

MINUTE BOOK

Board Meeting #2

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, November 26, 2013 at 2:00 p.m.

Present:

Trustees

Sherry Adams
Orville Chubb
Michelle Draper

Ken Gibson
Sarah Hoffman
Nathan Ip

Michael Janz
Cheryl Johner
Ray Martin

Officials

Jim Davies
David Fraser

Mark Liguori
Ron MacNeil
Kathy Muhlethaler

Darrel Robertson
Sandra Stoddard

Board Chair: Sarah Hoffman

Recording Secretary: Manon Fraser

A. O Canada 

Staff Group Representatives

Edmonton Public Teachers – Nels Olsen, President
CUPE Local 3550 – Carol Chapman, President

B. **Roll Call:** (2:00 p.m.)

The Superintendent advised that all Trustees were present.

C. **Approval of the Agenda**

MOVED BY Trustee Janz:

“That the agenda for the November 26, 2013 board meeting be approved as printed.” (UNANIMOUSLY CARRIED)

MINUTE BOOK

D. Communications from the Board Chair

The Board Chair advised that the *White Ribbon Campaign* began today and will run through December 6th. The *White Ribbon Campaign* is intended to make the public aware that violence against women is unacceptable. The Board endorsed this campaign in 1996 and urges schools and staff to recognize this initiative. CUPE Local 474 has provided each Trustee and staff member with a white ribbon.

The Board Chair reported on the following activities Board members attended:

- CUPE Local 474 Retirement Banquet
- CUPE Local 784 Retirement Banquet
- 7th Annual Creating Safe Spaces Breakfast (Safe and Caring Schools)
- New Teacher Induction Ceremony
- Annual Meeting of the Joint Action for Children Committee (JACC)
- School Council training evening
- Remembrance ceremonies held at the Butterdome and at district schools
- Metro Boards Chairs' video conference
- Metro Boards' meeting held during the Alberta School Boards Association (ASBA) Fall General Meeting
- Big Brothers and Big Sisters meeting
- United Way Round-Up Breakfast

E. Communications from the Superintendent of Schools

The Superintendent advised that three district students recently attended an International Language and Culture Competition in China. Shawna Truong and Drew Parker from McNally School, and Ivy Friesen from Ross Sheppard School were grouped with three students from Toronto to form the Canadian national team at this world-renowned competition. Led by Dr. Xie Mian Mian, Cultural Coordinator of the Confucius Institute in Edmonton, this team was awarded first place in the final competition and placed second in the running for the most popular team in the world. This is a great achievement for our students and underscores the effectiveness of Chinese language programming in the district.

The Superintendent advised that, three days a week, École Dunluce School hosts an Early Risers Reading Club. Students come to school early not only to read, but to enjoy a healthy breakfast of fruit and toast. Much of the reading is led by mentors who are made up of teacher, parent and community volunteers.

MINUTE BOOK

Last year 20 students were registered in the Club and this year that number has risen to eighty students, from Grades 1 to 6. The school has received a \$7,500 grant from the Junior League's Community Assistance Fund to help supply breakfast for the Club for the next three years. The school was also featured in an article in the *Edmonton Journal*. As a result, the owners of a local grocery store, Land's Happy Mart Food Store, contacted the Principal and donated \$500 to the Club.

The Superintendent introduced Ms Lisa Austin, Director of Communications.

F. Minutes

1. Board Meeting #27 – September 17, 2013

MOVED BY Trustee Johner:

“That the minutes of Board Meeting #27 held September 17, 2013 be approved as printed.” (UNANIMOUSLY CARRIED)

2. Organizational Board Meeting – November 5, 2013

MOVED BY Trustee Adams:

“That the minutes of the Organizational Board Meeting held November 5, 2013 be approved as printed.” (UNANIMOUSLY CARRIED)

G. Comments from the Public and Staff Group Representatives

The Board heard from the following two speakers:

- Ms Alana Boysis regarding concerns about Aboriginal education
- Ms Sharon Young regarding concerns about her daughter's experiences at school

H. Reports

3. Report #1 of the Caucus Committee (From the Meeting Held November 5, 2013)

MOVED BY Trustee Janz:

“1. That Report #1 of the Caucus Committee from the meeting held November 5, 2013 be received and considered.” (UNANIMOUSLY CARRIED)

MINUTE BOOK

MOVED BY Trustee Janz:

- “2. That the agreed-to changes for a four-year collective agreement with the Alberta Teachers’ Association (Teaching Staff) from September 1, 2012 to August 31, 2016 be confirmed.”**

A copy of the agree-to-changes will be attached to the board meeting minutes.

The Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

4. Edmonton Public Schools’ Combined Three Year Education Plan and Annual Education Results Report

Trustees provided the following feedback:

- Confirm the figures on page 30 of the AERR versus what appears on page three of the Superintendent’s area results review documents with respect to English 30-1 and English 30-2. The results review documents state that *In English 30-2 89.5% of our students achieved the acceptable standard...* however, the AERR indicates the number is 83.2 for the acceptable level for 2012. (Trustee Chubb)
- Add a reference under parental engagement with respect to the renewing of the Alberta School Councils’ Association (ASCA) district membership for a further two years. (Trustee Johner)
- Provide specific targets related to each of the goals. (Trustee Hoffman)
- Reference the significant change made last year in allowing students to take a fourth year of regular high school programming at their high school rather than having to attend Centre High or Metro Continuing Education or the Argyll Centre. Also mention any evidence available that this contributed to the increase in high school completion. (Trustee Hoffman)
- That for future reports, continue to build a narrative that flows as follows: (Trustee Gibson)
 - a discussion of the current situation
 - a description of our goals to improve on the current situation
 - an analysis of the strategies to achieve those goals
 - evidence of performance and accomplishment for the current period

MINUTE BOOK

- analysis of what worked and what needs to change
- a description of the revised strategies, associated performance measures that make up the new plan

MOVED BY Trustee Hoffman:

“That Trustee feedback be considered in the development of the recommendation report with respect to the Edmonton Public Schools’ Combined Three Year Education Plan and Annual Education Results Report that will be brought to the December 3, 2013 public board meeting for approval.” (UNANIMOUSLY CARRIED)

5. Review of the 2012-2013 Superintendent’s Area Results

This report was discussed in conjunction with report four *Edmonton Public Schools’ Combined Three Year Education Plan and Annual Education Results Report*.

There was a break at this point of the meeting

6. Bereavements

Vice-Chair Janz reported on the passings of Former Trustee Rose Rosenberger, Former Trustee Jean Woodrow, Mrs. Gail Leslie (a member of the District’s support staff) and Mrs. Karen Harries (a member of the District’s teaching staff).

MOVED BY Trustee Janz:

“That the report be received with regret and the actions of the Administration in this regard be confirmed.” (UNANIMOUSLY CARRIED)

I. Other Committee, Board Representative and Trustee Reports

Trustee Johner, the Board’s representative on ASBA Zone 23, reported that the ASBA Zone 23 Annual General Meeting was held on October 25, 2013. The following individuals were elected at the meeting:

- Zone Chair – Cheryl Dumont
- Zone Vice-Chair – Colleen Holowaychuk
- Director 2 – Jean Boisvert
- Alternate Director 2 – Vicky Lefebvre
- Edwin Parr Committee – Bernie Huedepohl, Cheryl Johner and Irene Sawyer

MINUTE BOOK

- Advocacy Committee – Richard Gilchrist and Lorna Misselbrook (the election of the remaining position on the Advocacy Committee was deferred to the next ASBA Zone 23 general meeting to be held November 29, 2013).
- Labour Relations Committee (the elections for the Labour Relations representative and alternate positions were also deferred to the next ASBA Zone 23 general meeting on November 29, 2013.)
- Comprehensive School Health Representative (election deferred to the November 29, 2013 ASBA Zone 23 general meeting)

Trustee Johner advised that the ASBA Zone 23 bylaws were approved with amendments.

Trustee Draper, Policy Review Committee Chair, advised that the Committee had its inaugural meeting on November 20, 2013. The Administration provided the Committee with a comprehensive review of the policy review process. The Committee has begun its work to review policies under health and wellness. The Committee is also cognizant of the *Education Act* and is ensuring all of the policies reflect upcoming changes.

Trustee Hoffman advised that the Audit Committee met last week with staff, the external audit firm and the two community members with accounting backgrounds who serve on the Committee.

Trustee Hoffman, the Board's representative on the Alberta School Boards Association (ASBA) Board of Directors, reported that a number of Trustees attended the ASBA Fall General Meeting held last week in Edmonton. The Board brought forward two motions to the floor for consideration – both motions were supported by the membership. The first motion was with respect to advocating to the Province to establish a sustainable, predictable, adequate revenue stream to ensure predictability for education. The second motion was with respect to advocating for additional supports for English Language Learners taking standardized testing at the provincial level. Both motions will be incorporated into the January ASBA planning process as provincial advocacy initiatives.

Trustee Hoffman also noted that Trustee Janz was elected Vice-President of the ASBA at the ASBA Fall General Meeting.

Trustee Gibson, District Priorities and Governance Committee Chair, advised that the Committee held its inaugural meeting on November 13, 2013, at which time, the Committee reviewed a project charter. The Committee will bring forward a recommendation report to the Board on December 17, 2013.

MINUTE BOOK

K. Trustee and Board Requests for Information

Trustee Martin requested that information be provided regarding the Lost Prizes Program for at-risk students, including the purpose of the program, outcomes achieved and any potential for implementation in the District.

L. Notices of Motion – None.

M. Next Board Meeting Date: Tuesday, December 3, 2013 at 2:00 p.m.

J. Comments from the Public and Staff Group Representatives – 5:00 p.m.

The Board heard from Mr. Michael Tachnyski regarding bullying of students and staff.

N. Adjournment (4:55 p.m.)

The Board Chair adjourned the meeting.

Sarah Hoffman, Board Chair

Dr. Sandra Stoddard, Executive Director
Governance and Strategic Support Services

**SYNOPSIS OF CHANGES TO THE COLLECTIVE AGREEMENT
BETWEEN
EDMONTON SCHOOL DISTRICT NO. 7
AND
THE ALBERTA TEACHERS' ASSOCIATION**

Agreement Duration: September 1, 2012 to August 30, 2016

Approximate number of staff: 6000 (including supply staff)

Salaries: 0% September 2012
0% September 2013
0.06% September 2014
2% September 2015

A one-time lump-sum payment of 1% of the annual salary as set out in the collective agreement grid in effect as of November 15, 2015 will be paid to all teachers on contract on that date, and paid no later than the end of December of 2015.

Note: Any dollar amounts not otherwise adjusted are to be adjusted by the same percentage and effective dates as the grid. This includes clauses 7.1, 9.1, 9.2, 9.3, 9.4, 10.1, 10.2, 10.3, 10.4, 11.1, 11.2, 11.3, and 15.2

Preamble

This Agreement is made this Thursday, October 24, 2013, pursuant to the School Act and the Labour Code.

Implementation Notes

This addition to the preamble confirms current practice that the collective agreement is in accordance with legislation.

4 Scope

4.3 The Board may create new classes of designations in respect to teachers covered by this agreement. Nevertheless, the salaries and allowances for such new classifications shall be arrived at by consultation with the ~~Local~~ **Association** before initially advertising or designating teachers within the new classifications.

Implementation Notes:

Adjustment made to correctly identify that the bargaining agent for Edmonton Public Teachers Local No 37 is the Association.

5.1 Salary Scale

Implementation Notes:

As there are no increases to salaries, there will be no need for adjustments to unit costs for the 2013/2014 school year.

The required unit cost adjustments in subsequent years will be communicated to DU administrators.

5.5 Teacher Education

5.5.3 A teacher must advise the Board in writing if a further year of teacher education is acquired as verified by the Teacher Qualification Service (TQS). Failure to do so *or to provide proof of having applied to TQS* by October 31 will result in the grid salary adjustment date to be the following February 1. Failure to advise the Board in writing by March 31 will result in the grid salary adjustment being delayed until the opening day of school in the next school year.

Implementation Notes:

Teachers may request that TQS provide proof of having applied for an update of their teacher education qualifications to the District. Failing to provide proof of this application by October 31, or March 31, would mean that there would not be a salary adjustment for the teacher until the next salary adjustment date. (February 1 or the opening day of the next school year).

12. Group Insurance

Increase Board payment of extended disability benefit premiums to 100%, effective September 1, 2014

Effective September 2014 the Board will increase payment of the extended disability benefit premiums to 100% from 85%.

13.2.1 Teacher Assignment

Revise third paragraph to read, "The parties agree that, effective September 1, ~~2012~~ **2016** the language of clause 13.2 will revert to the language of the September 1, 2001 collective agreement".

Implementation Notes

Please see the implementation notes for the Letter of Understanding - Pilot Project Revised Calendar.

On September 1, 2016 the parties have agreed that the collective agreement will revert to the language that was agreed to in the September 1, 2001 collective agreement.

17. Personnel Files

17.2 The Board shall provide to the Association a list of teachers covered by this agreement identifying name, location, FTE, position and teaching certificate number, **address, and telephone numbers (except a declared silent number)**. This shall be provided in electronic format on **October 31 and February 28** of each year.

Implementation Notes

In addition to the information currently provided, the Board will also provide the home address and phone number of all teachers covered by the agreement. This will be done twice a year. This list will not include the phone numbers of teachers who have submitted a declaration of a silent phone number.

18.3 Family Illness and Bereavement Leave

18.3.2 Leave granted under clause 18.3.1(a) will terminate in the event of death of the person identified in clause 18.3.1 and the teacher will then be eligible for leave under clause 18.3.1(b). Leaves referred to in clauses 18.3.1(a) and (b) shall be taken within a two week period of the actual occurrence of the critical illness or death. Leave under 18.3.1(c) shall be taken within a ~~three week period~~ **one year** of the actual occurrence of the critical illness and death.

Implementation Notes

Amended the time period within which teachers may access the combined leave for critical illness and death. The leave must now be accessed within one year of the critical illness and death.

18.3.5 Leave with pay and benefits up to three days per school year necessitated to attend to the medical needs of a **spouse**, parent, spouse's parent, child or a member of the teacher's household shall be granted by the superintendent of schools.

Implementation Notes

The inclusion of spouse clarifies that a spouse would be included even if the spouse does not reside in the same residence as the teacher.

18.4 Private Business Leave

18.4.3 Subject to operational requirements, requests for leave which would extend the Christmas, spring recess, summer vacation period and other breaks of four or more week days may ~~not~~ be granted under this clause.

Implementation Notes

Provides teachers with the option of accessing private business leave to extend the Christmas, spring and summer breaks.

NOTE – “Subject to operational requirements” can be determined through the description of the Superintendent's considerations for granting the leave in **18.4.1** - (Leaves of absence for private business may be granted by the Superintendent of Schools, having due regard to all the

circumstances and the interests of a school and/or the school system, for up to two days per school year.)

19. Other Leaves of Absence

~~19.1 A teacher who is appointed to the interpretations committee under clause 25.1 step four shall be granted leave with salary and benefits for the purpose of attending such committee meetings.~~

Implementation Notes

As a result of changes to the grievance process which resulted in the removal of interpretations as one of the grievance steps, this clause was no longer required.

NEW 19.1 The Board recognizes that teachers have a professional responsibility to provide service to the Association and therefore, upon application to the superintendent of schools, a leave of absence for Alberta Teachers' Association business shall be granted without loss of salary or benefits provided that an amount equal to the daily rate of pay of a substitute teacher as per clause 7.1 shall be paid to the board for each day of such leave.

Implementation Notes

The addition of the new clause provides the Association with the ability to apply to the Superintendent for the release of district teachers for Association business without the teacher losing salary or benefits. The leave shall be granted by the Superintendent if the Association agrees to provide the Board with an amount equivalent to the daily rate of pay of a substitute teacher. The Decision Unit would continue to be responsible for the salary of the teacher.

19.5 At the request of the Local, a teacher who is elected to the office of President of Local 37 A.T.A. shall be granted *paid* leave of absence on a scheduled basis, up to a maximum of full-time, for the school year(s) during which the office is held. During such, scheduled *paid* leave of absence the President shall receive all the entitlements accorded to a continuing full-time teacher and the Local shall pay a pro-rated portion of Board Cost which reflects the amount of release time provided.

Implementation Notes

The amendment provides job security and clarity of information to candidates and future Presidents of Local No 37.

23. Professional Improvement

23.2 Leave for professional improvement may be granted for a school year or portion thereof, upon application, to a teacher:

(b) with four or more years of service with this Board, with 1 experience increment, benefits and an annual allowance, calculated at the time the leave commences, that is equal to **the first step** ~~Step 1~~ on the grid for category of teacher education.

Implementation Notes

As the first step of the of the grid is Step 0 it was important to align the language with the original intent which was negotiated when Step 1 was the first step on the grid.

23.7 The Board will grant leaves, after reviewing the foregoing applications for leave and tuition support, to a maximum of 3/4 of one per cent of the annual grid and allowance cost, calculated as of the preceding November 30. The Board will determine both the number and the persons to be granted leave and tuition support after considering the seniority of each applicant and the interests of the school system. No more than ~~30~~ **50** percent of the annual amount approved by the Board shall be used for tuition support.

Implementation Notes

Amendment will provide the Board with flexibility to provide more tuition support to teachers. The change will address the increase in applications for tuition support and the decrease in applications for leave with an allowance.

24. Liaison Committee

The liaison committee is intended to serve as a means of communication *and collaboration* outside the context of collective bargaining. The committee shall consist of:

- 1) Board representatives as determined by the Superintendent of Schools and
- 2) The Table Officers of ATA Local 37 and other Association representatives as determined by the Local.

This committee shall meet monthly unless there is mutual agreement to hold an additional meeting or to cancel a meeting. The Superintendent of Schools and President of the Local may through mutual agreement establish subcommittees to undertake activities such as research, producing reports, and providing feedback. A report of activities and discussion may be compiled annually and provided to the President of the Local and the Superintendent of Schools.

Implementation Notes

The amendment of the first sentence of the clause and the addition of the paragraph outlining specifics provide clarification of the intention of the Board and the Local to use this committee to work together on matters not covered by the collective agreement.

25. Grievance Procedure

25.2 Any difference between any teacher covered by this agreement and the Board, or a dispute between The Association and the Board concerning the interpretation, operation or alleged violation of this agreement shall be dealt with as follows:

STEP ONE

Such difference, hereinafter called a “grievance”, shall be submitted in writing within 30 days of the discovery of the difference to the Superintendent of Schools and to the Executive Assistant of the Local. Such grievance shall set out the nature of the grievance, the clauses of this agreement which allegedly have been violated and the remedy being sought.

STEP TWO

The Superintendent of Schools will review the grievance and within 15 days shall render a decision in writing to the grievor and the office of the Executive Assistant of the Local and the Coordinator of Teacher Welfare of The Association.

~~Optional Grievance Mediation~~

~~The parties may mutually agree to a non-binding process to attempt to resolve the grievance. To facilitate the mediation process the parties agree to extend the timeline for moving to Step Three in the grievance process so that a period of 10 days is provided after the conclusion of the mediation process to recommence formal grievance proceedings. A mediation process is attached to this agreement as a letter of intent.~~

STEP THREE

- (a) After receipt of the decision of the Superintendent of Schools, under Step Two, within ten (10) working days either party may request that a Mediator be appointed to meet with the parties, investigate and define the issues in dispute and facilitate a resolution.
- (b) The Mediator shall be appointed by mutual agreement between the parties.
- (c) The purpose of the Mediator’s involvement in the grievance process is to assist the parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged. During the proceedings, the parties shall disclose all materials and information relevant to the issue(s) in dispute.
- (d) The expenses of the Mediator shall be equally borne by both parties.
- (e) The grievance may be resolved by mutual agreement between the parties.

Within ten (10) working days of first meeting the parties, having considered the issue(s) in dispute and the terms of the collective agreement, the Mediator shall issue a report including non-binding recommendations.

~~STEP THREE~~

~~In the event that the decision of the Superintendent of Schools fails to satisfy the grievance, the Executive Assistant of the Local shall within 10 days thereafter give written notice to the Board Secretary requesting consideration of the grievance by the Interpretations Committee.~~

STEP FOUR

~~The Interpretations Committee shall be composed of 2 representatives of the Board and 2 representatives of The Association. A quorum of this committee shall consist of all members.~~

~~It shall be the duty of this Committee to meet, hear the grievor and/or representative(s) and endeavour to resolve all grievances concerning the interpretation, application, operation or alleged violation of this agreement.~~

~~The Interpretations Committee shall be required to give its decision within 21 days following the receipt of such notice and shall dispose of each grievance before proceeding to another, except where, by unanimous consent of the Interpretations Committee, the hearing of such grievance is adjourned for the purpose of obtaining further information.~~

~~If the Committee reaches a unanimous decision as to the disposition of any grievance, that decision shall be final and binding.~~

STEP FIVE FOUR

~~If the Committee does not reach a unanimous decision, The Association shall, within 20 days of the committee's decision, be entitled to serve the Board written notice *In the event that the decision of the Superintendent of Schools fails to satisfy the grievance, the Association shall within 20 days thereafter give written notice to the Board Secretary* requesting the establishment of an Arbitration Board.~~

Each party shall appoint 1 member as its representative on the Arbitration Board within 7 days of such notice and the 2 members so appointed shall endeavor to select an independent Chairperson.

If the 2 members fail to select a Chairperson within 5 days after the date on which the last of the 2 members is appointed, they shall request the Director of Mediation Services to select a Chairperson.

The Arbitration Board shall determine its own procedures but shall give full opportunity to all parties to present evidence and to be heard.

The Arbitration Board shall not change, modify, or alter any of the terms of this agreement. All grievances or differences submitted shall present an arbitrable issue under this agreement, and shall not depend on or involve an issue or contention by either party that is contrary to any provisions of this agreement or that involves the determination of subject matter not covered by, or arising during the term of this agreement.

The Arbitration Board shall give its decision within a reasonable time after the appointment of the Chairperson. A decision of a majority of the members of the Arbitration Board shall govern but, if there is no majority decision, the decision of the Chairperson shall be the decision of the Arbitration Board. In either situation, the decision is binding on both parties.

Each party to Arbitration shall bear the expense of its respective nominee and the 2 parties shall bear equally the expenses of the Chairperson.

- 25.3 By mutual agreement between the Board and the Association, any of the dates contained in this clause may be extended but, in the absence of mutual agreement, failure by the grieving party to comply with any of the time restrictions will mean that the grievance is lost.

Implementation Notes

Amendment of the grievance procedure includes the removal of interpretations and the subsequent renumbering of grievance procedure steps, as well as consequential amendments due to the removal of interpretations.

Content included in the Optional Grievance Mediation section of this clause has been formalized and clarified as Step 3 in the grievance process.

LETTER OF INTENT: “Framework for Involvement in Site-Based Decision Making”

The parties hereby agree that the joint committee (maximum of 10 members) consisting of an equal number of representatives from the Board and the Local, shall continue. The committee working on the Framework for Involvement in Site-Based Decision Making [May 2000] shall expand its focus to investigate and report on developing a culture that engages, values and respects staff, fosters their well being and enables them to be involved in decision making processes resulting in staff satisfaction. This committee will explore strategies and best practices that can be used by schools to achieve these ends. The committee shall issue a written report to the Superintendent of Schools and the President of the ATA Local prior to April 30, 2013. This letter of intent will expire on June 30, 2013.

Implementation Notes

Amendment acknowledges that the work of this committee will not continue beyond June 30, 2013.

Letter of Intent – Guidelines for Classroom Safety

Implementation Notes

This letter of intent was removed from the collective agreement as the work outlined in the letter has been concluded.

Letter of Understanding – Pilot Project on Revised School Calendar

Implementation Notes:

Within 30 days of ratification of the collective agreement the parties will establish a joint committee to review the proposed calendars for the 2014-2015 and 2015-2016 school years to ensure the criteria outlined in the letter are met. The committee will be comprised of teachers appointed by the Economic Policy Committee and three members appointed by the Board.

- The Board still retains the authority to establish the school calendar.
- We are moving from weekly instructional time (maximum of 1430 minutes) to annualized instructional time (maximum of 896.2 hours per year).
- Total teacher assignable time remains 1800 minutes per week.
- Total instructional time has not changed.

- Any changes to the Board Calendar will not become effective until the 2014/2015 school year.
- The District is not anticipating the reduction in the number of days of instruction to impact the number of days that Support, Maintenance or Custodial staff will work.
- Annualized instructional time provides the flexibility to have :
 - one additional day-in-lieu for teacher/parent interviews (a change from one to two days-in-lieu)
 - Two additional days for district/catchment/school professional development days (a change from 3 to 5 PD days)
 - One operational day at the beginning and at the end of the school year (Retained current practice)
- The parties agree that the focus of this pilot project is on teaching quality, improvement of student outcomes and support for a reasonable work load.
- As a result of the pilot project the parties have agreed to the suspension of Clause 13.2 (Teacher Assignment) and Clause 23.10 (Professional Development) during the pilot project
- In the event that either party serves notice that they intend to terminate the pilot project on August 31, 2016, Clause 13.2 and 13.2.1 will take effect on September 1, 2016.

Letter of Understanding – Pilot Project on Staff Development Fund

Implementation Notes:

The parties shall establish a joint committee within 30 days of ratification of the collective agreement to establish guidelines for the fund to ensure there is a clear focus on teaching quality and improvement of student outcomes. The committee will be comprised of three teachers appointed by the Economic Policy Committee and three members appointed by the Board.

Key points relative to this pilot project include the following:

- The Board has committed to establishing a Staff Development Fund to enable teachers or groups of teachers to access funds to support costs incurred in professional development activities or resources related to their individual professional growth plan.
- The Board will provide an amount of \$500,000 annually in 2014-15 and 2015-16 to establish the available funds.
- Edmonton Public Teachers Local No 37 of the ATA shall administer and control the distribution of the Staff Development Fund. Edmonton Public Teachers Local No 37 Treasurer shall provide an annual report to the Superintendent of Schools or delegated authority indicating disbursement of the funds and staff development priorities.
- Any teacher or group of teachers may make application to Edmonton Public Teachers Local No 37 to access these funds.

Memorandum – Principal and Assistant Principal Days-in-Lieu

Implementation Notes:

Reaffirms the Superintendent’s commitment to continue this practice for the duration of this agreement. Principals and Assistant Principals will receive two additional days-in-lieu with the option to take pay in lieu of time in recognition of work required during the summer recess to ensure smooth school or decision unit opening.

Memorandum – School Working Files

Implementation Notes:

Outlines the Districts commitment to meet with representatives from the ATA and the three CUPE Locals to gather information that will be submitted for consideration in the development of an administrative regulation and or guidelines relating to the use of working files.

Memorandum – Administrative Regulation GCAA.AR – Teacher Contracts – Section B. PART-TIME CONTINUING CONTRACT – FULLTIME ASSIGNMENT

Implementation Notes:

Reaffirms the Superintendent’s commitment to continue the requirements outlined in this section of the administrative regulation, provided that the teacher is meeting the teaching quality standards and all other requirements are met by the school principal and the teacher for the duration of this collective agreement.