

10-Year Renewal Plan

**Lunch Hour Supervision Study
Report**

February 2008

Objectives

- To assess the current status of lunch hour supervision services in the school division;
- To determine the cost associated with a board funded division-wide lunch hour supervision service; and,
- To make recommendations to the Board regarding future lunch hour supervision services.

Process

- Each school was surveyed regarding lunch hour supervision services. The schools were asked to provide the following:
 - Who attends the lunchroom program
 - The number of lunchrooms and students attending lunchrooms
 - Who supervises the program and how supervisors are paid
 - Suggestions on how lunchroom services should be staffed

Findings

- Surveys were completed by all 47 elementary schools. Findings have identified the following:
 - Lunch hour supervision services are determined by school size, transported students and special needs programs in each school.
 - Lunchrooms are supervised by staff members (teachers, teacher associates, classroom assistants, community school coordinators, caretakers and administrators), parents and community members.
 - 40% of supervisors are paid by the school division, 57% are paid by a combination of the school division and school community councils and 3% are paid by school community councils exclusively.
 - In programs that collect parent fees, revenues are used for a variety of expenditures in addition to providing supervisors.
 - The current cost to the school division for elementary lunch room supervision is \$609,000.
 - School-based administrators identified a number of suggestions regarding the staffing of lunch hour supervision services.
- The cost of high school lunch hour supervision is completely funded by the school division. The total cost of supervising high school lunch rooms is \$475,000.
- The total current cost to the school division for lunch room supervision is \$1,084,000.

Recommendations:

- In order to provide equity across the system, all elementary school lunch room programs should be funded by the school division.
- The additional cost of funding all lunch room programs is approximately \$255,000.
- The complete cost of lunch room supervision will be \$1,085,000 for the 2008-09 school year.

Appendices

1. Lunch Hour Supervision Survey
2. Lunch Hour Supervision Survey Results Summary

Appendix 1

Lunch Hour Supervision Survey

Regina Public Schools Lunchroom Survey

1. Default Section

* 1. What school do you represent?

* 2. Principals Name:

* 3. Do you have any form of lunchroom program at your school?

* 4. Who is in charge of the lunchroom program?

* 5. Who is allowed to attend the lunch program?

* 6. How many rooms are allotted for your lunch program?

* 7. On an average, how many students use the lunchroom program?

* 8. Who supervises the lunchroom program?

* 9. How many supervisors do you have?

* 10. Do you have difficulty finding supervisors?

* 11. How are your supervisors paid?

* 12. Is there a cost associated with the program? Explain

Regina Public Schools Lunchroom Survey

* 13. What do students receive for the cost?

* 14. What are the lunchroom hours of operation?

* 15. What budget is the lunchroom program deposited into?

* 16. What is any surplus money as a result of lunchroom payment used for?

* 17. If lunchrooms were mandated, how would you suggest they be staffed?

* 18. What equipment is required to run your school's lunchroom?

Appendix 2

Lunch Hour Supervision Survey Results Summary

Lunchroom Survey Responses:

Survey Implementation: 12/13/07
Schools Responding: 100% 47 elementary schools

1. Do you have any form of lunchroom program in your school?

Yes: 47
No: 0

2. Who is allowed to attend your lunchroom program?

Anyone who is enrolled in the school (bussed students no fee): 45
Any student outside of walking distance: 1
Bussed students only: 1

3. How many rooms in your lunchroom program?

1 room: 6
2 rooms: 6
3 rooms: 13
4 rooms: 8
5 rooms: 4
6 rooms: 0
7 rooms: 0
8 rooms: 3 Arcola, Jack MacKenzie, McLurg
9 rooms: 2 Douglas Park, Wilfrid Walker
10 rooms: 3 Ruth M. Buck, Massey, Henry Janzen
11 rooms: 1 W. S. Hawrylak
12 rooms: 0
13 rooms: 0
14 rooms: 1 Elsie Mironuck

4. On average, how many students use the lunchroom program?

20 - 49 students:	10	21%	
50 - 79 students:	8	17%	
80 - 109 students:	15	32%	
110 - 149 students:	4	9%	
150 - 189 students:	2	4%	MacNeill 166, Judge Bryant 160, Arcola 175
190 plus students:	8	17%	Douglas Park 275, Ruth M. Buck 317, Jack MacKenzie 245, Wilfrid Walker 220, Elsie Mironuck 360, Judge Bryant 160, Massey 190, Henry Janzen 300, W. S. Hawrylak 350

5. Who supervises the lunchroom program?

Administration only:	2
Teachers only:	6
Support Staff only:	2
Combination of Teachers and School Support Staff:	8
Parents only:	3
Combination of Parents and Teachers:	6
Combination of Parents and Support Staff:	4
Combination of Parents, Support Staff and Teachers:	4
Community Member only:	0
Community Member and Teacher:	2
Combination Community Member and Parent:	3
Combination Community Member and Support Staff:	2
Combination Community Member, Parent and Teacher:	5

Summary: 18 of our schools staff within the **school staff only** which is 38%
3 of our schools staff with just **parents only** which is 6%
14 of our schools staff with **parents and school staff** which is 29%
12 of our schools staff using **some community members** which is 26%

6. How many supervisors do you have?

One supervisor:	3	Eight supervisors:	4
Two supervisors:	4	Nine supervisors:	0
Three supervisors:	6	Ten supervisors:	2
Four supervisors:	6	Eleven supervisors:	2
Five supervisors:	9	Twelve supervisors:	2
Six supervisors:	7	Thirteen supervisors:	0
Seven supervisors:	0	Fourteen supervisors:	2

Average number of supervisors: 5.6

7. Do you have difficulty finding supervisors?

Yes: 28 60%
No: 19 40%

8. How are supervisors paid?

By School Board:	19	40%	Dieppe
By School Community Council:	1		
By combination of School and SCC:	27	57%	

Also note: At Grant Road, the SCC tops the cheques of supervisors so that they are paid \$15.00 per hour. The SCC also pays \$200.00 per month to the lunchroom coordinator.

9. Is there a cost associated with the program?

No cost: 7 Harvest City, M. J. Coldwell, Coronation Park, Athabasca, Alberta,
Herchmer, Kitchener

\$.10 per day for those not bussed or in special programs:	1	Judge Bryant
\$.25 per day for those not bussed or in special programs:	1	George Fergusson
\$.50 per day for those not bussed or in special programs:	3	Glen Elm, Imperial, Rosemont
\$.75 per day for those not bussed or in special programs:	1	W. H. Ford
\$ 1.00 per day for those not bussed or in special programs:	14	
\$ 1.20 per day for those not bussed or in special programs:	1	
\$ 1.25 per day for those not bussed or in special programs:	3	
\$ 1.30 per day for those not bussed or in special programs:	1	
\$ 1.50 per day for those not bussed or in special programs:	3	
\$ 1.75 per day for those not bussed or in special programs:	1	Gladys McDonald

Daily packages for those not bussed or in special programs:

\$.50 for one child, \$.25 for each additional:	1	Haultain
\$.50 for one child, \$.75 for two children:	1	McDermid
\$.50 for one child, \$1.00 per family:	1	Ken Jenkins
\$.75 for one child, \$1.25 for two, \$1.75 for three children:	1	Walker
\$.80 for one child, \$1.35 for two, \$1.90 for three children:	1	Jack MacKenzie

One time registration fee plus daily for not bussed or special programs:

\$5.00 registration and \$.25 per day:	1	Stewart Russell
\$5.00 registration and \$1.00 per day (\$.75 if buy 20 tickets):	3	Dieppe, George Lee, Wilfred Hunt
\$10.00 registration and \$1.25 per day:	1	Henry Braun

10. What do students receive for the fees charged?

Supervision, plastic cutlery, movies, special treats, use of microwave ovens, tables/seating, toys and games.

Kitchener students receive a variety of different lunches through a Reach Grant.

At Ken Jenkins most students receive a lunch through the Food for Learning Program.

11. What are your hours of operation?

11:45 - 12:30:	39	45 minutes	
11:45 - 12:45:	5	60 minutes	
11:30 - 12:30:	1	60 minutes	
12:00 - 12:45:	1	45 minutes	
12:15 - 12:45:	1	30 minutes	Harvest City

12. What budget is your lunchroom monies deposited into?

School board account:	14	30%
SCC accounts:	25	53%
No monies involved:	7	15%

13. What is surplus money used for?

Paper products, games, videos, DVD players, occasional snacks, end of the year bonus for supervisors, support student events, furniture, sign for front of the school, microwaves, refrigerator, pay for those who don't pay, physical education equipment, televisions, pay additional supervisors.

14. If lunchrooms were mandated, how would you suggest they be staffed?

By school staff as they have student respect and are skilled in crowd control. ...	10
Not by school staff.	5
Staff and parent volunteers.	3
Staff, Parent Volunteers, Private Company.	1
Perhaps teaching assistants days could be altered to reflect mandated work in the lunchroom.	1
Parents/community.	4
We are having problems staffing now.	2
Coordinator must be hired by council.....	2
Staff should get first choice followed by community members.	4
It is very difficult for teachers to volunteer for this duty as they need the break just as much as the children do.	2
Ideally by staff however benefits would need to be increased and a standardized maximum in a room.....	5
We must be staffed by trained people with consistent rules.....	3
Not at the school level. Teachers should have the option to be hired. A substitute list should be handled through the board as it is often difficult to find a sub for lunch hour.	1
Perhaps this staffing could be handled like library helpers are staffed. It is difficult to do this through the school.....	1

We need to advertise for these positions as we do others with Regina Public Schools.....	1
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If lunchrooms were to be mandated, then I believe schools should be left to draw upon four sources for staff. First I think the paraprofessionals in the school should be offered the first opportunity to accept a position. The next option would be parent volunteers who have criminal record checks. The third group would be community volunteers. These could include those who live directly in the area, students from post secondary institutions and others from across the city who are seeking employment on a short term day to day basis. The last group of people that I believe should supervise is teachers.	1
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