

DATE: November 28, 2017

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Funds for 2018-2019 Clause 23 Professional Improvement Program

ORIGINATOR: Angela Anderson, Chief Human Resources Officer, Human Resources

RESOURCE STAFF: Trish Kolotyluk, Renée Thomson

REFERENCE: Memorandum of Agreement: *Teachers' Collective Agreement-September 1, 2016 to August 31, 2018*

ISSUE

It has been a long-standing District practice 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

Edmonton Public Schools 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."

For many years, District teachers have had the opportunity to apply for tuition and/or leave support through the Clause 23 Professional Improvement Program to undertake professional improvement activities.

RELATED FACTS

- Support for professional learning contributes to the attraction and retention of teachers.
- 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 to a teacher for a school year or portion thereof.
- 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

the 2012-2013 school year, the allowable maximum allocation has exceeded three million dollars (Attachment I).

- From 2014 through 2017, the approved program allocation was \$1,000,000. An allocation of \$1,100,000 was approved for the 2017-2018 Clause 23 Professional Improvement Program in response to an increased number of requests for support from teachers over previous years (Attachment II). The 2017-2018 allocation was 32% of the maximum amount that could be approved for this program.
- It has been an administrative practice to maintain a holdback of a portion of the allocation to address potential increases to leave allowance costs and tuition fees in the next academic year, as well as potential fluctuations in the exchange rate for tuition fees paid to international post-secondary institutions. The holdback for the 2017-2018 Clause 23 Professional Improvement Program was three per cent.
- Application instructions and assessment processes ensure that tuition and/or leave support is granted to applicants for programs and courses aligned with District Priorities and areas of need.
- In order to facilitate application, review and approval processes for the Clause 23 Professional Improvement Program, it is necessary that they be initiated a year in advance of the period of support (Attachment III). The 2018-2019 Clause 23 Professional Improvement program was announced to District teachers on October 27, 2017. Applications will be accepted until January 12, 2018. A panel of District leadership staff will review and assess the applications between February 1 and February 9. Recommendations from the assessors will be compiled and forwarded to the Superintendent for consideration by February 23. By March 2, 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. Between March 5 and March 9, applicants will be notified of the support granted to them.
- Access to and support for professional development has been an ongoing priority for both the District and the Alberta Teachers' Association.

RECOMMENDATION

That an allocation of \$1,200,000 from the 2018-2019 operating budget be approved for the Clause 23 Professional Improvement Program for the purpose of granting professional improvement leaves and/or tuition support to teachers for the 2018-2019 school year.

OPTIONS

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

1. The allocation of funds for 2018-2019 is increased to \$1,200,000.
2. The allocation of funds for 2018-2019 is set at an alternate amount.
3. The allocation of funds for 2018-2019 remains at \$1,100,000.

CONSIDERATIONS and ANALYSIS

With consideration to a number of factors, an increased allocation for the Clause 23 Professional Improvement Program is recommended for 2018-2019. The number of requests for support through this program continues to grow in proportion to the number of District teachers who are eligible to submit an application. If the program allocation is not increased, higher costs associated with post-secondary education and leave allowances, coupled with a greater number of requests, would be equivalent to a decrease in allocation. This would result in fewer teachers being granted support. As well, those

teachers who are granted partial support would receive a smaller amount, which could in turn impact their ability to carry through with their professional learning plans.

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 includes a commitment of District funds 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. Edmonton Public Schools will provide \$750,000 annually in 2017-2018 and 2018-2019, as well as \$875,000 in 2019-2020 to Local 37 in support of the Staff Development Fund. Guidelines for the allocation of these funds were developed collaboratively by the Alberta Teachers' Association and Edmonton Public Schools.

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	2018-2019 Professional Improvement Program Timeline

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ATTACHMENT I

PROFESSIONAL IMPROVEMENT PROGRAM HISTORY

YEAR	FUND MAXIMUM AS PER CLAUSE 23.7	APPROVED ALLOCATION	% OF MAXIMUM	APPROVED TOTAL LEAVE FTE	ACTUAL \$ GRANTED FOR LEAVES	ACTUAL \$ GRANTED FOR TUITION	TOTAL ACTUAL \$ GRANTED FOR LEAVES & TUITION
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
2017-2018	3,402,751	1,100,000	32%	7.818	521,100	545,100	1,066,908

ATTACHMENT II

PROFESSIONAL IMPROVEMENT PROGRAM SUCCESSFUL APPLICANTS BY YEAR		
YEAR	TOTAL NUMBER OF APPLICANTS	NUMBER SUCCESSFUL
2008-2009	53	50
2009-2010	64	64
2010-2011	60	58
2011-2012	87	84
2012-2013	71	70
2013-2014	86	75
2014-2015	70	68
2015-2016	72	71
2016-2017	95	90
2017-2018	103	99

2018-2019 PROFESSIONAL IMPROVEMENT PROGRAM TIMELINE

Activity	Date
Clause 23 Professional Improvement Program and application package are communicated to District teachers and made available online	October 27
Information meetings for interested staff (4:15 - 6:00 p.m. Conference Centre, Centre for Education)	November 20, 28
Obtain data to calculate maximums as per Clause 23.5 of Teachers' contract	November 30
Due date for applications	January 12
Processing of applications <ul style="list-style-type: none"> • Receipt of applications confirmed • Background information compiled (previous leaves, degrees, grid placement, years of service, summary of request, projected costs) • Applications prepared for review by committee of leadership staff 	January 15 - 31
Review of applications <ul style="list-style-type: none"> • Application packages prepared for committee review • Committee workshop conducted • Review of applications completed 	January 15 - 31 February 1 February 9
Compile background information and committee input	February 12 - 16
Recommendation to the Superintendent	February 23
Approval of leaves and tuition support by the Superintendent	March 2
Communication of support granted <ul style="list-style-type: none"> • Applicants • TM to Board • Staff Update communicated on District intranet • Letters and agreements sent to successful applicants 	March 5 - 9 March 14 March 15 March 16