

EDMONTON PUBLIC SCHOOLS

June 14, 2011

TO: Board of Trustees

FROM: Trustee L. Cleary, Chair, Policy Review Committee
Trustee M. Janz, Policy Review Committee
Trustee C. Ripley, Policy Review Committee

SUBJECT: Policy Review Committee Summary of Progress to Date

ORIGINATOR: T. Taylor, Director of Executive and Board Relations

RESOURCE
STAFF: Anne Sherwood

INFORMATION

The Policy Review Committee met six times during the 2010-2011 school year and has one more meeting scheduled for June 21, 2011 to review the proposed new policy coming from the Special Needs Task Force regarding inclusive education for all students and discuss any significant proposed changes to policies previously reviewed by the committee as a result of on-line stakeholder input. The results of on-line stakeholder input for proposed new board policy IFA.BP - Sexual Orientation and Gender Identity will also be discussed at the June 21, 2011 Policy Review Committee meeting.

The Policy Review Committee did an initial review of all 17 items pre-scheduled for review with the respective Executive Directors/Assistant Superintendent whose areas of administrative responsibility most closely aligns with the policy to gain some background and categorize the policies by level of review/revision required. Four items were carried over to 2011-2012 along with three additional items not on the seven-year review cycle that were identified by the Administration as requiring review or revision due to changes in legislation and cross impact on some of the policies scheduled for review.

In addition, the Policy Review Committee undertook three additional reviews at the specific request of the Board including:

- development of a new policy regarding sexual orientation and gender identity;
- a review of the current policy related to lunchroom fees for fairness and equity; and
- a review and or development of a policy for responding to funding requests from external organizations.

Attached as Appendix I is a status summary of where all of the policy reviews are in the review process.

Policy Review of IH.BP Supervision of Elementary and Junior High Students During Lunch

With respect to the Board's request of March 22, 2011 that the Policy Review Committee examine the Board's policy regarding lunch fees "*for the purpose of ensuring fairness and equity and clarifying expectations within the district. This review would include reviewing the lunch fee policies of other metro boards*", the following is a summary of the Committee's discussion and rationale not to recommend a change at this time.

- This policy was last reviewed and affirmed in March of 2010 by the previous Board. It was affirmed that the current wording of proportional payment of fees was appropriate.
- The Committee recognized that there is a cost related to supervision and that the current system of fees actually collected and remitted are not sufficient to offset the lunchroom supervision salaries and other expenses related to the lunchroom supervision service.
- A summary of the total fees collected compared to the total lunchroom supervision program spending for the period of September 1, 2009 through to August 31, 2010 was in a deficit position of \$147,000. Note, this data was provided to all Trustees in the Response to Service Request #22. The deficit represents the amount of the total lunchroom program that has been subsidized by the Board at approximately 4% of the total costs.
- Some parents perceive that lunch time supervision is an "entitlement" and therefore the fees are not viewed as required or necessary like transportation or textbook rental fees.
- Collection of outstanding fees can be a challenge for schools.
- Some families find it difficult to pay lunchroom fees due to financial hardship.
- Principals are in the best position to make exceptions to lunchroom fee assessments and should have the discretion and authority to waive fees on an individual basis.
- Schools are challenged when assigning staff to supervise at lunch. Assigning staff to supervise at lunch is particularly challenging in small schools with small staffs who all need a lunch break. Factors that must be considered involve providing staff a lunch break and allocating the limited assignable staff time for maximum educational benefit. It is preferable to have staff engage in extracurricular and co-curricular activities with students at noon rather than supervising lunch.
- Not all schools who want to hire lunch supervisors are able to find suitable individuals in their community who wish to apply, particularly at junior high schools.
- Some students do not have an option to return home at lunch due to the distance to their designated school.
- The Committee did not review the policies of the other metro boards. However, both Calgary Boards do charge lunchroom supervision fees. Edmonton Catholic does not charge for lunchroom supervision.

The Committee believes that there are many competing interests and that the current policy attempts to balance those interests while recognizing unequal circumstances. The Committee is not recommending a change to the current policy at this time.

TT/as

Appendix I - Status of Policies Requiring Review 2010-2011

Status of Policies Requiring Review 2010-2011 Policy Review Committee

CODE	TITLE	YEAR	REVIEW DATE	EXECUTIVE	DEPARTMENT	POLICY REVIEW LEVEL	COMMITTEE	ON-LINE POSTING	BOARD	STATUS
HD.BP	Instructional Time	2003	Mar 2010	Brian Smith	Student Information	A	March 17, 2011	April 4- May 9, 2011	June 14	Scheduled for 1 st and 2 nd reading
IED.BP	Student Attendance	1996	Sep 2003	Brian Smith	Student Information	A	March 17, 2011	April 4- May 9, 2011	June 14	Scheduled for 1 st and 2 nd reading
FB.BP	School Reopening	2001	Sep 2008	Brian Smith	Planning	C				Review 2011-2012
FED.BP	Capital Projects	1997	Feb 2004	Brian Smith	Facilities	B	April 21, 2011 May 19, 2011			On-line review September
FEE.BP	Site Acquisition and Disposal	2007	2012	Brian Smith	Planning	B				Review 2011-2012 – new provincial regulations
JG.BP	Community Use of District Buildings	1997	Feb 2004	Brian Smith	Planning	B	March 17, 2011	Jan. 17- Feb.14, 2011	April 13, 2011 May 10, 2011 May 24, 2011	Completed
IEC.BR	Student Admission to the District	1994	Feb 2000	Brian Smith	Programs/Student Info	B	April 21, 2011	May 5- June 9, 2011		Schedule for 1 st and 2 nd reading September
IC.BP	Student Accommodation	2002	Mar 2009	Brian Smith	Planning	C	May 26, 2011			On-line review September.
JA.BP	Parent and Community Involvement (financial donations to external organizations)	2005	April 2012	David Fraser	Communications	A	May 19, 2011 May 26, 2011			Separate policy to be developed to address financial contributions to external organizations – 2011-2012 with review of JAA.BP
GB.BP	Authority for Personnel Decisions	2009	Jan 2016	David Fraser	Human Resources	A	May 19, 2011			On-line review September
JJ.BP	Assisting Community Organizations	2001	Apr 2008	David Fraser	Communications	B	March 17, 2011	May 11- June 8, 2010	Nov. 16, 2010 April 13, 2011	Completed
GLB.BP	Recognition of Employees	2006	2013	David Fraser	Human Resources	B				Review 2011-2012
JBC.BP	News Media Relations/Communications Framework	1989	May 1996	David Fraser	Communications	D	March 17, 2011 May 19, 2011 May 26, 2011			On-line Review September
JAA.BP	Educational Partnerships and Sponsorships	1997	Jun 2004	David Fraser	Communications	C				Review with GBB.BP 2011-2012
GBB.BP	Community Funded Personnel	1977		David Fraser	Human Resources	C				Review with JAA.BP 2011-2012
CHA.BP	Delegation of Authority	2007	May 2014	Tanni Parker	Leadership Services (General Counsel)	A				Review with AB.BP 2011-2012
HICA.BP	Field Trips	2003	Oct 2010	Tanni Parker	Leadership Services	A	March 17, 2011	April 4- May 9, 2011	June 14	Scheduled for 1 st and 2 nd reading
IH.BP	Supervision of Elementary and Junior High Students During Lunch	2010	March 2017	Tanni Parker	Leadership	A	April 21, 2011 May 19, 2011		June 14	report to board – no changes.
INB.BP	School Assessed Fees	1996	Oct 2003	Tanni Parker	Leadership Services	A	March 17, 2011	April 4- May 9, 2011	June 14	Scheduled for 1 st and 2 nd reading
HA.BP	Student Programs	2001	Feb 2008	Tanni Parker	Programs	A	April 21, 2011	May 5- June 9, 2011		Schedule for 1 st and 2 nd reading September
HJ.BP	Guidance and Counseling Services	2002	Jun 2009	Tanni Parker	Consulting Services	B	March 17, 2011	April 4- May 9, 2011	June 14	Scheduled for 1 st and 2 nd reading
AB.BP	Appeals	2001	Sep 2008	Tanni Parker	Leadership Services	B				Review with CHA.BP 2011-2012
HIBD.BP	School Learning Resource Centers	2002	Jun 2009	Tanni Parker	Consulting Services	C	March 17, 2011	April 4- May 9, 2011	June 14	Scheduled for 1 st and 2 nd reading
IFA.BP	Sexual Orientation and Gender Identity		New	Tanni Parker	Programs	D	April 21, 2011 June 21, 2011	May 5- June 9, 2011		Review stakeholder input - schedule 1 st and 2 nd reading September
IA.BP	Inclusive Education (arising from Special Needs Task Force)		New	Tanni Parker	Consulting Services	D	June 21, 2011			On-line Review September

Category A: The policy is acceptable as is, requires minor wording changes for clarity, or the policy is redundant as it is no longer required and can be addressed in some other manner.

There are no policy implications that require extensive stakeholder consultation and may simply be posted for an on-line stakeholder survey for input.

Category B: The policy requires moderate revision to portions of the policy; however, the intent of the policy remains largely unchanged. Policy implications may require some consultation with representatives of affected stakeholders.

Category C: The policy requires a major re-write as it no longer meets the requirements of the district and expectations of the community, Implications are extensive in that policy may be contentious and will require significant involvement and consultation with identified stakeholder groups.

Category D: New policies under development.

(Updated June 1, 2011)