

Ministry of Education

Education Funding Branch
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2018: SB

MEMORANDUM TO: Superintendents of Business and Finance

FROM: Paul Duffy
Director
Education Funding Branch

DATE:

SUBJECT: Elementary Class Size Reporting for 2018-19

I am writing to share updates about the class size regulation and to introduce the new reporting process for elementary class size data for 2018-19 and future school years.

As outlined under the class size regulation, school boards are required to submit detailed reports of their elementary class size data to the ministry by October 31 of each school year, based on a count date in September. The Director of Education of the school board is required to review and attest to the elementary class size data submission. In any year, a school board that does not submit this information to the ministry in an acceptable format by the October 31st deadline will be subject to immediate cash withholdings equivalent to 50 percent of monthly transfers from the ministry.

As you know, the ministry is continuing to phase in regulatory changes related to class size that were announced in the spring of 2017. This includes incremental changes to the maximum class size average for grades 4 to 8 for some boards, as outlined in the table in Section 7.(2) of [O.Reg.132/12: Class Size](#) (See Appendix A). As well, the Full Day Kindergarten (FDK) class size cap is being reduced to a maximum of 29 pupils per class for the 2018-19 school year (previously 30 pupils in 2017-18). However, up to 10 percent (rounded to the nearest tenth) of FDK classes may have up to 32 students under certain circumstances (see below for further details).

Beginning in the 2018-19 school year, there is a new process for reporting class size

data. The elementary class size website used in previous years is no longer available. School boards will now be required to submit their class size data through a centralized mailbox using **one of** two processes:

(a) the *Board-Level Process* in which school boards consolidate all class size data for their schools and provide the final approved submission to the ministry;

OR

(b) the *School-Level Process* in which schools will complete their class size data and submit directly to the ministry for consolidation. School boards will then be required to review and approve the final submission.

School boards must choose only one of these process options to report elementary class size data to the ministry. Further details about the processes are provided below.

As in previous years, the ministry will review the final class size submissions to ensure compliance with the regulation. School boards that are not compliant will be subject to compliance measures, as established under the Compliance Framework (See Appendix B). There are no changes to this framework for 2018-19.

Reporting Requirements and Processes

The ministry is available to support school boards in the reporting process and has established a mailbox dedicated to issues related to class size – please direct all questions or correspondence related to class size to csreporting@ontario.ca.

For the purposes of reporting class size, each school board must select a single date in September 2018 as the count date. The count date must be on a school day in the month of September 2018, and must be no later than September 28, 2018.

School boards are encouraged to prepare their elementary class size reports as early as possible in September to enable on-the-ground re-organizations, as required, to meet the regulated class size requirements.

Please note school boards must ensure that schools direct all questions to their board contact. Should the ministry receive communication from individual schools, we would be pleased to redirect them to the school board.

Boards must choose one of the following process options for the purposes of reporting elementary class size data to the ministry effective for the 2018-19 school year.

Please note that the forms referenced below, along with detailed instructions for completing the forms, will be emailed to the Superintendents of Business and Finance and previously identified board class size contacts within three business days. If there are updates to the board contacts for class size, please email the ministry at csreporting@ontario.ca.

Option A: BOARD LEVEL PROCESS

1. Boards populate and complete the **Board-Level Form**. Please note only the following two sheets of the form require completion:
 - *Board Summary & Attestation* Sheet – includes board information, count date and attestation on the class size data submitted.
 - *Class Size Data* Sheet – detailed class size information for all schools of the board.

Detailed Instructions & Tips for completing this form will be provided to each board via email.
2. Completed forms must be emailed to the ministry at CSReporting@ontario.ca by October 31, 2018 to finalize the class size reporting submission. The Director of Education must be copied on the final class size reporting submission emailed to the ministry.

OR

Option B: SCHOOL LEVEL PROCESS

1. Boards must complete the first section of the **School-Level Form** (*Section A: Board Information*).
2. Boards must distribute the *School-Level Form* to all schools of the board.
3. Schools populate and complete the *School-Level Form*.

Detailed Instructions & Tips for completing this form will be provided to each board via email.
4. Schools send completed forms to the ministry at CSReporting@ontario.ca for consolidation.
5. The ministry will consolidate the *School-Level Forms* submitted by the schools of the board and provide a consolidated report to the board for validation and approval.

Note: Boards are strongly encouraged to set an early deadline for schools to submit their reports to the ministry to enable sufficient time for the board to

subsequently review and approve the consolidated class size data. The ministry will require up to two business days to consolidate all the School-Level Forms.

6. Boards will review the consolidated class size report.
7. Boards must complete the *Board Summary & Attestation* Sheet of the report and re-submit the report to the ministry at CSReporting@ontario.ca by October 31, 2018 to finalize the class size reporting submission. The Director of Education must be copied on the final class size reporting submission emailed to the ministry.
Note: Boards continue to be responsible to ensure that schools are submitting valid data to the ministry.

Class Size Requirements

For 2018-19, as in previous years, school boards must continue to organize elementary classes in accordance with Ontario's class size regulation ([O. Reg. 132/12: Class Size](#)). The regulated elementary class size requirements are summarized here for your reference. For further details, please refer to the regulation.

- At least 90.0 per cent (90 per cent rounded to the nearest tenth) of primary classes must have 20 or fewer students;
- All primary classes must have 23 or fewer students;
- All combined primary and junior/intermediate classes must have 23 or fewer students;
- The board-wide class size average for FDK must not exceed 26.0. Please note, the board-wide average class size for FDK classes will be rounded to the nearest tenth (i.e. 26.0 or lower is compliant).
- FDK classes must have 29 students or fewer. However, up to 10.0 per cent (10 per cent rounded to the nearest tenth) of FDK classes may have up to 32 students if one of the following exceptions applies:
 - a) If purpose-built accommodation is not available (this exception will sunset after 2021-22);
 - b) If a program will be negatively affected (e.g., French Immersion); or
 - c) Where compliance will increase the number of FDK/Grade 1 combined classes.
- The board-wide class size average for grades 4 to 8 must not exceed 24.5, unless otherwise indicated in the table in section 7.(2) of the class size regulation ([O.Reg. 132/12: Class Size](#)).

The ministry is available to support you in this process. For more information, or if you have any questions, please email csreporting@ontario.ca.

Original signed by

Paul Duffy
Director
Education Funding Branch

cc: Directors of Education

APPENDIX A:

Grades 4-8 Class Size Averages

The maximum board-wide class size average for grades 4 to 8 is 24.5 in 2018-19, unless otherwise indicated in the table in section 7.(2) of the class size regulation (*O.Reg. 132/12: Class Size*). An excerpt of this table for 2018-19 is provided below for reference.

Name of board	Maximum class size average for the 2018-2019 school year
Algoma District School Board	24.03
Avon Maitland District School Board	25.64
Bluewater District School Board	24.69
Brant Haldimand Norfolk Catholic District School Board	24.88
District School Board of Niagara	25.35
District School Board Ontario North East	21.60
Grand Erie District School Board	24.15
Hamilton-Wentworth Catholic District School Board	24.79
Hastings and Prince Edward District School Board	24.32
Keewatin-Patricia District School Board	22.00
Lambton Kent District School Board	24.35

Limestone District School Board	24.40
London District Catholic School Board	24.88
Near North District School Board	23.30
Rainbow District School Board	24.10
Rainy River District School Board	22.38
Renfrew County District School Board	24.10
Superior-Greenstone District School Board	18.50
Toronto Catholic District School Board	24.97
Toronto District School Board	23.24
Trillium Lakelands District School Board	24.41
York Region District School Board	24.57

APPENDIX B:

Elementary Class Size Compliance Framework

In year one of non-compliance, school board chairs and directors will be notified by the ministry and required to submit a compliance management plan detailing how the school board will become compliant with the class size regulation.

In year two of non-compliance and beyond, school board chairs and directors will be notified by the ministry and subject to the following requirements:

- A one per cent reduction after two years in the Grants for Student Needs (GSN) envelope for school board administration and governance, as defined in the GSN funding regulation. This is effectively a requirement to re-direct these funds to the classroom to assist with compliance with the class size regulation.
- A three per cent reduction after three years, similar to the year two reduction.
- A five per cent reduction after four years similar to the other reductions.

The ministry will also conduct an analysis of the school board's use of other revenues for administrative purposes to determine if further restrictions are necessary.

When a school board, which has been non-compliant the previous year(s) and demonstrates compliance with the class size regulation through reporting in the following year, it will have the above restrictions lifted, subject to the approval of the Minister.

Restrictions will be imposed in-year (for example, in November or December after boards submit information in October).