

EDMONTON PUBLIC SCHOOLS

September 27, 2005

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: Responses to Trustee Requests for Information

ORIGINATOR: B. Holt, Executive Director
C. McCabe, Executive Director

RESOURCE
STAFF: Jenise Bidulock, John Edey, David Fraser

INFORMATION

REQUEST #82, JUNE 14, 2005 (TRUSTEE COLBURN): RE: TT#59 PROVIDE A REPORT REGARDING THE NUMBER OF LIBRARIANS, PHYSICAL EDUCATION TEACHERS AND COUNSELLORS EMPLOYED BY EDMONTON PUBLIC SCHOOLS....): PROVIDE THE FOLLOWING INFORMATION:

CLARIFICATION OF TRAINING, JOB DESCRIPTION FOR THE 3 CATEGORIES OF LIBRARY-ASSOCIATED PERSONNEL – LEARNING RESOURCES, LIBRARY TECHNICIANS AND LIBRARY TECHNICIANS E.

IDENTIFY THE NUMBERS OF COUNSELLORS AND LIBRARY PERSONNEL ASSIGNED AT THE ELEMENTARY, JUNIOR AND SENIOR HIGH LEVELS FOR 1990-91, 1996-97 AND 2004-05.

A COMPARISON OF LIBRARY TECHNICIANS, LEARNING RESOURCE AND COUNSELLORS IN ADJOINING SCHOOL DISTRICTS.

Teachers who are assigned time to work in the area of Learning Resources may have formal training in library science but formal training is not mandated. Teachers in these positions often collaborate with classroom teachers to ensure students are taught research skills, to develop resource-based activities, and to act as key "technical team" members for the school. They have in-depth understanding of the curriculum, make decisions about the purchase of resources, and support teachers in the delivery of instruction that is curriculum-based.

Library Technicians focus on library operations. The district has 4 levels of Library Technicians – C to F.

A Library Technician C, operating under supervision of another staff member, provides routine library support such as circulating material, shelving books, alphabetizing and data entering information into a library system. The requirement is a high school diploma supplemented with courses related to school programs and one year of related experience. There were 15 staff members in Library Technician C positions in the 2004/2005 school year.

A Library Technician D, under the supervision of another staff member, provides standardized library support such as being responsible for data entry and maintenance of a library system, culling the library collection, intermediate word processing and spreadsheet skills, maintaining

and monitoring financial information for the library, conducting inventory and ordering resources. The recommended qualifications are a high school diploma supplemented by a 2-year related program (usually the Grant MacEwan, or similar, Library Technician program) and a minimum of 2-years related experience. There were 79 staff members in Library Technician D positions in the 2004/2005 school year.

A Library Technician E independently provides complex library support. Responsibilities include coordination of the operation and maintenance of the library, library computer labs, equipment and related software applications, budget planning, coordination of textbook depository, planning and organization of book fairs and delivery of library inservices. The recommended qualifications are a high school diploma supplemented by a 2-year related program (usually the Grant MacEwan, or similar, Library Technician program) and a minimum of 3-years related experience. There were 51 staff members in Library Technician E positions in the 2004/2005 school year.

A Library Technician F has the authority to oversee all aspects of a complex library where there is a variety of services and resources offered (e.g. computer lab, AV, book depository), independently evaluates library services and make changes, makes decisions to balance the library budget and purchase library resources. The recommended qualifications are a high school diploma supplemented by a 2-year related program (usually the Grant MacEwan, or similar, Library Technician program) and a minimum of 5-years related experience. There were no staff members with the Library Technician F classification during the 2004/2005 school year.

The following is a comparison of total district teacher FTE for 1990-91, 1996-97, and 2004-05 to full-time equivalents for Counselling, Learning Resources, and Physical Education, including a breakdown by elementary, junior high, senior high and other. Also included is the number of students for each year.

YEAR	TOTAL STUDENTS	TOTAL TEACHER FTE	COUNSELLOR FTE	LEARNING RESOURCES FTE	PHYS. ED. FTE			
1990/91	75,881	3,500.090	99.1	E: 36.1	81.7	E: 48.0	Not avail.	
				JH: 26.6				JH: 18.0
				SH: 29.7				SH: 14.9
				*O: 6.7				O: 0.8
1996/97	77,093	3,387.387	60.6	E: 16.8	38.7	E: 21.0	121.9	E: 24.4
				JH: 16.3		JH: 7.8		JH: 58.7
				SH: 27.0		SH: 9.6		SH: 38.9
				O: 0.5		O: 0.3		O: 0.0
2004/05	80,155	4,412.400	43.8	E: 3.4	12.1	E: 3.5	126.3	E: 11.0
				JH: 9.5		JH: 1.7		JH: 67.4
				SH: 30.5		SH: 6.9		SH: 48.0
				O: 0.5		O: 0.0		O: 0.0

* O stands for other.

The total F.T.E.'s were reported earlier in response to requests #52 and #59. As the breakdown for request #82 was being prepared, we found some discrepancies in figures for the number of F.T.E.'s for counsellors in 1996/97 and learning resources for 2004/05. The discrepancies have been investigated, and the accurate figures are provided in this report.

Requests have gone forward to six neighbouring school districts plus the two Calgary districts to provide comparable data. These districts have indicated that the information is not readily available.

(J. Edey 429-8070/D. Fraser 429-8429)

TRUSTEE REQUEST #95, SEPTEMBER 16, 2005 (TRUSTEE KEIVER) PROVIDE INFORMATION ON THE EXACT NUMBER OF STUDENTS IN THE NEW RECEIVING SCHOOLS FOR THE CLOSED SCHOOLS THAT ARE REQUIRING LUNCH SUPERVISION SERVICES. WHAT IS THE AMOUNT PER STUDENT THAT IS FUNDED BY THE DISTRICT FOR THIS SUPERVISION? ON A SCHOOL-BY-SCHOOL BASIS, DOES THAT AMOUNT COVER THE ACTUAL EXPENSE OF THE SUPERVISION OR IS THERE A GAP WHICH ENDS UP BEING FUNDED BY THE INDIVIDUAL SCHOOL, AND IF SO, HOW MUCH IS THAT GAP?

Receiving School	Number of students that formerly attended closed schools that are receiving lunch supervision services	*Number of students from closed schools that are eligible for free lunch supervision
Balwin	137	8
Holyrood	33	33
Rutherford	24	19
Kenilworth	23	21
Forest Heights	32	19
Rosslyn	58	58
		*These students live outside of the immediate neighbourhood.

Lunch supervision is coordinated in a variety of ways on a school by school basis. Some schools choose to provide lunch supervision in larger congregated settings while others provide lunch supervision in small group settings, often using classrooms. In some schools lunch supervision is part of the teacher and staff supervision responsibility, while other schools collect a fee from students on a cost recovery basis to offset the costs of hiring lunch staff on a per hour basis.

The \$51.00 per student lunch subsidy for eligible students provides support to schools with regard to associated costs for providing lunch supervision. It does not, nor is it designed to cover the complete operational cost of providing lunch supervision to students in the district. Across the district, \$169,000 was budgeted in the 2004-2005 district budget to provide this support to 3,326 students in 75 schools. These funds come from the instructional funding envelope. (J. Bidulock 429-8426)

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