



June 1, 1994

ADMINISTRATIVE MEMORANDUM NUMBER THIRTY-SEVEN
ELEMENTARY AND SECONDARY LUNCHTIME SUPERVISION PROGRAMS

Negotiated teacher agreements call for continuation of the lunchtime supervision programs in all elementary and secondary schools. This memorandum sets forth district-wide administrative procedures for these programs.

A. Elementary Schools

1. The elementary lunchtime supervision funding formula is based on a maximum district-wide average of three hours of lunchtime supervision aides per school per day. These are teacher aide positions paid at a fixed rate.
2. The average of three hours per school per day is a funding formula only. Actual allocations of funds for this program will be made to the schools each fall by the budget office on a need basis as determined by a formula developed in conjunction with elementary principals.
3. The hours of work for each aide are assigned by the school principal and should be planned according to the needs of the school.
4. The aims of the program are: (1) to assist the school staff in performing their duty to provide proper and safe supervision of students who are at school during lunchtime, (2) to reduce and minimize the number and extent of lunchtime duty assignments for elementary teachers so that they may be afforded more of an uninterrupted lunch break. (The intent is to reduce the responsibilities of teachers during lunchtime, not of the part-time clerk, whose lunch responsibility should continue undiminished by this program.)
5. It is not the intent of the program, however, that teachers be absolved of all responsibility to the school or to students during lunch time. The Agreement on duty-free lunch for teachers is as follows: "All teachers shall have an uninterrupted duty-free lunch period of at least 30 minutes daily, except for teachers with assigned lunchtime responsibilities. Assigned supervisory duty or other duty shall not exceed 10 minutes in any lunch period." The lunch supervision program should make these contract provisions easier to meet, but it is unrealistic to expect that teachers will never have any responsibility during lunchtime.

6. Principals are expected to continue the practice of working out and publishing a lunchtime duty roster for teachers, based on an equitable pattern of rotation. Because of the aides, however, the teacher lunchtime duty roster will serve primarily to provide backup coverage, thus reducing the number of teacher duties and minimizing the extent of teacher involvement and responsibility.
7. To illustrate the point, here are some examples of the types of duties and responsibilities teachers, by assignment, may still need to cover during lunchtime:
 - ...make decision on whether or not students should go outside at lunchtime, depending on the weather;
 - ...help instruct the aides initially on how best to supervise the halls and playground;
 - ...supervise the halls and playground;
 - ...supervise kindergarten bus loading and unloading;
 - ...fill in for an aide who is ill or absent;
 - ...help deal with emergencies or other situations which go beyond the aide's scope of authority or beyond the aide's understanding of school and district policies, procedures, resources, etc.
8. In the event that the principal simply cannot find and hire aides for this program, teachers who agree to perform the duties otherwise assigned to the aides will be compensated at the aide's hourly rate until an aide can be hired. Other lunchtime duties performed by teachers are covered by the teacher's regular contract and are not eligible for extra reimbursement.
9. Lunch aides should be hired through the Personnel Office in order to have proper payroll authorization. Names will be pre-printed on the monthly time and attendance report, so that the school only needs to record the hours worked.

B. Secondary Schools

1. The secondary lunchtime supervision program allows a maximum district-wide expenditure of the previous year's budget, plus normal salary increase percentage as negotiated. These funds will be allocated by the budget office to the schools on a need basis, as determined by the school services office.
2. Principals should use the allocated funds to pay an extra amount, beyond the regular contract, to teachers who agree to perform extra lunchtime duties in order to reduce lunchtime duties for other teachers. Payments in this program should be made at the Teacher Aide II hourly rate, from Lane II of the Classified Salary Schedule. Please use the 1302 program number and 212.10 budget class. Special activities reports should be submitted to the appropriate school services office to arrange payment for

the teachers involved. Funds must be paid to teachers only, unless exceptions are approved by the school services office.

3. The purpose of this program is to maintain proper levels of student supervision during lunchtime, while reducing the number and extent of lunchtime duties for the majority of teachers so that they may be afforded more of an uninterrupted lunch break.
4. It is not the intent of the program, however, that teachers be absolved of all responsibility to the school or to students during lunchtime. The Agreement on duty-free lunch for teachers is as follows: all teachers by contract have the right to an uninterrupted duty-free lunchtime period of at least 30 minutes daily, except for teachers with lunch duty assignments, who are guaranteed at least 20 duty-free minutes each day. The lunch supervision program should make these contract provisions easier to meet, but it is unrealistic to expect that teachers will never have any responsibilities during lunchtime.
5. Principals are expected to continue the practice of working out and publishing a lunchtime duty roster for all teachers, based on an equitable pattern of rotation. However, because of the additional lunchtime duties assumed by teachers who choose to participate in this program, the extent and number of duties for the other teachers should be reduced.

/s/

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Superintendent

Last Revision-September 13, 1984