

ADMINISTRATIVE PROCEDURE

Instruction Programs and Material Summer School INS #07

Revised: November 2023

Background

Christ the Redeemer (CTR) Catholic School Division recognizes the importance of summer school in enhancing educational programming for students.

PowerSchool Deadlines

- 1. The deadline for notifying the Coordinator of Student Information Systems that a school intends to begin a new summer school is December 1st.
- 2. The deadline for notifying the Coordinator of Student Information Systems of each summer school's first day of school, last day of school, and registration cutoff date is January 10th.
- 3. The deadline for notifying the Coordinator of Student Information Systems of all courses the summer school may potentially offer is March 31st.
- 4. The deadline for notifying the Coordinator of Student Information Systems about which teachers will be teaching summer school is the last Friday in June.

Budget Processes

- 1. The Superintendent, or designate, shall complete the summer school budget in consultation with the principal.
- 2. The summer school principal shall project expected staffing needs and expected enrollment in a draft budget by January 10th.
- 3. The summer school principal shall develop a process to ensure summer school students do not exceed Alberta Education's credit maximum as means of ensuring they are, indeed, funded students.
- 4. The Superintendent, or designate, shall complete a final budget by the last Friday in June.
- 5. Staffing FTE's are calculated using the following formula: FTE = (# of teaching days) x (0.005). Note $0.005 = 1/200^{th}$. The FTE is then multiplied by the actual salary of each employee which can be obtained from payroll.
- 6. The Superintendent, or designate, shall determine minimum class sizes in consultation with the summer school principal. Current metrics indicate the break-even point is about 16 students. The Superintendent, or designate, may authorize the operation of a class with fewer than 16 students subject to educational need and the overall financial health of both the summer school and the division.

Hiring Procedures

- 1. Identifying the Principal: The principal of the school offering summer school is deemed the summer school principal. She or he may appoint a teacher on staff to become the summer school principal in his or her place.
- 2. Identifying Positions: The summer school principal shall inform the Human Resources department of any positions that are available in their school for the purpose of delivering and supporting intended summer school courses. Prior to any position being advertised or filled, the position must be approved by the Superintendent or designate.
- 3. Summer School Position Posting: All positions shall first be posted in a manner that allows all existing CTR Catholic staff (internal candidates) to be aware of the opening (division email & the intranet) and then, if necessary, externally to individuals not employed in a CTR contract (job fairs, review of online applicants, online posting, other advertising, and other methods of recruiting staff) in a manner that results in an outstanding pool of applicants.
 - 3.1 Summer school positions shall be internally posted for a period of a minimum of 30 days giving existing CTR Catholic staff who are on continuous, probationary, interim, or temporary contracts the first opportunity to apply for vacant positions.
 - 3.2 Following the internal posting period, vacant positions shall be posted externally when warranted.
 - 3.3 It is acknowledged and agreed that summer school positions will proceed only upon satisfactory enrollment in course offerings in any given school.
- 4. Factors to Consider: The following factors are to be considered when hiring summer school teachers:
 - 4.1 Candidates should be practicing Catholics who can serve as strong faith role models for their students.
 - 4.2 Candidates must possess strong knowledge about the teachings of the Catholic Church and/or demonstrate commitment to furthering their understanding of the teachings of the Church with a view toward sharing these teachings with their students at an age appropriate level.
 - 4.3 Candidates must be highly qualified and be able to provide a variety of references.
 - 4.3.1 External Candidates must provide a reference from their parish priest.
 - 4.3.2 External Candidates must provide a criminal record check.
 - 4.3.3 External Candidates must be able to provide references from previous employers and/or educational institutions.
 - 4.4 Candidates must be able to commit to and live up to the Board's <u>Expectations of Teachers</u> Policy.
 - 4.5 When a suitable Catholic candidate cannot be found, CTR Catholic will consider hiring a non-Catholic candidate, with the following guidelines:
 - 4.5.1 Preference will always be given to practicing Catholic candidates.
 - 4.5.2 If a suitable Catholic candidate cannot be found, all non-Catholic candidates must be able to demonstrate a willingness to fully support the Mission, Vision, and Fundamental Beliefs of our Catholic School Division, especially those areas regarding the faith formation of our students.
 - 4.5.3 Non-Catholic candidates must be able to demonstrate a respectful and sympathetic sensitivity to the Catholic beliefs and practices of the students in the school.

- 5. The following factors are to be considered when hiring support staff in summer school positions:
 - 5.1 Candidates must be highly qualified and be able to provide a variety of references.
 - 5.2 External Candidates must be able to provide references from previous employers and/or educational institutions and must provide a criminal record check.
 - 5.3 Non-Catholic candidates must be able to demonstrate a respectful and sympathetic sensitivity to the Catholic beliefs and practices of the students and staff in the school.
- 6. Selection of Teachers and Support Staff and Method of Remuneration:
 - 6.1 The summer school principal selects teachers and support staff for summer school positions. She or he reserves the right to choose teachers and support staff to best meet the needs of the students and the courses offered.
 - 6.2 Summer school principals are paid in accordance with the Collective Agreement and the principal's allowance is formulated using student enrollment for 1/12 of a year.
 - 6.3 Principal administrative time is calculated by dividing the total number of CEUs generated by 30, which is the average CEU of a full-time student, then divided by 250, which is the students / admin time ratio. If the administration chooses, the designated Principal may teach partial summer school to bring the FTE up to 1.0.
 - 6.4 Summer school teachers are paid under clause 3.9 of the Collective Agreement which, essentially, is 1/200th of the teacher's total annual salary (less any allowances) for each day of summer school they teach.
 - 6.5 Support staff members are paid according to established pay grids for hours worked.

Facilities

1. By May 15th the principal shall consult with the Facilities Department on the needs of the summer school programs, and to coordinate the summer cleaning of the school.