

CLASS COMPOSITION FUNDS

Guidelines for Use of Classroom Composition Funds:

- The funds provided for the Provincial Joint Committee on Class Composition may be used to support any initiative approved by the District/Board and by the Joint Committee **for any teacher facing challenging needs with his or her students. Applicants need to be aware that class composition funds are limited, and are allocated where needs are great.**
- **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.**
- 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.
- The Committee would normally avoid providing funds for materials.
- The Committee will not provide funds for the hiring of human resources such as Educational Assistants, Youth Service Workers, and/or clerical support personnel, due to potential contractual issues with other bargaining units.
- No funding commitment can be made which extends beyond the end of the school year, **or used for proposals which have not received approval.**
- The Committee and District/Board have the discretion to provide full or partial funding for any application reviewed.
- Student Services Team members at the individual District/Board will provide comments to the Committee after they have reviewed applications.
- Upon confirmation that copies of the application have been received by the Committee, by the Principal of the school, and by the Superintendent or Director of Student Services of the District/Board, funds will be distributed subsequent to the review of the individual cases submitted to the Committee and District/Board.

Process for Application of Classroom Composition Funds.

- Only school-based PEITF members will be eligible to apply for funds.
- Applications may be completed by teachers, administrators, and teams of teachers or groups of schools.
- Comments from school administrators will be strongly encouraged, but are not mandatory.
- Applications should only be submitted when a reasonable attempt has 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 class composition situations.**
- Copies of the request must be forwarded to the Principal of the School, and to the Superintendent or Director of Student Services of the District/Board.
- The Committee will accept applications between October 1st and February 26th of the current school year. Applications will be reviewed periodically during this time.
- Applications are to be forwarded to Peter Meggs, Chair, Provincial Joint Committee on Class Composition, Department of Education and Early Childhood Development, 3 Brighton Road, Aubin-Arsenault Building, P.O. Box 2000, Charlottetown, PE C1A 7N8, Tel: (902) 368-4717, Fax: (902) 368-4622, E-mail: pcmeggs@edu.pe.ca. At the same time, copies of the application should be submitted to the Principal of the school, and to the Superintendent or Director of Student Services of the District/Board.
- Committee members are empowered to investigate individual applications to secure additional information, as necessary.
- All applicants will be notified that their applications have been received. Subsequently, applicants approved for funding will be notified of the specific allocation.

Classroom Composition Application Form 2009-2010

Applications will be accepted between October 1, 2009 and February 26, 2010.

Meetings of the Provincial Joint Committee on Class Composition to consider applications are tentatively scheduled for October 27 (deadline for submission of requests is October 16), December 15 (deadline for submission of requests is December 4), March 9 (deadline for submissions of requests is February 26) and June 22 (Class Composition Support Report Forms are due by June 15 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.)
- ' A copy of the application has been sent to the Principal, and to the Superintendent or Director of Student Services of the District/Board (The Committee will review applications only upon confirmation that the Principal and Superintendent or 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 _____ **b) FBA's** _____ **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?

What Do You Hope to Achieve with the Program Outlined Above?

Please mail original to: Peter Meggs, Chair, Provincial Joint Committee on Class Composition, Department of Education and Early Childhood Development, 3 Brighton Road, Aubin-Arsenault Building, P.O. Box 2000, Charlottetown, PE C1A 7N8, Tel: (902) 368-4717, Fax: (902) 368-4622, E-mail: pcmeggs@edu.pe.ca.

Please forward copies to: The Principal of the school, and the Superintendent or Director of Student Services of the District/Board.

Applicant Comments

(Signature)

(Date)

School Administrator Comments *(Strongly encouraged, but not mandatory)*

(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 2009-2010**

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 how this support was used in your classroom/school.

Describe how this support was beneficial in addressing class composition concerns outlined in your application. *(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 15, 2010, and copy to your Superintendent or Director of Student Services of the District/Board.

**Peter Meggs, Chair,
Provincial Joint Committee on Class Composition,
c/o Department of Education and Early Childhood Development
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