

FORM 1530: FTE EMPLOYEES BY PROGRAM

FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

Who must complete Form 1530?

This form must be completed by all school districts and authorities. The Secretary Treasurer may be best able to complete the form on behalf of the district.

When must Form 1530 be completed and returned to the Ministry?

Completed forms must be forwarded to the Ministry by October 31, 2008
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Why is Form 1530 important?

Form 1530 is required under the School and Student Data Collection Order (M152/89). Under this order school boards are responsible for collecting and submitting the information to the Ministry.

This form provides information about the staff employed by districts in various programs. Reports from these forms will enable school districts to compare levels of services that are provided in other districts as well as to provide information for funding formula reviews.

Completion Date

Form 1530 is completed twice a year: (a) actual FTE employees as at September 30, and (b) forecast staffing for the next school year reported as part of the Annual Budget in the spring.

The completion date for this form is as at September 30, 2008.

Definitions

! **NOTE:** The following definitions apply only to Form 1530.

EDUCATORS

110 Teachers include all staff who hold a valid certificate of qualification or a Letter of Permission and who are employed by a Board to provide an educational program to students, except for Principals, Vice-Principals, Directors of Instruction, Superintendents or Assistant Superintendents.

105 Principals and Vice Principals include all staff who hold a valid certificate of qualifications or a Letter of Permission and who are employed by a Board under an Administrative Officer contract, such as Principals, Vice-Principals and Directors of Instruction.

SUPPORT

- 123 Educational Assistants** include teacher assistants and child care workers.
- 120 Support Staff** includes non-excluded clerical, secretaries and clerks, and other staff such as accountants, maintenance staff, custodians, and bus drivers.
- 130 Other Professionals** include Superintendents, Assistant Superintendents, Secretary-Treasurers, Assistant Secretary-Treasurers, Trustees, and any other board employee who is excluded from a union agreement.

Section 1**Entering FTE information**

FTE data are subdivided into five categories:

- Teachers
- Principals and Vice-Principals
- Educational Assistants
- Support Staff
- Other Professionals

All district-level programs are listed in the first column. For each program, enter the total district FTE in the five categories. If an FTE category is not applicable, please leave it blank.

Calculating FTE

Include all employee positions of the school district as of September 30, 2008 that are paid for through the operating budget.

Exclude temporary employees who are replacing a regular employee, if that regular employee's position is already included in this report. For example, do not include a substitute teacher filling in for a teacher on sick leave.

With regard to support staff paid on an hourly basis, an FTE should be based on the normal number of hours for each job category as stipulated in your district agreement.

Calculate total district FTE to fourth decimal places in each category. For example, an FTE of 10 should be reported as "10.0000".

Program Allocation

Employees should be recorded in the program(s) which best describe the duties they carry out.

For example:

- A vice principal who teaches one-third of the time and is school administrator for the other two-thirds of the time should be recorded as 0.3334 in program 1.02 and 0.6668 in program 1.41 under column "Principal and Vice Principal".

- A person who works as a custodian for two-thirds of the time, and as a bus driver for the remainder, should be reported as 0.6668 in program 5.50 and 0.3334 in program 7.70 under column "Other Staff".
- In programs 1.10, 1.30, and 1.31 districts should identify only the additional staffing resources for students in these programs. This means that for those students, the FTE staffing comparable to staff support that a regular student would normally receive should be coded to Regular Instruction (1.02).

! **NOTE:** Descriptions of programs are contained in the "Operating Fund Account Descriptions" which is available on the Ministry web site <http://www.bced.gov.bc.ca/accountability/district/welcome.htm>. The allocation of staff between programs must be consistent with the accounting guidelines.

! **NOTE:** Please ensure you are using the 2008 version of this form.
The method of allocation of staff to programs should be consistent with the method of allocation of salary costs in the operating budget and financial statements.

Certification by district officials

The Superintendent and Secretary Treasurer must sign the completed form before returning it to the Ministry.

If you need assistance

Questions from the Board office about completing Form 1530 should be directed to:

Michael Lebrun
Funding Department
(250) 356-0176

Returning Completed Forms

District offices may submit the completed form via email, fax or post to:

Ministry of Education
Data Management Unit
P.O. Box 9170
Stn. Prov. Govt.
Victoria, BC
V8W 9H7
Attention: Kathy Cordner
Facsimile: (250) 356-0277
Email: kathy.cordner@gov.bc.ca