

Appendix B

Commission on Class Size and Composition

14-1577 Dublin Avenue
Winnipeg MB R3E 3J5
Canada

PH: (204) 945-0350
FAX: (204) 948-3286
E-MAIL: classsize@gov.mb.ca

May 23, 2001

To: Superintendents of Education
The Manitoba Association of School Trustees
The Manitoba Association of School Superintendents
The Manitoba Teachers' Society
Council of School Leaders
Manitoba Association of Parent Councils
Student Services Administrators of Manitoba
Manitoba Association of School Business Officials

Dear Colleagues:

I have provided for your information a copy of the *Kindergarten to Grade 6 Classroom Profile* on class size and composition with supporting information and instructions. The profile is being distributed to public schools where Kindergarten to Grade 6 teachers will be asked to complete the profile during the week of May 28 to June 1, 2001. School principals are asked to return the completed profiles during the following week to the Research and Planning Branch of Manitoba Education, Training and Youth and Advanced Education.

If you have any questions or concerns, please call the Research and Planning Branch at 945-0350, toll free at 1-800-282-8069, extension 0350, or e-mail: classsize@gov.mb.ca.

Thank you for your support of the Commission's work.

Yours sincerely,

Dr. Glenn Nicholls
Commissioner

Attachment

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May 23, 2001

To: School Principals

Dear Colleagues:

You may be aware that the Honourable Drew Caldwell has appointed me to conduct the Commission on Class Size and Composition. The Commission is expected to consider whether or not there should be a provincial policy on class size and composition and, if so, make recommendations as to its content and its costs and benefits to students, teachers, parents and communities. As part of its recommendations, the Commission will consider whether or not class size should be a negotiable and arbitratable item within the collective bargaining process.

The Commission is working with the Manitoba Teachers' Society, the Manitoba Association of School Trustees, the Manitoba Association of School Superintendents, the Council of School Leaders, Manitoba Association of Parent Councils and the Student Services Administrators of Manitoba to develop a process that would fulfill its terms of reference. One important element of that process is gathering information on class size and composition in Kindergarten to Grade 6 classrooms across the province. Information on classrooms from Grade 7 to Senior 4 will be considered in the Commission's work through a different process.

I ask that you distribute the enclosed profile with supporting information and instructions to Kindergarten to Grade 6 teachers in your school. Feel free to make extra copies of the profile and instructions if necessary. Teachers are asked to complete the profile during the week of May 28 to June 1, 2001, but due to demands on their time may take the first few days of the following week to complete the profile. **Teachers are to return the completed profile(s) to you, and I ask that you collect and return the profiles in the enclosed stamped, addressed envelope to the Commission office no later than Friday, June 15, 2001.**

It would also be helpful to the Commission if you could provide on school correspondence a brief profile of the number of classrooms in your school by grade level. For example:

1	x	Kindergarten	1	x	Grade 3/4
1	x	Grade 1	1	x	Grade 4/5
1	x	Grade 2	1	x	Grade 6

If you have any questions or concerns, please call the Research and Planning Branch of Manitoba Education, Training and Youth and Advanced Education at 945-0350, toll free at 1-800-282-8069, extension 0350, or e-mail: classsize@gov.mb.ca.



Dr. Glenn Nicholls
 Commissioner

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May 23, 2001

To: Kindergarten to Grade 6 Teachers

Dear Colleagues:

You may be aware that the Honourable Drew Caldwell has appointed me to conduct the Commission on Class Size and Composition. The Commission is expected to consider whether or not there should be a provincial policy on class size and composition and, if so, make recommendations as to its content and its costs and benefits to students, teachers, parents and communities. As part of its recommendations, the Commission will consider whether or not class size should be a negotiable and arbitratable item within the collective bargaining process.

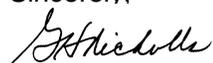
The Commission is working with the Manitoba Teachers' Society, the Manitoba Association of School Trustees, the Manitoba Association of School Superintendents, the Council of School Leaders, Manitoba Association of Parent Councils and the Student Services Administrators of Manitoba to develop a process that would fulfill its terms of reference. One important element of that process is gathering information on class size and composition in Kindergarten to Grade 6 classrooms across the province. Information on classrooms from Grade 7 to Senior 4 will be considered in the Commission's work through a different process.

The enclosed profile is intended to gather information on class size and composition in your classroom. I would ask that you complete the profile during the week of May 28 to June 1, 2001. If necessary due to the demands on your time, you may take the first few days of the following week to complete the profile.

I am aware of the many demands on your time, particularly at this time of year. Your participation in completing the profile is both valued and appreciated.

Please return your completed profile to the school principal.

Sincerely,



Dr. Glenn Nicholls
Commissioner

Attachment

Commission on Class Size and Composition Kindergarten to Grade 6 Classroom Profile

Information and Instructions

Purpose of the Kindergarten to Grade 6 Classroom Profile

The enclosed classroom profile is intended to gather information on class size and composition in Kindergarten to Grade 6 classrooms across the province. **The Commission recognizes that the complexities and subtleties of daily classroom and school life cannot be fully captured by the profile. Rather, the profile is intended to provide a general understanding of class size and composition issues across the province at a particular point in time.** Information on classrooms from Grade 7 to Senior 4 will also be considered in the Commission's work through a different process. Manitoba teachers will also have opportunities to share their insights and concerns through formal written submissions, school visitations by Dr. Nicholls and consultation sessions across the province scheduled for the fall of 2001.

Your participation in completing the profile is appreciated and valued. As the Commission needs to consider how the issues of class size and composition may vary by regions across the province, which may have an impact on policy recommendations, it is important to collect information at the school and classroom level. **Consequently, anonymity cannot be ensured. At the same time, however, the Commission will maintain the confidentiality of information received from teachers. Only group or aggregate data will be reported. No reporting will be made at an individual teacher or classroom level.**

General Instructions

1. All Kindergarten to Grade 6 classroom teachers, including teachers of special education classes should complete the attached profile during the week of May 28 to June 1, 2001. Specialty teachers such as physical education, music, art, Basic French, and resource teachers should only complete the open-ended questions below the class size grid. If you are a specialty teacher, please check the box on the top of the profile and indicate the nature of your specialty.
2. For classroom teachers who job share, please check the appropriate box on the top of the profile. In situations where the job share occurs between morning and afternoon, the teacher of the morning class should complete the class size profile, and both morning and afternoon teachers should complete the open-ended questions separately. In situations where the job share occurs on alternate days, the teacher responsible for the Wednesday class during the week of May 28 to June 1, 2001 should complete the class size profile and both teachers of alternate days should complete the open-ended questions separately.
3. Classroom or specialty teachers who may work in more than one school should complete one form for each school in which they work with the above directions in mind.
4. Please identify the school division/district and school in which you teach.
5. Please indicate the number of the classroom in which you spend the majority of your instructional time. The room number may be used by the Commission to examine issues of physical classroom space (e.g., square feet), particularly where large class sizes are reported.
6. Number of students by grade(s) level.

A class organized for the work of a particular year is a grade. Please identify the grade you teach and the total number of students enrolled for that grade. If you teach more than one grade, please indicate which grades they are, e.g., Grade 4 and Grade 5 and the total number of students for each grade, e.g., Grade 4–12 students, Grade 5–14 students. If you teach in a *nongraded* special education classroom for students with special needs, please indicate that it is *nongraded* (NG) and the number of students in that class.

7. Combined class, alternative program or special education class.

If your classroom is comprised of more than one grade or is a *nongraded* classroom, please indicate whether your classroom reflects a combined class, an alternative program or a special education class.

For the purposes of this profile, combined classrooms are ones that are created because of uneven enrollments and fiscal restraints that prevent schools from hiring additional teachers and using smaller class sizes.

An alternative program, including multi-age groupings or *nongraded* special education classes for students with special needs have been created intentionally for pedagogical or philosophical reasons.

8. Please indicate if the program of instruction is in E–English, F–Français, I–Immersion, or H–Heritage language program.
9. Total number of male students enrolled in the classroom regardless of the number of grades.
10. Total number of female students enrolled in the classroom regardless of the number of grade levels.
11. The total number of students enrolled in your classroom.
12. Total number of funded Level II and III students.

Please identify the total number of Level II and III students in your classroom that **have been funded by Manitoba Education, Training and Youth for the 2000–2001 school year**. Your school and school division/district may have identified students from your classroom as Level II and Level III who may have not been funded by the department. You may use the open-ended question on the profile to describe how the needs of these students or other students with behavioural or special learning needs may affect the composition of your classroom and your daily work in it.

13. Please identify the total number of teacher assistants assigned to your classroom.
14. Total amount of regular assigned teacher assistant time (in hours) for your classroom in a day.

Please specify the total amount of teacher assistant time (to the nearest hour) directed toward the support of students and classroom activities for your classroom in a day. If the hours fluctuate from day to day, please specify the range of hours and an average for the reporting week of May.

Open-ended Questions

The open-ended questions are intended to provide you with the opportunity to describe any circumstances or conditions, including the most significant one(s) that affect the composition of your class and your daily work in it. Some factors may include but are not restricted to students with behavioural or special learning needs, migrancy, the physical space of classrooms, and the impact of several teacher assistants in the classroom, including scheduling, monitoring and performance evaluation.

Please use the space on the back of the profile if necessary.

If you have any questions regarding the profile, please call the Research and Planning Branch of Manitoba Education, Training, and Youth and Advanced Education at 945-0350, or toll free at 1-800-282-8069, extension 0350.

Please return your completed profile
to the principal by Friday, June 1, 2001.

THANK YOU FOR YOU PARTICIPATION.

Kindergarten to Grade 6 Classroom Profile — As of May 28 to June 1, 2001

School Division/District: _____ Speciality Teacher Please indicate speciality area (e.g., Resource, Music, Physical Education, etc.)

School: _____ Job Share

Teacher: _____

Room Number	Number of Students by Grade Level(s)		Combined Class, Alternative Program or Special Education Class	Language Program E – English F – Français I – Immersion H – Heritage	Total Number of Male Students	Total Number of Female Students	Total Room Enrollment	Total Number of Funded Level II and Level III Students	Total Number of Teacher Assistants in your Classroom	Total Amount of Regular Assigned Teacher Assistant Time (to the nearest hour) for your Classroom in a Day
	Grade(s) or Nongraded	Number of Students								
42	4 & 5	4-12 5-14	Combined	E	15	11	26	2	1	5.25
P6	3	24	---	I	10	14	24	0	0	0

1. Please describe any exceptional student learning needs, any socio-economic or cultural factors and any school-related factors that may affect the composition of your classroom and your daily work in it.

2. Please list those aspects of class composition that most affect your work.
