EDMONTON PUBLIC SCHOOLS

March 23, 2004

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: District Rates for 2004-2005

ORIGINATORS: A. Habinski, Executive Director, School and District Services

B. Holt, Executive Director, Instructional and Curricular Support Services

Ron MacNeil, Assistant to the Superintendent Corinne McCabe, Assistant to the Superintendent

RESOURCE

STAFF: Lisa Austin, Meredith Colgan, Mary-Ellen Deising, Michael Ediger, Brian

Fedor, Glenn Johnson, Les McElwain, Andy Moore, Ingrid Neitsch, Dean

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INFORMATION

Rates charged to schools and central department decision units for services provided by cost recovery decisions units, and fees charged to staff, students, parents, and the community are revised annually by the administration. All fees are reviewed in accordance with board policy and administrative regulation to ensure that no charges are included for instruction or for the use of instructional materials other than for music instrument rental at junior and senior high schools and textbook rentals at the senior high schools.

The rates and fees for 2004-2005 provided in Appendix I have been approved by the superintendent. Sections are highlighted where there is a rate change, or where a new service is provided for 2004-2005. A rationale is provided for changes in rates. These rates reflect known increases and any further changes may be incorporated in the fall and applied retroactive to September 1, 2004.

Student transportation fees will be established based on transportation contracts, Alberta Learning transportation grants for 2004-2005, service enhancements, and the cost to the district of Edmonton Transit bus passes.

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Appendix I - District Rates

District Rates

It	em	2003-04 Rate	Proposed 2004-05 Rate
AFTER HOURS USE OF SO	HOOLS		
` *	nton all-party political meetings) ngs, cultural language classes (in	_	
 First classroom Each additional classroom Library (under 4,000 sq. ft.) Library (over 4,000 sq. ft.) Home Ec. Room Cafeteria Industrial Arts Room Gymnasium – elementary/jo Gymnasium – senior high Auditorium 		\$ 6.50/hour \$ 5.00/hour \$10.00/hour \$12.00/hour \$12.00/hour \$14.00/hour \$12.00/hour \$12.00/hour \$18.00/hour \$22.00/hour	no change
Activities sponsored by a profit-oriented organization (one not registered under the Societies Act or Section 200 of the Companies Act) for which a fee is charged, or activities which indirectly result in financial gain for an individual or company (e.g., private computer, piano, or sports-related instruction):			
(NOTE: per occasion - maximuGymnasiumClassroomCafeteriaAuditorium	um 3 hours)	\$ 65.00 \$ 65.00 \$ 65.00 \$100.00	no change
The following custodial overtime rates are added when computing the cost for paid after-hours rentals of schools in addition to the hourly rate above:			
Head CustodianOther CustodiansCustodial Assistants	schools up to 50,000 sq. ft. schools up to 100,000 sq. ft. schools up to 200,000 sq. ft. schools over 200,000 sq. ft. all schools all schools	\$31/hour \$32/hour \$33/hour \$35/hour \$31/hour \$24/hour	\$32/hour \$33/hour \$34/hour \$36/hour \$32/hour \$25/hour

The district has been directed to charge and collect GST on all after-hours rentals. This will be calculated by Financial Services and added to the invoice being sent to the group. When Rental Services coordinates the paid rentals for schools, they will forward the request for billing to Financial Services with instructions to code revenue to the school. The GST collected will be forwarded to Revenue Canada by Financial Services.

RATIONALE: The above increases in custodial overtime reflect the increases under the collective agreement for 2004-05.

SPACE IN SCHOOLS USED BY CENTRAL DEPARTMENTS		
Per classroom	\$1,300 + cost of	\$885 + cost of
	custodial services	custodial services
Non-classroom	$$18 \text{ per m}^2 + \text{cost of}$	$10.68 \text{ per m}^2 + \cos t$
	custodial services	of custodial services
Dead storage	\$950 + cost of	$$442 + \cos t \text{ of}$
	custodial services	custodial services

RATIONALE: Rates reflect removal of the utility costs that are now covered centrally from school revenue. The remaining rate will cover the cost of school-to-pay operating and maintenance costs incurred by the school accommodating them.

Item	2003-04 Rate	Proposed 2004-05 Rate
OCCASIONAL USE OF SPACE IN SCHOOLS BY CENTRAL	L DEPARTMENTS	
 Each classroom (senior high) Each classroom (elementary - junior high) Senior High Gymnasium Elementary - Junior High Gymnasium Cafeteria Auditorium Library (less than 4,000 square feet) Library (more than 4,000 square feet) Home Economics room Industrial Arts and Shop areas Computer room (under 15 computer stations) Computer room (15-30 computer stations) Office space 	\$ 5.10/hour \$ 4.55/hour \$ 17.45/hour \$ 8.40/hour \$ 12.95/hour \$ 18.00/hour \$ 8.55/hour \$ 11.90/hour \$ 10.25/hour \$ 10.75/hour \$ 450/day or \$ 75/hour \$ 3.00/hour	no change
MUSIC INSTRUMENT RENTAL	ψ3.00/110μ1	
Schools - maximum per instrument rental	\$100	no change
MUSIC ENRICHMENT PROGRAM		
Strings Instrument Rental only First Year instruction plus Instrumental Rental Succeeding Years instruction + Instrumental Rental Instruction for student owning own instrument Orchestra only	\$30/month \$220 \$255 \$200 \$170	\$35/month \$230 \$265 \$235 \$180
Orchestra supplement for students enrolled in classes Choral	\$35 (orch D,C,B) \$60 (orch A,SS)	no change
 Elementary Choral Secondary Choral Honour Orff Junior Orff 	\$135 \$135 \$135 \$135 \$135	\$140 \$140 \$140 \$140
Out of District Fees • String instruction (additional rental of \$30/month is charged to persons requiring instruments) • Orchestra	\$450 \$450	no change
 Choral Orff Adult Fee	\$350 \$350 \$400	

RATIONALE: Increases will continue to maintain 50% cost recovery for the 2004-05 school year. Fee increases are necessary so that we can continue to repair instruments and purchase music for both the instrumental and choral programs. Instrument rental is \$35 per month for persons outside the program. For students in the program who need an instrument, the extra amount in fees is really just a small surcharge which amounts to about \$25 for the year. This makes the program affordable to many who could not otherwise participate.

PARKING FEES		
Exterior	\$45/year plus GST	no change
Centre – conditional	\$250/year plus GST	\$275/year plus GST
Centre – unconditional	\$300/year plus GST	\$330/year plus GST
Exit passes	\$50/pkg of 50	\$75/pkg of 50

RATIONALE: Increases to Centre parking fees are due to increased cleaning and maintenance costs. Increases to exit passes are due to increased cleaning and maintenance costs, and also to ensure that monthly parkers continue to pay less than others. The current rates of exit passes were established in 1984.

Item	2003-04 Rate	Proposed 2004-05 Rate
STAFF CHARGES TO EXTERNAL ORGANIZATIONS		
 Requests from Alta. Learning & Alberta Teacher's Assoc. All other requests 	cost of supply teacher Determined by principal/du administrator.	no change
TEXTBOOK RENTAL		
Senior HighJunior High	\$51 0 (caution fee may be charged)	\$65

RATIONALE: Senior High principals have recommended an increase.

District Service Rates

Item	2003-04 Rate	Proposed 2004-05 Rate
BENNETT ENVIRONMENTAL EDUCATION CENTRE		
Residence: 1 or 2 classes, maximum 64, 2 and 3 day program, incl.: • meals & snacks • program planning • overnight facility supervision • teacher assistance • equipment and supplies as needed • watch for seasonal specials	2 day, 1 night \$68/person (elem) 2 day, 1 night \$78/person (jh/sh) 3 day, 2 night \$111/person (elem) 3 day, 2 night \$128/person (jh/sh)	
Residence Non-Program: for businesses or private groups: minimum 25 • overnight supervision • meeting room space extra • meals, instruction extra	\$11.95/person night without bedding \$15.95/person night with bedding (4 per room)	no change
	\$24.95/person night without bedding \$33.95/person night with bedding (2 per room)	
Day Programs (9-9:30 a.m. to 2:30-3 p.m.) includes:		
 instructor equipment where necessary student books where available watch for seasonal specials programs available are: Alberta's Fur Trade Canada's Fur Trade Classroom Chemistry Community Change Cross Country Skiing Electricity and Magnetism Estimation and Measurement Evidence & Investigation Flight Mechanisms Using Electricity Pond Study Sky Science Trees & Forests Waste and our World Wheels and Levers Vehicles & Devices that Move 	\$329/class (up to 30) \$11/person (groups over 30) (max. 35)	no change
Science Review – full day, grade 6, at your school, includes: • instructor • equipment • student booklet • unit tests	\$449/class for 1 class (up to 30) \$374.50/class for 2 classes (up to 60) at same school	no change

Item	2003-04 Rate	Proposed 2004-05 Rate
Travelling Programs, 2-3 hours, includes: • instructor visits your class • half day instruction • programs available: - Rocks & Minerals - Travelling Fur Trader - Wheels & Levers Satellite Programs, half and full day programs available, includes:	\$185/class visit (max. 30) \$6.25/person (over 30 – max. 35) + travel expense for schools outside Edmonton	no change
 instructor equipment programs available: Canoeing Cross Country Skiing Satellite Programs, half and full day programs, includes	\$295/day \$160/half day	
equipment onlyprograms available:CanoeingCross Country Skiing	\$170/day \$90/half day	
Other Services Available: • Animal Survival, ½ day, includes equipment • Video Rental - 1 video - 2 videos • Compasses - replacement if lost or broken • Orienteering - no instruction, maps and keys available	\$25 \$3/week \$5/week no charge \$10/each \$25/half day	no change
Meeting Room Rentals • Model Room - includes AV equipment • Cloverdale Room - no equipment • Rossdale Room - no equipment • Dining Room • additional set up COMMUNICATIONS	\$150/day \$100/day \$100/day \$200/day \$50-\$100	
 Marketing and Communications consulting Graphic Design (brochures, progress reports, etc.) 	\$79/hour \$79/hour	no change
CONSULTING SERVICES Consulting Services Standard Rate Travel (per incident)	\$115/hour \$57.50	\$117/hour no change
Project Coordinators	\$70/hour	\$72/hour
Edmonton Regional (formerly SMH) (inclusive of travel) only for eligible students SEE PAGE 38 FOR CRITERIA	\$45/hour	no change
School or area Professional Development (inclusive of travel and preparation) • full day session (3.75 to 6.5 hours) • half day session (2.5 to 3.5 hours) • short session (1 to 2 hours)	\$1,175/session \$700/session \$345/session	\$1,200/session \$715/session \$350/session

Item	2003-04 Rate	Proposed 2004-05 Rate
Multilingual Services	\$60/hour *	\$62/hour *
Travel (per incident)	\$30.00	no change
* The \$62/hour is a subsidized rate, contingent on continuing the and Immigration Canada for		rvices from Citizenship
Social Work Contract (Optional, for schools contracting for 65 hours per year)	\$93/hour	\$95/hour
Travel (per incident)	\$46.50	\$47.50
Reading and Psychology Contract (incl. of travel) (Optional) Reading		
Standard Eligibility Assessment	\$330/student	\$405/student
Assessment for Programming	\$795/student	\$810/student
Allocation Eligibility Review Psychology	\$160/student	\$200/student
Standard Eligibility Assessment	\$480/student	\$490/student
Assessment for Programming	\$795/student	\$810/student
Behaviour Disorders Assessment	\$795/student	\$810/student
Inservices (advertised in Inservice Calendar)		
• full day (4.5 hours or over)	\$115/person	\$117/person
• half day (2 to 4 hours)	\$67/person	\$72/person
• after school (up to 2 hours)	\$42/person	\$43/person
Balanced Literacy Program (Optional) inservicing and coaching components: • Div I – 1 st year of program (includes 2½ days initial	\$675/teacher	\$690/teacher
inservicing plus 9 inservices		
• Div I – 2 nd year of program (includes 6 inservices)	\$250/teacher	\$255/teacher
• Div II – 1 st year of program (includes 2½ days initial inservicing, plus 9 inservices)	\$675/teacher	\$690/teacher
• Div II -2^{nd} year of program (includes 6 inservices)	\$250/teacher	\$255/teacher
• Kindergarten (includes 6 inservices)	\$250/teacher	\$255/teacher
 all mandatory coaching visits & related lunchtime meetings travel (per incident)	\$115/hour \$57.50	\$117/hour \$58.50
Reading Recovery Program (Optional) (includes 4 days inservicing, 18 biweekly inservicing/ coaching sessions, 5 school visits and some materials)	\$3,000/teacher	\$3,075/teacher
Continuing contact teachers - Required to maintain certification (includes 8 inservicing/coaching sessions and one school visit)	\$850/teacher	\$875/teacher
'MAGPIE" - the magazine of student writing Annual subscription (four issues, two copies each issue) Two-year subscription (Sept 2002 - June 2004)	\$50 \$90	\$60 \$110
Additional copies	\$10 each	no change

Item	2003-04 Rate	Proposed 2004-05 Rate
Consultants will work with individual schools to develop a PD contract that will enable the school to meet expectations related to "The Work" of teaching and learning. Inservicing components can be customized to provide ongoing, targeted, school-based professional development in Instructional Focus work.	To be determined, based upon the services required; costs will not exceed the hourly cost of providing the service.	no change

RATIONALE: Rate adjustments reflect the average known per cent adjustments for staff costs. Rates for Eligibility Assessment and Eligibility Review revised to reflect the actual time of completing the assessments. Rates for Magpie increased to move subscription costs closer to the actual costs of production, editing and publishing this periodical.

FACILITIES SERVICES		
 Design Services Architectural Energy Management Mechanical Electrical Telephone Sound System Capital Plan Technical Advice Plans and specifications 	Project specific rates available upon request	no change
Security/Custodial	\$78	\$80
Portable Relocations	10% of contract amount	Annual contract
Testing and Inspection Services Building Code inspections Elevators Fire equipment, servicing, certification	cost + admin fee \$32 cost + admin fee \$32 cost + admin fee \$32	no change
Project Inspection Services	no charge	project specific rates
Building Thermal Scans	no charge	no change
Trade rates electronics, computer repair instrumentation structural mechanical electrical carpet drapery and blinds paint roofing trade helpers mechanical consultants	\$30 – 54/hour \$78/hour	\$32 – 57/hour \$80/hour
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Travel – one charge per location, per day Security and Custodial Services • monitoring includes intrusion, fire and mechanical alarms	\$16	no change
- elementary schools- elementary/junior high schools	\$1,460/year \$1,820/year	\$1,500/year \$1,890/year
- junior high schools	\$1,820/year \$2,190/year	\$1,890/year \$2,260/year
- senior high schools	\$2,670/year	\$2,750/year
- non operational schools and closed buildings	\$1,460/year	\$1,500/year

Item	2003-04 Rate	Proposed 2004-05 Rate
security call outs	\$85/call	no change
 carpet cleaning 0 to 14,999 square feet 15,000 to 19,999 square feet 20,000 square feet and over yearly contract annual contract and renewals 	\$0.12/sq. foot \$0.11/sq. foot \$.09/sq. foot \$.08/sq. foot	\$.09/sq. foot \$.08/sq. foot
 building cleanliness assessments elementary schools elementary/junior high schools junior high schools high schools closed buildings 	\$335 \$335 \$515 \$680 \$335	\$345 \$345 \$530 \$700 \$345
 pest control service boiler chemicals, dispensing services Print Services 	cost + admin fee \$34 cost + fee	no change
 Photocopying Color copying Binding, Folding, Wrapping 	\$.0285 per impression costs vary with size of paper rates on request	no change

RATIONALE: Increase in service rates reflects salary and cost of living increases. Hourly trade rates have been increased to reflect increases which occurred during the last and current budget years.

FINANCIAL SERVICES		
Distribution Centre		
Storage retrieval system - records storage	\$10.30/box annual fee	\$10.50/box annual fee
	\$10 for each	\$11 for each
	delivery/pick up	delivery/pick up
• Trucking charges (on-site working time)	0.67.4	Φ.(Ο /1
- large truck with two staff	\$67/hour	\$69/hour
large truck with one staffsmall truck with two staff	\$44/hour \$58/hour	\$46/hour \$60/hour
- small truck with one staff	\$38/hour	\$40/hour
Travel to Site	\$16.50 flat rate	ψ loγ lo di
Invoice Materials Returns	\$15 processing fee	no change
Receive & Process Customs Broker Orders	\$50 each	
Mail Delivery, incl. delivery of boxes from school-school		
- 1 day per week	\$ 890	\$ 920
- 2 days per week	\$1,115	\$1,150
- 3 days per week	\$1,340	\$1,375
- 4 days per week	\$1,545	\$1,580
- 5 days per week	\$1,785	\$1,820
Mail Sorting	\$191	\$196
Restocking Charge	15%	
Single Package Delivery	\$5.50 each	no change
Deliver, pick up and return	\$9.50 each	_

RATIONALE: Staff inflationary increases as well as step movement on the grid. The purchase of a new vehicle and the need to purchase another one. Anticipated increased costs from our suppliers.

Item	2003-04 Rate	Proposed 2004-05 Rate
INFORMATION TECHNOLOGY SERVICES		
Advice ITS service, recommendations technical consultation and design	no charge \$88/hour	no change \$91/hour
 Help Desk Support District/Central sponsored applications such as School SIS, MS Exchange e-mail, school connections to the district WAN, BPS, FMS, etc. Requests for ITS services 	no charge	no change
General requests for assistance	no charge	
In-depth procedural or second level support available at an hourly rate	\$88/hour	\$91/hour
Microcomputer and Local Area Network Technical Support Requested LAN, pc and software set-up, support Regularly scheduled LAN and pc support contracts available at reduced rates (see service agreements) After-hours service rates on evenings and weekends also available	\$88/hour \$77/hour	\$91/hour \$80/hour
E-mail Services	\$26/person/year	\$27/person/year
 staff e-mail (Microsoft Exchange) student e-mail (basic Internet mail)	(pro-rated) \$.25/month	(pro-rated) no change
Software Applications Annual Licence Maintenance and Support • School SIS annual support (licences, Help Desk) for all staff in school	\$350/year + \$.50/ /student to \$750 max	\$380/year + \$.60/ student to \$920 max
Fees Management System	\$300/year	no change
viaWeb Survey	\$275/year	\$280/year
Internet Services • Home dialup Internet Accounts • H ₂ 0 (WAN access from home) • VP WAN	\$9.95/month \$9.95/month + signup fee \$30 \$1,995 set-up fee	no change
VPWAN gateway Web Services	\$152/month+ 3 rd party I.S.P. charges \$75 set-up fee	\$155/month + 3 rd party I.S.P. charges \$80
 basic web hosting deluxe web hosting web wizard additional fees may apply for upgrades for enhancements to basic service offerings 	\$20/month \$50/month \$20/month	no change
Application Development and Programming • Custom programming (school specific reports, templates, etc.)	\$88/hour	\$91/hour
Reduced rates for longer term projects based on project scope		
 Inservices Half day hands-on, small group classes (SIS, BPS, etc.) Custom inservices, professional development days, inschool presentations 	\$88/person \$88/hour	\$91/person \$91/hour

RATIONALE: Increase in benefits overhead as well as step movement on the grid.

Item	2003-04 Rate	Proposed 2004-05 Rate		
LEADERSHIP SERVICES				
Service Package	\$435 + 7.40/student			
Hourly service requests	\$115/hour			
• Expulsion from a single school (if on the hourly service plan)	\$900	no change		
• Expulsion from the district (if on the hourly service plan)	\$1,800			
METRO COMMUNITY COLLEGE				
Training Services				
Class Calendar and Inservice Calendar Courses	indiv. prices as listed	no change		
Consultation, needs assessment, professional development	\$105/hour	\$108/hour		
planning				
Customized training	by contract	no change		
Conference and Event Services				
Registration only	\$3.25 - \$6.25 per reg.	\$4.50 - \$7.50 per reg.		
Basic registration & customer support	\$9.25-\$18.50 per reg.	\$10.25-19.50 per reg.		
Customized registration & customer support	by contract	no change		
Facility rental				
- Seminar Rooms	\$125/day	\$130/day		
- Computer Labs	\$450-\$650/day	\$455-\$655/day or		
	4004	\$80/hour		
software installation and lab orientation	\$90/hour	\$92/hour		
Advertising & Marketing Support Services				
Data Collection and Analysis Services	\$68/hour	\$70/hour		

RATIONALE: Increase in rates reflects salary increases.

RESOURCE DEVELOPMENT SERVICES		
 Web Links 1 computer 2 to 15 computers 16 to 50 computers 51-100 computers 100-150 computers over 150 computers 	\$40/year \$125/year \$225/year \$350/year \$425/year \$500/year	no change
 Literature Arrangements Online (Annual License) 1 year, 1 computer 1 year, 5 computers 1 year, school site license 	\$49 \$99 \$150	
 Aboriginal Collection Online (Annual License) 1 year, 1 computer 1 year, 5 computers 1 year, school site license 	\$39 \$79 \$120	no change
 Literature Arrangements Online and Aboriginal Collection Online (combined package) 1 year, 1 computer 1 year, 5 computers 1 year, school site license 	\$69 \$139 \$199	