

CLASS COMPOSITION FUNDS

Guidelines for Use of Classroom Composition Funds:

1. The funds provided for the Provincial Joint Committee on Class Composition may be used to support any initiative approved by the Committee for any teacher facing challenging **and unanticipated** class composition situations. **Proposed projects should have a specific time frame and end date.** Applicants need to be aware that class composition funds are limited, and are allocated where needs are great.
2. Successful applicants should bear in mind that copies of any materials/activities/resources/modifications created as a result of class composition awards should be shared among colleagues and other schools, wherever possible, and a detailed Class Composition Support Report Form, including any data which supports the effectiveness of the project, must be completed by the end of the school year.
3. In most cases, funds will be used for human resources. This may include, but will not be limited to, substitute teacher time, or any part of a teacher FTE. However, proposals which involve the use of tutor time will not be considered, nor will funds be provided for the hiring of non-teaching professionals. The Committee will honour the contractual agreement with PEITF by approving the hiring of certified teachers.
4. The Committee would normally avoid providing funds for materials.
5. No funding commitment can be made which extends beyond the end of the school year, or used for proposals which have not received approval.
6. The Committee has the discretion to provide full or partial funding for any application reviewed.

Process for Application of Classroom Composition Funds.

1. Only school-based PEITF members will be eligible to apply for funds.
2. Applications may be completed by teachers, administrators, and teams of teachers or groups of schools.
3. Comments from school principals will be strongly encouraged. Signatures of school principals on applications are mandatory.
4. Applications should only be submitted when documented reasonable attempts have been made to resolve the issue at the school and/or District/Board level. The class composition application process is not intended to be a solution to schools' staffing concerns, but can be a means in certain instances to offer some temporary relief of challenging **and unanticipated** class composition situations. **However, in instances where classroom needs remain unaddressed, it is not recommended that identical class composition proposals be re-submitted time and again.**
5. Copies of the request must be forwarded to the Principal of the School, and to the Director of Student Services of the District/Board.
6. The Committee will accept applications between **September 30th** and **February 17th** of the current school year. Applications will be reviewed periodically during this time.
7. Applications are to be forwarded to Peter Meggs, Chair, Provincial Joint Committee on Class Composition, Department of Education and Early Childhood Development, Holman Centre, 250 Water St., Suite 101, Summerside, PE. C1N 1B6, Tel: (902) 438-4850, Fax: (902) 438-4884, e-mail: pcmeggs@edu.pe.ca.
8. Committee members are empowered to investigate individual applications to secure additional information, as necessary.
9. All applicants will be notified by the Chair of the Committee that their applications have been received. Subsequently, applicants approved for funding will be notified of the specific allocation.
10. Student Services Team members at the individual District/Board will provide comments to the Committee after they have reviewed applications.
11. Upon confirmation that copies of the application have been received by the Committee, by the Principal of the school, and by the Director of Student Services of the District/Board, and subsequent to the review of the individual cases submitted to the Committee and District/Board, funds will be distributed.

Classroom Composition Application Form 2011-2012

Applications will be accepted between September 30, 2011 and February 17, 2012.

Meetings of the Provincial Joint Committee on Class Composition to consider applications are tentatively scheduled for October 12 (deadline for submission of requests is September 30), December 14 (deadline for submission of requests is December 2), February 28 (deadline for submissions of requests is February 17) and June 15 (Class Composition Support Report Forms are due by June 13 at the latest).

The Provincial Joint Committee on Class Composition has funds available to help with extraordinary cases related to classroom composition. The Committee will only consider submissions from teachers or school administrators, as long as it is clear that there has been an opportunity and/or attempt made to resolve the situation within the school and/or at the District/Board level.

Contact Person:

Applicant	Date of Application
Phone Number	E-mail Address
District/Board	School
Principal	Contact Resource Teacher
School Configuration	(Elementary, Consolidated, etc.)

In order to ensure your application meets the established guidelines, the Committee encourages you to use the following checklist:

- No individual students are named herein (Privacy issues must be respected. Committee members will not see information containing student names.)
- Attempts have been made to resolve the issue at the school and/or District/Board level.
- All information is contained on the form itself (The only documentation shared with Committee members is the application form.)
- The original application, signed by the principal, must be sent to the Committee Chair and copied to the Director of Student Services of the District/Board (The Committee will review applications only upon confirmation that the Principal and Director of Student Services have received copies of the application, and comments have been received by the Committee from the Student Services Team of the District/Board.)

Classroom Profile:

Grade(s)	Class Size	
Number of Students with		
a) IEP's/TAP's	b) Behaviour Support Plans	c) Adaptations
d) Modifications		

EA Support:

- Yes (Number of Hours)
- No

Other Support (specify)

Specific Classroom Composition Concerns

Interventions:

Please provide details concerning attempts to resolve the classroom composition issues at each level:

School

District/Board

External

What Support is being Requested?

How Would this Support be Used?

How will success be measured?

Please mail original to:

Peter Meggs, Chair, Provincial Joint Committee on Class Composition,
Department of Education and Early Childhood Development, Holman Centre, 250 Water St., Suite 101,
Summerside, PE. C1N 1B6, Tel: (902) 438-4850, Fax: (902) 438-4884,
e-mail: pcmeggs@edu.pe.ca.

Please forward copy to: The Director of Student Services of the District/Board

Applicant Comments

(Signature)

(Date)

Principal Comments *(Strongly encouraged)*

(Signature)

(Date)

The following report form is not due until the end of the school year. However, applicants are encouraged to complete this form and submit it upon completion of their class composition project:

**CLASS COMPOSITION SUPPORT
REPORT FORM 2011-2012**

School District or Board:

- Eastern School District
- Western School Board
- CSLF

Name of School:

Name(s) of Applicants:

Type of Class Composition support allocated:

- Substitute teacher time (specify amount)
- FTE teacher time (specify amount)
- Other (specify)

Describe in detail how this support was used in your classroom/school.

Describe how this support was beneficial in addressing class composition concerns outlined in your application, including relevant data. *(Continue on a separate page, if necessary.)*

Identify the number of students directly impacted by the support allocated:

Describe any reading level improvements, or other measurable academic strides, noted.

Describe any long-term impacts to your classroom/school of the support allocated.

Applicant comments/suggestions to the Provincial Joint Committee on Class Composition.

Administration comments/suggestions to the Provincial Joint Committee on Class Composition

Please submit by June 13, 2012, and copy to the Director of Student Services of the District/Board.

**Peter Meggs, Chair,
Provincial Joint Committee on Class Composition,
Department of Education and Early Childhood Development
Holman Centre,
250 Water St., Suite 101,
Summerside, PE. C1N 1B6,
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