

DATE: June 23, 2015

TO: Board of Trustees

FROM: Trustee Michelle Draper, Caucus Committee Chair

SUBJECT: Report #14 of the Caucus Committee (From the Meetings Held June 9 and 16, 2015)

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

REFERENCE: [March 3, 2015 Board Report – Caucus Committee](#)
[March 3, 2015 Board Minutes \(see Page 3 and 4\)](#)
[Trustees’ Handbook](#) – Caucus Committee - Section 5.4
[School Act](#) Section 61
[Board Policy FB.BP - Authority for Human Resources Decisions](#)
[Administrative Regulation FBA.AR - Designation, Appointment and Assignment to Leadership Positions](#)
[Board Policy EA.BP - Infrastructure Planning Principles](#)
[Administrative Regulation EF.AR - Naming of Schools](#)
[Board Policy GCA.BP – Approval of the School Year Calendar](#)
[April 7, 2015 Board Meeting](#)
[April 21, 2015 Board Meeting](#)
[May 5, 2015 Board Meeting](#)

ISSUE

The Board approved the following recommendation at the March 3, 2015 Board meeting: *That a resolution be approved directing that Section 5.4 of the Trustees’ Handbook be revised to give the Caucus Committee final decision-making power on certain types of matters, and yet constrain that power so it is used only when absolutely necessary.*

The following recommendations were approved at June 9, 2015 and June 16, 2014 Caucus Committee meetings:

Central Administrative Designations

1. That the following designations for the period September 1, 2015 to August 31, 2016 be approved:

Ron MacNeil – Assistant Superintendent
Kathy Muhlethaler – Assistant Superintendent
Sandra Stoddard – Executive Director

Staff Group 2015-2016 Budget Presentations

2. That the letters from the Board Chair to the staff groups regarding the staff group budget presentations be approved and sent.

Naming of New Schools

3. That the following five names for new schools be approved:

- Margaret Ann Armour School – Ambleside site: 3815 Allan Drive SW
- Nellie Carlson School – MacTaggart site: 4110 MacTaggart Drive NW
- Ivor Dent School – Rundle Heights site: 11005 - 34 Street NW
- Roberta MacAdams School – Blackmud Creek site: 975 Blackmud Creek SW
- Michael Phair School – Webber Greens site: 9407 - 211 Street NW

Letters of Understanding and 2016-2017 School Year Calendar

4. That the Board of Trustees approve ratification of the Memorandum of Agreement (MOA) to extend the Letters of Understanding for the Pilot Project on the Revised School Calendar and the Pilot Project on the Staff Development Fund.

BACKGROUND

Staff Group 2015-2106 Budget Presentations

Presentations regarding the 2015- 2016 budget were made to the Board on April 7, 2015 (Exempt Staff, Edmonton Public Teachers Local 37 of the ATA representing teachers and CUPE Local 784 representing maintenance staff), April 21, 2015 (CUPE Local 3550 representing Support Staff) and on May 5, 2015 (CUPE Local 474 representing custodial staff). Letters from the Board Chair were sent to either the President of the staff group and/or the representatives who presented on behalf of their staff group in response to the budget presentations.

Naming of New Schools

Criteria for naming schools are defined in Board Policy EA.BP - Infrastructure Planning Principles which states that “preference shall be given to the names of persons who have made a valuable contribution to education and/or to the community at large.” The process to be used is described in Administrative Regulation EF.AR - Naming of Schools. Formal naming of a school will support the development of a unique identity for each school community.

Opportunities were provided for the public and district staff to submit input during the naming process by completing an online survey, mailing, faxing or bringing their name suggestions to the Centre for Education. To request new school name suggestions, the District:

- Published a news story on the District website (January 27);
- Posted the naming process on the District's Facebook and Twitter accounts weekly, beginning January 27 until March 9;
- Ran a Facebook advertisement campaign (January 27 to March 1);
- Posted a Need to Know News item (January 30);
- Posted the information on SchoolZone from the District account (January 30);
- Ran an advertisement in the *Examiner* (February 4);
- Ran an advertisement in the *Metro* newspaper (February 13);
- Posted a Staff Room story (February 13);
- Published a free editorial in the *Edmonton Sun* (February 15); and
- Ran an advertisement in *Community Views* newsletter (February 27).

Over the course of six weeks, the District received 246 survey responses as well as several email and fax submissions. Upon review of all submissions, a diverse list of names was compiled, taking into consideration those who have made a valuable contribution to education and/or the community at large. Biographies of the individuals selected for the naming of new schools are included in Attachment I.

Letters of Understanding and 2016-2017 School Year Calendar

On June 12, 2015, the ATA sent a letter to the Superintendent requesting that the Letters of Understanding for the Pilot Project on Revised School Calendar and Pilot Project on Staff Development Fund of the 2012-2016 Collective Agreement be re-opened to extend the pilot projects to encompass the 2016-2017 school year. The Superintendent agreed to the request.

On Monday June 15, 2015 the ATA membership, through a vote by members of the bargaining unit, ratified the MOA to extend the Letters of Understanding for the Pilot Project of Revised School Calendar and the Pilot Project on Staff Development Fund. A copy of the MOA and Letters of Understanding are included in Attachment II; with the changes highlighted in bold text. The agreement required ratification by a vote of the Board of Trustees in order to be finalized.

Board Policy GCA.BP - Approval of the School Year Calendar states that the Board believes parents, students, staff and community need to be made aware of future planned school calendars to allow time to appropriately plan ahead to ensure that students are given the optimum opportunity to access instruction. During each school year, the Board shall: Approve an additional school year calendar, thereby giving staff, students, parents and the public access to approved school year calendars for two years after the current school year.

In constructing the 2016-2017 School Year Calendar (Attachment III) that adheres to the MOA, the following requirements of the Letter of Understanding have also been addressed:

- A teacher's full-time equivalent assigned teaching time for instruction will not exceed 896.2 hours. These instructional time requirements must be met on an annual basis.
- Classes will begin no earlier than September 1st and shall end prior to Canada Day.
- Provision for a fall break has been met through establishment of a six-day weekend.
- Provision of three school/catchment professional development days (October 21, 2016, March 17, 2017 and April 28, 2017).
- Provision of two district/catchment professional development days (August 30, 2016 and February 6, 2017.)
- Provision of two days for Teachers' Convention (March 2, 2017 and March 3, 2017).
- Provision of two days-in-lieu for parent/teacher interviews (November 10, 2016 and May 23, 2017).
- One operational day for opening and one operational day for closing (August 31, 2016 and June 29, 2017).
- The calendar shall be balanced between the two semesters to accommodate instructional time at the secondary level (91/92 instructional days)

ATTACHMENTS & APPENDICES

- ATTACHMENT I - Biographies of Individuals Selected for the Naming of New Schools
- ATTACHMENT II - Letters of Understanding for the Pilot Project on Revised School Calendar and Pilot Project on Staff Development Fund
- ATTACHMENT III - 2016-2017 School Year Calendar

SS:mmf

Dr. Margaret Ann Armour (b. 1939)¹

Margaret Ann Armour was born in Scotland and received her Bachelor of Science and Master of Science from Edinburgh University. In 1970, she graduated from the University of Alberta with a Ph.D. in physical organic chemistry.

Armour was named as one of Canada's top 100 most powerful women in 2010 by Women's Executive Network.

For more than a quarter of a century, Armour - a distinguished scientist - has been Canada's premier ambassador of science, volunteering tirelessly to encourage girls and young women to consider careers in the sciences and engineering. She has done this by creating and nurturing a series of initiatives under an umbrella organization called WISEST - Women in Scholarship, Engineering, Science and Technology. Through this program and related activities, Armour is a recognized leader in raising national awareness among school-aged girls, educators, parents and employers of the importance of encouraging women to enter science and engineering.

Armour is also the founding president of the Board of the Canadian Centre for Women in Science, Engineering, Trades and Technology, the WinSETT Centre. The Centre was officially launched on May 14, 2010.

As Associate Dean of Diversity at the University of Alberta's science faculty, Armour has developed and implemented Project Catalyst, a series of actions to increase the percentage of women in faculty positions in the Faculty of Science.

For her work and advocacy in improving the situation of Canadian women in science and technology, Armour was named to the Order of Canada in 2006. She also received a Governor General's Award commemorating the Persons Case, a landmark decision in 1929 that declared women to be persons under the *British North America Act*.

Armour has been honoured for her teaching with the 1994 McNeil Medal of the Royal Society of Canada for public awareness of science and the 1996 3M Teaching Fellowship. She was a 2004 recipient of the University of Alberta Alumni Association's Distinguished Alumni Award. She was also awarded an honorary doctorate of science from the University of British Columbia at its spring 2008 convocation. Most recently, she was named an honorary member of the Association of Professional Engineers, Geologists and Geophysicists of Alberta and received the 2010 Chemistry Alumni Award for Outstanding Achievement.

Armour's dedication to education and her passion for science was also recognized in 2007 when she was named a Champion of Public Education by the Learning Partnership. Later that year, she also received the Alberta Science and Technology Leadership Awards Foundation Special Award.

¹ <http://astech.ca/awardee/2007-special-armour-dr-margaret-ann>

During Edmonton's centenary celebrations, Armour was named one of the One Hundred Edmontonians of the Century.²

Nellie Carlson (b. 1927)

Born into the Saddle Lake Cree Nation in 1927, Carlson is a long-time activist for equal rights for Aboriginal women and children.

After losing treaty status by marrying non-status First Nations men, Carlson co-founded Indian Rights for Indian Women, which successfully lobbied the federal government to replace discriminatory sections of the *Indian Act* that stripped native women of their treaty rights.

Carlson has also served as the chair of the Ad Hoc Committee on Native Women's Issues and as a member of the Alberta Status of Women Committee. She also helped establish the "Awasis" and "Sacred Circle" Aboriginal educational programs and an award to recognize achievements of Aboriginal students was established in her name.

For her lifelong fight for justice, Carlson was awarded with a Governor General's Award in commemoration of the Persons Case in 1988 and the Esquao Award, which recognizes the achievements of Aboriginal women, in 1996.³

Ivor Dent (1924-2009)

Ivor Dent was born in Prince Albert, Saskatchewan in 1924. He completed a Bachelor of Arts degree at the University of Saskatchewan. After serving in the Royal Canadian Air Force during World War II, he moved to Edmonton where he earned a Bachelor of Education degree and a Master of Administration degree at the University of Alberta. Dent began his career as a teacher, assistant principal and principal with Edmonton Public Schools in 1951. After leaving municipal politics, he received his Ph.D. in Educational Administration from Oxford University and returned to Edmonton to become principal at Rundle School until his retirement in 1980.

Dent entered municipal politics in 1963 where he served as the Mayor of Edmonton from 1968-1974 after spending five years as an alderman. He was instrumental in bringing light rail transit to Edmonton, as well as establishing our network of river valley trails. He also oversaw the development of Mill Woods, the establishment of the Muttart Conservatory, Rundle Park and Fort Edmonton. One of his greatest accomplishments was his role in bringing the 1978 Commonwealth Games to Edmonton.⁴

Dent served as president of the Commonwealth Games Association of Canada (CGAC) from 1984 to 1990. He was awarded with the CGAC's Award of Merit, which recognized his dedication to amateur sport and his vision and leadership within this role.⁵ In 2013,

² <http://uofa.ualberta.ca/news-and-events/newsarticles/2010/12/margaretannarmournamedoneofcanadastop100mostpowerfulwomen>

³ <http://www.iaaw.ca/past-esquao-award-recipients/>

⁴ <http://www.albertaonrecord.ca/dent-ivor>

⁵ <http://www.commonwealthgames.ca/news/archive/memory-dr-ivor-dent.html>

the City of Edmonton recognized Dent by naming a large multi-sport park in southeast Edmonton after him.

He was admitted to the Order of Canada in 1984 and was awarded the Alberta Centennial Medal in 2005, which recognized Albertans who made valuable contributions to the broader community.

Roberta MacAdams (1881-1959)

Born in Ontario in 1881, college-educated Roberta MacAdams came west to Edmonton in 1911, as a single woman, to work as a travelling dietitian for Alberta Agriculture. In late 1912, she took a job with the Edmonton Public School Board as the first supervisor of household science for the Board's 17 schools and 1,200 plus household science students.⁶ She designed courses, supervised teachers and taught students of her own at Victoria High School. In early 1916, at the age of 35, MacAdams took a leave of absence from the school to enlist for overseas service in the First World War.

As an officer in the Canadian Army Medical Corps, Lieutenant Roberta MacAdams, dietitian turned nursing sister, spent the war as a medical administrator, running the food services for a 1,000 bed Canadian military hospital.

MacAdams was convinced to run in the overseas election of two Soldiers' Representatives to the Alberta Legislature. She and Louise McKinney took the oath of office on the same day, but McKinney usually gets sole credit as Canada's first female MLA (McKinney was elected in June and MacAdams in August). As an MLA, MacAdams introduced a private member's bill to create an association to advocate for the rights for dependents of soldiers. It became law, making her the first woman in the British Empire to introduce and pass a bill.⁷

She died in 1959, and today, her trail-blazing role in Edmonton's educational, military and political history is all but forgotten. Though a small portrait of her, unveiled in 1967, hangs by itself on the fifth floor of the legislature, as best we can discover, there's nothing in Edmonton named after her.

Michael Phair (b. 1950)

Michael Phair was the first openly gay elected official in Alberta and one of the first in the country,⁸ representing Ward 4 as an Edmonton city council member from 1992 to 2007. In addition to focusing on LGBTQ issues, Phair has addressed homelessness, affordable housing and recycling challenges in our city. He also advocates for more support for Edmonton arts, culture and downtown core revitalization.⁹

⁶ <http://www.collectionscanada.gc.ca/women/030001-1325-e.html>

⁷ <http://www.thecanadianencyclopedia.ca/en/article/roberta-macadams-price/>

⁸ <http://www.iheartedmonton.org/2013/12/a-few-minutes-withmichael-phair.html>

⁹ http://www.vueweekly.com/venerable_councillor_calls_it_a_career/

Phair founded HIV Edmonton and served as a board member with Edmonton Homeward Trust, the Edmonton Community Legal Centre and the Edmonton Pride Society.¹⁰ Currently, he's a board member for the publishing house NeWest Press and the Pro Coro Music Society while also working as the Executive Director of the North Saskatchewan River Valley Conservation Society.¹¹

As a former educator, Phair worked as an educational co-ordinator with the Institute for Sexual Minority Studies and Services at the University of Alberta. The Michael Phair Leadership Award was created in his honour. This award recognizes University of Alberta students who have shown commitment to the advancement of lesbian, gay, bisexual, trans-identified, two-spirited or queer communities.¹²

¹⁰ <http://boardleadership.ca/speakers/michael-phair/>

¹¹ <http://www.630ched.com/2015/01/20/michael-phair-takes-new-post/>

¹² <http://www.ismss.ualberta.ca/MichaelPhairAward>

Memorandum of Agreement
Between
Edmonton Public School District No 7
and
The Alberta Teachers' Association

The above parties hereby agree that the following constitutes mutual agreement between parties and to recommend acceptance to their principals:

LETTER OF UNDERSTANDING: "Pilot Project on Revised School Calendar 2016-2017"

This Letter of Understanding is made pursuant to Section 5 (Professional Development) and Section 8 (Pilot Projects) of the Provincial Teachers' Framework Agreement of March 13, 2013.

The parties agree that ongoing professional development and collaboration for teachers is critical to achieving the vision of *Inspiring Education*, district priorities and plans, school improvement plans and a teacher's individual professional growth plan. The parties also agree that the focus of this pilot project is on teaching quality, improvement of student outcomes and support for a reasonable workload.

The parties agree that Edmonton Public Schools will establish a district school calendar in **2016-17** that meets the following criteria:

- a) A teacher will not be assigned duties in excess of 1,800 minutes per week. Assignable time will provide for instruction, supervision of students and professional activities such as in-service sessions, staff meetings, committee work and parent/teacher conferences.
- b) A teachers' full-time equivalent (FTE) assigned teaching time for instruction shall equate to approximately 890 hours per school year, depending on the number of instructional days scheduled but no more than 896.2 hours.
- c) Classes will begin **no earlier than September 1** and end prior to Canada Day.
- d) The District calendar shall include:
 - i. Three school/catchment professional development days
 - ii. Two district/catchment professional development days
 - iii. Two days for Teachers' Convention
 - iv. Two days-in-lieu for parent/teacher interviews
 - v. One operational day for opening and one operational day for closing. These days will not be used as Professional Development Days.
- e) **The calendar will include a fall break.**
- f) The calendar shall be balanced between the two semesters to accommodate instructional time at the secondary level.
- g) A teacher may agree to be timetabled for instructional duties which may vary in the number of hours assigned per semester.
- h) Schools may develop and forward an alternative school calendar which does not comply with section c) to the Superintendent of Schools for approval.

To implement elements of Inspiring Education, teachers must engage in ongoing professional development that considers District, school and personal professional goals. The Board shall ensure that time is dedicated from within the currently allotted professional development days or those times during the school year such as early dismissal days when students are not in attendance, to enable classroom teachers to collaborate with their colleagues in a professional learning community setting to benefit student learning and mitigate teacher workload and to address the goals of their Personal Professional Growth Plan.

As per the 2012-2016 Provincial Framework Agreement, teachers who believe that insufficient time has been dedicated to professional development may appeal to the principal, and if necessary the Superintendent or his designate. If they are not satisfied by the decision of the Superintendent or his designate, the Association may refer the matter to the Exceptions Committee. The Exceptions Committee will provide recommendations to all parties.

The established joint committee shall meet within 30 days of ratification of the changes to the Letter of Understanding to review the proposed calendar for **2016-17** to ensure the above criteria are met. The committee will be comprised of three teachers appointed by the Economic Policy Committee and three members appointed by the Board. The committee will also establish a process for evaluation, which includes the requirement for the committee to provide a written evaluation report to the Superintendent of Schools and the President of Edmonton Public Teachers Local 37 of the ATA by **March 31, 2017**. Costs of the committee will be borne by the Board.

The parties agree to suspend the requirements of Clause 13.2 (Teacher Assignment) and 23.10 (Professional Development Days) during the pilot project.

In the event that either party serves notice that they intend to terminate the pilot project on **August 31, 2017**, Clause 13.2 and 13.2.1 will take effect on **September 1, 2017**.

LETTER OF UNDERSTANDING: "Pilot Project on Staff Development Fund"

This Letter of Understanding is made pursuant to Section 5 (Professional Development) and Section 8 (Pilot Projects) of the Provincial Teachers' Framework Agreement of March 13, 2013.

The parties agree that ongoing professional development for teachers is critical to achieving the vision of *Inspiring Education*, district priorities and plans, school improvement plans and teacher's individual professional growth plans.

Edmonton Public Schools commits 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, including but not limited to: courses, workshops or conferences, online courses and books, interschool visitation, collaboration or practical research, related substitute teacher coverage or any other professional development activities which the teacher believes meet a professional growth need.

Edmonton Public Schools will provide an amount of \$500,000 in **2016-17** to establish the available funds. The amount will be provided in two equal instalments to Edmonton Public Teachers Local 37 of the ATA. The first amount will be provided during the first business week of September and the second amount during the first business week in January.

The established joint committee shall continue to monitor and adjust established 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. The committee will also establish a process for evaluation, which includes the requirement for the committee to provide a written evaluation report to the Superintendent of Schools and the President of Edmonton Public Teachers Local 37 of the ATA by **May 30, 2017**. Costs of the committee will be borne by the Board.

Edmonton Public Teachers Local 37 of the ATA shall administer and control the distribution of the Staff Development Fund. Edmonton Public Teachers Local 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 the Edmonton Public Teachers Local 37.

In the event that either party serves notice that they intend to terminate the pilot project on **August 31, 2017**, any unallocated funds in the Staff Development Fund will be returned to Edmonton Public Schools prior to **December 31, 2017**.

- 13.2.1 Assignable time will provide for instruction, supervision of students and professional activities such as in-service sessions, staff meetings, committee work and parent/teacher conferences.

Parent/teacher conferences, unless otherwise agreed to by the teacher, will be scheduled on operational days, excluding Fridays, in a way that will:

- a) recognize the teacher's total workload, including assigned duties and other professional responsibilities,
- b) accommodate the reasonable requests of parents, and
- c) provide a reasonable work day for teachers

The parties agree that effective **September 1, 2017**, the language of clause 13.2 will revert to the language of the September 1, 2001 collective agreement.

There are no other amendments to the current agreement.

IN WITNESS WHEREOF the parties have executed this memorandum of agreement this 12th day of June, 2015.

For Edmonton Public School District No 7

K. Harris
Angela

For The Alberta Teachers Association

Sandra Johnston



EDMONTON PUBLIC SCHOOLS

2016-2017 School Year Calendar

SEPTEMBER 2016

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DECEMBER 2016

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MARCH 2017

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JUNE 2017

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OCTOBER 2016

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APRIL 2017

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JULY 2017

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NOVEMBER 2016

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FEBRUARY 2017

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MAY 2017

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INSTRUCTIONAL DAYS = 183

FIRST/LAST DAY OF INSTRUCTION

HOLIDAYS (STAT or BOARD)

NO STUDENTS or TEACHERS

BOARD APPROVED NON-INSTR

STARTUP/END (STAFF ONLY)

DIL (NO STUDENTS or TEACHERS)

PD DAY - DISTRICT/CATCHMENT

PD DAY - SCHOOL/CATCHMENT

TEACHERS CONVENTION