



Edmonton School District No. 7
One Kingsway
Edmonton, Alberta

McCauley Chambers
Tuesday, October 18, 2016
2:00 p.m.

Board Meeting #2


AGENDA

BOARD OF TRUSTEES

Michael Janz
Board Chair

Michelle Draper
Board Vice-Chair

Sherry Adams
Orville Chubb
Ken Gibson
Nathan Ip
Cheryl Johner
Ray Martin
Bridget Stirling

- A. O Canada 
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Minutes:
 - 1. DRAFT – Organization Board Meeting – October 4, 2016
- G. Comments from the Public and Staff Group Representatives
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 4:30 p.m. on Monday, October 17, 2016 to speak under this item.)
- H. Reports:
 - 2. Funds for 2017-2018 Clause 23 Professional Improvement Program (Recommendation)
 - 3. Funds for 2017-2018 Exempt Staff Professional Improvement Program (Recommendation)
 - 4. Bereavement (Information)
- I. Comments from the Public and Staff Group Representatives – 5:00 p.m.
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 4:30 p.m. on Monday, October 17, 2016 to speak under this item.)
- J. Other Committee, Board Representative and Trustee Reports
- K. Trustee and Board Requests for Information
- L. Notices of Motion
- M. Meeting Dates
- N. Adjournment

MINUTE BOOK**Organizational Board Meeting**

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, October 4, 2016 at 2:00 p.m.

Present:**Trustees**

Orville Chubb
Michelle Draper
Ken Gibson

Nathan Ip
Michael Janz
Cheryl Johner

Ray Martin
Bridget Stirling

Officials

Angela Anderson
Grace Cooke
Ron MacNeil

Lorne Parker
Darrel Robertson
Sandra Stoddard

Mike Suderman

Board Chair: Michael Janz

Recording Secretary: Shirley Juneau

Staff Group Representatives

Edmonton Public Teachers – Nels Olsen, President

The Board Chair called the meeting to order with recognition that we are on Treaty 6 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

The Board Chair advised that the firm alarm system at the Centre for Education is a Two Stage alarm system. Stage One is a single repeating alarm tone indicating a warning only and that evacuation is not required. Stage Two is a triple repeating alarm tone indicating that evacuation is required.

A. O Canada 

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

The Superintendent advised that all Trustees were present including Student Trustee Elects Jacob Dunn, Molly French and Andrew Li.

MINUTE BOOK

C. Approval of the Agenda

MOVED BY Trustee Gibson:

“That the agenda for the October 4, 2016 organizational board meeting be approved as printed.” (UNANIMOUSLY CARRIED)

D. Communications from the Board Chair

The Board Chair shared that the theme of this year’s Read-In Week, which runs from October 3rd to 7th, is *One World – Many Voices*. He expressed that reading is a treasure that everyone can enjoy at any stage in life.

Read-In is a remarkable success story, thanks to the support of the District’s many partners, community and generous sponsors. This annual week-long celebration, which is now in its 27th year, has expanded partner involvement, renewed interest and focus on the joy of reading within the entire Edmonton Community.

On behalf of the Board of Trustees, the Board Chair invited all Edmontonians to participate in Read-In 2016.

The Board Chair advised that October 2nd was Custodial Workers Recognition Day. The District appreciates and values the members of CUPE Local 474, Custodial staff, who ensure that the District’s buildings are comfortable, clean and safe for the students and staff and recognized the contributions Custodial staff make in supporting teaching and learning in the classroom.

On behalf of the Board of Trustees, he thanked all members of CUPE Local 474.

The Board Chair noted that October 5th is World Teachers’ Day, a day set aside by the world community to celebrate teachers. The District also appreciates and values the Edmonton Public Teachers and recognizes the central role they play in nurturing and guiding infants, children, youth and adults through the life-long learning process.

The Board Chair advised that in recognition of World Teachers’ Day, the Board of Trustees and the Administration will be placing ads in local and provincial newspapers.

On behalf of the Board of Trustees, the Board Chair thanked all staff members.

E. Communications from the Superintendent of Schools

The Superintendent congratulated the District’s newly elected Student Trustees – Jacob Dunn from Harry Ainlay, Molly French from McNally and Andrew Li from Old Strathcona who were elected on Friday, September 9, 2016 at the Edmonton Public Schools Student Senate meeting. He advised that on a rotational basis, the Student Trustees will represent the Student Senate and their peers at three Board meetings throughout the year. He advised that on behalf of the Student Senate, the Student Trustees will provide the Board of Trustees access to diverse youths’ feedback, across all District high schools, on topics and issues of importance.

MINUTE BOOK

The Superintendent shared that October 4, 2016 marks a historic day for the District as the Student Senate is a first for the District and the first of its kind in the Province.

The Superintendent encouraged everyone to get involved in READ IN week.

The Superintendent advised that on Friday, September 30, 2016, he attended the proclamation Orange Shirt Day at City Hall in remembrance of children and families impacted by residential schools.

The Superintendent advised that on Friday, September 30, 2016 he attended the York School 50th Anniversary marking 50 years of academic excellence.

The Superintendent shared his appreciation for all Custodial staff across the District and acknowledged that they are an important part of the District's staff and are very highly valued.

The Superintendent shared his appreciation and thanked all teachers across the District.

F. Receipt of Oaths of Office – Student Trustees

The Oaths of Office were received.

G. Minutes

1. Board Meeting #18 – September 20, 2016

MOVED BY Trustee Draper:

“That the minutes of Board Meeting #18 – September 20, 2016 be approved as printed.” (UNANIMOUSLY CARRIED)

H. Comments from the Public and Staff Group Representatives

There were no registered speakers for this item.

I. Reports

2. Strategic Plan Update - Student Senate 2016-17 Work Plan

Information was received regarding the Student Senate 2016-17 work plan.

There was a short break in the meeting.

3. Confirmation of Committees, Board Representation and Regular Meetings

MINUTE BOOK

MOVED BY Trustee Gibson:

“1. That, the following standing committees of the whole be confirmed:

- Caucus Committee
- Audit Committee

Standing Committees of the Whole:

- a) Board Chair
- b) Board Vice-Chair
- c) Audit Chair

2. Board Committees:

- a) Board and Superintendent of Schools' Evaluation Committee
- b) District Priorities and Governance Committee
- c) Governance and Evaluation
- d) Infrastructure
- e) Policy Review

3. Negotiations:

- a) Custodial Staff (CUPE Local 474)
- b) Maintenance Staff (CUPE Local 784)
- c) Support Staff – CUPE Local 3550
- d) Teaching Staff

8. That the Board reappoint or review the following positions and committees”

The Board Chair called the question on Recommendations 1, 2, 3 and 8.

The Motion was UNANIMOUSLY CARRIED.

1. Standing Committees of the Whole

- a) Board Chair

The Board Chair called for nominations.

Trustee Draper nominated Trustee Janz.

The Board Chair, seeing that there were no further nominations, declared himself re-elected by acclamation as Board Chair for the coming year.

- b) Board Vice-Chair

MINUTE BOOK

The Board Chair called for nominations.

Trustee Johner nominated Trustee Draper.

The Board Chair, seeing that there were no further nominations, declared Trustee Draper re-elected by acclamation as Board Vice-Chair for the coming year.

c) Audit Chair

The Board Chair called for nominations.

Trustee Draper nominated Trustee Chubb.

The Board Chair, seeing that there were no further nominations, declared Trustee Chubb elected by acclamation as Audit Chair for the coming year.

2. Board Committees

a) Board and Superintendent of Schools' Evaluation Committee

The Board Chair advised that the Board and Superintendent of Schools' Evaluation Committee will be amalgamated with the District Priorities and Governance Committee and will be renamed the Governance and Evaluation Committee.

b) District Priorities and Governance Committee

The Board Chair advised that the District Priorities and Governance Committee will be amalgamated with the Board and Superintendent of Schools' Evaluation Committee and will be renamed the Governance and Evaluation Committee.

c) Governance and Evaluation

The Board Chair called for nominations.

Trustee Chubb nominated Trustees Adams, Ip, Gibson, and Stirling.

The Board Chair, seeing that there were no further nominations declared Trustees Gibson, Janz and Stirling as the Board's representatives on the Governance and Evaluation Committee for the coming year.

d) Infrastructure Committee

The Board Chair called for nominations.

MINUTE BOOK

Trustee Stirling nominated Trustees Chubb, Ip and Martin.

The Board Chair advised that Trustees Chubb, Ip and Martin, the current members of the Infrastructure Committee, will continue as committee members until the September 2017 Organizational Board.

e) Policy Review Committee

The Board Chair called for nominations.

Trustee Ip nominated Trustees Gibson, Johner and Stirling.

The Board Chair, seeing that there were no further nominations, declared Trustees Gibson, Johner and Stirling as the Board's representatives on the Policy Review Committee for the coming year.

3. Negotiations

a) Custodial Staff (CUPE Local 474)

The Board Chair advised that Trustee representatives are not required at this time as a collective agreement has been negotiated for 2014-2017.

b) Maintenance Staff (CUPE Local 784)

The Board Chair advised that Trustee representatives are not required at this time as a collective agreement has been negotiated for 2014-2107).

c) Support Staff (CUPE Local 3550)

The Board Chair advised that there are currently Trustees assigned to the negotiating committee for 3550 (Support Staff) and that, normally, if negotiations are currently underway the sitting Trustees are affirmed and declared Trustees Adams and Draper as the Board's representatives on the negotiating committee for Support Staff (CUPE Local 3550) for the coming year.

d) Teaching Staff

The Board Chair called for nominations.

Trustee Gibson nominated Trustees Draper and Janz.

MINUTE BOOK

The Board Chair, seeing that there were no further nominations, declared Trustees Draper and Janz as the Board's representatives on the negotiating committee for Teaching Staff for the coming year.

MOVED BY Trustee Gibson:

“6. That, the Board reappoint or review the Ad Hoc Committee and Board Representative Assignments:

- a) **Edmonton Public Schools Foundation Board of Governors**
- b) **ELEVATE**
- c) **Early Learning Transition**

7. That the following dates and times of regular meetings be confirmed:

- a) **Board: The Board will hold its regular meetings at 2:00 p.m. the first and third Tuesday of each month when possible, unless otherwise directed by special motion or by the Board Chair.**
- b) **Caucus Committee: Caucus Committee meetings will be held on an as-needed basis at the call of the Caucus Committee Chair. The first Tuesday morning of each month will be reserved for such meetings.”**

The Board Chair called the question on Recommendations 6 and 7.

The Motion was UNANIMOUSLY CARRIED.

6. Ad Hoc Committee and Board Representative Assignments

- a) Edmonton Public Schools Foundation Board of Governors

The Board Chair called for nominations for a Trustee representative to serve on the Edmonton Public Schools Foundation Board of Governors.

Trustee Gibson nominated Trustee Johner.

The Board Chair, seeing that there were no further nominations, declared Trustee Johner as the Board's representative on the Edmonton Public Schools Foundation Board of Governors.

- b) ELEVATE

The Board Chair advised that the Board affirmed Trustees Adams and Chubb as representatives on the ELEVATE Committee.

- c) Early Learning Transition

MINUTE BOOK

The Board Chair called for nominations.

Trustee Martin nominated Trustee Draper.

The Board Chair, seeing that there were no further nominations, declared Trustee Draper as the Board's representative on the Early Learning Transition Committee for the coming year.

MOVED BY Trustee Gibson:

- "4. That Board membership and representation on the following external agency be confirmed:**
Alberta School Boards Association (ASBA)
- Provincial Executive
 - Provincial Executive – Alternate
 - Zone 2/3 Executive
 - Zone 2/3 Executive – Alternate
- 5. That the Board's ASBA Issues and Resolutions Committee be comprised of the Board Chair or Board Vice-Chair, the ASBA Provincial Executive Board of Directors representative and the Zone 23 representative be confirmed."**

The Board Chair called the question on Recommendations 4 and 5.

The Motion was UNANIMOUSLY DEFEATED.

J. Other Committee, Board Representative and Trustee Reports

Trustee Chubb reported that he and Dr. Lorne Parker were honoured to represent Edmonton Public Schools and the District's local Confucius Institute at the Confucius Memorial event in Quzhou China on September 28th, 2016. He shared that they had an opportunity to tour elementary, middle and high schools as well as have a meeting with the Suzhou Municipal Education Bureau officials. Trustee Chubb noted that the Suzhou Municipal Educational District has over one million students that attend kindergarten to grade 12 in schools dating back to over 1,000 years.

Trustee Draper congratulated the York School for hosting a wonderful 50th Anniversary on September 30, 2016.

Trustee Johner reported that on September 28, 2016, she attended the grand opening and tour of the new Child, Adolescent and Family Mental Health Centre (CASA). CASA provides trauma awareness support to children, adolescents, adults and families. She shared that with one in five Albertans experiencing mental illness during their lifetime, the opening of this new facility is

MINUTE BOOK

timely. Trustee Johner congratulated and thanked all who have been integral in seeing this project to fruition.

Trustee Stirling advised that on September 23, 2016, she attended the 50th anniversary celebration of Clara Tyner Elementary School. She shared that she heard memories from alumni and met with current and former staff, and enjoyed a wonderful performance by current students that included the school song that students have sung since the very first year.

Trustee Stirling advised that on September 24, 2016, she was accompanied by Trustee Ip and attended the 3rd annual open house to celebrate Confucius Day. She shared that they were entertained by dancers, musicians and singers.

Trustee Stirling recognized Orange Shirt Day which was held on September 30, 2016, and shared it signifies a day to remember the impact of residential schools on survivors and remember the children who didn't come home and the importance of the work throughout the District to ensure schools are safe and caring places for Indigenous children and their families.

Trustee Stirling thanked the Southeast Edmonton Early Childhood Community Coalition for welcoming her at their annual fall gathering event on October 1, 2016. The event brings together early childhood educators, parents, and community partners to connect with each other and participate in workshop sessions to learn how better to support early childhood education in Edmonton.

Trustee Stirling shared that she will be reading at several schools during Read-In week and will also attend a celebration at the University of Alberta and the reading of *Nokum Is My Teacher*, a children's book written in both English and Cree.

- K. Trustee and Board Requests for Information - None**
- L. Notices of Motion - None**
- M. Next Board Meeting Date: Tuesday, October 18, 2016 at 2:00 p.m.**
- N. Adjournment (3:30 p.m.)**

The Board Chair adjourned the meeting.

Michael Janz, Board Chair

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

DATE: October 18, 2016

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Funds for 2017-2018 Clause 23 Professional Improvement Program

ORIGINATOR: Angela Anderson, Managing Director, Human Resources

RESOURCE

STAFF: Renée Thomson, Bonnie Zack

REFERENCE: *Teachers' Collective Agreement-September 1, 2012 to August 31, 2016, Clause 23*

ISSUE

It has been a long-standing practice in the District to bring to the Board of Trustees at a public board meeting in the fall, a request for an allocation of funds from the subsequent year's budget for the purpose of granting Professional Improvement Program leaves and/or tuition support to teachers as per Clause 23 of the *Teachers' Collective Agreement*.

BACKGROUND

For many years, Edmonton Public Schools has recognized the importance of supporting teachers in accessing professional development opportunities. As early as 1946, the District granted leaves with pay to teachers participating in a limited number of professional learning activities. In 1952, access to professional development was expanded and a fixed allowance in lieu of salary was introduced for teachers on a leave for study purposes. In 1971, the fixed annual allowance was replaced with one based upon years of experience. The current practice of providing tuition support, in addition to paid professional improvement leaves, for teachers undertaking professional development through the Clause 23 Professional Improvement Program was introduced in 2003.

The District recognizes that professional development for staff is a critical aspect in supporting successful outcomes for students, as well as for succession planning. The Clause 23 Professional Improvement Program is in direct support of Board Policy GE.BP - Organization for Instruction, which states that "effective teachers who have strong knowledge of pedagogy and subject content knowledge, make a significant difference to student learning and achievement." The program is also in direct support of District Priority 2, Goal Three, which states that throughout their careers, all staff members are to be "provided opportunities to enhance their professional capacity and leadership within a culture of collaboration."

RELATED FACTS

- The Professional Improvement Program is guided by Clause 23 of the Teachers' Collective Agreement.
- Clause 23.2 outlines the conditions under which, upon application, leave for professional improvement may be granted for a school year or portion thereof to a teacher.

- Clause 23.6 specifies that tuition support for professional improvement may be granted, upon application, to a teacher on continuing contract and with two or more years of service with Edmonton Public Schools.
- Clause 23.7 states the maximum amount the District may allocate for the Professional Improvement Program as “3/4 of 1% of the annual grid costs, calculated as of the preceding November 30”. Since 2012-2013, the allowable maximum allocation has exceeded three million dollars (Attachment I).
- Since 2013-2014, the approved allocation has been \$1,000,000 (Attachment I).
- To address potential increases to leave allowance costs, anticipated increases in tuition fees in the next academic year, as well as fluctuations to the exchange rate which would impact tuition fees paid to international post-secondary institutions, it has been an administrative practice to maintain a holdback of a percentage of the allocation. The holdback for the Clause 23 Professional Improvement Program was 5 per cent in 2016-2017.
- In order to operationally facilitate the Clause 23 Professional Improvement Program, it is necessary to begin the application, review and approval processes as outlined in Attachment II almost a year in advance of the period of support. The program, relative to support available during the 2017-2018 school year, is scheduled for announcement to District teachers at the end of October 2016. Applications will be accepted until January 13, 2017. Background information related to each applicant’s eligibility for tuition and/or leave support will be compiled from January 16 to January 27. Applications will be reviewed and assessed by a panel of District leadership staff from February 2 to February 10, and the recommendations from the assessors will be compiled and forwarded to the Superintendent for consideration before February 24. By March 3, the completion of these processes will be signaled by the Superintendent’s approval of the tuition and/or leave support for successful applicants, including details related to the distribution of the allocated funds.
- Access to and support for professional development has been a significant bargaining issue in negotiations with the Alberta Teachers’ Association.

RECOMMENDATION

That an allocation of \$1,100,000 from the 2017-2018 operating budget for the purpose of granting professional improvement leaves and/or tuition support for the 2017-2018 school year be approved.

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. The allocation of funds for 2017-2018 is increased to \$1,100,000.
2. The allocation of funds for 2017-2018 remains at \$1,000,000.
3. The allocation of funds for 2017-2018 is decreased.

CONSIDERATIONS and ANALYSIS

The recommendation for a modest increase to the allocation for the 2017-2018 Clause 23 Professional Improvement Program acknowledges a number of factors:

- a significant increase in the number of requests for support in 2016-2017 over previous years; the uncertainty of whether this increase is an anomaly or a trend
- the resulting need to modify the individual level of support provided for 2016-2017 in order to be able to address the increased demand
- increasing costs associated with post-secondary education
- the increased cost of leaves with an allowance due to increases in overhead costs.

In addition to the support available through the Clause 23 Professional Improvement Program, tuition support for coursework related to core subject areas, second languages and selected priorities established by the District will continue to be available to District teachers through the Teacher Development Program.

The Teachers' Collective Agreement (September 1, 2012-August 31, 2016) includes a Letter of Understanding entitled *Pilot Project on Staff Development Fund*. Through this pilot, the District has committed to providing \$500,000 annually in 2014-2015, 2015-2016 and 2016-2017 to Edmonton Public Teachers Local 37 of the Alberta Teachers' Association to administer and distribute funds in support of professional development activities or resources related to teachers' individual professional growth plans.

NEXT STEPS

Upon approval of this recommendation, the attached timeline related to communication and processing of applications will be followed (Attachment III).

ATTACHMENTS and APPENDICES

ATTACHMENT I	Professional Improvement Program History
ATTACHMENT II	Comparison by Year of Successful Teacher Certificated Applicants
ATTACHMENT III	2017-2018 Professional Improvement Program Timeline

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ATTACHMENT I

PROFESSIONAL IMPROVEMENT PROGRAM HISTORY

YEAR	FUND MAXIMUM AS PER CLAUSE 23.7	APPROVED BUDGET	% OF MAXIMUM	APPROVED TOTAL LEAVE FTE	ACTUAL \$ GRANTED FOR LEAVES	ACTUAL \$ GRANTED FOR TUITION	TOTAL ACTUAL \$ GRANTED FOR LEAVES & TUITION
2007-2008	2,342,776	1,200,000	51%	15.46	938,042	150,920	1,088,962
2008-2009	2,392,026	1,300,000	54%	11.67	763,271	274,958	1,038,229
2009-2010	2,504,746	1,300,000	52%	6.54	382,159	349,969	732,128
2010-2011	2,774,936	1,200,000	43%	12.19	756,640	306,366	1,063,006
2011-2012	2,899,830	1,200,000	41%	15.65	768,459	316,283	1,084,742
2012-2013	3,005,090	1,200,000	40%	12.48	785,786	296,530	1,082,316
2013-2014	3,062,822	1,200,000	39%	11.56	706,110	354,758	1,060,868
2014-2015	3,019,266	1,000,000	33%	7.20	517,762	367,680	885,442
2015-2016	3,111,487	1,000,000	32%	8.03	561,457	400,757	962,214
2016-2017	3,286,102	1,000,000	30%	9.40	577,248	371,809	949,057

ATTACHMENT II

PROFESSIONAL IMPROVEMENT PROGRAM SUCCESSFUL APPLICANTS BY YEAR		
YEAR	TOTAL NUMBER OF APPLICANTS	NUMBER SUCCESSFUL
2007-2008	68	45
2008-2009	53	50
2009-2010	64	64
2010-2011	60	58
2011-2012	87	84
2012-2013	71	70
2013-2014	87 ¹	76 ²
2014-2015	75 ³	73 ⁴
2015-2016	78 ⁵	77 ⁶
2016-2017	95	90

¹82 through the Clause 23 Professional Improvement Program and 5 Exempt staff

²73 through the Clause 23 Professional Improvement Program and 3 Exempt staff

³70 through the Clause 23 Professional Improvement Program and 5 Exempt staff

⁴68 through the Clause 23 Professional Improvement Program and 5 Exempt staff

⁵72 through the Clause 23 Professional Improvement Program and 6 Exempt staff

⁶71 through the Clause 23 Professional Improvement Program and 6 Exempt staff

2017-2018 PROFESSIONAL IMPROVEMENT PROGRAM TIMELINE

Activity	Date
2017-2018 Professional Improvement Program information and application package are communicated to District teachers and made available online	October 28
Information meetings for interested staff (4:15 - 6:00 p.m. Conference Centre, Centre for Education)	November 22, 28
Obtain data to calculate maximums as per Clause 23.5 of Teachers' contract	November 30
Due date for applications	January 13
Processing of applications <ul style="list-style-type: none"> • Check for completeness • Acknowledgement letter • Compile background – previous paid leaves, degrees, grid placement, years of service, summary of request, projected costs • Applications prepared for review by committee of leadership staff 	January 16 - 27
Facilitate review by assessment committee of leadership staff <ul style="list-style-type: none"> • Prepare packages for review • Conduct assessment workshop 	January 16 - 27 February 2 (due back February 10)
Compile background information with input from assessments	February 13 - 17
Prepare recommendation to the Superintendent	February 24
Approval of leaves and tuition support by the Superintendent	March 3
Communication of approvals <ul style="list-style-type: none"> • Phone calls from Staff Development to principals or supervisors of teachers • Phone calls by assistant superintendents to principal applicants • TM to Board • Staff Update communicated on Staff Room • Letters and agreements sent to all successful applicants 	March 6 - 10 March 6 - 10 March 15 March 16 March 16

DATE: October 18, 2016

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Funds for 2017-2018 Exempt Staff Professional Improvement Program

ORIGINATOR: Angela Anderson, Managing Director, Human Resources

RESOURCE STAFF: Renée Thomson, Bonnie Zack

REFERENCE: Response to Staff Group Budget Presentations, 2012-2014

ISSUE

An allocation of funds from the 2017-2018 operating budget is requested to support a second year of the Exempt Staff Professional Improvement Program Pilot, through which exempt staff members would be able to access tuition and leave support for post-secondary coursework.

BACKGROUND

There has been a long standing practice in the District to consider applications from exempt staff for tuition and leave support using the Clause 23 Professional Improvement Program processes and application package, which is embedded in the Teachers' Collective Agreement. Surplus funds from the Clause 23 Professional Improvement Program allocation were used to support the professional growth and development of exempt staff.

Since 2012, the annual information report to the Board of Trustees entitled *Response to Staff Group Budget Presentations* has included a commitment from the Administration to review the implementation of a professional development fund for exempt staff.

In April 2015, the Superintendent approved the concept of a pilot application process designed specifically for exempt staff. In keeping with the District's commitment to exempt staff, an application process was drafted with input from Exempt Liaison Committee members. The pilot was announced in early December 2015, followed by an information session for prospective applicants. The deadline for applications was January 8, 2016.

In March 2016, the Board approved an allocation of \$150,000 from the Central surplus for tuition and professional leave support for five exempt staff members for coursework undertaken in 2016-2017 (Attachment I). Two applicants were granted their full request and three were granted partial support.

RELATED FACTS

- The implementation of the Exempt Staff Professional Improvement Program Pilot is aligned with the District's cornerstone values and supports Priority Two, Strategic Goal Three which is to enhance the professional capacity of District staff.
- The Exempt Staff Professional Improvement Program Pilot ensures that exempt staff members across the District have access to opportunities that would serve to enhance their professional capacity and allow them to stay current with industry standards and trends.

- It is anticipated that support for professional development would assist in the attraction and retention of exempt staff to the District.
- An allocation of \$150,000 for a second year of the pilot would allow for a five per cent holdback of funds to address potential increases in tuition fees, international exchange rates for coursework undertaken through universities outside Canada, as well as salaries for pilot program participants on leave with an allowance.
- In order to operationally facilitate a second year of the Exempt Professional Improvement Program Pilot, it is necessary to begin the application, review and approval processes as outlined in Attachment II almost a year in advance of the period of support. With approval of an allocation, this program pilot would be announced to District staff at the end of October 2016. Applications would be accepted until January 13, 2017. Background information related to each applicant's eligibility for tuition and/or leave support would be compiled from January 16 to January 27. Applications would be reviewed and assessed by a panel of District leadership staff from February 2 to February 10, and the recommendations from the assessors would be compiled and forwarded to the Superintendent of Schools for consideration before February 24. By March 3, the completion of these processes would be signaled by the Superintendent's approval of the tuition and/or leave support for successful applicants, including details related to the distribution of the allocated funds.

RECOMMENDATION

That an allocation of \$150,000 from the 2017-2018 operating budget for a second pilot year of the Exempt Staff Professional Improvement Program be approved for the purpose of granting exempt staff professional improvement leaves and/or tuition support for the 2017-2018 school year.

CONSIDERATIONS and ANALYSIS

Considering the ratio of teachers to exempt staff, a commitment of \$150,000 is aligned with the request for support for teachers through the Clause 23 Professional Improvement Program.

Providing a dedicated program to support exempt staff professional development would honour commitments the District has made in response to budget presentations and would ensure that related processes are transparent.

NEXT STEPS

Upon approval of this recommendation, the attached timeline related to communication and processing of applications will be followed (Attachment II).

ATTACHMENTS

ATTACHMENT I	Professional Improvement Program – Successful Exempt Applicants by Year
ATTACHMENT II	2017-2018 Professional Improvement Program Timeline

RT:jw

PROFESSIONAL IMPROVEMENT PROGRAM SUCCESSFUL EXEMPT APPLICANTS BY YEAR		
YEAR	TOTAL NUMBER OF APPLICANTS	NUMBER SUCCESSFUL
2013-2014*	5	3
2014-2015*	5	5
2015-2016*	6	6
2016-2017	5	5

* Applications from exempt staff were assessed using Clause 23 Professional Improvement Program application processes.

2017-2018 PROFESSIONAL IMPROVEMENT PROGRAM TIMELINE

Activity	Date
2017-2018 Professional Improvement Program information and application package are communicated to District exempt staff and made available online	October 28
Information meetings for interested staff (4:15 - 6:00 p.m. Conference Centre, Centre for Education)	December 8
Due date for applications	January 13
Processing of applications <ul style="list-style-type: none"> • Check for completeness • Acknowledgement letter • Compile background – previous paid leaves, degrees, grid placement, years of service, summary of request, projected costs • Applications prepared for review by committee of leadership staff 	January 16 - 27
Facilitate review by assessment committee of leadership staff <ul style="list-style-type: none"> • Prepare packages for review • Conduct assessment workshop 	January 16 - 27 Week of January 30 (due back February 10)
Compile background information with input from assessments	February 13 - 17
Prepare recommendation to the Superintendent	February 24
Approval of leaves and tuition support by the Superintendent	March 3
Communication of approvals <ul style="list-style-type: none"> • Phone calls from Staff Development to supervisors of exempt staff • TM to Board • Staff Update communicated on Staff Room • Letters and agreements sent to all successful applicants 	March 6 - 10 March 15 March 16 March 16

DATE: October 18, 2016,
TO: Board of Trustees
FROM: Darrel Robertson, Superintendent of Schools
SUBJECT: Bereavements
ORIGINATOR: Angela Anderson, Managing Director, Human Resources
RESOURCE STAFF: Funmi Chris-Oberiko
REFERENCE: [AEBC.AR Acknowledging Student, Staff and Trustee Deaths and Bereavements](#)

Mr. Angelito Molino passed away on October 7, 2016, at the age of 54 years. Mr. Molino started his career with Edmonton Public Schools as a supply custodial staff member in 2007. He worked as custodial assistant and custodian at various locations including Edmonton Christian, Ross Sheppard, Elizabeth Finch, John A. McDougall and Queen Elizabeth schools. Mr. Molino is survived by wife Jocelyn and children Angeline, Joshua and Joanne. A funeral service was held on October 15, 2016.

AA:fco