collective agreements.	Prior year expenditures (based on GNWT/Union Collective Agreements)

xii) Healthy Food for Learning Funding is to provide children and youth with healthy and nutritious food to support their physical, emotional and social development and wellbeing.	20% of the total funding is applied to a base per school amount and 80% is an adjustment driven by the number of students, a food price ratio to Yellowknife and a median after-tax income allocator.
	Base per school \$2,653 + adjustment
xiii) Yellowknife District Education	
In addition to education program funding, school districts receive contributions for:	
<u>Other O&amp;M</u> : (Insurance and office rent/mortgage).	Approved amounts
<u>School Plant O&amp;M</u> : Yellowknife Districts are funded for utilities and maintenance of school facilities (less property taxation of 25 percent for K-9).	Approved amounts
xiv) Extraordinary Enrolment	
The Department determines school contributions based on the enrolment figures from September 30 of the previous year. In cases where the Department has established that extraordinary growth has occurred, it may be necessary to fund based on actual enrolment figures. The criteria for funding is:	The Department provides for extra teaching staff and increased O&M for enrolments above normal enrolment growth.
<ul> <li>Community enrolment ≥ 8 percent; and</li> <li>At least 10.0 FTE increase</li> </ul>	

xv) REDEA (Rae-Edzo District Education Authority)	
The funding for this category is a combination of historical and formula funding.	Custodians, education assistants, secretaries and language specialists are funded by formula. Maintenance and other operating expenses are funded on a historical basis.

3. INCLUSIVE SCHOOLING	
<ul> <li>This funding allows education authorities to provide support systems and services to enable all students to be included as full participants in regular, age-appropriate classes within their home communities.</li> <li>For further details please refer to the <i>Ministerial Directive on Inclusive</i> <i>Schooling 2016.</i></li> </ul>	
i) Regional Coordinators	
Funding for Inclusive Schooling Consultants is based on the prior year average salary and benefits for consultants (territorial school and inclusive schooling consultants).	<ul> <li>1.0 PY for Divisional Education Council/Yellowknife District Education Authority/Commission scolaire francophone</li> <li>0.50 PY for each Dettah District Education Authority and Ndilǫ District Education Authority</li> </ul>
ii) Program Support Teachers	
Funding for Program Support Teachers is based on the prior year average salary for teachers.	Formula Calculation: 0.5 PY if FTE < 30 1.0 PY if FTE >=30 and <119 1.0 PY for every 119 FTE Max of 3.25 PY

<ul><li>iii) Wellness Counsellors</li><li>Base funding for Counsellors is provided for each community.</li></ul>	= 0.25 PY per community
<ul> <li>iv) Support Assistants</li> <li>Learning Support Assistants refers to personnel used to provide programming supports to meet the learning needs and goals of individuals and groups of students.</li> </ul>	= Community K-12 FTE / 63

v) Magnet Facilities				
, ,		Teacl	hers	
Certain institutional facilities provide		FTE	РҮ	
services to non-resident students and		1	1.00	
thus exhibit a high concentration of		10	1.50	
students with very challenging needs. These facilities have been identified as		15	1.75	
requiring additional supports and the		20	2.00	
education authority can access funding		25	2.50	
based on the average number of annual		30	2.75	
FTE students accommodated at the		40	3.00	
facility:				
Funding is only provided for magnet		nal to teachi	0 .	
facilities designated as such by ECE as		provided fui	nding for o	ne
defined above.	Education	Assistant.		
There are currently four facilities		0&M \$2,000	) per FTE	
identified as Magnet Facilities operating in the NWT:	The stude		. :	the size
Group Homes:		nts are to be imunity enr		
- McAteer House (Yellowknife)		t driven fun		
- Territorial Treatment Centre		ted for the e	-	
(Yellowknife)	authoritie	S.		
- Trail Cross (Fort Smith)				
Young Offender Facilities (YOF):		er details, pl		
<ul> <li>North Slave YOF (Yellowknife)</li> </ul>	-	ntal Directiv	ve on Magi	net
	Facilities.			
vi) Staff Development				
The staff development formula includes				
base funding and funding for travel in	= Base fuu	nding of \$2,0	000 per co	mmunity
accordance with the number of		inity K-12 F	-	5
communities that each council serves.			+0051	

<ul> <li>vii) Specialized Learning Materials/Assistive Technology</li> <li>Travel and Minor Projects funding is for minor projects, travel and supplies.</li> </ul>	= [Education Authority \$10,000 base for minor projects + Base funding of \$2,000 per community + (community K-12 FTE x \$62)] x NCI		
viii) Staff Development Travel			
For teachers and principals to travel to provide or receive professional development.	= \$3,000 per community PST position x NCI		
x) Healing and Counselling			
It is recognized that, in pursuing their academic goals, students may need help in addressing personal, social, or emotional issues. Counselling and Healing refer to strategies and supports designed to address behavioural, social, emotional, and healing issues, including residential school recovery.	= Base Funding of \$10,000 per community + (\$60 per K-12 FTE x NCI)		
xi) Student Success Initiative (SSI)			
The SSI aims to improve student learning and performance. Education district level projects are funded to improve	DECs and YK DEAs \$55,000 Commission scolaire 15,000		
student achievement in a range of areas.			
statent achievement in a range of al cas.	Dettah DEA/K'alemi Dene School 15,000		
To address the particular needs of small communities, funding has been set aside to provide more targeted assistance to one or two small community schools.	Focus schools 100,000		
Such schools are deemed "focus schools"	8		
and present some of the following	initiatives is available specifically for		

characteristics: a significant percentage of students who function below grade level; a high percentage of students who have been identified as having special needs or learning disabilities; the need for cultural enrichment, or; a high rate of non-attendance. A focus school will be identified where the school community demonstrates the readiness to address such issues that have been identified for its school. Final determination of focus schools rests with the Department. For further details, reference the <i>"NWT</i> <i>Student Success Initiative –</i> <i>Administration Handbook"</i> .	those professional teacher development opportunities that would further enhance effectiveness of an initiative. Such professional development funding is made available to DECs through the NWTTA based on a formula outlined in the MOU between the GNWT and the NWTTA.
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4. ABORIGINAL LANGUAGES & CULTURAL PROGRAMS	
i) Aboriginal Languages O&M	
<ul> <li>Funding for Aboriginal Languages and Culture-based Programs support the establishment and maintenance of Teaching and Learning Centres (TLC)*, which: <ul> <li>Encourage and support the development of culture-based education.</li> <li>Help communities and schools develop resources and materials to teach and promote the Dene and Inuvialuit languages.</li> <li>Enable education authorities to implement culture-based education through all curricula, particularly Dene Kede and Inuuqatiqiit.</li> <li>Provide co-ordination and training to staff by means of orientations, workshops, and courses, which enable staff to develop the knowledge, skills and attitudes required to implement culture-based education.</li> </ul> </li> </ul>	Aboriginal language and culture-based education funding is allocated according to the following formula and calculated using the FTE of Aboriginal students K- 12: (Base Funding of \$100,000 per education authority) + (\$9,000 x number of communities minus one) + (Aboriginal K- 12 FTE x \$125) X NCI Education authorities also receive additional funding for Aboriginal languages from Canadian Heritage under the CANADA-NWT Cooperation Agreement for French and Aboriginal Languages.
Aboriginal Languages & Cultural Programs funding is also available for translation and interpretation services.	
Base funding has been developed for education authorities with student FTE greater than 500.	
* TLCs may be regionally based or located in a specific community.	For further details, please refer to the Aboriginal Language and Culture-Based Education Departmental Directive 2004.

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ii) Education Assistants/Aboriginal Language Specialists (EA/ALS)			
The contribution for EA/ALS is based on the number of Aboriginal FTE K-12 students in each community.	Aboriginal K-12 FTE perPYcommunity		
	<b>0.5 – 25</b> 0.5		
EA/ALS person years are calculated	<b>26 - 50</b> 0.9		
using the following formula:	<b>51 - 75</b> 1.5		
	> 75 1.5 + (FTE - 75) x 0.009		
<ul><li>ii) Aboriginal Student Achievement</li><li>Teacher orientation:</li></ul>	\$450 per teaching PY times NCI		
Literacy Coaches	0.50 of a school consultant		
iii) Elders in the Schools	(FTE X \$20 + \$5,000) X NCI		

7. CANADIAN HERITAGE FRENCH LANGUAGE FUNDING	
Canadian Heritage provides funding assistance for the teaching of core French, French immersion and French as a first language. Education authorities are asked to provide budget proposals for delivery of French programs to the Department on an annual basis. The Department uses this information to negotiate the annual protocol with the Federal Government. Monies provided by Canadian Heritage can be used toward the purchase of textbooks and language materials, salaries for French assistants, cultural activities and other eligible expenditures.	