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**Ministère de l'Éducation**  
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**2008: SB11**

**MEMORANDUM TO:** Directors of Education

**FROM:** Andrew Davis  
Director  
Transfer Payments and Financial Reporting Branch

**DATE:** April 18, 2008

**SUBJECT:** 2008-09 Primary Class Size Plans

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I am writing as a follow up to Memorandum 2008:B1 about the 2008-09 Primary Class Size Plans. I am pleased to advise you that the website at <https://pcs.edu.gov.on.ca> is now available to report your projected enrolment and class organization for the 2008-09 PCS plans. You are encouraged to complete the plans as soon as possible, but no later than **June 30**. Some boards will be contacted to discuss their PCS progress and to offer assistance to ensure that PCS results achieved provincially continue. In addition, the Ministry will be working with OASBO members to facilitate a session on PCS planning, implementation and best practices.

In 2008-09, school boards should organize their elementary classes so that on a board-wide basis:

- At least 90 per cent of primary classes have 20 or fewer students;
- 100 per cent of primary classes have 23 or fewer students;
- 100 per cent of combined grade 3/4 classes have 23 or fewer students; and
- Average class size in grades 4-8 does not increase beyond 2003-04 levels or 25, whichever is higher. Boards that historically have been above 25 (that is, boards that had an average grade 4-8 class size greater than 25 in 2003-04) are encouraged to achieve an average of 25 or to match the lowest class size achieved since 2003-04.

Boards may be subject to cash flow penalties if any of the PCS targets are not met. Once a board meets the PCS targets, it may use any surplus from the PCS Reduction Amount to address other needs in the elementary panel.

As in previous years, the web application will be used to collect data on the final PCS results as of the reorganization date chosen by each board. The reorganization date should be a date no earlier than September 2, and no later than September 30. You are encouraged to complete the final submission of PCS results by October 12, but no later than October 31. Further information on the final submission will be available at a later date.

The log-in and password to access the PCS website is unchanged from the previous year. However, the web application has been updated with several enhancements, including:

1. Centralized Access to 2007-08 PCS Results:
  - From the Home page, you have the option to use the web application to review 2007-08 PCS results. Currently the “Board Statistics” page does not contain the data from the 2007-08 PCS plans, but in the future, you will be able to review both the planned and final PCS results of the previous year.
2. Improved Information Gathering Through the Identification of Class Types:
  - As data is inputted for the 2008-09 PCS plans into the “School Data Input” page, you are now asked to identify each class as being either general, French immersion or special education.
  - In addition, if there are other class types that may be important to your board or a particular school, such as music programs. The “Track List” page enables you to add further class types.
3. Improved Options for Reviewing Data:
  - Using the “Reports” menu option, you now have the option to track and review PCS results in several different formats.
  - From the “Reports” page, you can choose to read reports of prior data collections.
  - Using the “In-year Report of PCS Collections” option, you can quickly generate a report to review the 2008-09 PCS results.
  - In addition, the “Data Export” option enables you to export PCS data into an excel spreadsheet for additional help with analyzing the data.
  - The “Board Input” page has been streamlined to focus on PCS results to show if the 2008-09 PCS targets have been met.
  - The “Board Statistics” page only reports data from 2003-04 and the current collection or the previous year’s collection depending on if you chose to work with the 2008-09 data or 2007-08 data from the Home page.
  - By using the “School Status Report” option, you can view whether a school is meeting the 2008-09 targets.
4. Improved Planning Ability:
  - In response to comments received from several boards, the web application has been updated to enable you to use the system as a planning tool following June 30 through the creation of a “sandbox” interface.
  - During the period between the lockdown of preliminary statistics on June 30 and the submission of final PCS data in the fall of 2008-09, you will have the ability to use the web application to test different class structures.

- This option is available for use by all boards at the discretion of the board. Any data inputted during this interim phase will be relevant only as a guide to help with planning in light of changing organizational demands that arise as enrolment figures are finalized.
- The statistical data from the Preliminary PCS Results will be copied as the starting point for use during the interim planning stage and you will have the ability to test the implications of different organization scenarios by modifying this data.
- As you move into the stage of submitting your final PCS results in the fall of 2008-09, you will have the ability to inform the Ministry should you wish to have the data from either the Preliminary PCS Results or the interim planning stage copied as the starting point to work with for inputting your final PCS results.
- It should be noted that boards may also continue to send data files to the Ministry to be uploaded onto the web application if they so choose.

Further instructions on the use of the web application are accessible from the Home page.

For more information, or if you have any questions, please contact your board's Finance Officer or Jackie Tabar by telephone at (416) 325-2052, or by email, at [Jackie.Tabar@ontario.ca](mailto:Jackie.Tabar@ontario.ca).



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cc: Superintendent of Business