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2004: B6

MEMORANDUM TO: Directors of Education

FROM: Kevin Kobus
Assistant Deputy Minister

DATE: May 26, 2004

SUBJECT: **Primary class size reduction in 2004-05**

I am writing further to memorandum **2004: B5 - Education Funding for 2004-05** to provide additional information regarding primary class size reduction in 2004-05.

To improve learning for Ontario's youngest students, the government has made a commitment to implement a cap of 20 students in primary (JK - Grade 3) classes. This initiative is a key part of the government's plan to improve public education and ensure that students have a high level of literacy and numeracy before they reach age 12.

As a first step, the government is investing \$90M in primary class size reduction in the 2004-05 school year. This memorandum provides further information about this initiative, including projected board-by-board allocations, and requirements for planning and implementation.

The purpose of this funding is to allow all school boards to achieve a measure of class size *reduction* in the primary grades in 2004-05. It does not fund, nor require school boards to achieve, a primary class size *cap* in 2004-05. Consultation with school boards and other education partners on the multi-year implementation of a cap will start in 2004-05, leading to full implementation by the 2007-08 school year.

A. FUNDING APPROACH IN 2004-05

The \$90M will be allocated to school boards on a per-primary-pupil basis through a transitional allocation, the *Primary Class Size Reduction Amount*.

This amount is calculated by multiplying the 2004-2005 day school Average Daily Enrolment of elementary school pupils of the board, counting only pupils enrolled in Junior Kindergarten, Kindergarten and grades 1 to 3, by \$166. Table 1 (attached) shows the projected allocations for all school boards in 2004-05.

B. IMPLEMENTATION REQUIREMENTS FOR 2004-05

The purpose of the *Primary Class Size Reduction Amount* is to lower primary class sizes. Each board will select schools or classes from the following categories:

- Schools where primary class sizes are large;
- Schools where primary students' achievement levels show they need extra supports; or
- A combination of such schools or classes.

The *Primary Class Size Reduction Amount* may be used only for three purposes:

1. Hiring the additional teachers needed to achieve smaller primary classes.
2. Meeting start-up costs for learning materials and classroom supplies in the additional classrooms.
3. The Ministry encourages boards to maximize the class size reduction achieved in 2004-05 by directing their allocations, to the greatest extent possible, to schools where there is space for additional classes. Where existing space in school buildings does not allow for the creation of new classes, a portion of the *Primary Class Size Reduction Amount* may be used to purchase or lease temporary space.

In 2004-05, which is a transitional year, the allocation cannot be used for permanent spaces. It is recognized that implementation of the primary class size cap will generate needs for permanent spaces, and this will be addressed in consultation and planning for full implementation. School boards may use their Grants for School Renewal to undertake repairs and renovations required to accommodate classrooms required for this initiative.

The *Primary Class Size Reduction Amount* must be spent in 2004-05 for the purposes intended. Any unspent amount must be returned to the Ministry.

C. SCHOOL BOARD PLANS

Each school board will be required to submit a plan, approved by the board, outlining how it will use the *Primary Class Size Reduction Amount* to lower primary class sizes.

School board plans for primary class size reduction in 2004-05 must:

1. Include information about the board's priorities regarding the categories of schools or classes selected;
2. Outline how the new funding will be allocated for teachers, learning materials and classroom supplies, and, if applicable, temporary accommodation; and
3. Identify the schools where class sizes will be reduced.

To assist school boards in preparing their reports, the Ministry has developed a Primary Class Size Reduction Plan form (see attached). The form is to be submitted at the same time as the board's 2004-05 Estimates.

Each school board is required to make its plan available to parents and the public through school councils and on the board's website.

The Ministry will flow *Primary Class Size Reduction Amount* funding to a board after the Ministry has received the board's plan and verified that it meets the requirements listed above.

It should be noted that these requirements give each school board and its community considerable flexibility in determining the best use of this funding. As school boards face different circumstances and there is a need for flexibility in this transitional year, there is no specific requirement concerning the impact of primary class size reduction on a board's reporting of average class size in the elementary panel. It is required, however, that this investment have a discernible effect on average elementary class size in 2004-05 and that boards accomplish this while ensuring that average class size in the other elementary grades (4 to 8) does not increase.

D. FINAL REPORT

The Ministry recognizes that plans made before the start of the 2004-05 school year may need to be adjusted in September 2004 or later in light of differences between projected and actual enrolment or other factors that affect the organization of a board's schools.

School boards will be required to report about the implementation of their plans and the results achieved on the Primary Class Size Reduction Final Report form (see attached). This form is to be submitted together with the Elementary Average Class Size Report due on December 15, 2004.

The final report will include:

1. A rationale for any changes in the board's approach in identifying categories of schools or classes as priorities for the implementation of the *Primary Class Size Reduction Amount*.
2. Details of actual and committed expenditures on teachers, learning materials and classroom supplies, and, if applicable, temporary accommodation; and
3. The number of additional classes created at each of the selected schools.

As with the plan, each school board is required to make its final report available to parents and the public through school councils and on the board's website.

E. TEACHER SUPPLY IN 2004-05

The Ministry has projected that for 2004-05 there are enough teachers on a province-wide basis to begin implementing a reduction in primary class size. One option to address any gap between the numbers of vacancies and new teachers would be to offer substitute teachers the opportunity to move into full-time teaching positions.

F. CONSULTATION ON IMPLEMENTATION OF A PRIMARY CLASS SIZE CAP IN FUTURE YEARS

To develop recommendations about the full implementation of the 20:1 cap, the Ministry will establish a technical working group with representatives of school boards and other education partners. This working group will support consultation to be done through the Education Partnership Table and advice from the Literacy and Numeracy Secretariat, which will also be represented on the technical working group. Further details of this technical working group will be provided in the near future.

The Ministry and the Ministry of Training, Colleges and Universities will, in consultation with education partners, develop and recommend a strategy to ensure adequate teacher supply in subsequent years to fully implement the capping of primary class size.

If you require further information about the *Primary Class Size Reduction Amount* and these guidelines, please contact:

Peter Gooch

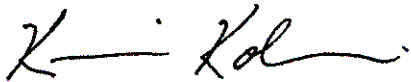
(416) 325-2828
Peter.Gooch@edu.gov.on.ca

Queries related specifically to pupil accommodation may be directed to:

Drew Nameth

(416) 325-4030
Drew.Nameth@edu.gov.on.ca

Reducing primary class size in selected schools in 2004-05 is a first step toward a comprehensive initiative to cap primary class sizes. This significant investment in reducing class size for our youngest students strengthens the education community's focus on meeting the needs of these students and ensuring they have a good start in developing a high level of literacy and numeracy. I look forward to working with you and other education partners on this important initiative.



Kevin Kobus
Assistant Deputy Minister
c.c. Superintendents of Business and Finance
Attachments.

**TABLE 1:
Allocation of Primary Class Size Reduction Amount in 2004-05**

DSB No.	DSB Name	Allocation (\$)
2	Algoma DSB	435,003
55	Algonquin and Lakeshore Catholic DSB	536,097
8	Avon Maitland DSB	767,418
7	Bluewater DSB	822,945
51	Brant Haldimand Norfolk Catholic DSB	480,985
35	Bruce-Grey Catholic DSB	147,574
52	Catholic DSB of Eastern Ontario	661,925
64	CSD catholique Centre-Sud	690,643
65	CSD catholique de l'Est ontarien	574,858
62	CSD catholique des Aurores boréales	37,599
60.1	CSD catholique des Grandes Rivières	395,566
66	CSD catholique du Centre-Est de l'Ontario	855,481
61	CSD catholique du Nouvel-Ontario	330,880
60.2	CSD catholique Franco-Nord	146,495
63	CSD des écoles catholiques du Sud-Ouest	420,022
59	CSD des écoles publiques de l'Est de l'Ontario	464,261
58	CSD du Centre Sud-Ouest	370,927
57	CSD du Grand Nord de l'Ontario	112,963
56	CSD du Nord-Est de l'Ontario	60,092
22	DSB of Niagara	1,786,160
1	DSB Ontario North East	318,347
43	Dufferin-Peel Catholic DSB	3,627,681
45	Durham Catholic DSB	1,024,303
13	Durham DSB	2,952,725
23	Grand Erie DSB	1,169,719
9	Greater Essex County DSB	1,757,442
46	Halton Catholic DSB	1,177,853
20	Halton DSB	2,078,569
47	Hamilton-Wentworth Catholic DSB	1,278,283
21	Hamilton-Wentworth DSB	2,402,850
29	Hastings and Prince Edward DSB	739,530
36	Huron-Perth Catholic DSB	204,844

31	Huron-Superior Catholic DSB	281,785
14	Kawartha Pine Ridge DSB	1,634,270
5.1	Keewatin-Patricia DSB	236,799
33.2	Kenora Catholic DSB	54,780
6.1	Lakehead DSB	490,895
10	Lambton Kent DSB	1,063,230
27	Limestone DSB	930,513
38	London District Catholic School Board	911,506
4	Near North DSB	503,976
50	Niagara Catholic DSB	1,016,860
30.2	Nipissing-Parry Sound Catholic DSB	143,839
30.1	Northeastern Catholic DSB	138,278
33.1	Northwest Catholic DSB	95,035
53	Ottawa-Carleton Catholic DSB	1,736,941
25	Ottawa-Carleton DSB	3,119,306
19	Peel DSB	6,742,215
41	Peterborough V N C Catholic DSB	617,894
3	Rainbow DSB	630,800
5.2	Rainy River DSB	94,852
54	Renfrew County Catholic DSB	248,710
28	Renfrew County DSB	415,830
17	Simcoe County DSB	2,338,069
44	Simcoe Muskoka Catholic DSB	908,269
39	St. Clair Catholic DSB	498,913
32	Sudbury Catholic DSB	319,384
34.2	Superior North Catholic DSB	55,112
6.2	Superior-Greenstone DSB	73,621
11	Thames Valley DSB	3,383,827
34.1	Thunder Bay Catholic DSB	385,992
40	Toronto Catholic DSB	4,327,125
12	Toronto DSB	12,503,618
15	Trillium Lakelands DSB	822,447
26	Upper Canada DSB	1,266,580
18	Upper Grand DSB	1,247,656
49	Waterloo Catholic DSB	1,050,614
24	Waterloo Region DSB	2,621,472

48	Wellington Catholic DSB	423,715
37	Windsor-Essex Catholic DSB	1,220,100
42	York Catholic DSB	2,399,548
16	York Region DSB	4,298,902
	Provincial Totals	90,083,315

Primary Class Size in 2004-05 - PLAN

Overview

To improve learning for Ontario's youngest students, the government has made a commitment to put a cap of 20:1 on primary (JK- Grade 3) classes.

As a first step the government is investing \$90M in primary class size in the 2004-05 school year. The purpose of this funding is to allow all school boards to achieve a measure of class size reduction in the primary grades in 2004-05.

Instructions

School boards are required to submit a report on its plan that targets its *Primary Class Size Reduction Amount* to lowering primary classes in selected schools or classes of the board.

This plan is to be submitted to the Ministry at the same time as the board's 2004-05 Estimates.
This plan should be e-mailed to the following email address : ClassSize.TeachingAssignment@edu.gov.on.ca
The due date for the Estimates is **June 30, 2004** with an extension to **August 27, 2004**.

School boards are also required to report on the implementation of their plans and results achieved on the *Primary Class Size Reduction Amount*. This final report (see worksheet "Final" of this file) is to be submitted together with the 2004-05 Elementary Average Class Size Report. This final report should be e-mailed to the following email address: **ClassSize.TeachingAssignment@edu.gov.on.ca** no later than **December 15, 2004**.

These reports are to be made available to school councils and on each board's website.

Plan Date

Director of Education/
Secretary of the Board

is required to certify, by checking this box that the plan was developed according to ministry requirements. Re Memo 2004: B6, dated May 26, 2004

1. Outline briefly the board's rationale for the categories of schools or classes chosen as priorities for the *Primary Class Size Reduction Amount*.

2. Identify the categories of schools or classes chosen as priorities: (check one or both)

Schools where primary class sizes are large

Schools where primary student's achievement levels show they need extra supports

3. Outline how the new funding will be allocated for teachers, learning materials and classroom supplies and if relevant, temporary accommodation.

Teachers

Learning Materials and Classroom Supplies

Temporary Accommodation

Total

(Note -- that the *Primary Class Size Reduction Amount* is to be spent in 2004-05 for the purpose intended. Any unspent amount must be returned to the Ministry.)

Primary Class Size in 2004-05 - FINAL REPORT

Overview

To improve learning for Ontario's youngest students, the government has made a commitment to put a cap of 20:1 on primary (JK- Grade 3) classes. As a first step the government is investing \$90M in primary class size in the 2004-05 school year. The purpose of this funding is to allow all school boards to achieve a measure of class size reduction in the primary grades in 2004-05.

Instructions

School boards are required to report about the implementation of their plans and results achieved on the *Primary Class Size Reduction Amount*. This final report is to be submitted together with the 2004-05 Elementary Average Class Size Report. This final report should be e-mailed to the following email address: **ClassSize.TeachingAssignment@edu.gov.on.ca** no later than **December 15, 2004**. These reports are to be made available to school councils and on each board's website.

Plan Date

Director of Education/
Secretary of the Board

is required to certify, by checking this box that the plan was developed according to ministry requirements. Re Memo 2004: B6, dated May 26, 2004

1 Provide rationale and highlights of changes to the board's approach in selecting categories of schools or classes chosen as priorities for the Primary Class Size Amount.

2. Identify the categories of schools or classes chosen for implementation of the Primary Class Size Amount: (check one or both)

Schools where primary class sizes are large

Schools where primary student's achievement levels show they need extra supports

3. Provide details on the actual and committed use of funds for teachers, learning materials and classroom supplies, and temporary accommodation.

Teachers

Learning Materials and Classroom Supplies

Temporary Accommodation

Total

(Note -- that the *Primary Class Size Amount* is to be spent in 2004-05 for the purpose intended. Any unspent amount must be returned to the Ministry.)

4. Provide details on the average size of the board's elementary school classes in the primary division in the aggregate

2003-04

2004-05

(Note -- from the board's Elementary Average Class Size Report)

