

Tool Kit for Boards of Directors Implementation of 2024/2025 ELCC Wage Grid

The documents in the toolkit have been updated to reflect the Wage Grid Supplement being applied as an increase to the operating grant rates effective July 1, 2024, as well as the increase to the base operating grant rates effective April 1, 2024.

Wage Grid Resources

- 1) *Developing or Revising a Facility's Salary Scale Based on 2024/2025 Wage Grid*
 - Provides a description of the recommended steps to implement the Wage Grid.
 - Includes a copy of the 2024/2025 Wage Grid chart.
 - Includes scaling examples for different positions using the *Starting Points* from the 2024/25 Wage Grid as Level 1 with 7 levels and 3.5 percent increases between levels.

- 2) To review circulars and webinar materials related to the implementation of the 2024/25 Wage Grid, visit [Province of Manitoba | education - Notices and Circulars \(gov.mb.ca\)](https://www.gov.mb.ca/education/education-notices-and-circulars).

Budget Resources

With access to the facility's User ID and password, Child Care Online (CCO) may be used to develop a draft/revised budget. However, multiple drafts cannot be saved in CCO and working copies remain available for 60 days on the CCO system.

- 1) *Operating Budget Template July 2024*
 - This excel spreadsheet reflects the CCO operating budget submission and includes formulas to calculate facility revenue and expenditures to develop a draft/revised budget.
 - It has been revised to include the July 1, 2024 grant rates.
 - It includes revised calculations for parent fees to reflect the reduced regulated maximum fees effective April 2, 2023 and the Reduced Parent Fee Revenue funding.
 - Entry of different salaries for individual staff will help the board to assess the effect various revisions to the facility's salary scale would have on the facility's total staffing expenditures as well as the overall operating budget.

- 2) *Annual Budget Guidelines July 2023*
 - Applies to budget submissions for centres and nursery school.
 - Provides a description of the different items in the *Operating Budget Template* and a CCO operating budget submission.

Polices and Procedures

- 1) *Centre Funding Policies and Procedures July 2024*
 - This policy outlines the eligibility and reporting requirements for provincial operating grants for infant, preschool and school age centres.
 - Updated to include the July 1, 2024 operating grant rates.
 - This policy outlines how utilization of spaces is calculated and the affect it may have on a facility's total operating grant. Due to the effects of COVID-19 on enrolment, a grace period has been provided in regards to utilization of spaces and continues until further notice.

- 2) *Funding Policies and Procedures - NS Spaces July 2024*
 - This policy outlines the eligibility and reporting requirements for provincial operating grants for nursery school spaces.
 - It applies to nursery schools and centres with funded nursery school spaces.
 - Updated to include the July 1, 2024 operating grant rates.
 - This policy outlines how utilization of spaces is calculated and the affect it may have on a facility's total operating grant. Due to the effects of COVID-19 on enrolment, a grace period has been provided in regards to utilization of spaces and continues until further notice.
- 3) *Financial Statements Requirements for Nursery Schools January 2021*
 - Outlines reporting requirements and the format in which nursery school financial statements must be prepared and submitted to the ELCC Division.
- 4) *Policies and Procedures - Fees for Additional Services and Letter - Policies and Procedures - Fees for Additional Services*
 - Outlines the circumstances where a funded facility may charge fees for additional services and explains the actions to be taken by the centre or nursery school.

Board Governance and Management Resources

- 1) To access *The Roles, Responsibilities and Functions of a Board - A Board Development Guide*, visit [Province of Manitoba | education - Home Page \(gov.mb.ca\)](https://www.gov.mb.ca/education/). It includes valuable information, including:
 - Resources on various topics such as the *Establishing By-Laws, Role of the Board and Board/Executive Director Relations*
 - Worksheets such as *Board and Staff – Who Does What?* and *Board Member Checklist*
- 2) To access the Manitoba Child Care Association (MCCA) online board training, visit <https://mccahouse.org/board-governance-2/>.
 - *The Basics of Effective Board Governance: An Online Board Orientation Resource for Early Learning & Child Care Centres* is available in French and continues to be available at no cost for the boards of directors and management of non-profit centres and nursery schools in Manitoba through funding under the Canada-Manitoba bilateral agreement.
- 3) Your facility may already have the MCCA's *Human Resource Management Guide for Early Learning and Child Care Programs*.
 - It contains information about job descriptions, developing contracts, writing personnel policies, understanding and interpreting Employment Standards legislation and more.
 - The 2021 edition includes the addition of two new chapters, and revisions and updates to all existing chapters.
 - A flash drive is included with all the sample forms that will allow boards to customize much of the information to the needs of the facility.
 - To learn more about this resource, visit [Human Resource Management Guide - Manitoba Child Care Association \(mccahouse.org\)](https://mccahouse.org/).