

Support Staff Learning Improvement Fund 2015 - 16 School Year

The purpose of this document and form is to assist school districts and local unions to comply with the agreement on the Support Staff Learning Improvement Fund agreed to by BCPSEA, Boards of Education signatory to the Provincial Framework Agreement (PFA), and Support Staff Unions signatory to the PFA dated June 7, 2014.

In 2015-2016 an allocation in the amount of \$20 million for the Support Staff Learning Improvement Fund is to be spent in accordance with the Provincial Framework Agreement (PFA) signed June 7, 2014 and the letter of agreement (LOA) signed between BCPSEA, K-12 Support Staff Unions, and the Ministry of Education.

The Learning Improvement Fund (LIF) Regulation came into force on April 14, 2012. The LIF provides an ongoing multi-year commitment of additional resources, specifically targeted to support complex classes that present challenging learning conditions. In accordance with the PFA, Districts and Support Staff Unions will agree on how they allocate these funds to improve the learning conditions for students.

In accordance with the PFA, districts that are signatories to the PFA must allocate support staff-related spending in accordance with the LIF statute, regulation, and this form. This application process is in place for the 2015-2016 school year. LIF information for future years will be provided annually prior to the implementation of the school year.

It should be noted that the financial resources made available through the LIF are to be additional to resources normally provided and for this reason are not to offset existing resources.

The Ministry of Education will provide information to school districts as to SSLIF minimum obligations.

If you require assistance or have any questions, please contact:

Leanne Bowes (leanneb@bcpsea.bc.ca or 604-730-4509), or

John Horsfield (jhorsfield@cupe.ca or 250-384-8048)

Resources

Please review the SSEAC website (www.sseac.ca) for resources that will assist in the implementation of the LIF including:

- PFA between BCPSEA, Boards of Education and K-12 Support Staff Unions
- Ministry of Education LIF Funding Allocations & Regulations
- Ministry of Education Policies on Special Education.

Please find attached the Instruction and Application Form for submission to SSEAC for the 2015-16 school year. There have been no changes to the statute or regulations but the Instruction and Application Form has been changed to reflect the updated language of the 2014-2019 Provincial Framework Agreement.

Instructions and Application Form

2015 – 16 School Year

The purpose of this document is to assist boards of education and support staff local unions to allocate the funds stipulated in the Provincial Framework Agreement (PFA). As the PFA states, the funding is intended to be utilized for:

“ additional hours will be allocated to EA positions of more than 10 and less than 35 hours where required to provide support for the learning needs of students in alignment with district objectives and the Learning Improvement Fund Statute and Regulation. This does not preclude the creation of new full time or part time EA positions.”

Funding is to be used solely for Education Assistants currently working in special education. Special education is understood in terms of definitions provided in Ministry of Education Special Education Policy and the Ministry’s Special Education Manual:

“ (a) student with special needs means a student who has a disability of an intellectual, physical, sensory, emotional or behavioral nature, has a learning disability or has exceptional gifts or talents.”

The funding is not intended to fund staff training or upgrading.

There are other funds available through SSEAC to support training such as the Skills Enhancement Fund and the EA Education and Skill Development Fund. School districts looking to provide training should access their allocations under either of these funds to support this training. If training is required for new initiatives, please contact the SSEAC.

Guiding Principles

- Emphasis on collaborative approach of parties to determine use of SSLIF through jointly agreed to plans
- Multi-year commitment of additional resources
- SSLIF funds are to be used for additional resources, not as a replacement of core staffing
- The main focus of funds is to create full-time EA positions in alignment with district objectives and LIF Statutes and Regulations
- Meaningful EA work that supports student learning
- Creation of part-time EA positions should only be created with SSLIF funds under specific conditions
- In accordance with the agreement the parties:
 - “Encourages the bundling of duties”
 - Requires the parties to consider “creating positions of equivalent length” by increasing shifts to the next half or full hour if not already currently established
 - Requires the parties to consider establishing “itinerant positions to enhance services to students with special needs” and “effectively deploy EA’s in circumstances of changing enrollment”
 - Create job descriptions (as per existing SSEAC procedures and collective agreement provisions) to accompany plans for full-time EA jobs

- **SS LIF plans are to be jointly agreed to by the district and the local union and submitted to SSEAC**
- **Disputes are to be referred to SSEAC committee for resolution.**

SSEAC encourages these forms to be returned to the SSEAC by June 30, 2015. Completed forms can be sent to SSEAC@bcpssea.bc.ca

School District No. 40 (New Westminster)

Union Local(s) CUPE 409

Please indicate how you intend to use your funds by checking which of the box(es) below apply with your joint plan. (Please extend the tables as required to complete the details)

IMPORTANT: PLEASE INDICATE THE HEADCOUNT AND HOURS FOR EACH INITIATIVE UNDERTAKEN BELOW.

Support Staff Learning Improvement Fund Initiatives

1. Increasing weekly EA hours to enhance special education to provide increased time for consultation, collaborative planning and meetings. For example:

"EAs working in special education will receive __ hours of additional weekly time to attend IEP meetings, to plan and to debrief with teacher specialists."

"EAs in the district will have ___ minutes of paid time added to their weekly time allocations to provide for increased student coverage during the school day.")

EAs in the District will have additional time added to their weekly hours according to the following schedule. This time is to be used for consultation, collaboration, meetings, and increased student coverage and will be scheduled at the school level:

Elementary School EAs (approx. 91 staff) 1 hr to be added weekly

Middle school EAs (approx. 15 staff) 1 hr 15 min. to be added weekly

Secondary School EAs (approx. 42 staff) 45 min. to be added weekly

Childcare and youth workers (approx. 10 staff) 45 min. to be added weekly

2. **Creating new full time or part time EA positions** (generally to be used in conjunction with option 1 above). If selected, please provide a description of the new positions to be created and how the position(s) will address the learning needs of students.

One 35 hr. per week Peer support District EA position will be created to provide itinerant support to schools. This position will be engaged in targeted, short term school-based placements to provide on the job modelling of strategies and interventions, as well as additional support for challenging situations as they arise.

SUPPORT STAFF

SSEAC

Education and Adjustment Committee

- 3. In support of innovative practices aimed at supporting EAs who deliver special education services to students. If you select this option, please attach a detailed description of the innovative practice the district and the local union have selected, for review by the SSEAC.

The Committee will review your form and confirm it is in compliance with the PFA.

If you require assistance or have any questions, please contact:

Leanne Bowes (leanneb@bcpsea.bc.ca or 604-730-4509), or

John Horsfield (jhorsfield@cupe.ca or 250-384-8048)

Both employer and local union representatives have reviewed this form and agree with the approach as presented here. Names of representatives completing this form are presented below. (This form must be signed by both Employer and Union representatives to be valid.)

Employer Representative (completing form)

Local Union Representative (completing form)

Kevin Lorenz, Secretary-Treasurer

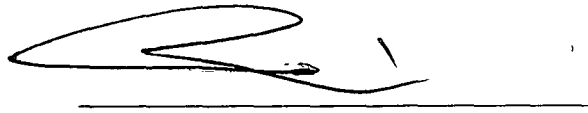
Marcel Marsolais, President CUPE Local 409

klorenz@sd40.bc.ca

CUPE409@telus.net

Contact Information (phone or email)

Contact Information (phone or email)

Form Completion and Signing Date: September 10, 2015

Note: Calculating costs to be attributed to the Support Staff Learning Improvement Fund. The following costs of increasing EA time can be attributed to the Learning Improvement Fund:

- Salary
- Wage Sensitive Benefits* (EI, CPP, WCB, Group Life/ADD, Pension)
- Vacation**
- Replacement Costs***

* Where applicable (EDAS reports estimate these costs to be approximately 15%)

** Usually applied as a percentage in lieu depending on district experience (EDAS estimate 6%-8%)

*** Local parties should decide to include a percentage to cover replacements based on district experience or determine that replacements will not be provided the additional time under the LIF